

Wedding Hire Booking Form



Please complete this booking form in clear block text and return to the Functions Manager via functions@cliffordpark.com.au or in person to the main office at Clifford Park Racecourse

Venue/s	<input type="checkbox"/> Clive Berghofer Grande Atrium
	<input type="checkbox"/> Winning Post
	<input type="checkbox"/> Main Bar / Bistro / QES Deck
	<input type="checkbox"/> Other _____

Booking details

Name of Event			
Bride's Name		Groom's Name	
Onsite Contact	Name:		Mobile:
Time/Date of Event Venue hire up to 6 hours	Date:	Start Time:	End Time:
Arrival Times	Guests:	Bridal Party:	Other:
Pre-Event Setup	Date:	Time:	(Must be between 10am & 3pm – Mon - Sat)
Post-Event Pack Down	Date:	Time:	(Must be between 10am & 3pm – Mon - Sat)
Venue Set Up	<input type="checkbox"/> Rounds	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Long <input type="checkbox"/> Cocktail <input type="checkbox"/> Other
Expected Attendees	Adults:	Children (under 13):	Vendors:
Please Note: Final guest confirmation is required 4 days prior to your event. This is the minimum number of guests you will be invoiced room hire for.			
Catering	<input type="checkbox"/> Social	<input type="checkbox"/> Intimate	<input type="checkbox"/> Classic <input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> Other – please provide details
Preferred Service Times			

Applicant details

Applicant Name			
Address			
City/Suburb		Post Code:	
Phone (W)		Phone (M):	
Email Address			
Relationship To CP	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Member	<input type="checkbox"/> Recurring Event <input type="checkbox"/> New Event

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Will Bar Service Be Required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will Alcohol Be Served?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – Please complete and return the bar tab form when booking
Will Catering Be Served?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – Catering selections are required 8 days prior to your event date
Is A TOTE Operator Required? \$200 flat rate per operator	<input type="checkbox"/> No	<input type="checkbox"/> Yes – Only applicable on Clifford Park Race Days

Other:	
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Payment details

<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> BANKCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DIRECT DEPOSIT	<input type="checkbox"/> INVOICE
Bank Details: A/C: Toowoomba Turf Club BSB: 014 657 Account: 402 436 077						
Card Details:	Name on Credit Card:					
	Card Number:					
	Expiry Date: / CCV: Signature:					

Additional notes

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Signatures

I, the above applicant, accept the hire costs and venue limitations as set by Clifford Park Racecourse and agree to pay the required deposit upon returning of the booking form. I understand that until all documentation and deposit payment is received my booking date is not secured or confirmed. I understand that my event may be cancelled or changed should an issue arise due to safety concerns issued by government or health directives. I have read the terms and conditions of hire and hereby accept and agree to abide by the outlined conditions.

..... NAME SIGNATURE / / DATE
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