



# FUNCTIONS PACKAGE

Effective May 2021



## VENUE DETAILS

### Parkview Room

With floor to ceiling windows and views of the Brisbane Water, our Parkview Room on level 1 is the perfect place to hold a large event. From birthday parties, engagements and anniversaries, to awards nights, gala dinners and concerts, this is the most versatile of our functions spaces.

### The Terrace

Freshly renovated with views over Brisbane Water, The Terrace rooftop bar is perfect for everything from birthday parties to wedding receptions. The space features both indoor and outdoor seating, heating, and an alfresco smoking area. The Terrace has limited availability; please speak to the Functions Sales team.

### Scenic Lounge

Featuring ground level waterfront views, the Scenic Lounge is our spacious lounge area designed for cocktail style events, drinks and mingling. Its facilities include a small stage, floor to ceiling windows and men's & ladies' bathrooms. The scenic lounge is also adjacent to an alfresco smoking area.

### Kendall's Bar

Kendall's is a speakeasy, prohibition style bar located on the ground floor of the Club. Featuring bespoke interiors and the option for a premium cocktail menu, it is perfect for a small, intimate events. Its facilities include men's & ladies' bathrooms and is conveniently located close to an alfresco smoking area.

Room	Cocktail Function	Theatre Style	Banquet Dinner	Classroom Style	Board Room	U Shape	Half Day Rate*	Full Day Rate*
<b>Parkview Room Full Room</b>	350	400	250	215	-	-	\$660	\$990
<b>Parkview Room Bar End</b>	200	280	140	120	70	60	\$330	\$495
<b>Parkview Room Stage End</b>	150	170	80	70	60	50	\$330	\$495
<b>Scenic Lounge</b>	400	200	100	50	50	40	\$330	\$495
<b>The Terrace</b>	350	-	-	-	-	-	\$330	\$495
<b>Kendall's</b>	75	-	-	-	-	-	\$200	\$300
<b>Blue Water Bar</b>	-	45	-	36	30	27	\$175	\$250

Included in your room hire fee is required room set up, microphone & stand, whiteboard, flip chart, iced water and mints upon request.

\*Half Day Rate - up to 5 hours

\*Full Day Rate - up to 8 hours

## PLATTERS ON ARRIVAL

### Mixed Gourmet Cheese Plate • \$70

Camembert, Blue Vein, and Aged Cheddar served with mixed dried and fresh fruits, sticky fig ginger jam with crackers and flat bread (GFO\*)

### Crisp Vegetable Crudites Dip Plate • \$50

Basil pesto, hummus, Baba Ghanoush and guacamole served with nuts, rice crackers, flat bread and biscuits (GFO\*)

### Grazing Board Meze Selection • \$225 (\$15pp)

A mixture of sliced and shaved meats, cheese, dips, and marinated vegetables served with toasted breads, crackers, and fruits (GFO\*)

**GF** = Gluten free  
**GFO\*** = Gluten free on request  
**V** = Vegetarian  
**VE** = Vegan

## FINGER FOOD: CLASSIC PLATTERS

### Gourmet Party Pies • \$70

Lamb and rosemary, peppered beef and chicken and vegetable curry, served with tomato relish

### Crumbed Fish Goujons & Chip Baskets • \$70

With tartare and lemon

### Panko Crumbed Calamari Rings • \$70

With tartare

### Curry Puffs with Mango Chutney (V) • \$70

### Flaky Spinach and Feta Parcels (V) • \$70

### Spiced Buffalo Chicken Wings • \$70

With sliced shallots and sour cream

### Thai Chicken Tenderloin Skewers • \$70

With shredded Asian vegetables and coriander sweet chilli (GF)

### Mini Vegetarian Spring Rolls • \$70

With sweet chilli plum dipping sauce (V)

### Spiced Thai Fish Cakes • \$70

With coriander cucumber dipping sauce (GF)

