



Morwell Convention & Reception Centre

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FUNCTIONS & EVENTS

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Morwell Bowling Club is the premier venue for meetings, special events, functions and conferences in the Latrobe Valley

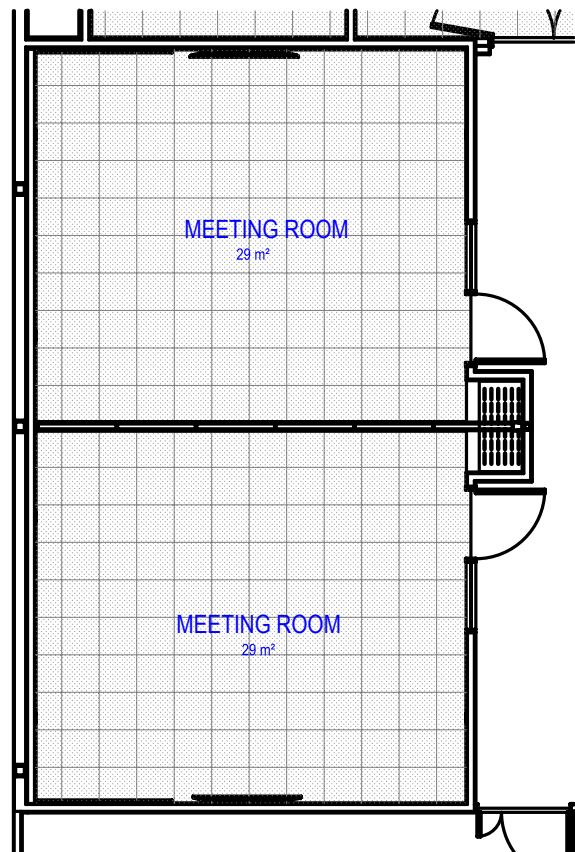
Whether you're planning a 3-course banquet or a cocktail style reception, our team has you covered. We can cater for intimate weddings of 60 guests, or accommodate a 400-guest cocktail party. Our dedicated event management team takes care of all the details, so you can relax and enjoy.

The function centre has modern contemporary décor and fixtures of the highest quality, and our versatile facilities ensure we can host any event – from a small meeting to a major presentation night.

FUNCTION SPACES

Meeting Rooms

On the first floor, there are two smaller meeting rooms seating up to 10 in each room, this space also has the ability to be opened up to a large meeting space if needed.



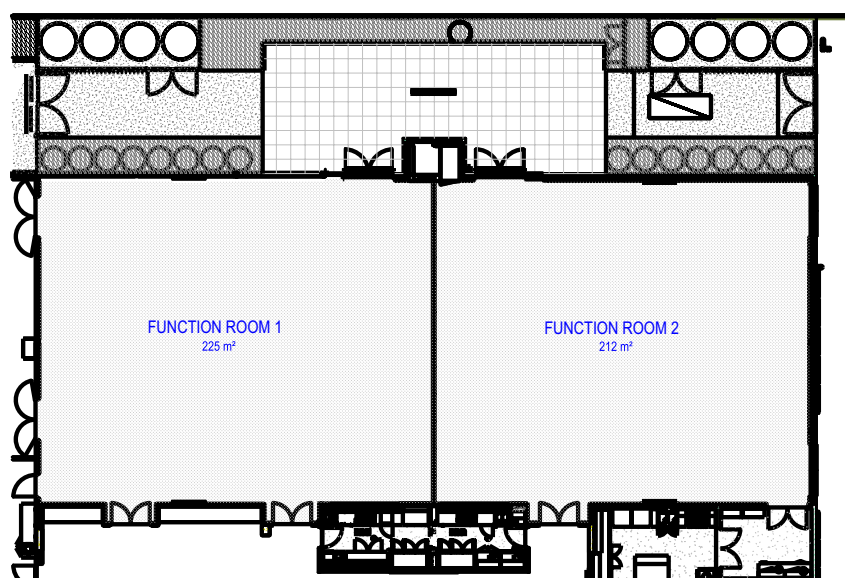
Function Rooms

These rooms have character, charm and high ceiling and can host up to 300 seated guests. They have the flexibility to be separated to two smaller spaces, making it ideal for breakout meetings and can accommodate people each side.

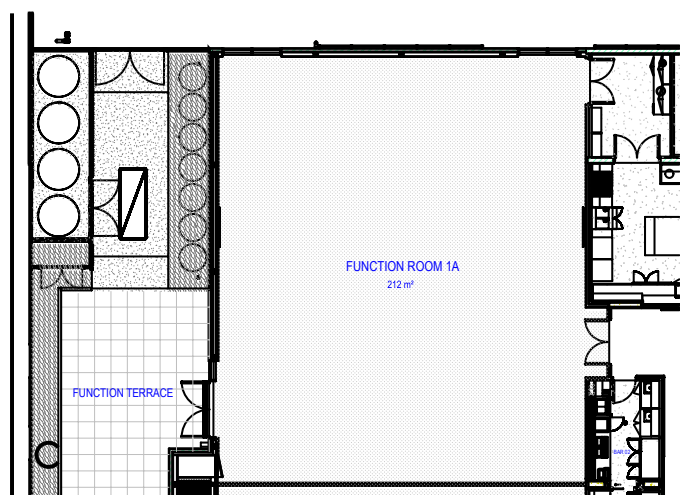
Function Room 1 & 2 have access through a foyer area directly off the carpark as well as access from reception, with catering from 30 to 300 in a variety of different set-ups and with the state-of-the-art conferencing inclusions.

