City Bowls Club Colac Inc
Central Reserve. Gravesend Street Colac
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Reg No. A 15600H
ABN 71 101 213 779

CITY BOWLS CLUB COLAC INC.

CATERING

CELEBRATIONS/FUNCTIONS /SEMINARS

City Bowls Club Colac Inc.

Function Booking Form

Name:		
Address:		
Phone:	B/H:	Mobile:
	Home:	Fax:
Email:		
Contact Name:		

Function Details:

Preferred Room:		
Function Date:		
Duration of Function:	From:	To:
Approx No. of Guests:		
Function Type:	Wedding	Anniversary
(Circle)	Dinner / Dance	Engagement
	Wake	Seminar
	Other Please Specify:	

Room Hire Applicable:
(Applies to all organizational / Personal activities & events)
City Bowls Club Colac Inc: Full or Social Membership number: _____
Non Member Charge: $200.00

Security Bond (Fully Refundable*) $200.00
*Fully Refundable if no damage to premises or excessive cleaning after the event
(Applies to Birthday Celebrations, Weddings, Engagements, Sporting Presentations, Christmas Parties)

Payment: Cheque / Cash / Eftpos (Cheque or Savings only – No Credit Cards)

I acknowledge having received a copy of the General Information and Conditions.
I will in all respects comply with these conditions on acceptance of this application.

Signed: _____ Date: _____

Special Requirements (Please Tick)

Liquor & Beverages

- ❑ Beverages on consumption to be recorded & charged to the Client
  (Beer / Wine / Soft Drink)
  Bar Tab Limit: $_____
  Does host require notification when limit is $50.00 before expiration: _____
- ❑ Spirits at Bar Prices
- ❑ Cash Bar facilities (Guests pay for their own)
- ❑ Selected Wine per table (see wine list)
- ❑ Are pre – dinner drinks required
  Type of pre - dinner drinks: _____
- ❑ Fruit Punch $12 per Jug
- ❑ Are Toasts required, if so what time: _____

Facilities & Equipment

- ❑ Lectern & Microphone
- ❑ Overhead Screen
- ❑ Whiteboard
- ❑ Room Layout (Please Tick)
  - ❑ Theatrette style
  - ❑ Board Room U – shape
  - ❑ Cocktail Party
  - ❑ Formal Dinner

Entertainment: Type of Music:

- ❑ Band
- ❑ Juke Box
- ❑ Other: _____

Time entertainers will be setting up: _____

(The bar will close Thirty (30) Minutes prior to venues closing time)
(All entertainment must cease Fifeteen (15) minutes prior to venues closing time)

Further Requirements

_____

_____

_____

_____

_____

_____

- **Please note: (Although prices are current at the time of quotation, Management reserves the right to revise any of the prices prior to confirmation of a booking)**

City Bowls Club Colac Inc
General Information and Conditions of Booking.

We look forward to assisting you in the preparation of your function. We would like you to be completely familiar with our General Information and Conditions.

Confirmation of Booking

The booking will be considered as confirmed upon receipt of the room hire cost and bond deposit, together with the completed Function Booking Form.

Room Rental Charge

The City Bowls Club Colac Inc room hire charge pertains to all organizational groups and personal celebrations at a fee of $200.00.

The above hire costs include facilities, equipment, linen food & beverage servicing as listed on booking form subject to availability.

Please Note:
In order to provide performance and quality service for facilities, catering for events requires a minimum of $200.00 catering before the venue will take on a function. (If a function does not exceed this amount, Management will invoice the company a full surcharge of $200.00).

Food and Beverage Menus

The City Bowls Club Colac Inc is the caterer for all functions. Suggested menus are selected from a range of food and beverage items, we are pleased to offer other options to suit your specific requirements.

Menu and Service Details

For smooth running of your function, the planning of Menu and Service should be finalized Seven (7) days in advance of your function.

Final Attendance Numbers and Payment

The final and minimum chargeable number of guests attending the function is required by 12 Noon seven (7) working days prior to the date of the function otherwise a fee will be incurred.

- **Final payment must be settled on the conclusion of function, unless otherwise authorized.**

Smoking Policy

The City Bowls Club Colac Inc function rooms are non - smoking areas of the club, provision has been made for you to smoke in the clubs outdoor smoking area.

Security & Bond Policy

The City Bowls Club Colac Inc reserves the right without liability to exclude or eject any or all – objectionable persons from the function areas. No glass is permitted on the dance floor area.

"The City Bowls Club Colac Inc reserves the right to ask for and retain a bond of $200.00 if any irregular cleaning or repairs are required following the completion of the hiring. This will be fully refunded in the event of the Venue being left in a satisfactory condition."

Special conditions for 21st Birthdays

The bond for a 21st Birthday is $800 also at the hirers cost security must be hired to the following ratio

Upto 120 people – 2 security/crowd controllers

For every 50 people an extra 1 crowd controller

Eg 130people – 3 crowd controllers needed

Security/Crowd controllers, must show a copy of their registration to the Club prior to the event

Decorations and Technical Requirements

Decoration and technical requirements other than those available in the function room can be arranged. No signage or display material is to be nailed, screwed, stapled or sticky taped to any surface of the complex.

The City Bowls Club Colac can offer you decorations to make your function look great, come in and enjoy a coffee with us while we discuss all areas of decoration.

Our preferred supplier is Heathers Party Shop, together with them will make your function just what you want, but all you have to do is sit back and enjoy!

Helium Bottle (40 Balloons)	Price: $60.00	Client doing the Balloons
Helium Bottle (120 Balloons)	Price: $100.00	Client doing the Balloons
Helium Bottle (300 Balloons)	Price: $185.00	Client doing the Balloons
Table center pieces	$1.50 per Balloon	Heathers Party Shop doing the Balloons.
Coloured Serviettes	Luncheon Napkins Dinner Napkins	Pkt 50 - $6 each Pkt 100 - $18 each

All balloons can be Air or Helium filled in any colour you wish, floating helium balloons, table centrepieces.

Just let us know what you like and we will arrange it for you.

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Menu Suggestions

Conference/Seminar – Morning & Afternoon Tea

Choice of two items

Scones Cream & Jam	Fruit Scones & Butter
Platters of Sandwiches	Slices
Fruit Platters	Anti Pasto Platters

Includes Tea & Coffee

Wakes

Hot & Cold Food

Mini Quiches	Party Pies	Sausage Rolls
Pizza Bread	Pin Wheels	Sandwiches
Various Slices	Sponges	Scones

Includes Tea & Coffee

Function Menu 1 - Two Course Main Meal

Choice of Two Main Meals & Sweets

Main Meal

Roast Beef	Roast Pork
Chicken Breast	Battered Fish

All meals served with vegetables or salad and gravy.

Sweets

Cheesecake	Pavlova
Fruit Salad	Sticky Date Pudding
Bread & Butter Pudding	

Includes Tea & Coffee

Function Menu 2 - Two Course Main Meal

Choice of Two Main Meals & Sweets

Main Meal

Crumbed Cutlets	Porterhouse Steak
Rump Steak	Chicken Breast stuffed with Fetta & Sundried Tomatoes
Fish of the Day (Market Availability)	Chicken Breast with Peppercorn Sauce

All meals served with vegetables or salad and gravy.

Sweets

Cheesecake	Pavlova
Fruit Salad	Sticky Date Pudding
Bread & Butter Pudding	

Includes Tea & Coffee