Traralgon Bowls Club Inc.

ABN: 90 742 324 832 **Registered No: A0008401K**

Traralgon Bowls Club
Cnr Gwalia St & Liddiard Rd
PO Box 491
Traralgon VIC 3844

P (03) 51742156
F (03) 51761827
E operations@traralgonbowls.com.au
W www.traralgonbowls.com.au

Canapés

The Traralgon Bowls Club offers three canapé packages to choose from.

Standard Package:	Six canapés served per person	$10.00
Premium Package:	Eight canapés served per person	$13.00
Premium Plus Package:	Ten canapés served per person	$16.00

(A minimum charge of $100 will be incurred for all packages; this excludes applicable room hire charge)

Gourmet Sandwiches
(Standard & Premium Package)

1. Virginian ham, salad & balsamic aioli.
2. Chicken breast, roast capsicum, Philly cheese & rocket.
3. Roast beef, horse radish, pickled onion & mixed lettuce.
4. Curried eggs, spring onion & cos lettuce.
5. Salami, Philly cheese, olives, cucumber, tomato & rocket.
6. Silverside, sweet mustard pickle, tomato, cheese & mixed lettuce.
7. Vegetarian – tomato, cucumber, carrot, onion, capsicum & lettuce.

Hot Finger Food
(Standard & Premium Package)

1. Mini Pies
2. Mini Sausage Rolls
3. Cocktail Spring Rolls ***V***
4. Cocktail Samosa ***V***
5. Cocktail Dim Sim
6. Country Chicken Tenders
7. Sweet Chilli Tenders
8. Prawn Twisters
9. Mini Meatballs
10. Chicken Garlic Balls
11. Mini Frankfurts
12. Mini Mixed Quiche ***V*** *available*

Gluten free options available upon request – price on application

Cakes & Slices
(Standard & Premium Package)

1. Hedgehog Slice
2. Lemon Slice
3. Salted Caramel Brownie Bar
4. Rocky Road Slice
5. Cherry Slice
6. Flourless Brownie
7. Mint Slice
8. Orange Macadamia Slice

All pricing **includes** a complimentary tea and coffee station, basic room set up & access to internal public announcement system. **Excluded** from the pricing are the applicable room hire charges, table linen, beverages, additional room decorations & any furniture or equipment hire required.

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The Traralgon Bowls Club offers three deluxe canapé packages to choose from.

Standard Deluxe Package:	Six canapés served per person	$13.00
Premium Deluxe Package:	Eight canapés served per person	$17.00
Premium Plus Deluxe Package:	Ten canapés served per person	$21.00

Hot Deluxe Canapés
(Deluxe Package Only)

1. Garlic Prawn Skewers
2. Seared scallops wrapped in bacon
3. Mini salami, roasted capsicum & goats cheese Pizza
4. Toasted bread brushed with pesto, grilled chorizo, goat's cheese & balsamic glaze
5. Cheese burger slider – Beef Pattie, cheese, sauce, mustard & pickle
6. Prawn Goyza
7. Satay Chicken Skewers

Cold Deluxe Canapés
(Deluxe Package Only)

1. Sushi
2. Blini with smoked salmon and spring onion cream cheese
3. Melba toast with rare roast beef, goat's cheese and roasted capsicum
4. Italian Bruschetta
5. Toasted ciabatta, Cajun prawn and French onion dip

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During the planning phase of your event you will have the luxury of selecting any 3 Hot Deluxe Canapés & 3 Cold Deluxe Canapés.

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TERMS & CONDITIONS

Confirmation of Bookings

Bookings are considered as confirmed upon receipt of the full deposit, together with the signed 'Terms and Conditions'. The Traralgon Bowls Club reserve the right to cancel the reservation if the deposit payment, together with the signed 'Terms and Conditions' has not been received within 5 days of the original quotation. The Traralgon Bowls Club requires the following deposit amounts;

*Functions with fewer than 15 guests; a deposit of $100
*Functions of 15 – 30 guests; a deposit of $200
*Functions of 30 – 100 guests; a deposit of $300
*Functions greater than 100 guests; a deposit of $500

Deposits are **non-refundable;** however they are **transferable** at time of account payment.

Cancellations or Postponement

In the event of a cancellation or postponement, The Traralgon Bowls Club requires written notice. Written notice can either be faxed or emailed to the venue. Cancellations or postponements will incur the following charges:

*Within 60 - 90 days prior to the function date an amount equal to 25% of the function value will be payable
*Within 30 - 60 days prior to the function date an amount equal to 50% of the function value will be payable
*Within 30-7 days prior to the function date an amount equal to 75% of the function value will be payable
*Less than 7 days prior to the function date an amount equal to 100% of the function value will be payable

Payments

The Traralgon Bowls Club will accept payment for your function on the day of your event or by invoice. Accounts can be settled with cash only at present. All functions invoiced require payment within 30 days of invoice date.

Final Numbers

Confirmation of final and chargeable numbers is required **no less than 5 working days prior to the function date** (actual function date is not included in the 5 day notice period). Confirmed attendance numbers will be considered as your minimum guarantee and is not subject to reduction. Requests for increasing the guarantee within 72-hour period are subject to the Traralgon Bowls Club approval and may result in additional charges. In the event that actual guest numbers fall below the confirmed numbers, the confirmed figure will be used to calculate the balance payable.

