

East's
BOWLING
CLUB



2019 East Maitland Bowling Club Princess Wedding Package



Congratulations

Welcome and thank you for considering East Maitland Bowling Club as the venue for your special day.

We would be delighted to host your Wedding Reception here in our beautiful Scarborough Room. As your wedding day is one of the most cherished days of your life we are here to help you with any planning that's required to ensure the smooth running of your special day. Our reputation has been built on quality, attention to detail and superior customer service that enables a stress free wedding.

Quite simply, we aim to inspire, excite and delight you with every aspect of your day.

Our Wedding Coordinator is on hand to offer expert advice and help with all the arrangements for your special day. You will find our function staff enthusiastic, professional and offer that 'little bit extra' in their service to ensure an extraordinary successful occasion.

We are proud to present our fabulous Princess Wedding Package. Inclusions are listed in this document. All arrangements can be personalised to meet your individual taste and help turn your dream into reality. If you have particular requirements, please discuss these at your meeting with our Coordinator.

We look forward to meeting with you in the near future and having the opportunity to help make your wedding day a truly memorable occasion.

Thank you again for your enquiry,

The Team at Easts



Princess Wedding Package

PRINCESS WEDDING PACKAGE (minimum 80 guests)	\$165 pp
TOTAL (based on 80 guests)	\$13,200

PLANNING

- Dedicated Wedding Coordinator to host, assist in and take care of all details of your ceremony and reception

SET-UP AND DECOR

- Complete room set-up with round or square tables - see Page 6
- Table numbers to match your theme
- Tables dressed with cutlery, red/white/Sparkling Wine glasses
- Bridal and cake tables with skirting
- Your choice of either a wishing well or bird cage
- Elegant white or black chair covers for all guest chairs with a variety of sash colours to choose from
- Amazing centrepieces for guest tables
- Large round mirror tiles
- Fresh rose petals or crystal diamantes to scatter around the base of all centrepieces and along the front of the bridal table
- Chocolate foil heart and personalised menu cards placed on each guest napkin
- Soft sheer draping and fairy lights as a backdrop to the bridal table

FLOWERS

- Bridal bouquets for the bride and three bridesmaids including throw-away posy - see Page 8
- Corsage for the mother of the bride and groom
- Buttonholes for the groom, three groomsmen, the father of the bride and groom

PHOTOGRAPHER

- Award winning photographer including photography package - see Page 9

Continued next page...



...Princess Wedding Package Inclusions continued from previous page >

CEREMONY

- Ceremony hosting - see Page 5

ON ARRIVAL

- Personalised welcome note placed in the Club's foyer
- Guest seating plan showcased in a frame and easel
- Craigmoor Sparkling Wine with strawberries, orange juice, and gourmet cheese platter for your guests on arrival

THREE COURSE MEAL

- Three course a la carte gourmet meal - see Page 10
- Tailored menus for guest with special dietary requirements
- Tea & coffee station with mint chocolates

BEVERAGES

- 4.5 hr Standard Beverage Package - see Page 12
- Sparkling wine for the toasting of speeches

SPEECHES AND ENTERTAINMENT

- Complimentary PA system and lectern for speeches
- Professional entertainment provided by our house DJ - see Page 7
- Parquetry dance floor

CAKE

- Two tier wedding cake with your choice of design - see Page 8
- Wedding cake professionally sliced and presented on platters to each guest table

All inclusions will be explained in more detail in the following section of this document.

However, if you have any questions regarding the inclusions of the package please do not hesitate to contact our Wedding Coordinator on 02 4933 7533 or weddings@embc.com.au.



Ceremony

The Scarborough Room has an alcove area that provides a suitable space for small wedding ceremonies, especially useful in case of inclement weather.

East Maitland Park is located on the south side of the Bowling Club premises and offers an attractive garden and lawn area for gathering and taking photographs.

CEREMONY SETUP INCLUDES:

- Fully hosted by our Wedding Coordinator
- 24 chairs arranged in rows on either side of the aisle
- Choice of white or red carpet aisle runner

Holding your ceremony at the Bowling Club is an easy and convenient start to your perfect day - our Wedding Coordinator can also suggest a celebrant to conduct your ceremony.



Table Decor

The Princess Wedding Package includes all reception room decorations and more.

All guest tables will be finished with an amazing centrepiece of your choice from a wide selection of table decorations. All decorations are elegant and will be beautifully displayed in the centre of each guest table without blocking the view of your guests. All centrepieces come assembled with all accessories included. Our centrepieces will be tailored to suit your style/theme to make your wedding reception everything you dreamed of.

We acknowledge the importance of having quality service providers to help make your day a memorable success. All of our suppliers are experienced, professional, and very sensitive to your needs. All centrepieces listed can be tailored to suit your reception (including colour and display).

