

# Wanganui Function Centre

The Wanganui Jockey Club will be managing the Wanganui Function Centre (WFC) at the racecourse on Purnell St from April 2017. There will be no resident caterer but our fantastic facilities will be open to hire and use for functions.

If you are a caterer that is being hired for an event at our venue then you need to provide the following:

**Please complete the details below and attach required documentation.**

We will require the following:

- All approved food safety and handling certification
- Company registration
- Examples of your menu options and pricings (e.g. – platters, carvery, buffet etc) – *an electronic version would be preferable too please – jpeg, PDF...*
- Health & Safety Management Plan
- Signed Users Agreement

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**Business name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Contact details**

**Phone(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Do you have your own kitchen facilities?      Yes / No

How many staff do you employ?      \_\_\_\_\_

Is your business registered with the Companies Office?      Yes / No

Is it likely that you would require hiring/utilising our kitchen or resources?      Yes / No

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**wjc.co.nz**

If you have any questions then please contact Bret at the WJC for more information on: **bret@wjc.co.nz / 06 345 3968 / 027 423 6735**

