



FUNCTION PACKAGE

OLIVERST
KITCHEN



CONTENTS

	PAGE
Food Packages	4
Function/Booking Costs	8
Functions & Events Terms and Conditions	9



COCKTAIL MENU

Choose 8 items \$28pp
Choose 10 items \$33pp
Minimum 40 people

Mini chicken skewers with peri peri chilli aioli

Mini lamb skewers with tzatziki

Mini Party pies with tomato sauce

Salt and pepper squid with aioli

Fish cocktail with tartare sauce

Crumbed calamari with aioli

Panko Crumbed prawn cutlets with Tartare sauce

Mini tomato and basil bruschetta (V)

Spinach and cheese triangles (V)

Cocktail sausage rolls with tomato sauce

Cocktail vegetable samosas with sweet chilli sauce (V)

Cocktail Vegetable spring roll with sweet chilli sauce (V)

Chicken goujons with Tomato sauce

Prawn twisters with sweet chilli sauce

Fried chicken wings with Smokey BBQ sauce

Add ons

Tea & Coffee station - \$3pp

Prices & menu subject to change



PIZZA MENU

Peri Peri Chicken - \$22
Caramelised Onion, Roast
Capsicum, Shallots, Peri Peri Sauce

Supreme - \$22
Ham, Pepperoni, Mushroom, Onion, Olives,
Pineapple, Oregano, Roast Capsicum

Garlic Prawn - \$24
Roast Capsicum, Chilli Flakes, Feta, Shallots

Vegetarian Paneer (V) - \$20
Paneer Cheese, Spanish Onion, Cherry Tomato,
Jalapeños, Aioli

Margherita (V) - \$18
Oregano, Cheese And Tomato Base

Gluten-Free base available upon request

PIZZA MENU 2

\$20pp
Minimum 20 people

Mixed variety of pizzas

Wedges with sour cream & sweet chilli

Garden Salad

Prices & menu subject to change



KIDS SCHOOL/SPORTING PRESENTATIONS

Price \$2Opp

Bread roll and butter

Chicken schnitzel and chips

Bowl of ice cream for dessert

Option for gluten free and vegetarian: Vegetarian schnitzel

Prices & menu subject to change



CONFERENCE MENU

MENU 1

Tea & Coffee station, assorted biscuits \$6pp

MENU 2

Tea & Coffee Station & selection of juices

Assorted biscuits, muffins, cakes & fresh fruit platter \$17pp

Prices & menu subject to change



ROOM HIRE – MINIMUM F&B SPEND

	MONDAY – THURSDAY		FRIDAY – SUNDAY	
	EVENING RATES	DAY RATES	EVENING RATES	DAY RATES
THE DINING ROOM (up to 100)	\$1,000	\$800	\$2,500	\$2,000
THE MEETING ROOM (up to 50)	\$100	\$100	\$150	\$150

Day functions operate between 11am-4pm. Evening functions must operate between 5pm-10pm
 If the minimum spend amount is not reached with food & beverage spend, the customer will be charged the difference.

ADDITIONAL COSTS

Table Cloth Fee _____	\$4.50 per table cloth
Cakeage Fee _____	\$2.50 pp
Security Guard Fee _____	\$55.00 per Security Guard per Hour (4hr min.)
Staff Member Charge _____	\$45.00 per Staff Member per Hour (4hr min.)



TERMS & CONDITIONS

The Arbour Heathcote will use all reasonable efforts to ensure your function runs smoothly and to provide you with such information and services as we are able to provide. To enable us to offer a high-quality service and in an effort to satisfy all of the Clubs members and guests, the following terms & conditions apply to your function. Please read these Terms and Conditions carefully and if you have any questions please contact our functions coordinator by telephone on (02) 9054 9611.

DEFINITIONS

In these terms & conditions the following definitions apply:

Function Agreement means the function agreement to these terms & conditions setting out the details of your function.

Deposit means the room hire payable for your function.

Staff Charges means the staff cost of your function.

Function means the function held on the Club premises under this Agreement.

Business Day means a day that is not a Saturday, Sunday, public holiday or bank holiday in NSW.

ENTRY TO THE ARBOUR HEATHCOTE

On the day of the function, guests attending the function who are not members of The Arbour Heathcote must comply with NSW Law governing access to a licensed club. This means that guests must "sign in" to the Club, a process which requires each guest to provide a recognised form of identification, i.e. driver's license, proof of age card, etc. These requirements are set out in the Registered Clubs Act 1976 and must be strictly adhered to. Our reception staff will be glad to assist your guests with this process as they arrive.

Please note that the Club may, in its absolute discretion, refuse entry or remove any person from the Club's premises for any reason including being disruptive or acting in a disorderly manner.

