

# Function Pack



## NORMAN PARK SPORTS & COMMUNITY CLUB

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# The Function Room

The Function Room offers the perfect blank canvas to create your ultimate event. Floor to ceiling bi fold glass doors allow uninterrupted views to our beautiful greens and gardens.

We can cater for all types of functions: corporate events, team building days, meetings, wedding receptions, engagement parties, fundraisers, awards and birthdays..

The room does have wi-fi. Cost to hire is \$400 for a 5 hour session

## 5 Hours hire includes

- Private rest rooms
- Terrace area for pre-dinner drinks
- iPod & Laptop connections
- Drop down projection screen
- Microphone & Lectern on request
- Laser disco lighting and mirror balls

## Terms & Conditions of hire

- Minimum catering spend of \$500.
- Under no circumstance will any outside catering or drinks be permitted into the venue except for 1 x Celebration Cake. You will need to bring all utensils and serving items for the cake. We do not charge cakeage but are happy to store your cake in refrigeration until you are ready to serve the cake.
- You are welcome to decorate the area with balloons, flowers, fairy lights, candles etc. We would appreciate that you do not use scatters or glitter NB – no sticky tape, tacks or blu tack on the walls.

**Strictly NO BYO Food or Drinks**



## BBQ Options



BBQ's are cooked by our chef. All you need to do is give us confirmed numbers one week prior to your booking and our team will do the rest.

All BBQ options are Gluten Free, including salad dressings but excluding bread rolls. Vegetarian and Vegan options available on request and must be pre-ordered.

### STANDARD BBQ - \$40 pp

150g Rump steak  
Pork Sausage  
Chicken Tenderloin  
Served with  
Chef's Garden Salad, Chef's Coleslaw,  
dinner bread roll & butter

### DELUX BBQ - \$50 pp

150g Rump steak  
Pork Sausage  
Chicken Tenderloin  
3 x King Prawns  
Served with  
Chef's Garden Salad, Chef's Coleslaw,  
dinner bread roll & butter

### VEGETARIAN/ VEGAN BBQ - \$35 pp

Your choice of  
Vegetarian patty  
OR  
Mushroom stuffed w/  
Mediterranean vegetables & cheese  
OR  
Capsicum stuffed w/  
Mediterranean vegetables & cheese  
Served with  
Chef's Garden Salad, Chef's Coleslaw, dinner  
bread roll & butter

### BBQ MENU CONDITIONS

- **One BBQ option per group (excludes Vegetarian & Vegan BBQ)**
- BBQ's are by pre-order only. Confirmed numbers need to be finalised 7 days in advance.
- The numbers you confirm will be what we will cater for and you will pay for.
- Deposit required for all BBQ's. Minimum for a BBQ is 15.

**Strictly NO BYO Food or Drinks**

## Platter Options



- **Mixed Platter - \$150.00**
- Assorted cocktail pies, quiches, sausage rolls, pasties & BBQ meatballs
- **Asian Platter - \$150.00**
  - Spring rolls, samosas, dim sims, money bags, prawn torpedo & prawn twisters
- **Calamari Platter - \$140.00**
  - Served with Lemon wedges & Tartare sauce
- **Vegetarian Platter - \$150.00**
  - Spinach & fetta triangles, samosas, spring rolls, money bags, vegetable dim sims & falafels
- **Sushi Platter - \$140.00**
  - Chef selection of sushi rolls served with Soy Sauce
- **Cheese Platter - \$160.00**
  - Selection of 3 cheeses (Brie, Aged Cheddar & Creamy Blue), Strawberries, Salami, Ham, Olives, Pickled Onion, Rice Crackers & Turkish Bread
- **Small Seafood Platter - \$ MP**
  - 1kg prawns, 2doz oysters, 12 pieces Butterflied Tempura Whiting, 20 pieces salt/pepper calamari, 12 pieces prawn cutlet, chips, lemon wedges, Tartare Sauce & Seafood sauce.
- **Gluten Free Platter- \$160.00**
  - Homemade sausage rolls, Arancini Balls, Potato Croquettes, Falafel Balls.

**Strictly NO BYO Food or Drinks**

# FAQ's

## BOWLS

Q. How long does a game take?

A. The sessions are for 2 hours so you can organise your game around ends or time. The Bowls Co-ordinator will assist you with organising this.

Q. What do I wear on my feet and what do I need to bring?

A. It is Barefoot Bowls so you can go barefoot. If you would like to wear something on your feet, you can wear socks or bowls shoes. The sole surface needs to be perfectly smooth. Bring a hat along and comfy, casual clothes are always good. We have sunscreen available for your use.

Q. Are Children permitted to bowl?

A. Children 12 years and older are permitted to bowl. Sorry children under 12 years old are not permitted on the bowling green or to bowl for their own safety.

A. How many people do you allow on a lane/rink?

Q. You can have up to 10 on a lane/rink at any one time.

A. What happens if it rains?

Q. If it is pouring rain or storming, bowls will not proceed. The water does drain quickly from the greens so it is always a good idea to contact the club to get an update on the state of the green. If rain has ceased and stopped for 1 hour, chances are bowling will proceed. We do not charge for bowling that does not proceed due to inclement weather.

