



Christmas Information Package



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We delight in meeting your every requirement, through personalised professional service, attention to detail and friendly staff.

You will experience our welcoming hospitality whilst our service professionals will ensure your reception is the best possible.

Allow us to pamper you, while you sit back and enjoy the wonderful atmosphere of our private rooms. Enjoy being waited upon with full food and beverage service from our friendly and attentive staff. The Morwell Bowling Club is the ultimate in function dining.

Tentative bookings

Should you make a tentative booking with us it will stand for 14 days then you will need to confirm the booking by paying the booking fee

Terms and Conditions

Confirmation of Bookings

A tentative reservation will be held for a period of fourteen (14) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and deposit payment.

A bond of \$200 is required (if applicable). This amount will be refunded to you post event, provided that no damage has been done to the function room or any other part of the venue.

* We accept EFTPOS, cash & all major credit cards.

Final Details & Payment

The venue requires all food and beverage selections in to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then required seven (7) days prior to your event, and this number will form the basis of your final charging. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

Cancellation

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Management and only by the person who paid the initial deposit. In the event that your confirmed booking is cancelled, the following conditions will apply

| | |
|----------------|--|
| 30 -14 Days | Deposit will be forfeited |
| 14 -7 Days | Deposit will be forfeited and 50% of function catering costs |
| 7 Days or less | Deposit and 100% of function catering costs |

Cancellation must be provided in writing

If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

Minors, Additional Security

Minors are only permitted on the premises in the company of their parent, guardian or responsible adult. Minors are to remain in the room reserved and are to be supervised all times whilst within the venue.

Particular functions eg. 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

Due to recent changes in Liquor Licencing Laws minors are NOT permitted to consume alcohol whilst on the premises AT ANY TIME.

Damage

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

Signage, Decorations & External Supplies

Any additional equipment/entertainment/decorations or props required, other than those supplied/recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

Function Conduct & Client Responsibility

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

All requirements of the Liquor Control Act will be enforced by the Morwell Bowling Club.

Morwell Bowling Club has a policy to serve Customers in a responsible, friendly and professional manner and in doing so enforce the strategies of Responsible Service of Alcohol by:

- a) At the discretion of Management at anytime the function maybe be served light beer only
- b) This Club will not serve more than one nip (30ml) of spirits per glass.
- c) This Club discourages excessive drinking "shots". Straight drinks of spirits/liquors will be served at the managers/ supervisors discretion.
- d) Iced water is provided on a complimentary basis on request

If you require any further information please do not hesitate to contact me. Thank you for the opportunity to quote.

Surcharge Public Holidays 15%

Surcharge Sunday's 10%



Room Hire

An obligation free tentative booking can be held for a period of seven (7) days, payment of your booking fee will secure your date.

| | cost |
|--|-------|
| Seminar or Board Room (Seminars/Forums) Seats max 20 Tables, 40 Theatre Style | \$80 |
| Function Room (Seminars/Forums) Seats max 100 Tables, 150 Theatre Style | \$180 |

Party Booking

Non-member \$220.00
Member's Price \$200.00

This cost is used when a finger food menu is chosen. Included in your booking fee is the following:

- Room hire
- White linen table clothes
- Paper napkins
- All administrative costs
- Setting of room

Plus \$200.00 Bond (refundable) upon inspection- available 3 days after function

Some of these functions require security this is at an additional cost to the host

Dinner Bookings

Non-member \$280.00
Member \$230.00

Included in your booking fee is the following:

- Room hire
- White linen table clothes
- Coloured paper napkins
- All administrative costs
- Setting of room
- Table settings

Equipment for hire

- Data Projector - \$75.00
- Screen - \$20.00
- White board - \$20.00
- Stage & Skirting - \$110.00

To be eligible for member's price you must be a full member of the Club for no less than 3 months.



MENUS

2 Course - Main / Dessert \$24.00

3 Course - Soup / Main / Dessert \$27.00

3 Course - entrée/ Main / Dessert \$29.00

Soup

Served alternate

Creamy Pumpkin & Sweet Potato (V)

Home-style chunky Vegetable (V)

Entrée

Served alternate

Cranberry & Goat Cheese Vol au Vent (2)

Vol au Vent cases filled with cranberries and topped with crumbled goats cheese finished with walnut shards

Arancini Balls (2)

Semi dried tomatoes and chicken rice balls lightly fried, complimented by rich tomato sauce.

