



2019 East Maitland Bowling Club Conference Package





# Welcome to the Scarborough Function Centre

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

We are delighted to introduce you to our Scarborough Room. We are here to help you with any planning that's required to ensure the smooth running of your conference. Our reputation has been built on quality, attention to detail and superior customer service that enables a stress free event.

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

Our Function Coordinator is on hand to offer expert advice and help with all the arrangements for your conference. East Maitland Bowling Club's experienced and professional function staff will see that your conference needs are met and with catering by our award winning Billabongs Family Restaurant, your guests will appreciate the quality and variety of food.

We are proud to present our Conference Package. Inclusions are listed in this document. All arrangements can be personalised to meet your individual needs. 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 conference a truly memorable occasion.

Thank you again for your enquiry,  
**The Team at Easts**



Premier conference and seminar facilities are right here at East Maitland Bowling Club. Located just off the New England Highway between Newcastle and Maitland and close to the attractions of historical Morpeth and the Hunter Valley Vineyards.

The Scarborough Function Centre is suitable for small seminars or conferences of up to 160 guests.

The room has been installed with state of the art audio visual technology and has the capability to be divided into 4 small rooms, ideal for workshops. Free wifi is also available throughout the club and function rooms.

Our function room adjoins an outdoor balcony overlooking the King Edward Park and the Scarborough Lounge provides a relaxed atmosphere for your group to enjoy.

For further information or to arrange an inspection of our facilities, please do not hesitate to contact our Function Coordinator.

**Room Hire:**

The Scarborough Function Centre (up to 8 hours) ..... \$220 per day  
 Theatre style seating (up to 180 guests) or group seating (up to 150 guests)

Scarborough Room 1 and 2 (up to 4 hours) ..... \$82.50 per day  
 (over 4 hours and up to 8 hours) .....\$110 per day  
 Theatre style seating (up to 90 guests) or U-shape, classroom or group seating (up to 70 guests)

Scarborough Room 1, 2, 3 or 4 (up to 4 hours) ..... \$55 per day  
 (over 4 hours and up to 8 hours) ..... 82.50 per day  
 Theatre style seating (up to 50 guests) or U-shape, classroom or group seating (up to 30 guests)

Scarborough Room 3 or 4 (up to 4 hours) ..... \$27.50 per day  
 (over 4 hours and up to 8 hours) ..... 55.00 per day  
 Theatre style seating (up to 30 guests) or U-shape, classroom or group seating (up to 20 guests)

Set up sizes will vary depending on function room requirements.

Prices are subject to change without notice. For a quote call our Function Coordinator.



## equipment

East Maitland Bowling Club are pleased to supply the following presentation tools for your business to use in the Scarborough and Fairways Function Centres at no additional charge when booking one of our function rooms.

### INCLUSIONS

- Data projector
- Projection Screen
- Whiteboard, markers and duster
- Lectern
- Cordless microphones
- TV
- Flipchart and paper

### BEVERAGES

Iced Water .....	Complimentary
Orange Juice (carafe) .....	8.00 per carafe
Orange Juice (jug) .....	9.50 per jug
Soft Drink .....	9.00 per jug

For a full wine and beverage listing, please contact the Function Coordinator.

Prices are subject to change without notice.



## morning & afternoon tea

### SELECTIONS

Assorted Tea, Coffee & Biscuit (one service) .....	\$3.30 pp
Assorted Tea, Coffee & Biscuits (half day) .....	\$4.50 pp
Continuous Tea, Coffee & Biscuits .....	\$5.50 pp
An assortment of Cakes .....	\$3 pp
Danish Pastries .....	\$3 pp
Muffins .....	\$3 pp
Croissants served with Jam & Fresh Cream .....	\$3 pp
Scones served with Jam & Fresh Cream .....	\$3 pp
Fruit Salad .....	\$6.50 pp
Crudities with fresh made dips .....	\$3.50 pp
Cheese platter with four exotic cheeses, crispy baguette and lavosh crisps .....	\$75
Fruit platter (small) .....	\$35
Fruit platter (large) .....	\$65

Minimum catering charge is \$35



## sandwiches & wraps

SANDWICHES & WRAPS ..... \$12.50 pp

- 10 Guests - choice of 2 selections
- 11-20 Guests - choice of 3 selections
- 21-40 Guests - choice of 4 selections
- 40+ Guests - choice of 5 selections

### SELECTIONS

- Ham, Cheese, Lettuce and Tomato
- Corned Beef with Rocket, Tomato and Smokey BBQ Sauce
- Roast Beef with Rocket, Tomato and Mild Mustard
- Mixed Salad (Lettuce, Tomato, Cheese, Cucumber and Onion)
- Roast Chicken with Coleslaw
- Roast Chicken with Mixed Lettuce, Cucumber, Onion and Thai Sweet Chilli Sauce

Sandwich selections only (not suitable as a wrap)

- Egg, Lettuce and Mayonnaise
- Egg Curry, Lettuce and Mayonnaise
- Smoked Salmon with Red Onion, Mixed Lettuce and Dill Cream

All selections can be made on your choice of white, wholemeal or multigrain bread or wraps.

