

ODEUM

AT THE WORKIES - SINCE 1952

FUNCTION PACKAGE

FUNCTION TERMS & CONDITIONS

The Muswellbrook Workers Club has developed a reputation of professionalism when catering to the vast range of requirements for a successful event. There are, however, certain policies that we have found ensure the smooth running of an occasion. They have been developed with you in mind.

1. CONFIRMATION OF BOOKING

To confirm a booking of a room, we must receive a signed copy of the function terms & conditions form along with the room hire fee within 7 days of the initial booking.

2. FINAL NUMBERS

The final number of people attending your function is required at least 7 days before the event. This will be the guaranteed number. It is your responsibility to notify us of final numbers. Charges will be based on the guaranteed number or the number of people attending, whichever is greater.

3. PAYMENT

The contract signatory is liable to pay all the money due under this agreement. Catering accounts must be paid with credit card or cash before the day of the function. Bar accounts must be paid by completion of the function. We do provide credit upon application.

4. CANCELLATIONS

The Muswellbrook Workers Club is a very popular function venue, & our function rooms are in high demand. In the event of cancellations, the following terms apply:

- Cancellations must be in writing
- Functions must be cancelled 30 days prior to function date to receive a refund of room hire fee.
- If a function is cancelled less than 30 days prior to function date, the room hire fee will be retained by the Club.

5. MENU SELECTION

Menu selection can be arranged by appointment by telephoning 6543 2011

6. FOOD & BEVERAGE

Liquor licensing laws & the Registered Clubs Act prohibit any individual bringing food or beverage onto the premises. No members discount is given on functions.

7. DAMAGE

The organiser is financially responsible for any damage sustained to the club or any club property during functions. Management must be consulted before adhering anything to any walls, doors or ceilings within the club.

8. INSURANCE

The club will take all reasonable care, but accepts no responsibility for loss or damage to the property of the client. It is therefore suggested that the client take appropriate care when bringing valuables onto the premises.

9. PRICE VARIATION

Every endeavor is made to maintain prices as printed, but these may be subject to change at the discretion of the Management & within GST guidelines.

10. 18TH BIRTHDAY PARTY

We do not accept 18th birthday parties in our function rooms.

CONFIRMATION

Date of Function..... Time: From..... To:.....

Set-Up Time.....Arrival Time.....Service Time.....

Does Your Function Require Catering? Yes No

Total No. of people.....Adults (18 and over).....Children (12 years and under).....

Name in Full.....

Address

Phone.....Mobile.....

Email.....

Purchase Order

Special Dietary Requirements (i.e. Vegetarian, Celiac, Vegan and Anaphylactic)

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Notes

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I have read & accepted the Terms & Conditions stated in this Agreement.

Name in full.....

Signature.....

Date.....

Office use only

Received & Processed by.....



Payment Information

Card NumberCSV Number..... Expiry Date

Card Type: MasterCard OR Visa

Signature.....Date.....

Deposit/ Payment

Please ensure you have read the Terms & Conditions carefully. Your signature below constitutes your agreement to our terms and conditions. Your booking will not be confirmed until you have returned this document signed along with your room hire payment.

*Payment details are shredded once payment has been received for your function.

ROOM HIRE

Ron Adams Room (maximum 48 people)

- Half Day (Up to 5 Hours)..... \$ 99.00
- Full Day (All day) \$ 149.00

Spires Board Room (maximum 24 people)

- Half Day (Up to 5 Hours).....\$129.00
- Full Day (All day).....\$179.00

ROOM SET UP

Ron Adams Room

- Theatre Style
- Horse Shoe
- Herringbone
- Other.....

