



Celebration Of Life

Whittlesea Bowls Club
Function Packages





Available Rooms

	Room Hire Charges		Sit Down		Cocktail	
	1-5 Hours	5-8 Hours	Min	Max	Min	Max
Board Room	\$100.00	\$150.00	1	12	–	–
Deck	\$100.00	\$200.00	1	60	20	80
Gold Room FR1	\$150.00	\$250.00	1	65	20	65
Blue Room FR2	\$100.00	\$200.00	1	75	20	75
Full Room	\$250.00	\$350.00	1	150	20	130

Current maximum numbers are in line with Covid Regulations

A **Room Hire Fee** will apply to all functions. Full Members of the Whittlesea Bowls Club maybe eligible for discount at club management's discretion. The room hire fee may be discounted/waived at the club management's discretion.

Please contact our Function Manager on **9716 1966**
or email [**functions@whittleseabowls.com.au**](mailto:functions@whittleseabowls.com.au)



Celebration of Life Menu

Provided by our staff for a duration of 1 hour during the course of your event.

1

\$15.50

Per person.

Include tea and coffee all day.

Select 2 of our Sweet Selection options and 2 of our Savoury Selection options

Each guest will receive **4 items.**

2

\$20.50

Per person.

Includes tea, coffee & biscuits all day.

Select 3 of our Sweet Selection options and 3 of our Savoury Selection options

Each guest to receive **6 items.**

3

\$25.50

Per person.

Includes tea, coffee & biscuits all day.

Select 4 of our Sweet Selection Options and 4 of our Savoury Selection options.

Each guest will receive **8 items.**

Optional extras

Add biscuits to your tea and coffee station **\$50.00**

Add any additional selection for **\$4.00 a person**



Savory Selection

Assorted Sandwiches
Chefs Selection of Hot finger food
House made dips with crusty bread
Mini Quiches
Petite Pies
Sausage Rolls
Petite Hound Dogs
Beef Sliders
Chicken Sliders



Sweet Selection

Seasonal Fresh Fruit
Petite raspberry and White chocolate Muffins
House Baked Scones with jam and cream
Chefs Selection of Cakes/Slices
Chefs Selection of assorted shortbread tarts

Gallery



Whittlesea Bowls Club
101 Church St Whittlesea VIC 3757
PO BOX 45 Whittlesea VIC 3757

Telephone: 9716 1966
reception@whittleseabowls.com.au
www.whittleseabowls.com.au



Terms & Conditions Agreement

Thank you for choosing the **Whittlesea Bowls Club** for your next Function / Event.

The Terms & Conditions contain the whole contract between the Whittlesea Bowls Club and the client. No variation to these terms and conditions shall be binding unless agreed to in writing and signed by both the client and the Club.

18th Birthdays, Bucks Nights & Hens Nights NOT PERMITTED

Bookings: To confirm you're booking, a signed copy of these terms & conditions is required along with full payment of the room hire. This must be paid within **7 days** of the tentative booking being made. A booking is only deemed confirmed upon receipt of the deposit. Cash, Credit Card, & EFT are all accepted payments over the phone or in person are available.

The Whittlesea Bowls Club reserves the right to cancel a tentative booking after 7 days if no room hire has been paid to secure the booking.

Bond: Credit card details will be required to be given to cover the costs of any damages or extra cleaning incurred by the patron or guests. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue. The patron shall bear the costs associated with any loss or damage caused to the club and its surroundings before, after and during the function. Any costs will be charged to the credit card that is provided at the time of booking. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

Public Holidays: Functions held on a Public Holiday will incur a 20% surcharge on all items (excluding beverages)

Cancellations: If for any reason your function is cancelled, the following conditions apply: If notice of more than 61 days is given, your room hire booking deposit will be refunded in full. If notice of 60 to 30 days is given prior to the function, your room hire fee will be refunded if we are able to re-book the function room on your function date. If the function room cannot be re-booked room hire booking fee amount will be forfeited. If notice of 30 days or less is given prior to the function your room hire fee amount will be forfeited. The final decision will be determined by the function manager.

