



MURRUMBIDGEE TURF CLUB  
PARTIES · FUNCTIONS · CONFERENCES · RACING

### Marquee Booking Form

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**Business Name:**

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**Contact Name:**

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**Address:**

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**City:**

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**State:** **Postcode:**

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**Phone Number:** **Mobile:**

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**Email:**

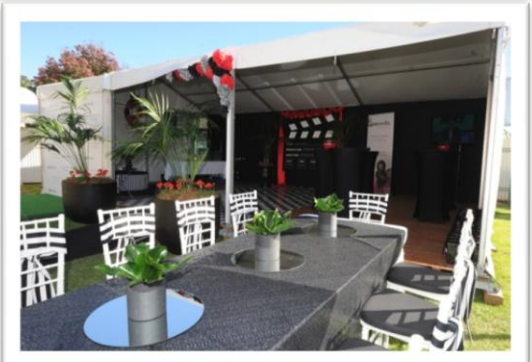
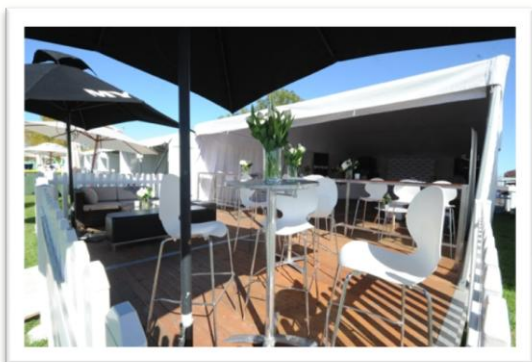
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**Date of Race Day:**

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**Number of Guests:**

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### Marquee Information

Thank you for your enquiry regarding marquee packages at the Murrumbidgee Turf Club. This information relates to all race meetings excluding Town Plate & Gold Cup Race days.

#### Admittance Tickets

Your admittance tickets will be sent to you upon receipt of your \$500 marquee deposit. Additional pre-purchased admittance tickets are available at a discounted price. Payment for these tickets is required upon collection.

#### Racebooks

If you have ordered racebooks as part of your marquee package they will be brought to your marquee by your bar staff unless other arrangements have been made.

#### Beverages/Catering

- Please note all MTC staff abide by Responsible Service of Alcohol laws. This includes no service to those which are intoxicated or under 18 years of age
- Marquee bars will close at a time nominated by the MTC unless alternate arrangements are made prior to your race day. Please ensure your guests are informed of this time and are prepared to depart the marquee at this time.
- All beverages will be served in cans or plastic cups.
- Additional beverages may be purchased on the race day and charged at bar prices
- An authorised person from your business will be required to sign for these additional purchased beverages (see marquee authorisation sheet)
- Any unused beverages from your initial marquee package will be reimbursed
- Your menu requirements need to be finalised five working days prior to your racemeeting.
- Final numbers for catering are required three working days prior to the racemeeting
- Food will be brought to your marquee as close to the arranged time as possible.

**NO ALCOHOL OR FOOD TO BE BROUGHT ONTO THE MTC PREMISES**

#### Payment

A \$500 deposit is required on booking your marquee. This amount confirms you're booking and will be deducted from your invoice on the day.

**Full payment of the marquee package is required three business days prior to the racemeeting.**

Following the race day an invoice for any additional beverages will be issued. The MTC requires payment of this invoice in full 21 days after the race day. Please note all packages are required to be paid in full, no refunds will be made.





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**Marquee Agreement Form**

A designated signatory is required to sign for any additional beverages issued on the raceday and agrees that payment will be made for these additional items.

Please ensure that your designated signatory introduces themselves to the bar staff at the beginning of the day and understands their role for the day.

Your designated signatory is: \_\_\_\_\_  
(Please print name)

Signature: \_\_\_\_\_

**Terms of agreement**

- Any damages incurred will be the responsibility of the marquee holder.
- Bar staff abide by responsible service of alcohol laws and will not serve those under 18 years of age or intoxicated people
- Additional beverages ordered will be charged at bar prices.
- All non sponsors of the MTC are to keep corporate signage inside the marquee – signage exposure to the general public is not permitted.
- I agree to the terms of payment set by the Murrumbidgee Turf Club as detailed above.
- The authorised signatory has been informed of their responsibilities for the day
- The marquee will open at 12noon
- The marquee will close at 5.30pm with last drinks being called 15 minutes prior to this time. All guests will depart the marquee at this time.

**Declaration:**

I, the undersigned, hereby agree that I have read and understood the above agreement conditions and agree to abide by the same.

**Signature:**

**Name: (Please print)**

**Business:**

**Position:**

**Raceday:**

**Marquee Package:**

