

WOLSTON PARK GOLF CLUB Inc.

FUNCTION HIRE RATES and CONDITIONS as at 1st January, 2011

<u>Room Hire 2011</u>	<u>*up to 100 pax - \$50 extra per extra 50pax</u>	<u>Non-Member</u>	<u>Member</u>	<u>Deposit</u>
Monday to Friday	HALF DAY (up to 4 hours)	\$180	\$150	\$80
Monday to Friday	FULL DAY (up to 8 hours)	\$300	\$250	\$80
Monday to Thursday	*EVENING 5.30pm to 10pm	\$350	\$300	\$80
Saturday & Sunday	HALF DAY (up to 4 hours)	\$300	\$250	\$100
Saturday & Sunday	FULL DAY (up to 8 hours)	\$450	\$400	\$100
Friday / Saturday / Sunday	*EVENING 5.30pm to 12 Midnight	\$500	\$450	\$100

Sorry, we do not allow 18th birthday parties even if combined with another event.

21st Birthday parties require one security guard per up to 50 guests with the expense to be paid by the hirer.

= NO EXCEPTIONS =

Function Room Hire Information

- ✓ Use our Kitchen to self-cater or if you use a caterer who requires the kitchen. The kitchen and appliances MUST be left acceptably clean or additional fees may apply.
 - \$100 fee includes use of oven & cooking equipment
- ✓ Dinner settings and crockery available for hire
 - \$1 per set including dinner plate, knife, fork, spoon and bread plate.
- ✓ Champagne Flutes, White and Red Wine Glasses and Coffee Mugs are available for hire for table settings.
 - \$1 per glass/mug.
- ✓ Continuous Tea & Coffee Station
 - \$30 per event 49 and under guests
 - \$50 per event over 50 guests
- ✓ Barbeque Hire including BBQ utensils
 - Cost \$50 less a \$20 deposit returned if BBQ returned cleaned to satisfactory level.
- ✓ Various platters including morning tea and afternoon tea available – see over.
- ✓ Outside caterers are welcome for larger events. Must provide evidence of Public Liability Insurance.
- ✓ Beverage Accounts available – see over.
- ✓ Projector and 2.4m / 8' Projector Screen available for hire.
 - \$60 per event.
- ✓ Whiteboard (2100mm x 900mm) available for hire.
 - \$40 per event.
- ✓ Flipcharts (including paper and pen use) available for hire.
 - \$40 per flipchart per event.
- ✓ Function room furniture use is included in the hire fee. (*availability may change due to damage*)
 - Chairs 100, Highchairs 2
 - 10 x oval tables 1800 x 1500 (seats 10)
 - 4 x round tables 1458 x 1458 (seats 8)
 - 13 x long trestle tables 1840 x 750 (seats 3 each side)
- ✓ Linen tablecloths are available for hire – *excluding coffee station cloth supplied at no cost with coffee station hire*
 - \$15 per tablecloth, minimum one week s notice required.
- ✓ Reasonable cleaning of the function room following your event is included in the hire fee.
- ✓ Disabled toilet.

==== MEMBERS RECEIVE DISCOUNTS ON HIRE FEE====

Check out our Golf Membership prices and benefits - www.wpgc.com.au

Wolston Park Golf Club Catering & Beverage Choices

Drink Package Options

Unlimited time period until your account reaches a predetermined amount eg. \$500 or \$1000.
Updates on limits are available and accounts may be increased throughout your function.

DRINKS PACKAGE 1

TAP BEER ONLY / HOUSE WINE ONLY / SOFT DRINK & JUICE BY GLASS & JUGS ONLY

DRINKS PACKAGE 2

TAP & PACKAGED BEER / HOUSE WINES ONLY / HOUSE SPIRITS / SOFTDRINK & JUICE BY GLASS & JUGS ONLY

DRINKS PACKAGE 3

TAP & ALL PACKAGED BEER / ALL WINES / ALL SPIRITS / ALL SOFTDRINKS & JUICES

In-house Catering Options

Please advise of special dietary needs prior to function

MORNING TEA & AFTERNOON TEA

From \$5.00 per Person per AM or PM

EG. SCONES WITH JAM & CREAM, DANISHES & MINI MUFFINS IN VARIOUS FLAVOURS, CAKES, BISCUITS

ASSORTED HOT FINGER FOOD PLATTER

\$45.00 per Platter. Serves approx. 8 Guests

EG. SPRING ROLLS, MINI QUICHES, MINI PIES, POTATO WEDGES, MINI SAUSAGE ROLLS, MEATBALLS

SANDWICH PLATTER

\$45.00 per Platter. Serves approx. 8 Guests

MIXTURE OF CHICKEN, EGG, HAM, SILVERSIDE, SALAD TYPE SANDWICHES. WHOLEMEAL BREAD ON REQUEST.

MEAT, CHEESE AND DIP PLATTER

\$45.00 per Platter. Serves approx. 20 Guests

SELECTION OF MEAT, SALAMIS, KABANA, SELECTION OF CRACKERS, CHEESES AND SAVOURY DIPS

CHEESE & DRIED FRUIT PLATTER

\$45.00 per Platter. Serves approx. 20 Guests

SELECTION OF AUSTRALIAN AND IMPORTED CHEESES AND PATES, CRACKERS AND DRIED FRUITS.

FRUIT PLATTER

\$35.00 per Platter. Serves approx. 20 Guests

SELECTION OF SEASONAL SLICED FRUITS COLOURFULLY PRESENTED.