## FUNCTIONS

Q. Can I bring a cake along?

A. Yes, you are welcome to bring a Celebration cake to your booking. We do not charge cakeage but do ask that you bring paper plates, forks and serviettes to serve the cake. The cake is your responsibility but are more than happy to refrigerate it until you are ready to serve it.

Q. Can I decorate my area or the function room?

A. You are welcome to decorate the area with balloons, flowers, fairy lights, candles etc. We would appreciate that you do not use scatters or glitter NB – no sticky tape, tacks or blu tack on the walls. It would be appreciated if you could also pack your decorations up at the end of your function.

Q. Do you have a drinks package?

A. No, we do not offer a drinks package but you are welcome to set up a bar tab. We will issue you wrist bands and you just nominate a \$ amount and what you would like included or excluded on the TAB. All accounts are to be finalised at the end of the function.

# Terms & Conditions

- 1. Deposit & payment of accounts** – A booking will only be considered as confirmed after payment of a deposit. A deposit is required for all bookings with a food component over 10 people.
- 2. Payment** – Full payment for the bowls & food component of the function is required on arrival and if a bar tab is being utilised then a credit card must be held at the bar and settled immediately following the conclusion of the function. Final payment for the function shall be made by the client by credit card, EFT prior to the function, cash or bank cheque. The deposit can be paid by Credit Card over the phone. (AMEX accepted, Diners NOT accepted)
- 3. Confirmation of guest numbers/final numbers** – Your confirmation of guests attending, food requirements/order for your function must be given to us **seven (7) days prior to your function**. The numbers that are given to us at this time will be the numbers that we will cater for that you will be charged for on the day. **Please note, no exceptions. We will consider this confirmation as final**
- 4. Cancellations of bookings with a food component (does not include Hall Bookings)** - Notice of cancellation of a confirmed booking with a food component, must be given by the client and received by management in writing seven (7) days prior to the date of the event. If a cancellation or “no show” is made under the 7 days prior to the date of the event, then Management will retain the deposit. If a barefoot bowls session is included in the function package and due to inclement weather, no bowling is possible, only the bowling component will be refunded. (Please point 6 for more details)
- 5. Rain** – As lawn bowls is an outside event & we cannot control the weather; some activities may be hindered by inclement weather. If sprinkling or lightly raining, in most cases the event will proceed. If raining heavily at the time of your event, Norman Park will postpone your event to an alternative time and date, redeemable up to 12 months from the original date. **No refund of deposit will be given for inclement weather where the event has a pre-ordered food component.**
- 6. Hall hire & Christmas Bookings** – If your function is cancelled, the following conditions apply –  
a) **Notice of more than 30 days: 80% deposit or hall hire will be refunded) Notice of 30 days or less, unfortunately no refund is given. In regards to Christmas Bookings (anything booked in November or December) no refund is given if cancelled after 1<sup>st</sup> October.**
- 7. Pricing** – While every effort is taken to maintain menus & prices, management reserves the right to vary menus & pricing in response to product availability & cost increases
- 8. Insurance** – The Club will take all necessary care **but does not accept responsibility** for damage or loss of any gifts or possessions left on the club premises before, during or after functions. Responsibility for arranging any insurance lies with the client if he or she so desires

# Terms & Conditions - Continued

9. **Loss or damage** – The client shall be responsible for any loss or damage to the premises, its fittings and or equipment or injury to any staff member caused by any guest of or contractor engages by the client, or his servants or agents prior to, during or after the function. The client shall also be responsible for loss of or damage to their property and or the property of any guest or contractor engaged by the client or his servant or agent, left on the premises prior to, during or after the function; and shall indemnify the Club and the Venue Manager in respect of any such loss or damage
10. **Deliveries & Pick-ups** - Management will take particular care with any goods delivered, on behalf of the client to the premises prior to the function. However, delivery of goods cannot be more than 1 day out from the function and all goods must be removed on completion of the function unless prior arrangement with the Venue Manager.
11. We do not accept bookings for 18<sup>th</sup> Birthday parties.
12. **Children** – Under no circumstances are children under the age of 12 years of age be permitted to bowl or be on the greens. Children must have direct supervision from a parent/guardian at all times and are not permitted in the bar. If this condition is no adhered to, management reserves the right to ask guests with children to leave the venue.
13. **BYO food & beverages – No beverages or food** may be brought into the Club by function organisers or their guests. Celebration cakes are acceptable. You are required to bring your own plates, forks and serviettes for serving. No cakeage charged. You are responsible for the cutting of your own cake.
14. **Club times** – Guests need to vacate the premises no later than 11.15pm. All music must have ceased at 10:30pm & the bar closes at 10:30pm. Guests are to respect & be aware of our neighbours when exiting the premises
15. **Behaviour** – Norman Park Sports & Community Club practises the Responsible Service of Alcohol and requires all guests to respect and adhere to the laws in relation to intoxication and responsible behaviour. Minors under the age of 18 are welcome at the venue but must be supervised at all times. Anyone who breaks the law and supplies minors with alcohol will be asked to leave the venue immediately. The Duty Manager is fully responsible for the conduct & control of Members & Visitors within the Club & shall undertake any lawful action at any time to ensure that harmony & decorum of the club is sustained at a high standard
16. **Please enjoy your time with us!**