



Function Packages



Canapé Menu

The Canapé Menus are priced per person for a minimum of 30 guests.

Choice of 4 items - \$20

Choice of 6 items - \$26

Choice of 8 items - \$32

Additional items \$4

COLD SELECTION

Smoked Salmon & Chive
Cream Cheese Crostini

Mini Bruschetta &
Bocconcini Cheese

Tomato, Bocconcini
& Basil Skewer with
Balsamic Glaze

Watermelon, Mint,
Prosciutto & Fetta
Skewers

Beetroot & Goats'
Cheese Crostini

Prawns Cocktail on
Crostini

Prosciutto, Semidried
Tomato & Cheese Wrap

Goat Cheese Stuffed
Cherry Tomatoes

Vegetarian Vietnamese
Rice Paper Rolls

HOT SELECTION

Mushroom & Parmesan
Cheese Arancini

Spinach & Cheese Filo
Triangles

Duck Spring Rolls with
Plum Sauce

Mini Gourmet Pies with
Tomato Ketchup

Indian Samosa with
Mango Relish

Mini Sausage Rolls with
Smokey BBQ Sauce

Beef Slider with
Caramelised Onion,
Cheese & BBQ Mayo

Pulled Pork Slider with
Pepper Marinated Slaw

Grilled Chicken &
Avocado Slider

Malaysian Chicken
Skewers with Satay
Sauce

Beer Battered Flathead
Fish with Lemon Aioli

Moroccan Spiced
Vegetarian Skewer

Platters

The Platter menus are priced per platter and are served with appropriate condiments.

PLATTERS \$60

Assorted Triangle Sandwiches

Assorted Wraps

Spinach & Feta Triangles

Assorted Mini Gourmet Pies

Indian Samosa

Mini Sausage Rolls

Assorted Mini Quiche

Spring Rolls

Mixed Platter
(Spring Roll, Mini Quiche, Samosa)

PLATTERS \$90

Salt & Pepper Squid

Malaysian Chicken Satay Skewers

Australian Cheeses, Breads & Crackers

Beef Slider with Caramelised Onion, Cheese & BBQ Mayo

Pulled Pork Slider with Pepper Marinated Slaw

Grilled Chicken & Avocado Slider

Assorted Deli Meats & Anti Pasto

Mushroom & Parmesan Arancini

DESSERT PLATTERS \$60

Seasonal Fruit Platter

Cheesecake Slices

Mini Cupcakes

Scones, Jam & Cream

ADDITIONAL

Tea & Coffee
\$2.50 per person

Corporate Light Refreshment Menu

The Light Refreshment Menus are priced per person for a minimum of 12 guests.

Condiments and Sauces are served accordingly.

MENU 1 - \$30 PER PERSON

Malaysian Chicken Skewers with Satay Sauce

Assorted Gourmet Sandwiches & Wraps

Salt & Pepper Squid with Sriracha Mayo

Beer Battered Flathead Fish with Tartare Sauce

Mini Gourmet Pies with Tomato Ketchup

Assorted Sweet Slices

Fresh Fruit Platter

Coffee & Tea

MENU 2 - \$24 PER PERSON

Mini Gourmet Pies with Tomato Ketchup

Mini Sausage Rolls with Smokey BBQ Sauce

Assorted Gourmet Sandwiches & Wraps

Vegetable Spring Rolls with Plum Sauce

Fresh Fruit Platter

Coffee & Tea

MENU 3 - \$22 PER PERSON

Assorted Sandwiches

Mini Gourmet Pies with Tomato Ketchup

Mini Sausage Rolls with Smokey BBQ Sauce

Fresh Fruit Platter

Coffee & Tea

Corporate

All Day Catering

The All Day Catering Menu is priced per person for a minimum of 12 guests.