A minimum of 10 guests is required for the Gourmet Sandwiches and Wraps Menu.

Table cloths other than for catering table are not included in the price and if required will incur an additional cost.

Tea and coffee facilities may be added at an additional cost.

A \$2 per person surcharge applies for gluten free options.



## finger food

FINGER FOOD ..... \$14.50 pp

- 10 Guests - choice of 4 selections
- 20+ Guests - choice of 5 selections
- 30+ Guests - choice of 6 selections
- 50+ Guests - choice of 7 selections
- 100+ Guests - choice of 8 selections

### SELECTIONS

- Mini vegetable spring rolls
- Vegetarian money bags
- Prawn cutlets
- Crab claws
- Seafood money bags
- Chicken nuggets
- Mini quiches
- Mini beef pies
- BBQ chicken wings
- Sweet chilli meatballs
- Satay chicken skewers
- Calamari rings
- Potato wedges
- Hot chips

Finger food menus are served on a catering table in the function room.

Table cloths other than for catering table are not included in the price and if required will incur an additional cost.

Tea and coffee facilities may be added at an additional cost.

A minimum of 10 guests is required for finger food menu.



## combined finger food & sandwiches

COMBINED FINGER FOOD & SANDWICHES ..... \$15.50 pp

Combined Finger Food Menus are available with a selection from the Gourmet Sandwiches and Wraps and Hot Finger Food Menus

Up to 30 Guests - choice of 4 hot finger foods and 2 sandwich selections

31-50 Guests - choice of 4 hot finger foods and 3 sandwich selections

50+ Guests - choice of 4 hot finger foods and 4 sandwich selections

Finger food menus are served on a catering table in the function room.

A \$2 per person surcharge will apply for gluten free options.

Table cloths other than for catering table are not included in the price and if required will incur an additional cost.

Tea and coffee facilities may be added at an additional cost.





## conference catering package

CATERING PACKAGE ..... \$20 pp

Tea, coffee and biscuits served on arrival and available for morning tea in function room.

Buffet lunch in Billabongs Family Restaurant with a selection of dishes

### SELECTIONS

- Soups
- Finger food
- Seafood
- Roast meats
- Vegetables
- Asian dishes
- Salads
- Fresh fruit
- Pasta and sauces
- Desserts including cakes, tortes and ice creams
- Tea, coffee and hot chocolate



## conference day package

CONFERENCE DAY PACKAGE ..... \$19.50 pp

### MORNING TEA (select 2 items)

- Apple Danish
- Chocolate log
- Blueberry Danish
- Custard Danish
- Mini croissants

### LUNCH (select 2 items) Fresh sandwiches and wraps:

- Ham, Cheese, Lettuce and Tomato
- Corned Beef with Rocket, Tomato and Smokey BBQ Sauce
- Roast Beef with Rocket, Tomato and Mild Mustard
- Mixed Salad (Lettuce, Tomato, Cheese, Cucumber and Onion)
- Roast Chicken with Coleslaw
- Roast Chicken with Mixed Lettuce, Cucumber, Onion and Thai Sweet Chilli Sauce

### Fresh sandwiches only (not suitable as a wrap):

- Egg, Lettuce and Mayonnaise
- Egg Curry, Lettuce and Mayonnaise
- Smoked Salmon with Red Onion, Mixed Lettuce and Dill Cream

### AFTERNOON TEA

Blueberry muffins OR Crudities (vegetable sticks and fresh dips)

Tea and coffee and biscuit station

Gluten free options available on request

# conference agreement - customer copy

## BOOKING REQUIREMENTS

This 'Function Agreement' must be signed and returned to the Function Coordinator when confirming a Function or with payment of the room hire. Please read it thoroughly. If you have any questions, please discuss them with the Function Coordinator before signing.

## FEES

A Room Hire Fee is to be paid within 14 days of a tentative booking. This amount covers the Room Hire and setting up of the function room. Bar and catering accounts must be settled prior to or on the day of the function, unless otherwise organised with Club Management. For functions at short notice (such as wakes), room hire, bar and catering must be settled on the day of the function unless prior arrangements have been made with Club Management. Billabongs Restaurant will issue a separate account for Catering.

It is the responsibility of the organisation/individual to confirm all function requirements and guest numbers as outlined below.

## CATERING REQUIREMENTS

An attendance of 60 or more guests is required for a catered function to be held in the Scarborough Function Centre on a Friday or Saturday night.

An attendance of 30 or more guests is required for an A La Carte Menu.

A menu selection is required no later than 14 days prior to the function. Final confirmation of guest numbers must be made no later than 5 days prior to the function (a decrease of numbers attending the function will still incur the original price quoted). Every effort will be made to accommodate increases in guest numbers received after the five day deadline, subject to our caterer being able to supply and cannot be automatically guaranteed.

Prices may be subject to change, and in such cases every effort will be made to inform patrons at the earliest opportunity.