TEA & COFFEE STATION

\$30.00 Up to 49 guests, \$50 Over 50 guests. Unlimited use during hours of function room hire.

INSTANT COFFEE, TEA AND GREEN TEA. HOT CHOCOLATE AVAILABLE DURING WINTER UPON REQUEST.

Need outside help? We recommend:

Asteroid Catering	Ramona	3285 6485	www.asteroidcatering.com.au
Bris Vegas Casino Fun Nites	Timm & Maria	0412 277 677	www.brisvegascasino.com.au
Professional DJs	Andrew	0410 587 221	www.professionaldjs.com.au
Wedding Solutions (Decorators)	Francine	3812 2288	www.wedding-solutions.com.au
Outdoor Occasions	Perin	3294 7748	www.outdooroccasions.com.au

RULES and CONDITIONS for FUNCTION ROOM HIRE

(Page 1 of 2 pages – updated 13/06/2011)

There will be no tolerance taken for refusing or failure to abide by these rules and conditions. Ensure you, and your guests, are aware of them to avoid your function being closed early and ruining your event. These TWO PAGES MUST BE SIGNED prior to your event.

WPGC is a LICENSED venue, NOT a BYO venue. Absolutely NO alcohol or non-alcoholic beverages are to be bought into or consumed on the premises, including the car park, at any time before, during or after your event. Wolston Park Golf Club prides itself on offering a fantastic range of beverages, incorporating alcoholic, low-alcohol, and non-alcoholic options. Our prices are extremely competitive. If alcohol or prohibited beverages are found, they will be confiscated and NOT returned. Those found with these items will be asked to leave and the failure to do so may result in police prosecution and a fine of up to \$300.

Absolutely NO minors are to consume alcohol on the premises. WPGC abides by OLGR Liquor Licence Laws and will not serve alcohol to minors or unduly intoxicated patrons. All staff are trained and supported by Management and Committee in the Responsible Service of Alcohol. Our House Policy may be viewed at the Clubhouse bar.

Any person asked for identification at any time by staff MUST show an acceptable form of identification to remain on premises and consume alcohol. Any offender may be required to refrain from drinking alcohol or be asked to leave if found to have no form of acceptable identification.

A deposit is required on all functions, by way of cash or credit card. The amount is the equivalent of the room hire fee. Upon the function being completed and everything being assessed and satisfactorily left in an acceptable condition, the deposit will be refunded within 5 days. If a problem has come to the attention of staff, you will be notified and the Club will take all reasonable steps to resolve the problem within 30 working days.

21st Birthday Parties are required to employ security staff. Our own security personnel is required at the rate of one per up to 50 guests, no exceptions. The hours of which they are required on premises will be completely at the discretion of the Manager or his/her representative. We do not allow hirers to supply their own security as past experience has proven these personnel often fail to perform their role satisfactorily. **No security – no function!**

If kitchen hire is required, a \$100 is payable prior to the event. This allows the hirer to utilise all bench space, oven, grill and small appliances, except the deep fryer. The deep fryer may be hired additionally at a cost of \$50 to cover the cost of cleaning and replacing the oil following the event.

As the responsible hirer of the Wolston Park Golf Club function room, I have read, understood and accept the rules and conditions stated above on page 1.

Name: _____ Signature: _____ Date: ____/____/20____
Date of Function: ____/____/20____ Type of Function: _____

RULES and CONDITIONS for FUNCTION ROOM HIRE

(Page 2 of 2 pages – updated 13/06/2011)

You are welcome to provide your own music via iPod or laptop (through our PA system at no extra charge), jukebox, DJ or band. **The maximum volume will be controlled by the Manager on Duty, no exceptions.** If you are asked to reduce the volume of your music you must do so immediately. When you are asked to turn off your music, you must do so. Failure to do so may result in your function being closed. **Absolutely NO music is to be played after 11.45pm.**

Your room hire fee takes into consideration a reasonable amount of cleaning up following the event, by our staff, and a reasonable amount of general wear and tear to the Club and its property. No decorations are to be stuck onto function room walls or glass with sticky tape. Blu-tac may be used – Please ask for suction caps if you wish to attach decorations on to the glass. No open candles – tea lights in enclosed containers are acceptable. Removal of wax from tables or floors, will be billed to the hirer at a cost of \$50 per hour or part thereof to cover the cost of cleaning staff removing the wax. **Excessive cleaning** required by our staff will be billed to the hirer at a cost of \$50 per staff per hour or part thereof.

Any damage caused to property by the hirer will be payable by the hirer. This damage may include damage to the timber floor, walls, furniture, PA system or other property belonging to Wolston Park Golf Club Inc. This will be decided upon by the Manager and will not be negotiable.

All guests MUST be off premises by 12.30am. Failure to do so will result in a charge of \$90 per hour or part thereof where staff are required to remain behind to secure the premises.

We are a venue that promotes safe driving and the responsible service of alcohol. Vehicles may be left in the carpark overnight, however, any vehicle left overnight is at the complete and sole responsibility of the vehicle owner. Wolston Park Golf Club Inc. will not be held responsible for any damage caused to any vehicle whilst on Club property, whilst moving or stationery.

As the responsible hirer of the Wolston Park Golf Club function room, I have read, understood and accept the rules and conditions stated above on page 2.

Name: _____ Signature: _____ Date: ____/____/20____
Date of Function: ____/____/20____ Type of Function: _____