Condiments and Sauces are served accordingly

\$34 per person
Tea and Coffee on arrival

MORNING TEA

Tea and Coffee

Gourmet Cookies

Fruit Platter

Please select One (1) item from the list below:

Scones Served with Jam & Cream

Danish Selection

Muffin Selection

LUNCH

Malaysian Chicken Skewers with Satay Sauce

Salt & Pepper Squid with Sriracha Mayo

Assorted Sweet Slices

Assorted Gourmet Sandwiches & Wraps

Beer Battered Flathead Fish with Tartare Sauce

Jugs of Soft Drink

Mini Gourmet Pies with Tomato Ketchup

Tea & Coffee

AFTERNOON TEA

Fresh Fruit Platter

Coffee & Tea

Set Menu

The Plated Menus are priced per person for a minimum of 30 guests.

All Plated Menus include bread rolls & butter and your choice of two options per course, served alternatively.

PLATED MENU 1

Two Courses \$36

Three Courses \$42

ENTRÉE

Moroccan Spiced Vegetarian Stack

Mushroom & Parmesan Arancini topped with Garlic Aioli

Smoked Salmon with Avocado Salsa Accompanied with Herb Butter Bread

Traditional Bruschetta with Buffalo Mozzarella topped with Balsamic Glaze

Penne Pasta with a White Wine, Bacon & Mushroom Cream Sauce

Avocado, Cashew & Crunchy Tortilla Salad with a Honey Mustard Dressing

Chunky Vegetable Soup in Tomato & Saffron Broth

BBQ Seafood Skewers with Prawn, Scallop & Octopus

MAIN

Grilled Barramundi Fillet with Mash, Green Beans & Lime Butter Sauce

Chargrilled Scotch Fillet Steak with Mash, Green Bean & Mushroom Sauce

Malaysian Beef Rendang with Fried Eggplant, Coconut Cream & Steamed Rice

Slow Roasted Sirloin of Beef with Mash, Seasonal Vegetables & Pepper Sauce

Grilled Chicken Supreme with Boscaiola Sauce, Mash & Seasonal Vegetables

Lamb Shank in a Shiraz & Root Vegetable Sauce with Mash

Ratatouille with Zucchini, Capsicum, Eggplant, Onion & Tomatoes

DESSERT

Fruit Pavlova with Berry Compote

Tiramisu with Double Cream

Baked Strawberry Cheesecake with Double Cream

Black Forest Slice with Double Cream

Carrot Cake with Cream Cheese & Walnuts

Assorted Seasonal Fruit Plate

ADDITIONAL

Tea & Coffee
\$2.50 per person

Set Menu

The Plated Menus are priced per person for a minimum of 30 guests.

All Plated Menus include bread rolls & butter and your choice of two options per course, served alternatively.

PLATED MENU 2

Two Courses \$40

Three Courses \$46

ENTRÉE

Moroccan Spiced Vegetarian Stack

Mushroom & Parmesan Arancini topped with Garlic Aioli

Smoked Salmon & Prawns Salad with Green Mango & Thai Dressing

Traditional Bruschetta with Buffalo Mozzarella topped with Balsamic Glaze

Penne Pasta with a White Wine, Bacon & Mushroom Cream Sauce

Avocado, Cashew & Crunchy Tortilla Salad with a Honey Mustard Dressing

Half Dozen Oysters Natural with Shallots, Vinegar & White Pepper Sauce

BBQ Seafood Skewers with Prawn, Scallop & Octopus

Prawn & Chorizo Risotto with Coriander

MAIN

Lemon & Thyme Crusted Barramundi Fillet with Mash, Green Beans & Lime Butter Sauce

Fillet of Beef with Grilled Prawns, Mash & Seasonal Vegetables with Béarnaise Sauce