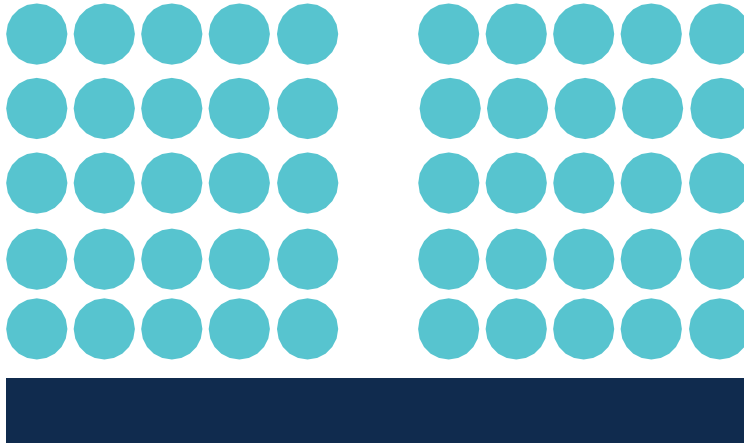
Also available for hire are the following:

- Whiteboard & AV Package Complimentary
(\$150.00 charge if not returned in full working order)
- Flip chart \$ 50.00

****Fixed projection screens are installed in the rooms***

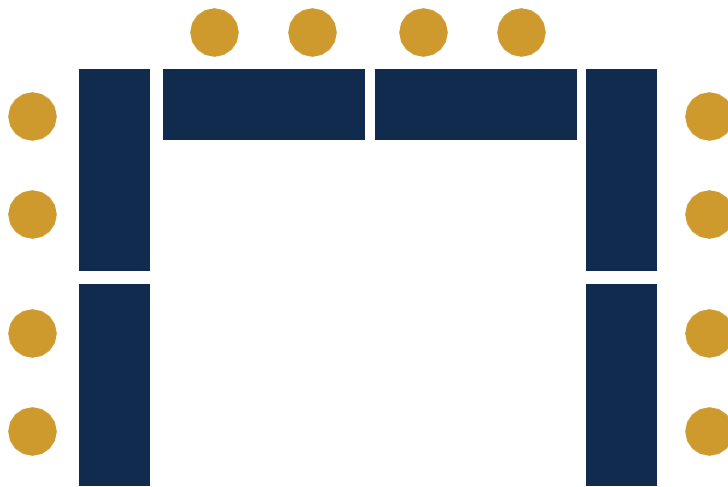
RON ADAMS ROOM

Theatre style - 60 people



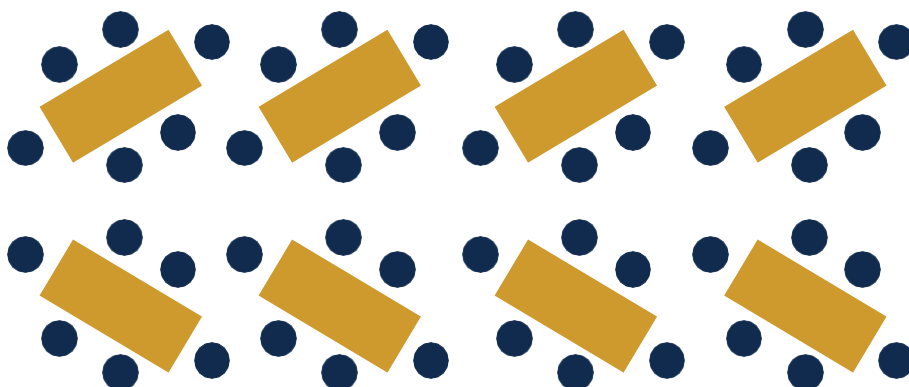
BAR

Horse Shoe - 12 people



BAR

Herringbone - 48 people



BAR

SHORT BREAK MENU

Please indicate your choice of Menu by ticking the appropriate box.

ALL DAY TEA & COFFEE

\$5.00 per person with disposable cups

COFFEE AND TEA WITH BISCUITS

\$8.00 per person with disposable cups

MORNING AND AFTERNOON TEA

- Seasonal Fruit & Cheese Platter \$ 80.00
- Mixed Cakes \$ 100.00
- Mixed Fresh Sandwiches \$ 75.00
- Baked Scones with assorted Jams and Cream \$ 50.00
- Cheese Platter and Biscuits \$ 98.00
- Wrap Platter \$ 100.00
- Mixed Hot Nibbles \$ 140.00

Wrap Platter and Mixed Hot Nibbles Platter serves approximately 14. The remaining Platters serve approximately 12 people and both are suitable for morning and afternoon tea. Half Platters are also available to order.

