



MEETING ROOM APPLICATION FORM

All accounts must be paid within 7 days of function. Billing address and \$50 must be given or booking will not proceed.

Name of Person/Company to be Invoiced _____

Billing Address: _____

Email Address: _____

Phone Number: _____ Fax No. _____

Number of People attending: _____

Date of Booking: _____

Time Start: _____ Time Finish: _____

Meeting Room has maximum capacity of 30 people.

Account will be paid by: Cash/Cheque/Eftpos/Other _____ (please circle)

Venue Hire Cost:

3 HOURS \$50.00

1 – 2 DAYS \$75.00 + \$25.00 extra for morning/afternoon tea

3 DAYS \$200.00 + \$25.00 extra for morning/afternoon tea

Printing/photocopying or faxing requirements: cost - .50 cents per copy.

Requirements give details. Room Set up and other requirements:

Meals are available at the Kar Wah Inn Restaurant Tuesday - Sundays.

Please note: All food and drink must be purchased from the Club. No food or drink can be brought into the club because of new food handling restrictions. All food and drinks must be paid on the day.

CLUB ADDRESS: 2c Lithgow Street, LITHGOW 2790 Phone: 63 513375 Fax No. 63 521236

EMAIL ADDRESS: clublithgow@bigpond.com