

# INTRODUCTION

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At Toongabbie Sports Club we can cater for any private event including seated dinners for up to 200 or smaller more intimate gathering as small as 30<sup>1</sup>.

We will make the process as simple as possible for you and your guests, with ample parking and post function facilities available on demand for you and your guests.

Being a LOCAL club our pricing will be hard to beat as we seek to service our members and the broader local community. While we can be flexible with our menu's you will almost certainly find something that suits your needs.



Once you have booked your function each room has it's own large 70inch LCD screen perfect for presentations, running slide shows direct from USB or home movies direct from your laptop.

We can tentatively hold a booking for two (2) weeks while you confirm suitability, so there's nothing to lose while you make up your mind.

And just remember if you can't find what you're looking for in the menus and offers provided don't hesitate to ask for something that really suits your needs.

## TESTIMONIAL

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*"Just a quick thank you to you and your staff for a job well done for my husbands 40<sup>th</sup>. Everyone had a great time, the room looked superb and the food was delicious. – J Abrahams"*

*"I want to congratulate the club and it's staff on our recent sales conference. Everything went to plan and the service was great. The barefoot bowls bonding session was enjoyed by all, and really opened up our lines of communication. B Jones"*

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<sup>1</sup> Minimum Requirement of 30 is only available Sunday through Thursday.

# ROOMS

Our main auditorium space can be sectioned off for small or large bookings, depending on your actual requirements offering your own private bar, views of the clubs greens and adjacent restroom facilities.

Smoking is not permitted in any of the clubs indoor spaces, but facilities are available for guests within the clubhouse.

## ROOMS

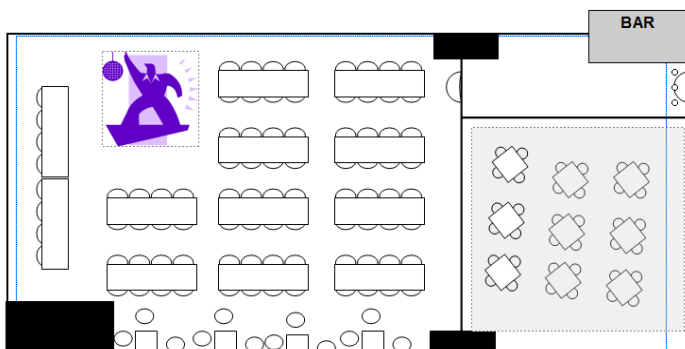
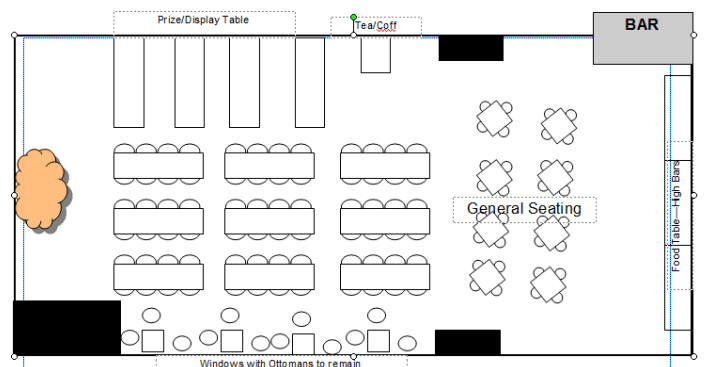
All standard room hire is for up to 5 hours in a wide variety of setups to accommodate your needs.

- Auditorium – Full, up to 100 - 200 people.      \$250.<sup>00</sup>
- Auditorium – Main, 80 to 150 people.      \$220.<sup>00</sup>
- Outback Room – 30 to 60 people.      \$150.<sup>00</sup>

All room setups completed as a part of your booking before you arrive and include standard Audio Visual (TV screen and single cordless microphone) setups complimentary.

While some indicative layouts are provided below we are flexible to your requirements whether you need theatre style seating for presentations or formal dining settings.

Sample Fundraising setup, with prize/table displays, central presentation area and social area with buffet for finger food. Total seating around 110, with total capacity of 150.



Formal dining setting for wedding or possible corporate presentation with dance floor. Dining seating for 88, with retained access to private bar area. Grey section is retained for general club use.

# Making a Booking

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Booking is simple and we can tentatively hold a room for up to two (2) weeks without obligation. Your booking is confirmed on receipt of your room hire as a deposit to secure your booking.

Then you have until one (1) week prior to your event to confirm numbers, so plenty of time to chase those late RSVP's.

In between you have ample time to select your preferred food and beverage options and can contact our staff as required to update your booking or get further information as required.

It is strongly recommended that you provide the club with a guest list to make it simple for your guests to enter the club and can assist in confirming everyone has arrived. Just their name and address is all that is required.