Malaysian Beef Rendang with Fried Eggplant, Coconut Cream & Steamed Rice

Slow Roasted Sirloin of Beef with Mash, Seasonal Vegetables & Pepper Sauce

Grilled Chicken Supreme with Boscaiola Sauce, Mash & Seasonal Vegetables

Lamb Shank in a Shiraz & Root Vegetable Sauce with Mash

Ratatouille with Zucchini, Capsicum, Eggplant, Onion & Tomatoes

Grilled Salmon Fillets with served with Wild Mushroom Risotto & Grilled Asparagus

Creamy Veal Medallion served with Potatoes Gratin & Honeyed Carrots

DESSERT

Baked Strawberry Cheesecake with Double Cream

Black Forest Slice with Double Cream

Chocolate Tart with Strawberries & Cream

Carrot Cake with Cream Cheese & Walnuts

Fruit & Cheese Plate

with Lavosh Biscuits

Assorted Seasonal Fruit Plate

ADDITONAL

Tea & Coffee
\$2.50 per person

Buffet Menus

The Buffet Menus are priced per person for a minimum of 30 guests.

All Buffett Menus include bread rolls with butter & dessert.

BUFFET MENU 1

\$34 per person

HOT ITEMS - (CHOOSE 2)

Malaysian Beef Rendang with Fried Eggplant

Green Thai Chicken & Coconut Curry

Lamb & Cauliflower Korma

Penne with Bacon & Mushroom Cream Sauce

Pumpkin & Fetta Ravioli with Semidried Tomato on Butter Sauce

Three Cheese Filled Tortellini with Wild Mushrooms in a White Wine Cream Sauce

Ratatouille with Zucchini, Capsicum, Eggplant, Onion & Tomatoes

SIDE ITEMS - (CHOOSE 2)

Steamed Jasmine Rice

Herb & Garlic Baked Potatoes

Steamed Seasonal Vegetables

Roasted Seasonal Vegetable

COLD ITEMS - (CHOOSE 2)

Chef's made Garden Salad

Traditional Greek Salad

Rocket & Parmesan Salad

Pasta Salad on Pesto Dressing

Classic Potato Salad

DESSERT - (CHOOSE 1)

Chocolate Mud Cake

Cheesecake

Carrot Cake

ADDITIONAL

Tea & Coffee
\$2.50 per person

Seasonal Fruit Platter
\$3 per person

Buffet Menus

BUFFET MENU 2

\$42 per person

HOT ITEMS - (CHOOSE 3)

Roast Beef with a
Horseradish Cream

Malaysian Beef
Rendang with Fried
Eggplant

Green Thai Chicken &
Coconut Curry

Lamb & Cauliflower
Korma

Grilled Chicken with
Boscaiola Sauce

Spicy, Sweet & Sour
Stir-fry Pork &
Vegetable

Stir-fry Fish on Five
Spice Sauce & Steamed
Bok Choy

Pumpkin & Fetta
Ravioli with
Semidried Tomato on
Butter Sauce

Three Cheese
Tortellini with
Mushrooms in a White
Wine Cream Sauce

Ratatouille with
Zucchini, Capsicum,
Eggplant, Onion &
Tomatoes

SIDE ITEMS - (CHOOSE 2)

Herb & Garlic Baked
Potatoes

Baked Pumpkin with
Butter & Honey

Steamed Seasonal
Vegetables

Roasted Seasonal
Vegetable

Steamed Jasmine Rice

Saffron Rice Pilaf

Mash Potato

COLD ITEMS - (CHOOSE 3)

Caesar Salad

Avocado & Cashew
Salad

Chef's made Garden
Salad

Traditional Greek
Salad

Rocket & Parmesan
Salad

Pasta Salad on Pesto
Dressing

Classic Potato Salad

DESSERT - (CHOOSE 1)

Seasonal Fruit
Platter

Cheese Platter with
Dried Fruit, Nuts &
Crackers

Assorted Mini Cakes
& Slices

ADDITIONAL

Tea & Coffee
\$2.50 per person

Seasonal Fruit Platter
\$3 per person

Buffet Menus

BUFFET MENU 3

\$52 per person

Buffet includes Cooked King Prawns

HOT ITEMS - (CHOOSE 4)