CLUB MEMBERSHIP

It is a requirement that the person holding or organising the function be a member of The Arbour Heathcote. Membership application forms can be obtained from Club reception, located in the foyer of the Club. Membership costs from \$7.50 for one year.

Tentative bookings will be accepted for non-members; however, membership must be obtained prior to paying the deposit and signing this Agreement.

BOOKING, DEPOSIT & PAYMENT

Tentative bookings will be held for seven days ONLY. If the Club receives another request for a booking on the same date as the applicant's tentative booking, the Club will contact the applicant and give the applicant the first option of confirming the booking.

To confirm a booking a 50% deposit must be paid, which is the room hire & a signed copy of these terms & conditions must be returned to the Club's Operations Manager or Supervisor.

The balance of monies due for your function, including catering & any staff charges must be paid for at least ten (10) business days prior to the date of your function.

As beverages are charged on a consumption basis, at the conclusion of the function, clients must finalise payments for the amount outstanding with the Manager on duty.

Payments may be made by cash or credit card.

NOTIFICATION OF FINAL NUMBERS

For catering and staffing purposes the Club must be informed of the approximate number of guests attending the function at the time of paying the Deposit. You must inform us of the final number of guests attending the function no later than ten (10) business days prior to the date of the function at which time final arrangements and menu are to be agreed and payment for catering, staff costs and any other arrangements must be finalised.

In the event that the number of guests that attend the function are less than the number confirmed by you for the purpose of catering and staff costs, no refund is given for guests who do not attend.

No food or beverages may be bought in to the Club premises for consumption during the function; The Club does not allow any external or self-catering.

The Club will permit cakes of a celebratory nature to be bought onto the premises, but only after consultation with the Operations Manager or Supervisor. Where you choose to bring your own cake, you accept full responsibility and indemnify the Club against any resultant damage, injury or harm caused to any person. Candles are permitted to be used on cakes. No sparklers are permitted.

BEVERAGES

Beverage prices subject to change

You are not permitted to bring any beverages of any kind onto the Club premises at any time.

Alcohol brought into the premises as a gift must remain unopened; Failure to comply with this requirement may result in the offenders being asked to leave the Club's premises immediately and the Duty Manager will be entitled to stop and cancel the function. In the event the Duty Manager stops and cancels the function the Club has no responsibility to you for any costs incurred or loss arising from that decision.

The Club does offer tray service of beverages for an extra charge. If you wish to consider obtaining tray service of beverages please enquire with the Operations Manager or Supervisor.

FUNCTION LENGTH

Function rooms are allocated for a maximum of a five (5) hour period.

No functions are to go beyond 10pm.

CANCELLATION

Cancellations made after the payment of the Deposit are subject to the following conditions:

1. If a cancellation occurs more than three (3) months prior to the date of the function, the Deposit amount will be refunded in full.
2. If a cancellation occurs less than three (3) months and earlier than thirty (30) days prior to the date of the function,
 - i. If the function room can be re-booked for that date, the Deposit will be reimbursed, less \$175 cancellation fees
 - ii. If the function room cannot be re-booked for that date, the Deposit will be forfeited in full.

3. If a cancellation occurs less than thirty (30) days and earlier than fourteen (14) days prior to the date of the function, the Deposit will be forfeited in full and you will become liable for the staff charges.
4. If a cancellation occurs less than fourteen (14) days prior to the date of the function, the Deposit will be forfeited in full and you will become liable for staff charges and 50% of the quoted catering charges.

RESPONSIBLE SERVICE OF ALCOHOL

The Club complies with the principles of Responsible Service of Alcohol, which includes:

- Refusing service of alcohol to minors (persons less than 18 years of age);
- Refusing access or service to people who are exhibiting signs of intoxication or who are quarrelsome, disorderly and/or behaving in a violent manner;
- Ensuring that guest behaviour does not impact adversely on the quiet and good order of the neighbourhood of the Club;
- Prohibiting the use of, yard glasses or activities such as drinking games that encourages binge drinking;
 - Limiting liquor service periods to five hours for each function;
- The club reserves the right to cease your function if the Duty Manager or other senior employee of the Club reasonably believes that your function is not being conducted in an orderly and lawful manner and could expose the Club to breaches of any law.
- If the function is ceased by the Club, you indemnify the Club against all and any costs, damages or expenses that you may incur in relation to the function and arising from the Club's termination of your function.

SMOKING

All indoor areas of the Club are non-smoking.
Outdoor areas where smoking is permitted, they are:

- Smoking Terrace

DAMAGE AND INSURANCE

The Club does not accept responsibility for, and you agree to indemnify the Club in relation to:

- The theft, damage or loss of any equipment or property brought onto or left on the premises prior to, during, or after the function; and
- Any damage, injury or harm caused to any person attending the function or otherwise arising from any food brought onto the premises of the Club in relation to the function.