## DECORATIONS

Smoke machines are not permitted in any function. If smoke alarms are activated as a result of any activity in a function, any callout fee charged by NSW Fire and Rescue will be passed onto the function organiser. Table scatters, confetti, glitter, or Blue Tac (including Yellow Tac) are NOT permitted under any circumstances.

## CANCELLATIONS

A full refund of the security deposits paid for room hire will be given for cancellations 60 days prior to the function date. No refund will be given for cancellations with less than 60 days notification. Three (3) business days are required for all catering cancellations. Cancellations with less than three (3) business days will be subject to 50% of the catering cost. Cancellations or changes not received and acknowledged within 24 hours of the scheduled function will be charged 100% of items ordered.

## CLUB POLICY

Organisers of functions will be at all times responsible for the conduct of their guests. All Club internal rules must be strictly adhered to, i.e. dress, standard of behaviour, entry/sign-in to the Club. Any specialised cleaning for excessive mess or repair due to damage caused to any function rooms will incur a cost to the Individual/Organisation responsible for the function. Function organiser must be a member of the Club.

Organisers must also be responsible for persons under the age of 18. 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 persons under the age of 18 could result in the function being cancelled or offenders being removed from the premises. The Supervisor on duty has complete authority over this matter.

No BYO foods or beverages are allowed on the premises. Prices are inclusive of GST.

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

All functions will be conducted within normal Club trading hours and will cease at close of the Club. Bar trading will cease 30 minutes prior to closing times. Closing times are currently as follows:

12midnight Friday and Saturday / 10pm Sunday - Thursday.

Any special requirements for access to the room outside of Club trading hours must be authorised by Club Management.



***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 East Maitland Bowling Club***

Please ensure you ALSO sign the Club copy of this Agreement - next page...

Function:..... Date of Function:.....

Contact Name: ..... Contact Number:.....

Signature: ..... Date: .....

Function Coordinator Signature: ..... Date: .....

# conference agreement - club copy

## BOOKING REQUIREMENTS

This 'Function Agreement' must be signed and returned to the Function Coordinator when confirming a Function or with payment of the room hire. Please read it thoroughly. If you have any questions, please discuss them with the Function Coordinator before signing.

## FEES

A Room Hire Fee is to be paid within 14 days of a tentative booking. This amount covers the Room Hire and setting up of the function room. Bar and catering accounts must be settled prior to or on the day of the function, unless otherwise organised with Club Management. For functions at short notice (such as wakes), room hire, bar and catering must be settled on the day of the function unless prior arrangements have been made with Club Management. Billabongs Restaurant will issue a separate account for Catering.

It is the responsibility of the organisation/individual to confirm all function requirements and guest numbers as outlined below.

## CATERING REQUIREMENTS

An attendance of 60 or more guests is required for a catered function to be held in the Scarborough Function Centre on a Friday or Saturday night.

An attendance of 30 or more guests is required for an A La Carte Menu.

A menu selection is required no later than 14 days prior to the function. Final confirmation of guest numbers must be made no later than 5 days prior to the function (a decrease of numbers attending the function will still incur the original price quoted). Every effort will be made to accommodate increases in guest numbers received after the five day deadline, subject to our caterer being able to supply and cannot be automatically guaranteed.

Prices may be subject to change, and in such cases every effort will be made to inform patrons at the earliest opportunity.

## DECORATIONS

Smoke machines are not permitted in any function. If smoke alarms are activated as a result of any activity in a function, any callout fee charged by NSW Fire and Rescue will be passed onto the function organiser. Table scatters, confetti, glitter, or Blue Tac (including Yellow Tac) are NOT permitted under any circumstances.

## CANCELLATIONS

A full refund of the security deposits paid for room hire will be given for cancellations 60 days prior to the function date. No refund will be given for cancellations with less than 60 days notification. Three (3) business days are required for all catering cancellations. Cancellations with less than three (3) business days will be subject to 50% of the catering cost. Cancellations or changes not received and acknowledged within 24 hours of the scheduled function will be charged 100% of items ordered.

## CLUB POLICY

Organisers of functions will be at all times responsible for the conduct of their guests. All Club internal rules must be strictly adhered to, i.e. dress, standard of behaviour, entry/sign-in to the Club. Any specialised cleaning for excessive mess or repair due to damage caused to any function rooms will incur a cost to the Individual/Organisation responsible for the function. Function organiser must be a member of the Club.

Organisers must also be responsible for persons under the age of 18. 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 persons under the age of 18 could result in the function being cancelled or offenders being removed from the premises. The Supervisor on duty has complete authority over this matter.

No BYO foods or beverages are allowed on the premises. Prices are inclusive of GST.

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

All functions will be conducted within normal Club trading hours and will cease at close of the Club. Bar trading will cease 30 minutes prior to closing times. Closing times are currently as follows:

12midnight Friday and Saturday / 10pm Sunday - Thursday.

Any special requirements for access to the room outside of Club trading hours must be authorised by Club Management.



***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 East Maitland Bowling Club***

Please ensure you ALSO sign the Club copy of this Agreement - next page...

Function:..... Date of Function:.....

Contact Name: ..... Contact Number:.....

Signature: ..... Date: .....

Function Coordinator Signature: ..... Date: .....