



FUNCTION FORM

Name of Hirer	
Address	
E-Mail	
Mobile	
Date of Function	
Start/Finish Time	
Expected No. of Guests	
Type of Function Proposed	Birthday – AGE ____ Christening Anniversary Other:

(Function Form is subject to updated version 2026.3)

A security bond of **\$300** will apply to all bookings and will be returned to the hirer following confirmation that the clubhouse, gardens and carpark are in order and satisfactorily cleaned

To secure your booking, a non-refundable deposit of **\$150** is required.

This can be paid over the bar or by electronic transfer to

North Shore

BSB 016 494 | ACC: 437104064

Please use hirer name and date of booking as reference with your payment and email your confirmation to enquiries@northshore.org.au

Until a function form is signed, dated and received along with a deposit (depending on booking type) and confirmation is sent all dates will remain available

I, the hirer, understand that I am responsible for the above function. I have read and agree to the Guidelines and Conditions of Hire for Club premises.

I have read and understood "Guidelines and conditions of Hire" **please tick**

Signed (Hirer) _____ DATE: ____/____/____

Deposit paid \$ _____ DATE: ____/____/____

Hire Charge paid \$ _____ DATE: ____/____/____

Bond Paid \$ _____ DATE: ____/____/____

Bond refund approved, amount \$ _____ DATE: ____/____/____

'Party Party Package'

This is our most popular package, and it is suitable for many occasions and celebrations including but not limited to Birthdays, Engagement Parties, Wedding Parties, Corporate Events, Social Clubs, Quiz Nights and more..

Venue Hire Fee: \$900.00 (plus \$140 cleaning fee)

Discount available to current North Shore Members
(New Members encouraged)

Time(s) Available: 7pm – 12am, 6pm – 11pm OR 5pm – 10pm
(additional time can be arranged at an additional \$120 p/h, subject to availability)

Available Day: Saturday ONLY

MAX guests: 110 cocktail style or 60 seated (inside only)

BOND: \$300.00 (see 'Bond' conditions below)

Inclusions: Exclusive venue hire including clubhouse, bar, deck, lawn and efficient, friendly bar staff for the duration of your event

See 'Guidelines' for all catering, decorations and entertainment options

'Midweek Matinee'

A package specially created for wakes, corporate events, meetings, social sessions, community groups or small celebrations.

Venue Hire Fee: \$130 per hour
(If no bar / staffing is required, cost is \$90 per hour)

Discount available to current North Shore Members
(New Members encouraged)

Day / Time Available

Monday – Thursday from 2pm – 5pm (2 hour minimum)

Friday N/A

Monday OR Thursday evening 4pm – 9pm (2 hour minimum)

Wednesday 6pm – 10pm is available FREE for all North Shore Members (subject to nature of event)

Max guests: 110 cocktail style OR 60 seated

BOND: \$300.00 (subject to nature of the of event)

NOTE: Limited decorations, decor & entertainment are welcome for this package and all furniture MUST remain as is

Inclusions: Semi-exclusive venue hire including clubhouse, facilities, bar, deck, lawn along with efficient and friendly staff for the duration of your event

See 'Guidelines' for catering, decorations and entertainment options

NOTE: Semi-exclusive venue hire refers to our coaches, partners and Sports Members having access to the facilities and storage area and bar as necessary (Wednesday bar is OPEN to public from 6pm – 10pm)

'Cruisy Café Package'

This package is ideal for groups searching for a location to host a non-exclusive gathering for book club, mothers group, mahjong, rummy cup, luncheons, bridge, workshops, casual meetings etc.

Venue Hire Fee: FREE

Booking must be made by a current North Shore Member

Day / Time Available:

Monday – Sunday (6.30am – 1.30pm)

MAX guests: 50

BOND: N/A

Inclusions: Semi-exclusive hire includes the upper area & deck of the North Shore clubhouse ONLY.
Bar / bar staff can be included at \$130 per hour subject to availability

NOTE: No BYO catering welcome whilst the Café is open – see 'Catering' for options

'Saturday Matinee'

This package is designed specifically to cater for those who are wanting a very fun and relaxed afternoon to celebrate their special occasion such as christening, baptism, birthday, social / corporate groups and seasonal celebrations...

Venue Hire Fee: \$140.00 per hour (plus \$140.00 cleaning fee)

Discount available to current North Shore Members (New Members encouraged)

Time Available: 2pm – 5pm

(2 hour minimum – see 'Party Party Package' for functions past 5pm)

Day(s) Available: Saturday ONLY

MAX guests: 110 cocktail style or 60 seated (inside only)

BOND: \$300.00 (subject to nature of the of event)

Inclusions: Semi-exclusive venue hire including clubhouse, facilities, bar, deck, lawn along with efficient and friendly staff for the duration of your event

See 'Guidelines' for catering, decorations and entertainment options

NOTE: Semi-exclusive venue hire refers to our coaches, partners and Sports Members having access to the facilities and storage area and bar as necessary

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'Gage Roads - On the Deck'

A package specially created for sports, school and community group catch ups OR end of season celebrations.

