



NYC FUNCTION ROOM SET UP INFORMATION

PO Box 3205, Nedlands, WA 6909 Ph: 9386 5496 Fax: 9386 5821 Email: functions@nyc.org.au
REQUIRED AT LEAST ONE WEEK PRIOR TO FUNCTION

Function Name: _____

Date: _____

No. of guests:

Start Time:

Finish Time:

Decoration Yes / No
 Cake Yes / No
 DJ/Band Yes / No
 Caterer Yes / No

Name & Contact No.:
 Name & Contact No.:
 Name & Contact No.:
 Name & Contact No.:

Arrival Time:
 Arrival Time:
 Arrival Time:
 Arrival Time:

Removal Time:
 Removal Time:
 Removal Time:
 Removal Time:

Rectangular Trestle Tables

Large 15 Avail. No. req (182cm x 76cm)
 Small 4 Avail. No. req (100cm x 40cm)

Round Banquet Tables

10 Seater 10 Avail. No. req (180cm)
 8 Seater 10 Avail. No. req (165cm)

Square Tables

4 Seater 25 Avail. No. req

Round Plastic Tables

6 Seater 10 Avail. No. req (120cm)

Bar Trees

140cm H 12 avail. No. req

Kitchen

Tea & Coffee Urns (\$35 each) Yes / No No. req
 Crockery/Cutlery (\$100) Yes / No
 BBQ's (\$50) Yes / No

Chairs

Beige (110) Yes / No No. req
 White (40) Yes / No No. req
 High Chairs (3) Yes / No No. req

Other

Dance Floor Yes / No
 Lecturn & Microphone Yes / No
 Partitions (7) Yes / No No. req
 Tablecloths - Cake table (\$20) Yes / No No. req
 Umbrellas (\$20) 4 Avail. Yes / No No. req
 Gazebos (\$40) 4 Avail. Yes / No No. req
 Projector & Screen (\$100) Yes / No
 Whiteboard & Flipchart (\$50) Yes / No

Additional Items for Seminar Hire Only

Tablecloths - Circular (\$20) Yes / No No. req
 Tablecloths - Rectangular (\$20) Yes / No No. req
 Tea & Coffee Service (\$4pp) Yes / No No. req

PLEASE ENSURE FUNCTIONS MANAGER RECEIVES SET-UP AT LEAST ONE WEEK PRIOR TO THE FUNCTION