### Salt and Pepper Squid Boxes • \$70

With garlic aioli and lemon (GF)



## FINGER FOOD: CHEF'S SELECTION

### Asian Lacquered Chicken Skewers • \$80

With nam jim and Asian salad (GF)

### Aranchini Balls • \$80

Polenta crumbed pumpkin + feta and baby spinach with garlic aioli (GF)

### Gourmet Mini Quiches \$80

Three cheese and chive with onion jam, double smoked ham with blue cheese and smoked salmon with dill

### Fried Squid 3 Ways • \$80

With lemon peppered squid, panko crumbed rings and crispy marinated tentacles with mixed dippers and lemon

### Prawns Three Ways • \$90

Tempura, panko and double crunch panko with garlic aioli and lemon

### Petite Pulled Pork Sliders • \$80

With ranch dressed slaw and in-house shredded pickle onion on a toasted bun

### Wagyu Beef, Mint and Rosemary Koftas • \$80

With cucumber yoghurt (GF)

### Virgin Bloody Mary Oyster Shots • \$90

In a spiced tomato gazpacho with smoked paprika cream (GF)

### Grandmothers Scones • \$80

With salmon and leek rillette

### Peppered Beef Tartlets • \$80

Cooked medium rare with eggplant chutney, wilted spinach, mushroom, ginger and pepita

### Vegetable Singapore Noodle Boxes • \$80

#### + Add Chicken • \$90

With Asian vegetables and fried shallots (V)

## FINGER FOOD: SOMETHING SWEET

### Chef Selections Slices • \$90

Four types cut for sampling

### Chef Selections Cakes • \$90

Three types cut for sampling

### Seasonal Fruit Platter • \$90

With marshmallow skewers and warm hazelnut fudge (GF)(V)

## FINGER FOOD: KIDS PLATTERS

### Fairy Bread Platter • \$20

Full loaf cut in halves, 40 pieces

### Classic Mixed Kids Platter • \$1 per child

1 x party pie, 1 x sausage roll, 2 x chicken nuggets, 1 x cocktail frank, 1 x fish cocktail and chips served with tomato sauce

GF = Gluten free

GFO\* = Gluten free on request

V = Vegetarian

VE = Vegan

## SIT DOWN MENU: EASY EATS

**1 Course: Main Only • \$26pp**

**2 Courses: Main + Dessert • \$36pp**

All include garlic bread to share on arrival

**GF** = Gluten free  
**GFO\*** = Gluten free on request  
**V** = Vegetarian  
**VE** = Vegan

Please specify any dietary requirements on booking to give the Chefs time to modify menu for your approval.

### Mains

Choose two of the following to serve alternate

#### Beer Battered Flathead

With thick cut chips, garden salad, tartare and lemon

#### Panko Crumbed Chicken Schnitzel

With thick cut chips, gravy and garden salad

#### Grilled 250g Rump Steak

With thick cut chips, garden salad and gravy

#### Roast Pork Shoulder (GF)

With thyme roasted potato, pumpkin, steamed seasonal vegetables and gravy

#### Mediterranean Vegetable Risotto (VE)(GF)

With fresh basil chiffonade and baby spinach

### Desserts

#### Baked New York Style Cheesecake

With mixed berry compote, vanilla ice cream and chocolate crumble

#### Warm Mississippi Mud Cake

With vanilla ice cream and coulis

#### Chocolate Hazelnut Cake (GF)

With caramel and whipped cream

#### Fragrant Lemon Tart

With lemon and lime salad and crème chantilly



## SIT DOWN MENU: CHEF'S SELECTIONS

**2 Courses: Entree + Main • \$47pp**

**2 Courses: Main + Dessert • \$42pp**

**3 Courses: Entree, Main + Dessert • \$57pp**

All include toasted ciabatta rolls on arrival and tea & coffee station. Choose two options from each course to serve alternate.