Confirmation/Final Payment: We require confirmation 14 days prior to the function date. This includes final number of guest, menu selection, seating arrangements, (if applicable). Increases are acceptable if adequate notice is given. Should the guaranteed numbers change dramatically, the function Coordinator reserves the right to reassign your function to a more suitable room. The Balance of the Function is required on conclusion at the final meeting with the function coordinator which is no later than 14 days prior to function. Payment can be made by Cash, Credit Card, and Eft. Failure to comply with this requirement may result in cancellation of function.

Security: The Whittlesea Bowls Club and the Function Coordinator will decide if your event requires security guard(s) based on the event and number of attendees. A charge of \$250 per 100 guests will apply for all functions on a Friday or Saturday night, or other nights of the week if the Function Manager believes a security guard will be required to be rostered on under Liquor Licensing Requirements. The Whittlesea Bowls Club had the right to request extra guards at its discretion.

Function Duration: Function duration is 5 hours. All evening functions must conclude at 12.00am and all guests must leave the premises by 12.30am. Additional extra hours above the 5 hours max are considered at a rate of \$150.00 per hour; however the function still concludes at the same time. Extra hour/s requested will be at the function coordinators discretion.

Celebration Cake: This is the **only** outside food item that is allowed to be bought in by the Hirer. Additional charges apply if you require the venue to cut and service your cake. Details can be found in the menu section of the package details. **We hold no responsibility for damages to your cake whilst stored on our premises.**

Food & Beverage Requirements: Hirers/ Guests are **not permitted** to supply any food or beverage of any kind (apart from the celebration cake) The Whittlesea Bowls Club reserves the right remove and discard any item bought into the venue without prior consent. Considerations may be approved but this will only be at the discretion of the function Coordinator.

Dress Codes: The Whittlesea Bowls Club has dress code by-laws in place and these are to be strictly adhered to. Function guests will be refused entry if their dress is deemed inappropriate or unacceptable. Fancy dress functions are at the discretion of the Function Manager.

Equipment Hire: Charges apply for all special equipment requirements for your function please discuss needs and costs with the Function Coordinator.

Decorations: Decorations can be bought in to enhance the function, however there are a number of items that are **NOT PERMITTED** in any Function room.

PINS Sticky Tape Glue Party Poppers Rice Glitter

However Blue Tack and 3M Products are accepted.

Failure to abide by the above, you (the hirer) will be liable for any costs associated to any extra cleaning / damages caused. Your bond will be suspended and associated cost to clean up/ repair any damage will be deducted bond.

Special Diet Requirements: The Whittlesea Bowls Club is able to accommodate customers 'special dietary or cultural requirements' with sufficient prior notice. Please see your Function Coordinator for options available.

Take Home Food /Doggy Bag: Apart from the celebration cake, **Under No circumstances** can any leftover food from any function / event be taken from the premises.

Smoking Policy: In accordance with Government Regulations, Smoking is banned from all areas within the venue, except designated outdoor smoking areas.



Terms & Conditions Agreement (continued)

Car Parking: The Whittlesea Bowls Club has ample parking available (subject to availability). We accept no responsibility for loss or damage made to vehicles whilst at the venue.

Damages & Theft: Function/ Event organizers will assume financial responsibilities for any and all damages and / or theft caused during the event/function, by any of their guest or any other person attending the event/ function, whether in the room /s or in any other part of the venue.

Responsible service of Alcohol: Minors will be required to be identified and will not be served alcohol during the function We reserve the right to limit the quantity of alcohol consumed by any particular guest We reserve the right to stop the supply of alcohol to the function guests, or any particular guests if it becomes apparent at any time (even prior to the scheduled finish) that the guests are intoxicated. We reserve the right to close the function if the behaviour of the guests becomes unacceptable Guests who are intoxicated will not be served any alcohol and will be required to leave the premises. Last drinks will be called 11.45pm. The bar will be closed promptly at 12.00am. Function attendees are not permitted to enter the gaming room once the function has concluded.

Please ensure you have read the above terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our function co-ordinator. If you have read and understood the terms set out above and accept them, please sign the terms in the below section and initial all pages. In signing the terms, they are binding upon you.

Function: _____

Function Date: ____/____/____

Signed: _____

Date: ____/____/____

CREDIT CARD DETAILS:

Name on Card: _____

Card Number: _____

Expiry: ____/____ CCV: _____

Function Manager: _____



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