Roast Beef with a
Horseradish Cream

Malaysian Beef Rendang
with Fried Eggplant

Green Thai Chicken &
Coconut Curry

Lamb & Cauliflower
Korma

Beef Medallions in
Black Pepper Sauce

Grilled Chicken with
Boscaiola Sauce

Grilled Salmon Fillets
with Hollandaise Sauce

Grilled Barramundi with
a Lime Butter Sauce

Stir-Fried Prawns,
Vegetables & Noodles in
a Chinese XO Sauce

Pumpkin & Fetta Ravioli
with Semidried Tomato
on Butter Sauce

Three Cheese Tortellini
with Mushrooms in a
White Wine Cream Sauce

Ratatouille with
Zucchini, Capsicum,
Eggplant, Onion &
Tomatoes

SIDE ITEMS - (CHOOSE 3)

Garlic & Cream Gratin
Potatoes

Herb & Garlic Baked
Potatoes

Baked Pumpkin with
Butter & Honey

Steamed Seasonal
Vegetables

Roasted Seasonal
Vegetable

Steamed Jasmine Rice

Saffron Rice Pilaf

Mash Potato

Corn Cob

COLD ITEMS - (CHOOSE 3)

Caesar Salad

Chicken Caesar Salad

Avocado & Cashew Salad

Chef's made Garden
Salad

Traditional Greek Salad

Rocket & Parmesan Salad

Pasta Salad on Pesto
Dressing

Classic Potato Salad

Assorted Deli Meats
Platter

DESSERT

Seasonal Fruit
Platter

Cheese Platter with
Dried Fruit, Nuts &
Crackers

Assorted Mini Cakes &
Slices

ADDITIONAL

Tea & Coffee
\$2.50 per person

Seasonal Fruit Platter
\$3 per person

BBQ Menu

The BBQ Menus are priced per person for a minimum of 30 guests.

All BBQ Menus are cooked by our staff & include bread rolls & butter

Condiments and Sauces are served accordingly.

\$ 22 per person

Choice of 2 Grill Items, 1 Accompaniment, 1 Salad

\$ 25 per person

Choice of 3 Grill Items, 2 Accompaniments, 1 Salad

\$ 28 per person

Choice of 4 Grill Items, 3 Accompaniments, 2 Salad

GRILL ITEMS

BBQ Beef Sausages

Chicken Satay Skewers

Vegetable Burger Patty

Seasoned Minute Steak

Beef Satay Skewers

Corn Fritter

Beef Burger Patty

Chicken Wings

ACCOMPANIMENTS

Grilled Onions

Herb & Garlic Baked Potatoes

Corn Cob

Garlic & Cream Gratin Potatoes

Saffron Rice Pilaf

Mushrooms

Tomatoes

SALADS

Caesar Salad

Chef's made Garden Salad

Pasta Salad on Pesto Dressing

Chicken Caesar Salad

Traditional Greek Salad

Classic Potato Salad

Avocado & Cashew Salad

Rocket & Parmesan Salad

ADDITIONAL

Seafood Skewers
- Prawn, Scallop,
Octopus \$6 pp

Green Prawns \$6 pp

Tea & Coffee \$2.50 pp

Fish Fillets \$6 pp

Mobile Bar with choice of two beers, bottled drinks and RDTs (minimum \$300 Spend)

BBQ Menu is only available on the Bowls Terrace

Equipment Hire

The following Equipment is available for hire for all Functions

Wifi
No Charge

Lectern
No Charge

Extension Lead
No Charge

Flip Chart **No Charge**
supply own paper

Power Board
\$10.00

Microphone
\$20.00

Whiteboard
\$20.00

Data Projector
\$50.00

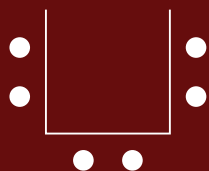
Laptop Computer
\$90.00



ROOM PRICING

ROOM	ROOM HIRE	MAXIMUM GUEST CAPACITY		
		Round Tables	Trestle Tales	Cocktail Style
Entertainment Lounge	\$250	N/A	240	Upon Request
The Ballroom	\$350	240	350	500
Holroyd	\$150	40	50	60
Linwood	\$250	60	80	150
McCredie	\$150	N/A	24	Upon Request
Sporties	\$250	N/A	14	Upon Request

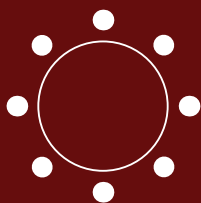
ROOM SET-UP



U-Shaped



Theatre



Banquet



Classroom



Boardroom

TERMS & CONDITIONS

Guildford Leagues Club will provide catering services under the terms and conditions set out in this Event Agreement and in the Event Confirmation Form

Club Membership

The Registered Clubs Act requires that any person holding an event with Guildford Leagues Club must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club For membership information.

Enquiries & Tentative Bookings

Following an enquiry, the Event Organiser will create a Tentative Booking.

Tentative Bookings will be held for ten (10) working days. After ten (10) working days, the Function Coordinator will contact the Event Organiser to confirm or cancel the Tentative Booking.

Deposit & Confirmation

To confirm the booking, the Event Organiser will need to be a member of the club. If not a member, they will need to become a member prior to the confirmation of the booking.

To confirm the booking the Event Organiser must provide the following within seven (7) days of the Tentative Booking being confirmed:

- A completed 'Event Confirmation Form'
- A signed 'Event Terms & Conditions Agreement'
- A \$250 Security Deposit must be paid

Once all details of the Event are confirmed, Event Confirmation will be sent to the Event Organiser.

Guildford Leagues Club reserves the right to cancel a booking and allocate the venue to another client if the required deposit payment is not received within seven (7) days of the booking being made.

Pricing & GST

All prices shown are current and include GST. Every effort is made to maintain prices as shown, however prices may be subject to change without notice.

All pricing will be confirmed in writing with the Final Event Details.

Event Durations & Surcharges

The Event Organiser agrees to commence and vacate the room area at the completion times agreed to and advised in the Confirmation Letter sent to the Event Organiser. If an Event exceeds its proposed duration of hours, Guildford Leagues Club reserves the right to impose a surcharge. Surcharges may apply across the following:

- Room Hire
- Equipment Hire
- Entertainment
- Food & Beverage Wait Staff
- Setup and Break Down Charges (if these occur outside the allocated hours for the Event),

All Bar and Entertainment Services will cease 1/2 hour prior to the confirmed scheduled completion time to ensure the room can be vacated on time.

A late conclusion (beyond 5 hour hire) Fee of \$500 per half hour plus staffing costs at \$4 per person per half hour or part thereof will apply to all Events.

Should your Event fall on a Sunday or Public Holiday a surcharge of 10% of the total cost of food and beverage will apply to the cost of your Event.

Event Cancellation

For cancellations of confirmed bookings, the following conditions apply:

1. Written notice is required for all booking cancellations

2. Any confirmed booking cancelled more than thirty (30) days prior to the Event Date. The Client will be refunded the full amount of the Deposit Payment.
3. Any confirmed booking cancelled thirty (30) days or less prior to the Event Date, the client will forfeit 50% of the Deposit Payment amount.
4. If cancellation of the confirmed booking occurs less than fourteen (14) days prior to the Event Date, the Cancellation Fee will consist of the total estimated cost of the Event and the Deposit Payment amount. Where circumstances beyond Guildford Leagues Club's control prevent Guildford Leagues Club from fulfilling any obligations under this contract, Guildford Leagues Club will be released from this contract without penalty.