### Entrees

#### Duck Spring Rolls (VE\*)

With Asian slaw and fried vermicelli, sweet chilli coriander dipping sauce

#### Sticky Pork Belly (GF)

with Asian noodle salad and chilli caramel

#### Butter Crust Tart

With Atlantic salmon and creamed leek with little herbs and horseradish foam

#### Prawn and Avocado Salad

With roasted pimento and fresh herbs, toasted turkish and lemon aioli

#### Smoked Salmon, Spinach and Ricotta Tartlet

With balsamic glaze and rocket

#### Pumpkin Ravioli (V)

With almond broccolini, and crispy sage, finished with grana padano

**GF** = Gluten free

**GFO\*** = Gluten free on request

**V** = Vegetarian

**VE** = Vegan

### Mains

#### Grilled Atlantic Salmon Fillet (GF)

With smashed chats, wilted spinach, aioli, sumac roasted roma tomato and crispy sweet potato

#### Dijon Rubbed Sirloin Steak (GF)

With wilted spinach and a warm fennel and potato salad served with red wine jus

#### Baked Barramundi (GF)

With roasted sweet potato, 3 pea risotto and little herbs

#### Seared Chicken Breast Supreme (GF)

With cauliflower puree, baked pear, glazed fennel, beetroot and asparagus with a port and red wine jus

#### Slow Braised Lamb Rump (GF)

With a white bean, eggplant and zucchini ragout

#### Wild Mushroom Risotto (V)(GF)

With soybeans, micro herbs and shaved parmesan

### Desserts

#### Rocky Road Raspberry Cheesecake

With torched mallows, coco pop ice cream and mixed berry compote

#### Crème Brulee (GFO\*)

Caramelised maple baked apple vanilla bean crème brulee with cinnamon palmier

#### Sugar Glazed Banana & Cinnamon Donut

With salted butterscotch and vanilla bean ice cream

#### Zesty Lemon Meringue Pie

With citrus compote and vanilla bean pure cream

#### Seasonal Fruit Pavlova (GF)

With whipped cream and minted pineapple salad

## BUFFET PACKAGES

### 30pax minimum

Packages include: bread rolls and butter, napkins, table linen + accompanying sauces and dressings

#### Bronze Package • \$42pp

Includes: one cold platter, two hot dishes, steamed vegetables, jasmine rice, two salads, assorted cakes and slices

#### Silver Package • \$49pp

Includes: one cold platter, one premium cold platter, three hot dishes, steamed vegetables, jasmine rice, three salads, assorted cakes and slices

#### Gold Package • \$55pp

Includes: two premium cold platters, two premium hot dishes, steamed vegetables, jasmine rice, three premium salads, three salads, assorted cakes and slices

#### Tea and Coffee Stations • \$5pp

## Cold Platters

#### Shaved Meat Charcuterie (GF)

Turkey, ham, salami, and pickled vegetables

#### Thai Marinated Chicken Fillets (GF)

With Asian slow and crispy noodles

#### Roasted Chicken (GF)

Dressed with honey Dijon mustard mayonnaise

#### Roast Moroccan Spiced Root Vegetables (GF)

Accompanied by toasted cumin yoghurt

GF = Gluten free

GFO\* = Gluten free on request

V = Vegetarian

VE = Vegan

## Premium Cold Platters

#### Hoisin Medium Rare Beef Fillet

With Asian vegetables

#### Salad Smoked Salmon (GF)

With fried capers, pickled fennel, dill and lemon

#### Chicken and White Bean Salad (GF)

With dill aioli and caper-berries

#### Prawns

With in-house 1000 island dressing and lemon (GF)

## Salads

#### Garden Salad (GF)

#### Archie's Famous Caesar Salad (GFO\*)

With baby cos, bacon, croutons, and our own Parmesan mayonnaise

#### Chat Potato and Bacon (GF)

With chive mayonnaise

#### Shaved Cabbage, Carrot and Baby Fennel Coleslaw

With black sesame and coriander (GF)