Our Wedding Coordinator will guide you through a wide range of options and arrange for you to meet with our decorator, to make your final selections and personalise your “look” for the day.



Entertainment

The Princess Wedding Package takes the stress out of finding that perfect DJ to entertain your guests.

East's offers its own resident DJ to ensure that all your reception's musical and MC needs are met. A seasoned professional, our DJ will tailor all your musical choices to your requests for all facets of the reception. Your guests, young and old, will be up dancing to help you celebrate your special day. Our DJ never ceases to delight and will always offer the professionalism and superior customer service to all wedding parties and guests.

Our Wedding Coordinator will explain your DJ options at your meeting, and can provide alternatives if required.

The Fairways Function Room also comes with a dancefloor and raised stage area, and you can use our DJ's sound system for making speeches and announcements.



Flowers

FLORIST

Floral bridal bouquets will be designed by one of our well known and trusted professional suppliers.

Package includes:

- Bridal posy bouquet – natural stem posy incorporating seasonal blooms of your choice
- Posy bouquet for three bridesmaids – a posy created of seasonal blooms to match the bride
- Corsages for the bride and grooms' mothers
- Buttonholes for the groom
- Buttonholes for three groomsmen
- Buttonholes for the bride and groom's fathers
- Throwaway posy

Cake

WEDDING CAKE

Included in your package is a two tier wedding cake with your choice of style and design with an extensive range of flavours to choose from. Our Wedding Coordinator will discuss all options with you and guide you to a cake provider who will supply the cake of your dreams.

Also included in this package - our staff will professionally cut and serve your cake to your guests on your behalf.



Photography

The Princess Package includes a professional and award winning photography package by one of our professional photographers, all you have to do is choose which photographer you would prefer.

PACKAGE CONSISTS OF:

- Coverage of bridal preparation
- Ceremony location
- Coverage of the reception up until the bridal waltz
- Images will be edited and provided on DVD in high resolution
- DVD slideshow to share with family and friends
- One 11 x 14 print of your choice

Extras such as a second photographer, engagement session, further coverage or other products can be provided, however, an additional cost will be incurred. Details regarding extras and a quote can be organised through the selected photographer.



Menu

Choice of two from each course to be served alternately.

ENTREES

- Traditional style prawn cocktail
- Chicken Caesar salad
- Carrot and ginger soup
- Tempura prawns with rocket salad and chilli mayonnaise
- Salt and pepper squid served with aioli
- Crispy skin pork belly with chilli carrot puree and lime caramel

MAINS

- Chicken breast supreme with olive and basil risotto, tomato salsa and rosemary beurre blanc
- Slow cooked lamb shank with sweet potato puree and red wine caramelised onions
- Pan-fried salmon with tomato and basil ragout and a chilli and lime caramel
- Pan-fried barramundi with cauliflower and tarragon puree, confit cherry tomatoes and red wine glaze
- Beef tenderloin 200g with creamy chive mash potato, onion jam and red wine jus
- 250g NY sirloin with creamy chive mash potato, onion jam and red wine jus
- Rack of lamb served on beetroot puree with mint pesto and sweet potato crisps

DESSERTS

- Warm sticky date pudding served with salted caramel sauce and vanilla ice cream
- Warm chocolate pudding with caramel sauce and vanilla ice cream
- Cookies and cream cheese cake with blueberry coulis
- Chocolate mud cake with whipped cream and strawberries (gf)
- Rocky road cheesecake with berry compote
- Pavlova with fruit salad and cream and passion fruit sauce
- Tiramisu with whipped cream and berry compote

This menu is served with fresh bread rolls, tea, coffee and mint chocolates.

Gluten free options available upon request.



Kids Menu

Children (3 – 12 years of age) \$30 pp

There is no charge for children in high chairs (sharing a meal with their parents)

INCLUSIONS

- 2 course meal
- Chaircover and sash

MAIN

- Battered fish and chips served with salad
- Spaghetti bolognaise
- Small roast
- Crumbed chicken fillets served with chips and salad
- Calamari, chips and salad

DESSERT

- Fresh fruit salad with ice cream
- Ice cream and flavouring
- Jelly and ice cream



Vegetarian Options

ENTREES

- Salad nicoise (mixed lettuce, olives, tomato, red onion, beans, egg, and potato with French dressing)
- Carrot and ginger soup
- Tomato and basil brochette on toasted baguette

MAINS

- Spinach and pumpkin risotto
- Vegetarian lasagna
- Spinach and mushroom penne pasta

Service Meals

Service Meals (includes a main meal and a beverage) \$30
for MC, DJ, photographers, videographers, band members etc



Beverage Package

The Princess Wedding Package includes a Beverage Package for your bridal party and guests to enjoy for a period of 4.5 hours.