Christmas Plate

All served the same

- Turkey
- Ham
- Beef
- Roast potatoes
- Roast pumpkin
- Seasonal green vegetables
- Traditional condiments
- Bread Rolls / Butter Portions

Dessert

Choose two (served alternate)

Plum Pudding

Christmas favourite served with brandied custard

Individual Pavlova's

Served with Chantilly cream, fruit and passionfruit pulp

Fresh Fruit Salad

Fresh seasonal fruit tossed through a passionfruit pulp served with whipped cream



2 COURSE MAIN / DESSERT

\$27.00 per person

Main

Buffet

- Roast Beef with seeded mustard
- Roast Turkey with cranberry sauce
- Roast Lamb with mint sauce
- Roast Pumpkin with caraway seeds
- Roast potatoes
- Seasonal Vegetables
- Cauliflower with cheese sauce
- Salads - Garden, beetroot, coleslaw
- Ham Platter
- Chicken Platter

Desserts

Alternate Drop

Pavlova

With fresh fruit & cream

Plum Pudding

Christmas favourite served with brandied custard



FINGER FOOD MENU'S

Hot Finger Food

Selection 6 Items

\$12.00 per person

- Cocktail spring rolls
- Crispy vegetable Samaos
- Mini Dim Sims
- Assorted Sandwiches
- Party Pies/ Sausage Rolls/ Party pasties
- Mini Quiches
- Chicken strips
- Tempura Battered fish
- Mini Pizza Breads
- Salt & Pepper Calamari

Hot Finger Food Platters

\$90.00 per platter - serves 10

Nibble Platters

\$55.00 per platter - serves 10

Chips, Nuts, dips, pretzels, kabana & cheese

Mixed Sandwiches

\$55.00 per platter - serves 10

Assortment of Fresh Fruits

\$55.00 per platter - Serves 10

Cheese platter

\$35.00 per platter - serves 5

\$60.00 per platter - serves 10

Selection of local cheeses with fruit and water crackers

Morning Tea / Afternoon Tea

\$8.80 per person

Choice of baked scones & muffins

Tea / Coffee Station

\$40.00 per station



Children's Menu

Children 0-5 Free

5 -12 Years - \$15.00 per child

- Roast with Chips & Salad
- Fish and Chips
- Chicken Nuggets & Chips

Followed by

- Frog in the Pond; or
- Ice Cream sundae

Prices and menu items are subject to change without notification.

Extras

Hors D'oeuvres

A selection of hot and /or cold savouries may be served prior to your dinner at a cost of \$4.50 per person (GST inclusive)

Cheese & Greens

Cheese platters may be served at an additional cost of \$4.50 per person (GST inclusive)

Fresh Seasonal Fruit platters

Fruit platters may be served at an additional cost of \$4.00 per person (GST inclusive)

BEVERAGES

Consumption charge Bar

A full or limited bar may be offered to guests and charged on a consumption basis, with the account to be settled upon conclusion of the function.

Consumption Cash Bar

Members of your party may purchase drinks for themselves throughout the function

Additional Costs

- Centrepieces / Decorations are a personal choice, So we suggest that you source your own
- Table Cloths - (Room only hire)
- Place -cards
- Linen Napkins

Morwell Bowling Club Function Booking Sheet

Contact details

Contact Name
Company Name
Billing Address
City/Suburb Postcode
Email
Phone..... Function Date
Type (21st B'day, anniversary, wedding etc.)
Time of arrivalam/pm Time of mealam/pm
Number attending Deposit/Bond paid.....

Menus

Buffet
Sit down meal
Cocktail Party (Finger food)

Special Requirements (tick)

Lectern Microphone
Stage Dance floor
Head Table no..... Coloured Serviettes
Other

Bar Requirements (tick)

None
 Pay as you buy
 Consumption charge bar. Limit \$.....

To ensure a smooth and successful function, all details relating to schedule, menus, beverages, room set up and a tentative guest count are required at 2 weeks prior to your event.

I (The organiser) have read and understood the terms & conditions for booking the Morwell Bowling Club, and would like to confirm my booking for (date of function)

Signed: Dated:.....
(Name of organiser)

Signed: Dated:.....
(On behalf of The Morwell bowling Club)



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