

*Welcome to the  
Gunnedah Services & Bowling Club's*

MEETING  
ROOM  
MENU

*Assisting you, with meetings for results*

# *Start your meeting with a Tea and Coffee Station*

A one cup per attendee Tea and Coffee Station \$ 2.50/attendee  
A continuous Tea and Coffee Station – all day \$ 3.50/attendee

## *Add Biscuits*

A one Cup per attendee Tea and Coffee Station  
Plus an individual serve biscuit pack \$ 4.50/attendee

A continuous Tea and Coffee Station including  
Continuous biscuits all day \$ 6.50/attendee

## *Fresh Fruit Bowl*

Have a fresh bowl of fruit placed in your meeting room  
\$ 1.00/piece

## *Refreshment Mints*

We can place bowls of mints on your meeting tables  
\$ 1.00/attendee

## *Refreshments*

Jugs of Juice can be provided for \$10.00/Jug. Feel free to open a function charge card should you be entertaining your guests for dinner or providing them with bar refreshments after your meeting

# *Mixed Sandwich Platters*

All sandwiches are cut into 4 points each and presented on platters.

As an example 20 sandwiches equal 80 points

Small Tray	20 Sandwiches	\$ 80.00
Medium Tray	30 Sandwiches	\$120.00
Large Tray	40 Sandwiches	\$160.00

Smaller platters are available upon request

# *Gluten Free Mixed Sandwich Platters*

Minimum order of Gluten Free Sandwiches is our small tray

Small Tray	8 Sandwiches	\$ 45.00
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# *Hot Finger Food Trays*

Our hot finger food trays contain a mixture, but are not limited to chicken wings, mini spring rolls, samosas, party pies, party sausage rolls

Small Tray	20 Pieces	\$ 35.00
Medium Tray	40 Pieces	\$ 55.00
Large Tray	100 Pieces	\$135.00



# *Cakes and Slices Platters*

Small Platter	20 pieces	\$44.00
Medium Platter	40 pieces	\$88.00
Large Platter	50 pieces	\$110.00

Larger or smaller platters available on request

# *Fruit Platters*

Our fruit platters cater for 3 pieces per person

Small Platter	20 people	\$40.00
Medium Platter	40 people	\$80.00
Large Platter	50 people	\$100.00

Larger or smaller platters available on request

# *Cheese and Dip Platters*

Small Platter	30 people	\$50.00
Large Platter	60 people	\$100.00

Larger or smaller platters available on request

# *Lunch Alternative*

The Club have lunch selections for \$10.00 - \$14.00 every day of the week in our restaurant. These servings are very generous. Feel free to book into our restaurant for lunch and take a well earned break from your meeting room. These meals can be charged back to your account.



FUNCTION BOOKING FORM:

ENQUIRY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enquiry Only                       Tentative Booking                       Confirmed Booking

Thank you for your enquiry. Please complete and return this Booking Form in person to Reception or email to [functions@gunnedahservicesclub.com.au](mailto:functions@gunnedahservicesclub.com.au) and [info@gunnedahservicesclub.com.au](mailto:info@gunnedahservicesclub.com.au)

- + Please note your booking will be considered "tentative" until Room Hire Fees are paid IN FULL.
- + All Catering and other Costs in relation to your Function must be paid for in FULL at least seven (7) days prior to your Function date. Prices are subject to change if booking is made six (6) months in advance.

BUSINESS / INDIVIDUAL NAME: (if appropriate) .....

ABN: .....

Street Address: .....

Suburb / Town: ..... State: ..... Post Code: .....

Postal Address: .....

Mobile No: ..... Email: .....

Contact Person: .....

**FUNCTION DETAILS:**

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Alternative Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Title: .....

Type of Event: (please tick)

- Meeting  Presentation  Networking  Workshop  Party  Fundraising Event  Wake  Wedding Reception
- 21<sup>st</sup>  Trivia Night  Other (please specify) \_\_\_\_\_ **(Club does not do 18<sup>th</sup> Birthday Parties)**

Arrival Time: \_\_\_\_\_ Arrival Time of Guests: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Food Serving Time: \_\_\_\_\_ Closing Time of Event: \_\_\_\_\_

- Access to the Room will be made available 30 minute prior to the Event unless otherwise requested.
- Number of Attendees (this will determine the space that needs to be booked)

Auditorium  Green Room  Bowls Auditorium  BBQ Area  Baxter Room  Carters Room

**Room Layout:**

Theatre  U-Shape  Cabaret  Classroom  Boardroom

Half Day:  Full Day:  Consecutive Days:  Other: \_\_\_\_\_

**FURTHER INFORMATION:**

Please check off any Equipment you may need: (please tick)

Laptop - \$100 plus \$100 Security Deposit  Data Projector & Screen - \$50 plus \$50 Security Deposit

Screen Only  Wireless Internet access  Whiteboard  Microphone  Lead  Lectern

Music:  Live Band  Juke Box  Other: \_\_\_\_\_

Electronic presentations:

Note: It is recommended that all presentations on key drive be tested on our projector at least one (1) week prior to any function as we prefer to check that the formatting is compatible with our Laptop.