## Premium Salads

#### Tomato Bocconcini & Basil Salad (GF)(V)

With young rocket and balsamic vinaigrette

#### English Spinach & Roasted Pumpkin Salad

With baby beets, feta and red onion (GF)(V)

#### Quinoa and Almond Salad (GF)(V)

With Spanish onion, parsley and diced tomato

#### Niçoise Salad (GF)(V)

With beans, tomato, egg, potato, olives, anchovies and extra virgin olive oil

# BUFFET PACKAGES CONTINUED

## Hot Dishes

### Slow Braised Beef Bourguignon (GF)

With mushrooms and red wine

### Curry Beef Rogan Josh (GFO\*)

With pappadum and herb yoghurt

### Baked Chicken Provencal Cacciatore (GF)

With kalamata olives and basil

### Barramundi and Black Mussel Massaman Curry

With new potatoes and fresh herbs (GF)

### Green Curried Chicken (GF)

With apple and coconut

### Nona's Baked Lasagne

Beef or vegetable option

## Premium Hot Dishes

### Mixed Seafood Paella (GF)

With chorizo toasted pimento and kalamata olives

### Indonesian Style Nasi Goreng (GF)

With satay chicken skewers and prawn crisps

### Slow Cooked Beef Shin (GF)

Mushroom, tomato, gravy with seasonal root vegetables

### Atlantic Salmon Wellington

Mushroom butter puff wellington, mussel and white wine nage, cherry tomatoes and snow pea vine

### Roast Lemon and Sage Chicken (GF)

With seasonal root vegetables

### Baked Creamy Dill Seafood Hot Pots

With brioche and herb crumble

## Dessert

### Chef's Selections: Cakes and Slices • \$12pp

Served on a platter with chantilly cream and berry coulis

### OR

### Chefs Selections: Desserts • \$12pp

Choose two to serve alternate

### Rocky Road Raspberry Cheesecake

With torched mallows, coco pop ice cream and mixed berry compote

### Crème Brulee (GFO\*)

Caramelised maple baked apple vanilla bean crème brulee with cinnamon palmier

### Sugar Glazed Banana & Cinnamon Donut

With salted butterscotch and vanilla bean ice cream

### Zesty Lemon Meringue Pie

With citrus compote and vanilla bean pure cream

### Seasonal Fruit Pavlova (GF)

With whipped cream and minted pineapple salad

GF = Gluten free

GFO\* = Gluten free on request

V = Vegetarian

VE = Vegan



## BBQ PACKAGES

### Minimum 30 people

Includes: bread rolls and butter, napkins, table linen, accompanying sauces and dressings

### Tea and Coffee Stations • \$5pp

### Cakes and Slices with Chantilly Cream • \$12pp

### Silver Package \$35pp

- Dinner rolls with butter
- Gourmet pork sausages
- Marinated chicken tenderloin skewers
- Beef rissoles
- Steamed chat potatoes in parsley butter with sour cream
- Fried onions
- Mixed garden salad with vinaigrette
- Shaved cabbage, carrot and baby fennel coleslaw

### Gold Package • \$40pp

- Dinner rolls with butter
- Gourmet pork sausages
- Marinated chicken tenderloin skewers
- 150g scotch fillet steak with Fried onions
- Steamed chat potatoes in parsley butter with sour cream
- Mixed garden salad with vinaigrette
- Caesar salad with anchovy dressing
- Potato and bacon salad with chives



## CONFERENCE PACKAGES

### Tea, Coffee & Biscuits • \$5pp

Bottomless self serve tea and coffee bar with biscuits

### Tea, Coffee, Biscuits & Muffins • \$10.50pp

Bottomless self serve tea and coffee bar with biscuits and mini muffins

### Tea, Coffee, Biscuits & Scones • \$11.50pp

Bottomless self serve tea and coffee bar with biscuits and in-house scones, jam and cream