## Making a Booking

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- Select and tentatively book your date.
- Pay your room hire and return the Signed Functions Agreement.
- Send your invitations.
- Select your food and beverage preferences.
- Advise any special requirements – DJ, Dance Floor, diet.
- Seven (7) days prior to your event confirm all details and pay for your guests.
- On the day – sit back and enjoy.

We have also included our booking form below for your reference and to ensure you have everything you need to get the party started!



**Function Terms and Conditions**

**Function Details**

The Organiser of the function must accept the following terms and conditions, and the additional details contained in the Club's "Function Agreement". These combined documents detail all aspects of the event. To ensure your function is a success, we require that all details are confirmed seven(7) working days prior to the function date.

**Confirmation of Booking** Tentative bookings are held for two (2) weeks, and after this time the room may be released without further notice. A booking is not confirmed until a deposit is received with a signed "Function Agreement". The deposit required is equivalent to the value of the room hire.

**Payment** The organiser who signs the "Function Agreement" is liable to pay all money due under this agreement. All function accounts must be paid in full, at least seven (7) days before the date of the function at which time final numbers are also required. Bar Tabs, if applicable are to be paid on conclusion of the function.

**Final Numbers** The final number of guests is to be advised by the organiser seven (7) days prior to the event. This will determine the minimum charge for your event. Numbers may be increased up to three (3) days prior to the function date to a maximum of 10%.

**Cancellation** If club believes that a function will affect the operations of the Club, its security or reputation, it reserves the right to cancel the function at any time.

In the case of a cancellation of a room booking with less than twelve (12) weeks notice, 50% of the deposit is forfeit. If the cancellation notice is between four(4) to twelve(12) weeks then 75% of the deposit is forfeit. If less than four (4) weeks notice is given for a cancellation the deposit is 100% forfeit and no refund will be given.

All cancellations must be submitted in writing, by post or email.

**Price Variation** Please note that all prices and menu's quoted are subject to change, however final pricing/menu's can be confirmed twelve (12) months in advance. For clarity if your booking is within 12 months the prices quoted will remain fixed, unless you seek to change the menu.

**Room Allocation** The club retains the right to relocate your event at it's own discretion based on variations in final numbers.

**Additional Requirements** Any additional requirements regarding access or deliveries are to be clearly advised seven (7) days clear of the event. While the club will seek to accommodate such requests it will not be held liable for delivery charges, cancellation charges or any other charge a supplier organized by the client may seek to impose unless expressly agreed.

**Food and Beverage** The club is the sole supplier of all food, beverage and consumables for any event held on premise. No Food or Beverage is to be removed from the clubs premises during or at the conclusion of the function. The club may seek to provide for special requests, however these need to be requested at least four (4) weeks in advance.

**Special Dietary Needs** The club can accommodate most special dietary requirements when provided with advance notice. Such requests should be notified, where possible, at the time of booking and at a minimum seven (7) days prior to the event.

**Minors (under 18's)** Minors (under 18) must remain in the reasonable company of an adult and are strictly prohibited from any consumption of alcohol, regardless of any guardian consent. The club will require any minor found to be in possession of alcohol, and their legal guardian, to leave the premises without exception. It is the organizers responsibility to notify their guests of this requirement.

**Responsible Service of Alcohol Policy** We reserve the right to refuse the supply of alcoholic beverages if we feel the client or guest appears to have over consumed, is under age and/or cannot provide proof of age, is believed to be affected by any prohibitive substance or is otherwise exhibiting poor and unruly behaviour. The Club's management reserves the right to refuse entry or remove any Function guest. **You may be asked to nominate a person within your group to be a liaison for management to approach in the event intoxication guidelines are not met. The function coordinator will advise you of this requirement during the booking process.**

**Smoking** Smoking is not permitted inside any areas of the club. Guests can use the clubs designated smoking areas providing they have met the clubs entry requirements.

**Safety.** The organizer and their guests must at all times follow the instructions of club staff. Fire Exits must not be blocked by displays, stands, tables, or any other item. The use of candles, fire, pyrotechnics is expressly prohibited without the authorization of club staff. The club also retains the right to monitor and adjust noise levels from any audio source.

**Damages** The function organizer is responsible for any and all damages that might be sustained to the clubs property. The club will document (visually and otherwise) any damages sought for recovery and will engage it's own contractors for repairs as deemed appropriate to return the club to it's former state. Recovery of all costs will be sought from the function organizer.

**Security** The club may stipulate at it's own discretion the requirement for security at some events. The organizer will be advised of this requirement during the booking process and any associated costs.

**To confirm your booking please return this signed form along with your room hire/holding deposit.**

Organiser;		Date of Event	
Contact Ph.		Event Name	
Contact Address or email			
Signed		Date	