**DIRECTIONS for FUNCTIONS COORDINATOR:**

**1. Please send (via email) through your event running sheet and requests at least three (3) weeks prior to:**

Chef  Maintenance & Cleaning  Bar/Gaming Manager  Administration Supervisor  Reception

Bowls & Sports Co-ordinator (if applicable)  Reception (for any signage, wrist bands etc.)

2. Final numbers for catering are required two (2) weeks prior to your function/event so we can sit and advise as to availability and costs. All food MUST be paid seven (7) days in advance. Quoted and confirmed numbers will be Invoiced and no refunds for non-appearances by guests and extra's will be charged at full retail pricing for non-function meals. (if required)

3. Please advise if a Dry Till or Bar TAB is required.  NO  YES and amount if known \$ \_\_\_\_\_

4. Will the dry till be for Tap Beer, House Wine and Soft Drinks Only or do you wish to stipulate? \_\_\_\_\_

5. Will Tickets need to be arranged for your event?  YES  NO (if so please provide full details in writing)

6. All 21<sup>st</sup> birthday parties require the organiser to pay for Security (organised by the club) for the entire period of the Function. Security is charged at \$65 per hour with a minimum charge of 4 hours.

7. Is early entry required?  YES  NO Time requested: \_\_\_\_\_ (subject to approval)

8. Room Deposit must be paid to secure the Booking minimum 14 days prior to the event.

Other Special requests or Notes:

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## **TERMS & CONDITIONS GOVERNING ALL FUNCTION BOOKINGS**

Agreement – Gunnedah Services & Bowling Club agree:

We, us or our means the Gunnedah Services & Bowling Club (ABN: 11 000 056 860) & you or your means the hirer.

The agreement comprises these Terms & Conditions and the Schedule. The Agreement cannot be changed unless we agree in writing. These Terms & Conditions override any terms and conditions you may wish to impose.

The premise means our function rooms the premises (both) located 313 Conadilly St Gunnedah. NSW. 2380.

### **CLUB ENTRY**

All guests attending an event at the club are required to comply with the sign-in requirements of the Registered Clubs Act 1976 (NSW) or any other State or Federal legislation. Guests are advised to produce photo ID as proof of address upon entering the club.

### **POLICY**

Gunnedah Services & Bowling Club practices Responsible Service of Alcohol. If any guest or delegates at a function are reaching intoxication or are under the legal drinking age, they will be refused alcoholic beverages. Breaching RSA laws incur fines of \$5,500 both to the club, to any person supplying alcohol to an intoxicated or under age individual. In accordance with Licensing Laws, if a person is deemed intoxicated, they will be directed to leave the premises.

### **PRICING**

Prices are subject to change and cannot be set and or guaranteed until three (3) months prior to the event.

### **SMOKING**

All function rooms are Non-Smoking. Outdoor smoking areas are easily accessed from our function rooms and guests are allowed to smoke only in these outdoor areas. If guests do smoke inside and set of the club alarms, there is a \$500 call out fee for the fire brigade that will be charges as an additional cost to the function. Further, if a person is found smoking within the club, except an outdoor area they will be asked to leave the club as they have breached the tobacco laws.

### **PREMISES**

We will make the premises available to you on the date(s) and time(s) specified in the Schedule.

You and your employees, agents and invitees use and occupy the premises at your own risk.

You must comply with and ensure that your employees, agents and invitees comply with this agreement and any rules or directions for the use of the premises advised by us from time to time.

We reserve the right for us and our employees, agents to have free access to all parts of the premises at all times.

### **PAYMENT – CONFIRMATION & FINAL NUMBERS**

You MUST pay the Gunnedah Services & Bowling Club a. Room Hire fees in full at least 7 days prior to your function. b. All catering and other costs relating to your function must be paid in full seven (7) days prior to your function. A penalty for late changes in numbers will occur. Your payment options are: Cash, EFT, Bank Transfer, Visa or Mastercard. (No American Express) Personal cheques will not be accepted. Business cheques must be presented 21 days prior to the event.

### **CANCELLATION**

In the event of a cancellation, costs will have been incurred in terms of rostered staff and food ordered. The costs of cancellation are as follows and relate directly to the period of notice provided: a.) One (1) calendar month or more – full refund. B.) 14 days to one (1) calendar month – 50% refund of deposit. C.) less than 14 days – No refund. All cancellations must be in writing and be made by the person who organised the function.