Venue Hire Fee: FREE

Booking must be made by a current North Shore Member

Day / Time Available

Wednesday Evening (area reserved from 7pm – 10pm)

Friday Night Fun (area reserved from 5pm - late)

Sunday Sundowner (area reserved from 4pm – 7pm)

MAX Guests

Suitable for 20-50 cocktail style
(min of 20 guests required to secure booking)

Inclusions: Deck area, large picnic tables plus 2 high tables reserved

NOTE: Whilst deck area tables are reserved the entrances, deck ramps, thoroughfare, lawn area and access to the clubhouse remain accessible to all patrons

No BYO catering welcome whilst the Café is open (cupcakes & lolly bags welcome for a party)

We are unable to accommodate a bar tab for any 'Gage Roads – On the Deck' bookings (this option is available for functions only)

SEE 'GAGE ROADS – ON THE DECK' BOOKING FORM

Catering Options / Kitchen

Cater your event to suit your style and budget using the following options and recommendations:

Food Trucks

All welcome with suitable access and power to accommodate

External Caterers

All welcome, we recommend Mr Paella – 0451 184 758 | www.mrpaellaperth.com

Grazing Boards

All welcome, we recommend Graze Cartel WA – 0438 999 060 | www.thegrazecartelwa.com.au

Self-Catering welcome

NOTE: If you opt for outside / self-catering, we do not allow the use of our heating / cooling facilities, fridge space, Café kitchen, bar or storage area for prep / storage.

(**NO** outside catering is permitted when the Café is open)

BYO alcohol is not permitted. Failure to abide by this rule may result in a deduction from your BOND.

Facilities

- Licensed Bar
- Preferred Catering options / outside catering welcome
- Licensed for a maximum of 110 people
- Seating and tables for 60 (approx.) people inside
- Glasses – wine, champagne and beer for 110 people
- 2 x large screen TVs available for use by prior arrangement
- Sufficient bathroom facilities

Beverages

Drinks will be available at our current function bar price list (available on request).

Strictly **no BYO Alcohol** on our premises.

A bar tab can be arranged to suit your event using a price, time or token system. Payment of this is required in full by the end of your Function. All drinks at Functions are available at guest / function prices even if you are a North Shore Member.

'Party Party Package' last drinks are called at 11.30pm.

Conditions of Liquor License

Persons under 18 years of age may not purchase or consume liquor on licensed premises. The hirer shall be responsible for under 18's on club premises. No person shall take liquor outside of the designated licensed area. Drunkenness or undesirable conduct will not be tolerated on our premises.

Should external drinks be found and consumed by guests, our staff reserve the right to dispose of the beverages, refuse service, terminate your event early or deduct funds from your BOND.

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Noise Restrictions

Music / entertainment is restricted to 11.45pm. Should your music / entertainment be deemed too loud, we will ask you to turn it down. Failure to do this will result in deducting from your \$300 bond.

Please respect our neighbors and local community when departing the venue.

Semi Exclusive Option

Semi Exclusive options refer to our coaches, partners and Sports Members to have access to the North Shore clubhouse, storage area, facilities and bar to purchase a beverage when participating in our organized Social Tennis session on Saturday or Sunday afternoons until 5.30pm

All coaches and Sports Members will be notified of a function and will respect the space as usual.

Entertainment

DJ, speakers, musician and band all welcome and access for delivery / set up can be arranged subject to Clubhouse and Staff availability.

Bouncy Castles and kids activities are welcome (not for Sunday Session Packages).

Our small speaker is available to use but you must BYO your device. Please contact **POWER MUSIC** (anthony@powermusic.com.au) for all your speaker / lighting / audio visual hire needs OR to hire the large speakers residing at the club.

Setup / Access

Early access can be arranged for delivery / set up. This is subject to the availability of clubhouse and staff and is restricted to **2 hours**. Please coordinate your vendors accordingly.

Additional set up time can be purchased at \$25 per hour. Whilst we are able to move some furniture to accommodate your function (see packages for more details), the barrel table and lounges are not to be moved under any circumstances.

Our coaches, partners and Sports Members are welcome to enter the clubhouse to access the bar, storage area and facilities until 5.30pm on Saturdays and all day Sundays when participating in organized Social Tennis.

A copy of our Set up Guidelines will be sent to you the week of your event and is also available on the bar should you send friends or family to assist with your set up.

Please complete the '**Functions Vendor Form**' prior to your event.

Décor / Decorations

We recommend **STYLISH SOIREES** (www.stylishsoirees.com.au) for all your decoration / décor needs.

External décor / decorations are welcome and must be packed down and removed from the clubhouse by 7am the following morning.

Cleaning

At the end of your function our staff will ensure all areas of the club are checked for damages, broken glass etc. Any excessive or additional cleaning required will be deducted from your BOND.

All decorations need to be removed or packed up and the walls / windows left with no marks on them on the evening (see packages notes for additional decoration / décor information).

Collection of decoration / décor can be by arrangement the following day subject to availability.

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The Courts

Our courts are not included in a function booking. Should you wish to have access, this will incur an additional fee for supervision (subject to availability). Balls, racquets, paddles are not included in court hire.

1 hour of Tennis / Pickleball coaching can be added to your booking for \$15 per head (subject to availability).

Your responsibilities

Any excessive breakages and damages will be charged to the hirer from their bond received.

Disrespectful behavior towards staff and the clubhouse is not tolerated. As a result of this, the Manager on Duty reserves the right to issue the host with a warning and should behavior persist the Bar and Clubhouse will close immediately, and the bond is not refunded.

Children must be supervised at all times. The pond, balcony, walls, garden beds and roof are not accessible for safety reasons.

Confirmation Fee / Deposit

A deposit of \$150.00 is required to confirm your booking.

This is non-refundable. Balance of Hire Fee must be made prior to your Function commencing.

All dates mentioned remain available until a confirmation email is received.

Bond

A security bond of \$300.00 will apply to all bookings and will be returned to the hirer following confirmation that the venue, gardens and carpark are in order and satisfactorily cleaned. If guests have not packed down and departed the clubhouse within 30 minutes of function finish time, a charge of \$10 per 10 minutes will be taken out of the bond

Smoking / Vaping

The Club House is a **NO smoking / NO vaping** Venue. All smokers / vapers can use the car park area and dispose of their rubbish in the bins provided. Failure to comply with this condition may result in a deduction from your BOND.