

## **Function Booking Information for 2018**

Thank you for your enquiry regarding Club Burwood's function facilities.

Club Burwood provides modern 5 star facilities for any business, trade, product promotion or social function which you may require.

### **Club Burwood's Function Centre Comprises of 3 Rooms;**

#### **Balcony Room** (bar, toilet facilities with lift access & balcony for smokers)

- Room hire is \$100.00 includes GST (for 5 hours) payment is required to confirm the booking; the latest finishing time for functions is at 02.00am.
- We can accommodate up to 30 people for U-shape set-up.
- We can accommodate up to 60 people Theatre Style (seminar / conference).
- We can accommodate up to 60 people for a sit down dinner (a la carte).
- We can accommodate up to 60 people for a sit down dinner (buffet).
- We can accommodate up to 100 people standing for a cocktail party or finger food function.
- Dimensions 6 metres wide x 10 metres long x 3 metres high

#### **2. Bamboo Room** (no bar, lift access or toilet facilities)

- Room hire is \$100.00 includes GST (for 5 hours / or for a daytime meeting) payment is required to confirm booking.
- We can accommodate up to 18 people for U-shape set-up.
- We can accommodate up to 24 people for Boardroom Style set-up.
- We can accommodate up to 40 people (max) Theatre Style (seminar / conference).
- Dimensions 6metres wide x 7 metres long x 3 metres high

#### **Balcony & Bamboo Rooms - Combined** (bar, dance floor, toilet facilities with lift access

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& balcony for smokers)

- Room hire is \$200.00 includes GST (for 5 hours) payment is required to confirm the booking; the latest finishing time for functions is at 02.00am.
- We can accommodate up to 30 people for U-shape set-up.
- We can accommodate up to 120 people Theatre Style (seminar / conference).
- We can accommodate up to 30 people for Boardroom Style set-up.
- We can accommodate up to 100 people for a sit down dinner (A la Carte with 10 round tables seating up to 10 per table).
- We can accommodate up to 100 people for a sit down dinner (Buffet set up on dance floor with 10 round tables seating up to 10 per table).
- We can accommodate up to 120 people standing for cocktail party or a finger food function.
- Dimensions 6metres wide x 17 metres long x 3 metres high

### 3. **Rugby Bar** (bar, toilet facilities with lift access)

- Room hire is \$100.00 for (5 hours) payment is required to confirm the booking; the latest finishing time for functions is at 02.00am.
- Best suited for parties / cocktail set-up, we can accommodate up to 70 guests.
- Air-Conditioned.
- 4 Plasma TV Screens with Fox sports.
- Portable data projector & screen available.
- We can accommodate up to 18 people for Boardroom Style set-up.
- We can accommodate up to 50 people (max) Theatre Style (meeting only).
- No sit-down catering options, only Finger food available.

## **Additional Information**

**Both Balcony & Cascade Rooms are equipped with;**

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- Air-Conditioning
- Data Projector & Screen (must provide own laptop)
- DVD / CD / Video Player (which is iPod & Karaoke Disc compatible)
- Cordless Microphone available
- Disco lighting (Bamboo Room only)
- Plasma TV with Fox sports (in Balcony Room only)
- White Board/s available
- Flip chart/s available

## **Additional Charges / Services**

- All 21st Birthday Parties incur an additional Security Guard fee of \$300.00 (for 5 hours); this is a condition of booking & is non-negotiable.
- All catering selections are also to be confirmed / paid in full no-later than 7 days prior to event.
- DJ Hire available through DJ Solutions at \$450.00 for 5 hours (2 weeks' notice required for bookings).

## **Club Entry**

- All guests attending the function can enter without signing the Guests Register or Temporary Members Register. However, those persons must only use those areas of the club which are designated as function areas.

## **Booking Policy**

- It is a requirement that the organiser of the function booking on behalf of the company / business group or private function become a financial member of the Club.
- Membership is \$2, which can be processed at the Club's reception. This person is responsible for the conduct of all those attending the function.
- For a booking to be confirmed, the room hire is to be paid in full.
- Provisional bookings are only accepted for a maximum of 14 days, however if you wish to change your function date; the Club will make all endeavours to accommodate your request, but your original room hire payment may be forfeited or transferred to required date.

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## **Damage**

- The club cannot take responsibility for the damage or loss of any items as a result of your function.
- The client is financially responsible for any damage sustained to Club property resulting from your function.
- Please note: The Club prohibits the use of sticky tape, pins or anything that may cause damage to walls or ceilings.

## **Security Officer**

- It is Club policy that a Security Officer/s may be rostered for functions that Club Management deems necessary or upon your request. A charge of \$350.00 Inc. GST is payable for each Security Officer, no-later than 7 days prior to event.

## **Methods of payment include;**

- MasterCard / Visa (in person at the Club or over the phone)
- Eftpos (in person at the Club)
- Cash (in person at the Club)
- EFT (Account details available upon request)

## **Other Important Information**

- Please note that unfortunately we do not take bookings for 16th or 18th Birthday Parties.
- All catering items are to be provided by Club Burwood (except Birthday / Celebratory Cakes).
- All beverage items are to be provided by Club Burwood (both alcoholic & non-alcoholic).
- All attendee's wishing to consume alcohol must provide valid photo ID.
- If providing own DJ, they must provide all of their own equipment & we do not allow smoke / fog machines.
- We do not provide decorations, however you are more than welcome to provide your own.

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## **Contact Club Burwood**

For function bookings / enquiries, please contact:

Ross Ravina

Operations Manager

Club Burwood

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Burwood NSW 2134

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