### Tea, Coffee, Biscuits & Sandwiches • \$13pp

Bottomless self serve tea and coffee bar with biscuits and fresh assorted sandwiches served on a mix of white and brown bread

- Roast beef & caramelised onion
- Smoked salmon,
- Capers & cream cheese, grilled eggplant, cheddar cheese & tomato
- Roast chicken, avocado, lettuce & garlic aioli
- Smoked ham, tomato, cheese & mustard aioli

### Tea, Coffee, Biscuits & Wraps • \$15pp

Bottomless self serve tea and coffee bar with biscuits and fresh assorted wraps

- Chicken schnitzel, tomato, Swiss cheese, avocado & aioli
- Roast beef, rocket, cream cheese & sun-dried tomato
- Smoked salmon, avocado, Spanish onion, Swiss cheese & spinach
- Roast capsicum, spinach, sautéed mushroom & pesto

## CONFERENCE EXTRAS

### Super Crunch Straight Cut Chips • \$25

With rosemary salt

### Seasoned Wedges • \$35

With sour cream and sweet chill

### Chef's Selection Slices Platter • \$90

Four types cut for sampling

### Chef's Selection Cakes • \$90

Three types cut for sampling

### Seasonal Fruit Platter • \$90

With marshmallow skewers and warm hazelnut fudge

### Mixed Gourmet Cheese Plate • \$70

Camembert, Blue Vein, and Aged Cheddar served with mixed dried and fresh fruits, sticky fig ginger jam, crackers and fat bread

### Cakeage • \$2.50 per person

## BEVERAGE PACKAGES

Maximum service period applies  
Maximum 60 people  
Available with banquets or buffets

### Please Note

If the bar is required to be open for your event there are costs incurred by the client for the provision of this service. Please discuss your requirements and the relevant charges with our Functions Sales team.

\*Limited beers available on tap in Parkview Room. If tap beer is not available, this will be substituted for bottled beer.

Dry till & cash bar options available.

Our sales team would be happy to discuss options and budgets with you.

### Standard Beverage Package • \$46pp

4 1/2 hours

- Standard tap beers\*
- House selection of red, white & sparkling wine
- Assorted soft drinks & juices (post mix)

### Premium Beverage Package • \$57pp

4 1/2 hours

- Premium tap beers
- Choice of three bottled beers
- Cider
- Choice of two premium selection of red, white & sparkling wines
- Post mix soft drinks and East Coast juices

### Platinum Beverage Package • \$64pp

4 1/2 hours

- Premium tap beers
- Choice of three bottled beers
- Cider
- Choice of two premium selection of red, white & sparkling wines
- House spirits
- Post mix soft drinks and East Coast juices

### Non-Alcoholic Package

Assorted post-mix soft drinks - coke, coke no sugar, sprite, lift, ginger ale, soda water, orange juice

**2 hours • \$14pp**

**3 hours • \$18pp**

**4 hours • \$22pp**

**5 hours • \$26pp**



## EQUIPMENT & ENTERTAINMENT

The Club have appointed Bax Audio Visual as our preferred supplier for all things AV. Their skilled team of production and event staff has a broad range of creative solutions and ideas to make your event run smoothly, with maximum impact and value for money.

### Please Note

The Club does not have AV technicians on site. All AV hire is client self set up. AV technicians are available for hire for the duration of the event at the client's expense.

### Contact Bax AV for a detailed quote

P | 02 4322 1455

E | [info@baxav.com.au](mailto:info@baxav.com.au)

## Equipment

### Portable Data Projector & Screen • \$200

Client self set up

### Fixed Twin Projector & Operator • POA

Parkview Room only. Price per hour, minimum 3 hours

### Sound and Light Operator • POA

Price per hour, minimum 3 hours

### WiFi • Complimentary

### Portable Staging Sections • \$35 per sect

6ft x 8ft per section

## Entertainment

### Sound Connection • \$50

Laptop / iPod / MP3

### Duos and Bands • POA

### DJ • POA

Highly trained, well presented professional DJ



# THEMING & DECORATIONS

We can outsource a range of optional extras to enhance your event. Installation charged may be incurred.