STANDARD BEVERAGE PACKAGE INCLUDES

TAP BEER

- Variety of tap beers available

WINE BY THE GLASS

- Chain of Fire Sauvignon Blanc Semillon
- Chain of Fire Shiraz Cabernet Merlot
- Beach Hut Moscato
- Wild Oats Cabernet Merlot
- Wild Oats Sauvignon Blanc Semillon
- Wild Oats Chardonnay
- Craigmoor NV Pinot Chardonnay Sparkling
- Fiore Moscato

POST MIX BY THE GLASS

- Variety of post mix drinks available

East's supports the responsible service of alcohol

Function Agreement / Schedule - Customer Copy

An attendance of 60 or more adult guests is required for a catered wedding reception to be held in the Scarborough Function Centre on a Friday night or Saturday night. However, an attendance of 80 or more adult guests is required for one of our packages. In the event that your total number of guests falls below 80, you will still be required to pay for a minimum of 80 guests.

Organisers of functions will be at all times responsible for the conduct of their guests and must also be a Club Member. All club internal rules must be strictly adhered to, i.e. dress code, trading hours, standard of behaviour, entry/sign-in to the Club. Any specialised cleaning or repair due to damage caused to the room will incur a cost to the individual responsible for the function.

Organisers must also be responsible for persons under the age of 18 years. Illegal alcohol consumption will not be tolerated. The Responsible Service of Alcohol (intoxication) Legislation must be adhered to. Failing to control persons showing signs of intoxication or those under the age of 18 years could result in the function being cancelled or offenders being removed from the premises. The supervisor on duty has complete authority over this matter.

The Club will take all necessary care and attention, but accepts no responsibility or liability for damage or loss of merchandise or equipment left at the club prior, during or after any functions or exhibitions on its premises.

Due to Food, Health and Safety Regulations, any food not consumed by 9.30pm will be removed from the tables, except for your wedding cake. No BYO foods or beverages are allowed on the premises. Food must not be consumed in designated smoking areas including the outdoor balcony off the Scarborough Function Centre.

The completion of the function will coincide with the closing of the Club: 12midnight on a Friday or Saturday night and 9pm Sunday to Tuesday. Bar trading will cease 30 minutes prior to closing time. Closing time may be adjusted by prior arrangement.

We thank you for taking the time to review Easts regulations with regard to wedding receptions in the Scarborough Function Centre at East Maitland Bowling Club. For more information please do not hesitate to contact our Events Team on 02 4933 7533 or events@embc.com.au

After you have reserved function room and date, you have to pay the appropriate room hire fee currently \$220, you can then move to the next phases to ensure you have the perfect wedding reception! With this payment of your Security Deposit your 'Function Agreement Form' must be handed in. At a convenient time our Wedding Coordinator will arrange a meeting to discuss your wedding reception requirements. You will meet with our team on several occasions in the lead up to your wedding reception.

Two weeks prior to your wedding day you will need to supply the following:

- Final Numbers
- Final Payments
- Floor Plans
- Any additional items that may be required to make your Wedding Reception a complete success

Booking Requirements

Please read this agreement thoroughly. The Function Agreement must be signed and returned to the Wedding Coordinator with the payment of the Security Deposit of \$220. This would have to be paid within 21 days of a tentative booking. This amount is inclusive of GST and covers the room hire, staffing, cleaning and setting up of the function room. If your room hire of \$220 is not paid and The Function Agreement not returned within one (1) month of your tentative booking, your booking will be cancelled.

All payments can be made in cash, bank cheque or direct deposit. Any bar account during a wedding reception must be finalised on the night. Eftpos facilities are also available with MasterCard or Visa cards accepted. Unfortunately, due to Club policy personal cheques will not be accepted as a form of payment.

Menu Requirements

The menu selection is required no later than 1 month prior to your wedding reception. Final adjustment of guest numbers must be made no later than two weeks prior to your wedding reception (a decrease in numbers attending the reception will still incur the original price quoted). Menu prices may be subject to change, and in such case every effort will be made to inform you at the earliest possible opportunity.

Cancellations

A full refund of the security deposit paid for room hire will be given for cancellations made 90 days prior to the wedding reception date. No refund will be given for cancellations less than 90 days.

All menu and beverage prices are inclusive of GST.

I hereby state, that I have read the above information and agree with the terms and conditions as set by the Board of Directors and Management of Easts Leisure & Golf.

Name:

Signature: Date:

Date of Function: Venue:

Wedding Coordinator Signature: Date:



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Date of Function: Venue:

Wedding Coordinator Signature: Date:

