



UPDATED NOVEMBER 2023

FUNCTION

Packages



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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

TWO COURSES \$58 PP
THREE COURSES \$63 PP

ENTRÉE

Salt & Pepper Squid

With tartare sauce and lemon

Antipasto

Assorted deli meats, cheeses and roasted veggies

Beef Lasagna

MAINS

Chicken Boscaiola

Grilled Chicken with Boscaiola sauce served with Seasonal Roast Vegetables

Barramundi

Grilled barramundi fillet with Seasonal Roast Vegetables

Sirloin

Chargrilled Sirloin with Seasonal Roast Vegetables

Chicken Parmigiana

Eggplant, Napolitana Sauce & Mozzarella Cheese with Seasonal Roast Vegetables

Beef Cheeks

Slow Cooked Beef Cheeks Served with Mash, Seasonal Vegetables & Red Wine Jus

DESSERT

Raspberry Opera Cake

Raspberry Opera Cake with Chocolate Ganache Raspberry Jelly & Raspberry Sand

Opera

Hazelnut Jaconde Biscuit Layer with Coffee Cream & Chocolate Ganache

Vanilla Slice

Dark White Chocolate Mousse Cake

Mango Coconut Mousse Cake

Assorted Seasonal Fruit Plate

Cheesecake

Chocolate Cake

Pavlova

ADDITIONAL

Tea & Coffee - \$3.50 per person



CANAPÉ

**THE CANAPÉ MENU IS PRICED PER PERSON FOR A
MINIMUM OF 30 GUESTS.**

CHOICE OF 4 ITEMS \$28

CHOICE OF 6 ITEMS \$34

CHOICE OF 8 ITEMS \$40

ADDITIONAL ITEMS \$5

COLD SELECTION

Mini Bruschetta

Cherry Tomato Bocconcini

Rock Melon, Mint, Prosciutto & Feta Skewer

Smoked Salmon Cream Cheese Pinwheel

Prawn Cocktail on Crostini

HOT SELECTION

Mushroom & Mozzarella Arancini

Vegetable Spring Rolls

Peking Duck Spring Rolls

Pork Spring Rolls

Skewered Satay Chicken

Chicken & Mushroom Pie

Kofta Lamb Skewer

BBQ Pulled Pork slider

Wagyu Slider

Ricotta & Spinach Filo

Vegetable Arancini



**THE PLATTER MENUS ARE PRICED PER PLATTER & ARE
SERVED WITH APPROPRIATE CONDIMENTS**

PLATTERS \$80

Assorted Gourmet Sandwiches

Assorted Wraps

Assorted Triangle Sandwiches

Fetta & Spinach Filo

Assorted Mini Gourmet Rolls

Assorted Mini Gourmet Quiche

Assorted Gourmet Pies

Chicken Nuggets

Hot Chips

PLATTERS



THE PLATTER MENUS ARE PRICED PER PLATTER & ARE SERVED WITH APPROPRIATE CONDIMENTS

PLATTERS

PLATTERS \$110

Salt & Pepper Squid
Skewered Satay Chicken
Kofta Lamb Skewer
BBQ Pulled Pork slider
Wagyu Slider
Antipasto
Mushroom & Mozzarella Arancini

PIZZA PLATTERS \$70

Margarita
Red base, Mozzarella and Basil

Hawaiian
Red base, Mozzarella, Ham, Pineapple

Meat Lovers
BBQ base, Mozzarella, Ham, Salami, Sausage, Grilled chicken

Supreme
Red base, Mozzarella, Ham, Mushroom, Salami, Capsicum, Onion, Olives

Vegetarian
Red base, Mozzarella, Spinach, Onion, Capsicum, Mushroom, Olives

DESSERT PLATTERS \$80

Seasonal Fruit Platter

Mini Boutique A

5 each: Blueberry Honey Mousse, Cassis Chestnut Cream, Mango Yuzu Cheesecake and Green Tea Sponge, Dark Chocolate Brownie with Vanilla Sphere, Cashew and Cream Crunch and Zesty Orange Caramel Groove Tart.

Mini Boutique B

5 each: Jaffa Cube Cake, Tart of Rose, Blackberry Cheesecake Quenelle, Apple Mousse with Hazelnut Breton, Chocolate Mousse Raspberry Pebble and Mango Ginger Slice.

Mini Boutique C

5 each: Chocolate Hazelnut Tart, Passionfruit Dark Chocolate Sandwich, Mascarpone Fig Cream Cake, Jasmine Tea Mousse, Ube Mousse with Black Sesame Crunch and Strawberry Cream Groove Tart.

ADDITIONAL

Tea & coffee - \$3.50 per person



LCORPORATE

ALL-DAY CATERING

THE ALL DAY CATERING MENU IS PRICED PER PERSON FOR A
MINIMUM OF 12 GUESTS.
CONDIMENTS AND SAUCES ARE SERVED ACCORDINGLY.

\$42 per person

MORNING TEA

Tea & coffee

Please Select One (1) Item from the List below:

Gourmet Cookies

Scones Served with Jam & Cream

Danish Selection

Muffin Selection

Fruit Platter

LUNCH

Skewered Satay Chicken

Assorted Gourmet Sandwiches & Wraps

Salt & Pepper Squid

Kofta Lamb Skewer

Assorted Sweet Slices

AFTERNOON TEA

Fresh Fruit Platter

BEVERAGES

\$5 per person

Soft Drink, Tea & Coffee



**THE BUFFET MENUS ARE PRICED PER PERSON
FOR A MINIMUM OF 30 GUESTS.
ALL BUFFET MENUS INCLUDE BREAD ROLLS WITH BUTTER & DESSERT.**

BUFFET MENU 1

\$49 per person

HOT ITEMS – (CHOOSE 3)

**Chicken Boscaiola
Chicken Cacciatore
Chicken Parmigiana
Penne Diavola
Salt & Pepper Squid
Pizza
Beer Battered Fish**

SIDE ITEMS – (CHOOSE 2)

**Steamed Jasmine rice
Herb and Garlic Baked Chat Potatoes
Steamed Seasonal Vegetables
Roasted Seasonal Vegetables**

COLD ITEMS – (CHOOSE 2)

**Greek Salad
Garden Salad
Coleslaw
Australia Potato Salad**

DESSERT – (CHOOSE 1)

**Carrot Cake
Chocolate Mud Cake
Cheesecake**

ADDITIONAL

**Tea & Coffee \$3.50 per person
Seasonal Fruit Platter \$3.00 per person**

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**THE BUFFET MENUS ARE PRICED PER PERSON
FOR A MINIMUM OF 30 GUESTS.
ALL BUFFET MENUS INCLUDE BREAD ROLLS WITH BUTTER & DESSERT.**

BUFFET 2

BUFFET MENU 2

\$58 per person

Buffet Includes Cooked King Prawns

HOT ITEMS – (CHOOSE 4)

**Chicken Boscaiola
Chicken Cacciatore
Chicken parmigiana
Penne Diavola
Salt & Pepper Squid
Pizza
Beer Battered Fish**

SIDE ITEMS – (CHOOSE 3)

**Steamed Jasmine Rice
Herb and Garlic Baked Chat Potatoes
Steamed Seasonal Vegetables
Roasted Seasonal Vegetables
Chargrilled Corn Cob**

COLD ITEMS – (CHOOSE 3)

**Greek Salad
Garden Salad
Coleslaw
Baby Potato & basil salad
Australia Potato Salad
Pesto Vegetable Pasta
Antipasto
Seafood Salad**

DESSERT – (CHOOSE 1)

**Carrot Cake
Chocolate Mud Cake
Cheesecake
Opera Cake
Chocolate mousse cake**

ADDITIONAL

**Tea & Coffee \$3.50 per person
Seasonal Fruit Platter \$3 per person**



Q B B

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 & SAUCES ARE SERVED ACCORDINGLY

\$27 PER PERSON

CHOICE OF 2 GRILL ITEMS, 1 ACCOMPANIED, 1 SALAD

\$29 PER PERSON

CHOICE OF 3 GRILLED ITEMS, 2 ACCOMPANIED, 1 SALAD

\$33 PER PERSON

CHOICE OF 4 GRILLED ITEMS, 3 ACCOMPANIED, 2 SALAD

GRILL ITEMS

BBQ Beef Sausages
Seasoned Thin Sirlion Steak
Beef Burger Patty
Skewered Satay Chicken
Kofta lamb Skewered
Chicken Wings
Vegetable Skewers

ACCOMPANIMENTS

Steamed Jasmine rice
Herb and Garlic Baked Chat Potatoes
Steamed Seasonal Vegetables
Roasted Seasonal Vegetables
Chargrilled Corn Cob

SALADS

Greek Salad
Garden Salad
Coleslaw
Baby Potato & basil salad
Australia Potato Salad
Vegetable Pasta
Antipasto
Seafood Salad

ADDITIONAL

Tea & Coffee \$3.50 per person



KIDS

**THE KIDS MENUS ARE PRICED PER PERSON FOR A
MINIMUM OF 10 GUESTS.
CONDIMENTS AND SAUCES ARE SERVED ACCORDINGLY**

\$13 PER PERSON

SNACKS

CHIPS, CHOCOLATES & MIXED LOLLIES

INCLUDED CHOICE OF 6 ITEMS

MARGARITA PIZZA

HAWAIIAN PIZZA

MEATLOVERS PIZAA

VEGETARIAN PIZZA

MINI CHEESE BURGERS

MINI SANDWICHES

PIES

FRANKFURT'S

SAUSAGE ROLLS

ICE-CREAM

MIX FRUITS

ADDITIONAL ITEMS

\$2.50 PER PERSON

EQUIPMENT FOR HIRE

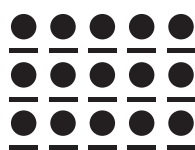
The following Equipment is available for hire for all Functions

- 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 SETUP



U-Shape



Theatre



Banquet



Classroom



Boardroom

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

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 Organizer 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 Organizer to confirm or cancel the Tentative Booking.

To confirm the booking the Event Organizer 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 Organizer agrees to commence and vacate the room area at the completion times agreed to and advised in the Confirmation Letter sent to the Event Organizer. 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 canceled 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 canceled 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 finalized 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 Organizer.

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 Organizer 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 canceled 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 acknowledgment 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 finalizing 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 Organizer. All security service arrangements are booked directly through Guildford Leagues Club and charged back to the Client/ Event Organizer 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 Organizer 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 Coordinator.

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: _____