### **BEVERAGES**

If you have made a specific request for beverages the Club does not ordinarily provide and the Club had to order in specifically for your function at your request, any refund of that component will be subject to the supplier accepting the stock for credit. There will an additional \$50 administrative charge by the club for administration and handling costs.

### **DAMAGE**

The event organiser is responsible for the behaviour of the guests. Any damage reported will be assessed and payable by the organiser. In some circumstances we may request a \$500 bond be charged.

### **INDEMNITIES**

You are liable for and release and indemnify us and our employees and agents against: a.) loss or loss of use or damage or destruction to the premises and our property; and b.) any claim, demand, loss or cost in respect of personal injury, death or loss of use of or damage or destruction to any other property, caused by your breach of this Agreement, your negligence, wilful act or omission, or the negligence, wilful act or omission of your employees, agents or invitees.

### **INSURANCE**

You must not do or omit to do or permit to be done or omit to be done, anything which might affect any insurance policies held by us in respect of the premises. If applicable, you must obtain and maintain the following insurance policies for the hire with a reputable insurer approved by us; a.) public liability insurance for not less than \$20million for each claim; b.) workers compensation insurances as required by law; and c.) loss or damage to your goods, equipment and materials on the premises for their full replacement value. If we ask, you must give us evidence of these insurances, including certificates of currency. You must notify us immediately if you become aware of any circumstances which result or may result in a claim being made against us in respect of the use of the premises.

### **OUTDOOR BBQ AREA**

All Music played at any Outdoor function in any area of the Club will be required to have the volume set at an acceptable level so as not to disturb motel guests and residing residents with music to be turned of completely by 10.30pm

### **ASSIGNMENT**

You cannot assign your rights under this Agreement without our permission, which we can refuse or condition in our sole discretion.

### **TERMINATION**

We may terminate this Agreement immediately by giving written notice if you commit a serious breach of this Agreement. (in our opinion, acting reasonably). Otherwise this Agreement will terminate at the end of the hire period.

### **I HAVE READ AND AGREE TO THESE TERMS & CONDITIONS**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## ROOM HIRE FEES:

### Monday to Friday:

AUDITORIUM:	½ Day - \$250	Full Day - \$500
GREEN ROOM:	½ Day - \$150	Full Day - \$250
CARTERS ROOM: (Meeting)	½ Day - \$75	Full Day - \$TBA
BAXTER ROOM: (Meeting)	½ Day - \$75	Full Day - \$TBA
BOWLS AUDITORIUM:	½ Day - \$150	Full Day - \$250
BBQ AREA:	½ Day - \$150	Full Day - \$250
BOARD ROOM (Meeting)	½ Day - \$50	Full Day - \$100

**Saturday and Sundays add \$50 to above pricing. Public Holidays will incur an additional 20% surcharge:**

### Other Fees may be applicable:

Bond \$500

Security \$260 per person (minimum 4 hours)

Cleaning Fee \$150 (Will be automatically charged if Confetti and or Table Scatters are used)

**Deposit required is 50% of the Total Food costs plus any additional Beverage costs as per Terms & Conditions and MUST be paid to Secure the Date and Room.**

**NO Deposit = NO Booking Confirmation**

### Payment Options:

Credit Card Payment: Cardholders Name: \_\_\_\_\_

Credit Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

CCV No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

(Signature of Cardholder) Authorised by: \_\_\_\_\_

### EFT PAYMENTS:

Account Details: *(name of account payment is coming from)* \_\_\_\_\_

Date & Amount paid: \_\_\_\_\_

(If making a payment this way, please note Name & Function date: e.g. smith 01012020)

### Our Bank Details are:

Gunnedah Services Club Bank: CBA BSB No: 062-551 Account No: 00260641



**INTERNAL OFFICE USE ONLY:** (tick the boxes when completed)

- Entered into Electronic Diary**       **Written up in Function Diary**

Information sent by email to:

(include day, date, time, seating arrangements and all special requests, menu options etc.)

- Chef**       **Bowls Co-ordinator**       **Bar Manager**       **Cleaners**       **Reception**

**CHECKLIST:**

- Agreement Signed and T&C's explained       Bond paid (if required)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Deposit paid to secure date       Room Hire paid       Function packs provided

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Date for follow up meetings       Date for Final Menu       Special Requests Ordered

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Equipment Hire Ordered and Organised       Serviettes & Table Cloths Ordered

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Bowls & Sports organised       Staffing requirement sent for Rosters

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Beverage requirements organised       Bar Tab or Accounts Set Up

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Kitchen informed of confirmed numbers       Final check all Equipment & Hire gear arrived

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Event / Function Run Sheet written and Distributed to all Club areas

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Check Staff rosters and Cleaners for Set Up

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Contact Patron to confirm all arrangements

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_