Finalising Event Details

Guildford Leagues Club require all Event details to be finalised fourteen (14) days prior to the Event Date. At this time our Functions Coordinator will discuss and confirm all Food & Beverage options including: any specific dietary requirements Room Setup, Decorations, Equipment Hire, Entertainment and any miscellaneous expenses or special instructions required.

Final Numbers & Payment

Confirmation of the Final Numbers of guests must be made no less than fourteen (14) days prior to the Event Date. Final Numbers will be taken to be the minimum number of guests attending the Event. Upon confirmation of Final Numbers, a final invoice will be issued to the Event Organiser.

The final invoice payment is required seven (7) days prior to the Event Date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only. Any additional guests in attendance on the Event Date, post Final Payment will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on the day of the Event.

Non-refundable prepayment of the balance of the Total Estimated Amount is payable 7 days prior to the Event date. If the balance of the Total Estimated Amount is not paid 7 days prior to the Event date, the Client will be deemed to have cancelled the Event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or Confirmation of the Event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to Guildford Leagues Club records of consumption or at the agreed amount in the case of a beverage package option being confirmed by the Client. Any variations in beverage consumption, any increase in confirmed numbers, extension of the Event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

Confirmation of Event Details

If the signed Confirmation of the Event and payment for the deposit amount are not received in accordance with the terms stipulated herein, Guildford Leagues Club reserves the right to cancel the contract and enter into alternative agreements for the date of the Event.

Food & Beverage

Guildford Leagues Club offers Clients an exquisite range of menus to accompany any occasion. With the exception of celebration cakes, the Club does not permit Clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises.

Prior arrangements for celebration cakes must be made with the Club's Function Coordinator. When providing your own cake, we offer two plating options as follows:

1. The cake will be cut, plated individually and served with a garnish to your guests at a fee of \$2.50 pp
2. The cake will be cut and served to your guests on platters without garnish at no

additional charge.

Guildford Leagues Club offer three (3) options for beverage selection to suit your Event:

1. Beverage Menu Selector: choose from our Standard, Premium and Non-Alcoholic beverage packages.
2. Bar Tab - nominate how much you would like to spend, select the beverages you would like to include or allow your guests to consume. Choose from our complete range of available beverages.
3. Cash Bar- allows guests to purchase their own beverages, from our complete range of beverages.

For a bar to be opened for a function, a minimum payment of \$300 is required.

External Contractors

Where Events require the use of External Contractors not employed by Guildford Leagues Club, the Client will provide the Functions Coordinator with a copy of the External Contractors Public Liability Insurance when finalising the Event details, twenty-eight (28) days prior to the Event Date. All External Contractors must liaise with the Function Coordinator in regard to delivery setup and break down of equipment.

Delivery & Collection of Goods

All deliveries and collections of goods to or from Guildford Leagues Club on the Client's behalf can only be made by prior arrangement with the Function Coordinator. All deliveries must be clearly marked with the name of the Event, Guildford Leagues Club will take all reasonable care but accept no responsibility for items delivered or left for collection.

Security Personnel

Our Functions Coordinator will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the Event. Any costs associated with the requirement will be payable by the Client/ Event Organiser. All security service arrangements are booked directly through Guildford Leagues Club and charged back to the Client/ Event Organiser at cost. All 21st birthday parties are required to have security.

Sound Levels, Music & Entertainment

All amplified music played in the Event Area are subject to specific local noise constraints and must be turned off by 11:30pm. For all Events, noise levels shall comply with the local council and licensing guidelines and regulations. Guildford Leagues Club Management reserves the right to monitor and adjust any sound levels from any amplified music in any Event Breaches of these noise agreements may result in a financial charge being levied. The additional charge will be determined and applied by Guildford Leagues Club Management. Use of smoke machines and any form of pyrotechnics is prohibited.

Limits on Signage & Decoration

No items, goods, property or materials, display arrangements are to be attached, pinned or glued to the wall surface of any space in the Event Area. Any signage to be displayed must be approved in advance with the Functions Coordinator. Any goods, property or materials brought in by or on behalf of the Client are the responsibility of the Client and must be removed from the premises by the Client at the completion of the Event Failure to do so may incur additional charges.