The Club accepts no responsibility for gifts or decorations brought onto the premises. We recommend that you arrange your own insurance to cover loss, damage or theft of any expensive or valuable items.

We ask that you speak with the Operations Manager or Supervisor to make arrangements about displays or decorations to prevent any damage to the premises. You will be financially liable for any damage sustained to the Club premises or its property arising from the use of decorations.

The use of staples, sticky or masking tape, nails, glue or Velcro is prohibited on the walls and door surfaces. The use of Blu-Tack ONLY is permitted.

DELIVERIES

Any deliveries being made to the Club for a function must be first advised to the Operations Manager or Supervisor at least forty-eight (48) hours prior to the date of delivery.

You must provide details of any delivery including company names, contact person, contact phone numbers and details of items being delivered.

THE PRIOR APPROVAL OF THE CLUB IS REQUIRED FOR:

All plans and designs for any exhibitions or displays that you propose to stage or present during your function must be provided to the Club for approval at least fourteen (14) days prior to the date of the function, including:

- Displays of any kind intended to be located outside the designated function room; and
- Advertising in relation to the function which includes and reference to the Club

The use of smoke machines, special balloons effects and/or pyrotechnics is not permitted due to the effect on the Clubs smoke detectors; this includes sparklers on cakes.

Should the NSW Fire Brigade respond to an alarm in the function room, which has been set off due to the unauthorised use of any item whatsoever you will be liable for any charges incurred by the Club. The function may also be shut down and all monies forfeited.

THE ORGANISER WILL BE FINANCIALLY LIABILITY:

You will be financially liable for:

- Any loss or damage sustained to the Club or its property arising out of or connected in any way with the function or use of the function room;
 - Any person attending or having attended the function;
- Any additional cleaning of the function room which the Club considers to be required in excess of normal cleaning requirements; and
- Claims by any person for loss, injury, death or damage of any kind arising from the function, your use of the function room, or any person attending the function.

ENTERTAINMENT:

You are also welcome to provide your own entertainment, however any entertainers that are booked must have public liability insurance. The Club must be provided a copy of a certificate of currency of the entertainer's public liability insurance at least ten (10) business days prior to the function.

All equipment brought on to the Clubs premises must be Tested & Tagged.

The Arbour Heathcote does not allow STRIPPERS to perform in our venues.

You are not permitted to exceed any noise levels, which, in the opinion of the Club, may disturb other guests of the Club, disrupt the normal operations of the Club or disturb the quiet and good order of the neighbourhood.

You must ensure that you and your guests at your function do not breach any statutes, by-laws, or regulations including the Club's liquor license and fire regulations.

CIRCUMSTANCES BEYOND THE CONTROL OF THE CLUB:

If the Club is unable to provide the facilities or any other arrangements for your function or any part of it or can't otherwise perform the terms of the function agreement due to circumstances beyond the Clubs controls, the Club is not responsible for any costs, damages or expenses that you may suffer or incur.

16TH, 18TH & 21ST BIRTHDAY PARTIES:

The Arbour Heathcote does not hold 16th, 18th or 21st Birthday Parties under any circumstances.

AGREEMENT

Unless otherwise agreed, the person who signs these Terms and Conditions will be the person responsible for payment of all function charges.

If the function is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the Club written authorisation from the third party which, confirms the third party will be liable to the Club (in addition to the agent) for the payment of the function charges (including any cancellation fees) notwithstanding that they have not personally signed these terms and condition, and acknowledging that a commission, incentive or fee may be payable or being paid by the Club to the agent. Room charge is non-refundable.

Important Note: Please ensure you have read and understood these above terms and conditions. If you do not understand any of the terms and conditions or have any questions, please discuss them with the Functions Coordinator. If you have read and understood the terms and conditions set out above and accept them, please sign the terms and conditions. In signing the terms and conditions, they are binding upon you. These terms and conditions are accepted.

CONTACT NAME: _____

DATE OF BOOKING: _____

DATE OF FUNCTION: _____

TYPE OF FUNCTION: _____

NUMBER OF GUESTS: _____

ADDRESS: _____

PHONE (HOME): _____ (WORK): _____

MOBILE: _____

EMAIL: _____

SIGNATURE: _____

A hand is pouring wine from a bottle into a glass. The scene is dimly lit, with a dark teal overlay. In the center, there is a logo consisting of a circular emblem with a stylized plant inside, flanked by the words 'THE' and 'ARBOUR'. Below 'ARBOUR' is the word 'HEATHCOTE' in a smaller font.

THE  ARBOUR
HEATHCOTE