There is also a large outdoor terrace space adjoining the functions rooms, with view over the Hazelwood Recreational reserve.

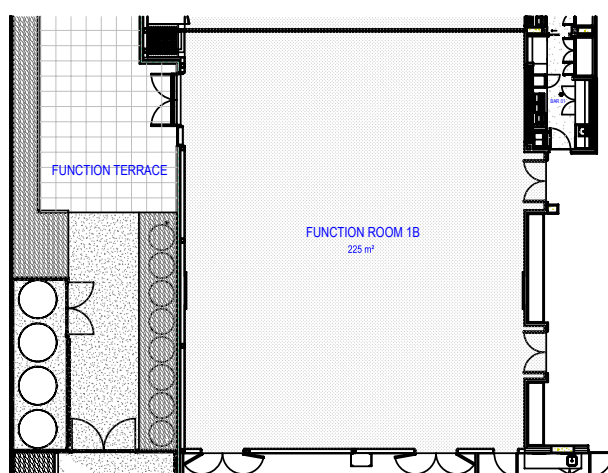
Function Rooms



Function Room 1

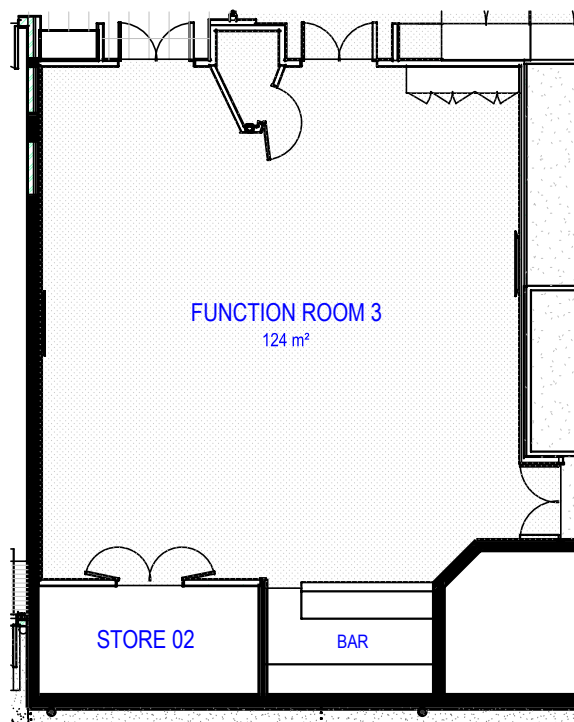


Function Room 2

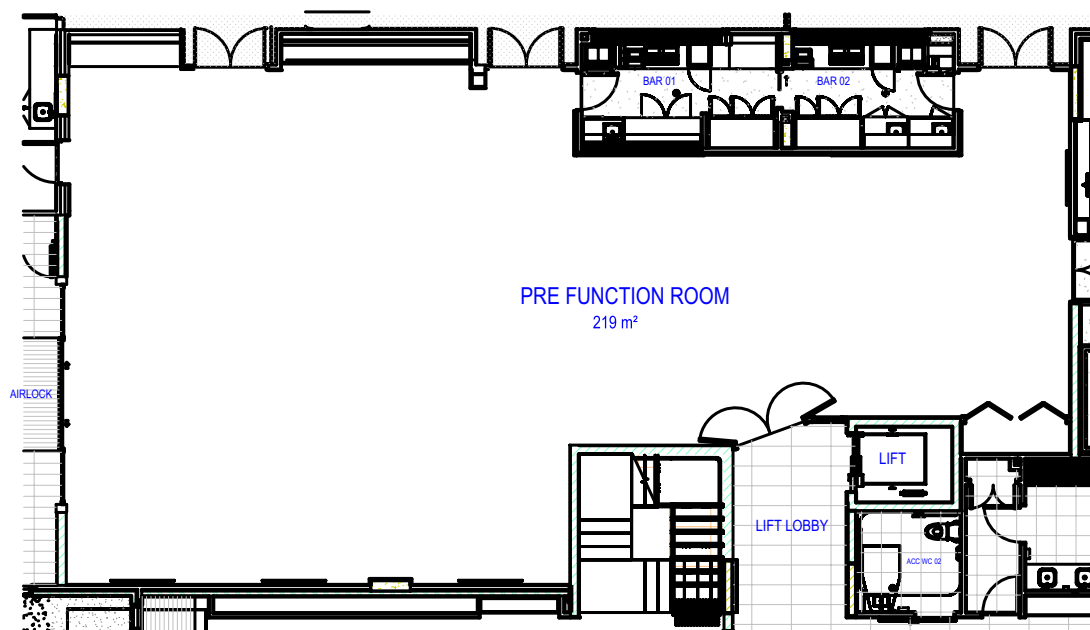


Function Room 3

Function Room 3 has the capacity of seating 60 comfortably with round tables and 20-25 in a U-shape, making it ideal for birthday's, private functions, conferences and meetings.