Guests Property

Guildford Leagues Club will take all reasonable care but accepts no responsibility for loss or damage to the property of the guests or clients during or after the Event. This includes any goods property or materials (including display arrangements) and other decorations or personal property brought into the Club.

Responsibility for Damages to Property

Neither Guildford Leagues Club nor any Guildford Leagues Club employee shall be liable for any loss or damage sustained by the Client, the Client's guests, or by any person, firm or corporation supplying the Client. The Client shall be responsible for making good any damage or loss caused to the Event Venue and Guildford Leagues Clubs furniture fittings and equipment arising out of or in the course of the Client's Event.

The Client/ Event Organiser is financially responsible for any willful conduct resulting in damages caused during the Event by any guests or other persons attending the Event, whether in designated Event Area(s) or in any other part of the Club's premises. The use of confetti or rice is not permitted on Club premises.

Compliance

All guests must comply with The Registered Clubs Association Laws which govern Guildford Leagues Club license conditions. Guests will be bound by Club entry requirements. Guests must either be a member of the Club, reside outside the five (5) kilometer radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.

Dress Regulations & Conduct

The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time: thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.

Smoking at Guildford Leagues Club

All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.

Indemnity

The Client uses and occupies the Event Area including but not limited to the area of the Event Venue in which the Event is conducted, at their own risk. The Client hereby indemnifies Guildford Leagues Club and agrees to keep Guildford leagues Club indemnified against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Guildford Leagues Club and/or incurred arising out of injury or damage to any person or property from or during the use of Guildford Leagues Club's facilities referred to in this agreement and the Event Confirmation.

Emergencies & Industrial Action

Guildford Leagues Club may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger).

Similarly, this agreement may be cancelled at any time by Guildford Leagues Club if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the Client would be refunded or such proportion as is appropriate within seven (7) working days of the Event Date.

Government By-laws

The Client shall conform to the requirements of the local Government Act and any other relevant act, by-laws rules or regulations and shall be liable for any breach of any such act by-laws, rules or regulations.

Responsible Service of Alcohol

Guildford Leagues Club is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the Event areas inside or adjacent to the Event Area or within its confines.

Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.

Guildford Leagues Club has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Guildford Leagues Club reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen (18) years of age & Guildford Leagues Club reserves the right to request suitable identification to this end.

EVENT CONFIRMATION FORM

Event Name/ Company Name: _____

Contact Name: _____ Phone Number: _____

Mobile Number: _____ Fax Number: _____

Email: _____ Membership Number: _____

Postal Address: _____

Date of Function: _____ Location of Function: _____

Function Type: _____ Name of Room: _____

Function Start Time: _____ Function Finish Time: _____

Room Setup: _____ Number of Guests: _____

Payment Method: (Circle) Cash, Credit Card, Bank Cheque

Credit Card Payments: (All information remains confidential)

Credit Card Name: _____

Credit Card Type: (Circle) Visa MasterCard Bankcard Diners Club Amex

Credit Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Credit Card Expiry: _ _ / _ _

Signature of Cardholder: _____

A Security Deposit can be taken using the Credit Card details. If card details are not supplied, a holding bond is required that will be returned within ten (10) working days of the function completion. Please make cheques payable to the Guildford Leagues Club. All correspondence should be marked to the attention of the Functions Co-Ordinator.

Correspondence can be faxed to 9892 4005, or mailed to:

Guildford Leagues Club - Functions Department

PO Box 21, Guildford NSW 2161

Cancellation charges are subject to the Conditions identified in the Event Terms and Conditions outlined in this document. The above details are correct, and I have received and agree to the Guildford Leagues Club Event Terms and Conditions.

Signed: _____ Date: _ _ / _ _ / _ _

Name: _____