Menu & Service Details

For the smooth running of your event, we require your **menu selection, estimated number of guests and starting time 14 days prior to the event**. The meal service time and final arrangements must be finalised a clear 7 days in advance.

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Decoration & Technical Requirements

Decoration and technical requirements other than those featured in the function rooms should be discussed with our Function Manager e.g. Floral arrangements and special linen, as these may require in-house assistance for access and set-up.
NB: No equipment or decorations are permitted to be mounted on any function room walls, doors etc.

Limit of Hiring

If the room booked cannot be made available to the hirer, on the date(s) for which it has been hired by reason of flood, fire, damage, industrial dispute or any other reason, the Management shall not be liable and the hirer shall be entitled to use only part of the building hired and shall vacate it punctually at the time specified by the Manager.

Price Variation

The Traralgon Bowls Club makes every effort to maintain prices, however, prices quoted for functions that are greater than 6 months in advance are subject to change at management's discretion to allow for variations in cost of goods, wages and equipment hire. In the event that any price increase may occur, notice will be given immediately. **All functions held on a public holiday will incur a 15% surcharge.**

Dress Regulations

Clients must observe the dress regulations of the Traralgon Bowls Club when areas other than function rooms are accessed during the course of your stay. Please note a behaviour code always applies at our venue as we are always conscious of our image as a safe and family friendly club. We ask that you make your guests aware that we will not tolerate any misbehaviour that contravenes our code of behaviour. Accordingly, we will hold the offending party organiser completely liable for any damage that has occurred prior to start, during or after conclusion of your event.

Function Times & Extra Duration

Standard lunch functions are required to start no earlier than 12pm and are required to finish by 3.30pm. Evening functions are to commence no earlier than 5.30pm unless prior arrangement has been made and must conclude by 12.30am. Beverage service will cease by 12.00am. It is strongly recommended that you consult the Function Manager prior to sending out invitations regarding start and finish times.

Confetti & Rice Policy

The throwing of confetti, rice and glitter is strictly prohibited in the venue or in its immediate surroundings. A $200.00 special cleaning fee will be charged if these are used inside or outside of our venue.

Liquor License

In accordance with Liquor license Regulations all functions are to conclude by 12.30am. The Traralgon Bowls Club is a strong advocate of Responsible Service of Alcohol and reserves the right to refuse supply of alcohol to intoxicated patrons. Under section 114 of the Liquor Licensing Act, The Traralgon Bowls Club reserves the right to instruct patrons who are behaving in a quarrelsome manner to leave the premises at any time.

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BYO Policy

No food or beverages of any kind is permitted to be brought into the venue by the client, or a guest of the client for consumption by the client or any guest of the client without prior approval by The Traralgon Bowls Club.

Cakes

In order to legally comply with food handling requirements, any event requiring a cake or slice must adhere to the following procedure:

*Products must be properly labelled with the name and address of the manufacturer and a batch code or a date code
*Products must be delivered in an appropriate mode of transport (refrigerated vehicle).
*All items will be temperature checked on arrival by the head chef on duty. Any item that does not meet legal specifications will under no circumstance be accepted.
*A cake-cutting fee of $3 per persons is applicable.

Entertainment

The Traralgon Bowls Club has its own internal stereo available for private use. Alternatively external DJ's and Bands are permitted, however it is a requirement that a sound check is completed prior to the commencement time of any function. All entertainment groups must be fully set up a minimum of 1 hour prior to the commencement time. **Evening events will require all entertainment to conclude by 12.00am.**

The Traralgon Bowls Club will not be liable for any damage or loss of such equipment.

Responsibility & Liability

The Traralgon Bowls Club does not accept any responsibility for the damage to, or loss of any clients' property prior to, during and after your event. We don't encourage storage of goods at our Venue at any-time. We wish to notify you that in the case where items are stored, left behind or lost the Traralgon Bowls Club will not be responsible for such items or further damage/loss to those items or organizer. The organisers of the function will be financially responsible for any damages to the venues fixtures and fittings, property and equipment, which includes pilferage of the venues property that may occur throughout the duration of the function.

Car Parking

There is ample parking at The Traralgon Bowls Club.

Security – Excluding Weddings and Wakes

Evening events that are catering for 70 guests or more will require additional security staff for the entire event. Security requirements will be arranged by The Traralgon Bowls Club and will be invoiced additionally at a rate of $35 - 40 per hour per guard – As per regulatory control a minimum of 2 guards is required. Prior to the commencement of your function The Traralgon Bowls Club requires a guest list. Patrons omitted from the guest list will not be permitted into the event unless those who are settling the final account give authorisation.

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Delivery of Equipment & Access

All deliveries to The Traralgon Bowls Club for your function must be clearly marked for the attention of the Function Manager and state the function names and dates. Please consult The Traralgon Bowls Club regarding appropriate delivery times. Access will be permitted prior to commencement of function.

Name: _____ **Signature:** _____

Function Date: _____ **Approximate Numbers:** _____ **Date:** _____

A signed copy of the 'Terms & Conditions' must be submitted to the Function Manager upon payment of the deposit. Failure to do so may result in your function being cancelled.