Pre Function Room



ROOM, CAPACITIES AND CONFIGURATIONS

ROOM SET-UP	FUNCTION 1	FUNCTION 2	FUNCTION 1 & 2
Theatre Style	220-260	240	460-500
Banquet	150	150	250-350
Cocktail	200	200	400
U-Shape	35-40	35-40	N/A
Cabaret	75	75	150
Classroom	80	80	160
Boardroom	32	32	64

ROOM SET-UP	FUNCTION ROOM 3	MEETING ROOM 1	MEETING ROOM 2	MEETING ROOM 1 & 2
Theatre Style	100	20	20	40
U-Shape	24	10	10	20
Board Room	32	12	12	24
Banquet	60	-	-	-
Cabaret	30	-	-	-
Classroom	30	-	-	-

ROOM SIZES	SQUARE METERS
Function 1	212
Function 2	225
Pre-Function	219
Function 3	127
Meeting Room 1	29
Meeting Room	32

ENTERTAINMENT

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Lawn Bowls

Why not make your next party or corporate meeting one to remember with a fun game of lawn bowls, all equipment is provided and coaching from our fantastic bowling member volunteers.

Packages available:

- BBQ – standard or premium
- Finger food – grazing platters
- Finger food platter options

Our party lawn bowls packages start from \$20.00 per person and include:

- Green fees
- Coaching
- Bowls hire
- 60 minutes session

A great idea for work functions, team building and birthday parties.

Function packages

Our chefs endeavour to provide you with a wide variety of menu options, from cocktail, buffet and banquet.

Packages available:

- Corporate
- Function
- Wedding
- Party Bowls
- After service
- Breakfast





BAR

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.

A bar tab can be set at the beginning of your function with a specified limit or amount in mind that you feel comfortable with spending, this can be reviewed as your function progresses and increased if needed. At any time, you are welcome to turn the bar tab into a cash bar so your guests can purchase their own drinks.

Consumption Cash Bar

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



FUNCTION ROOM HIRE COSTS

	FUNCTION ROOM 1	FUNCTION ROOM 2	BOTH ROOMS
Weekday (Room Only)	\$200	\$200	\$300
Weekday (Finger-food/Corporate)	\$250	\$250	\$400
Weekday (Dinner/Banquet)	\$350	\$350	\$600
Weekend (Room Only)	\$300	\$300	\$500
Weekend (Finger-food/Corporate)	\$350	\$350	\$600
Weekend (Dinner/Banquet)	\$400	\$400	\$700

	FUNCTION ROOM 3	MEETING ROOM 1	MEETING ROOM 2	BOTH MEETING ROOMS
Weekday (Room Only)	\$180	\$70	\$70	\$100
Weekday (Finger-food/Corporate)	\$200	\$100	\$100	\$180
Weekday (Dinner/Banquet)	\$300	N/A	N/A	N/A
Weekend (Room Only)	\$200	\$100	\$100	\$150
Weekend (Finger-food/Corporate)	\$250	\$150	\$150	\$200
Weekend (Dinner/Banquet)	\$350	N/A	N/A	N/A

Members discount will apply to room hire *ask for pricing.

Not for Profit Groups * please enquire about our discounted rates.

Availability is restricted by trading hours; public holidays incur a 10% surcharge on all food ordered.

Room hire inclusions

- Room set to your specifications as per floor plan
- Lectern & hand-held microphone
- Display tables
- Water station
- Extension leads
- Power boards
- Registration table
- Mints
- Whiteboard (on request)
- Tea Coffee station
- Data projector / Screen (function 1 & 2)
- Digital displays (T.V's) in all rooms
- Internet connection
- Video conferencing – meeting room 1 & 2

Optional Extras

- | | |
|---|-------------------|
| • Flip chart | \$25.00 |
| • Dance Floor | \$150.00 |
| • Stage & skirting | \$50.00 |
| • Chair covers & sashes | \$5.50 each |
| • Cake cutting, served with cream | \$2.00 per person |
| • Security guards | \$250.00 |
| • Freshly brewed coffee and assorted teas | \$2.50 per person |



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 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.

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:

Cancellation

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:

- At the discretion of Management at anytime the function maybe be served light beer only.
- This Club will not serve more than one nip (30ml) of spirits per glass.
- This Club discourages excessive drinking "shots" Straight drinks of spirits/liquors will be served at the managers/supervisors discretion.
- 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%