## Balloons

**Archway • \$250**

**Balloon Tower • \$110**

**5 Balloon Centre Piece • \$12.50 each**

**8 Balloon Centre Piece • \$18.50 each**

**Foil Balloons • \$10.00 each**  
45cm round balloon

**Foil Balloons • \$22.00 each**  
84cm numbers and shapes

## Centre Pieces

**Everlasting Floral Centre Piece • \$10 each**

**5 Tier Silver Candelabra • \$10 each**

**Large Round Mirror Base • \$3.50 each**

## Linen

**Table Cloth Hire • \$7 per table**  
White or black

This is just a small sample of decorations that we can organise for your event. If you have any special requests, the Functions Team are more than happy to help.



# TERMS & CONDITIONS

## Confirmation

All bookings must be confirmed in writing together with requested security deposit within 14 days of making the reservation; otherwise the booking will automatically be cancelled and made available for rehire. If contact cannot be made with the party, Central Coast Leagues Club Management has the right to terminate the tentative booking. An estimated number of attendees is to be given at the time of making the reservation. The person(s) signing the Confirmation Letter confirm their full capacity and authority to settle all accounts.

## Security Deposit

A deposit of the room hire amount is required in order to secure your booking. This payment can be made by Cash, Cheque, Credit Card or Internet Banking. Cheques should be made payable to: Central Coast Leagues Club, Locked Bag 10 Gosford NSW 2250. A bond of up to \$300.00 may apply to certain functions. This is refundable after the event at the discretion of management.

## Guaranteed Numbers

A guaranteed minimum number of guests attending a function is required 7 days prior to your event. The Centre will charge for meals prepared in accordance to this number. Meals that are served above this number will also be charged for. Should the final number be less than the guaranteed minimum you will still be charged for guaranteed minimum numbers. A minimum of 10 adult guests is required to book a private catered function.

## Final Payment

Estimated charges are due and payable 7 days prior to your function. Final charges are to be settled at the conclusion of your event. Credit will only be extended to corporate clients. A credit application must be submitted at the time of the booking. Should credit be granted the terms are payment within 7 days.

## Details of Function

To ensure that your function is a success, we request that all details and menus are confirmed 14 days prior to your function date. Floor plans must be provided 72 hours prior to the commencement of your function. Functions Sales staff can advise of limitations for each function room. If the person booking the function is not the person who will be facilitating the function, you must forward a floor plan to them for their information, as the floor plan cannot be changed on the day. Central Coast Leagues Club reserves the right to rearrange or adjust specified room setups to ensure Occupational Health and Safety regulations are adhered to.

## Liability

The person(s) and/or organisation(s) listed as the Debtor shall be liable in full for all costs and charges arising from the agreed booking.

## Room Hire Charges

Room hire is subject to length of time required, number of guests in

attendance and overall catering requirements. Our Function Sales Department will discuss room hire along with your specific requirements. Clients must vacate the venue within 15 minutes of the allocated finish time. A surcharge of \$100.00 per hour or part thereof, will apply if the event continues after the designated finish time.

## Equipment

Whiteboard, flipcharts & basic microphones (all on request) are included in your room hire. Any audio visual equipment will be charged as per current price list. All charges are the responsibility of the organiser.

## Food and Beverage

Club policy does not allow for food and beverage to be brought onto the premises for consumption. Purchase of food and beverages from within the Club and taken to conference rooms for consumption is acceptable. Wedding, Anniversary and Birthday cakes are exempted from this policy. A cake charge of \$1.50 per person applies should you require staff to cut and serve your own cake on individual plates.

## Surcharge

All Functions held on a Sunday or Public Holiday will incur a 10% surcharge on catering costs and a wage cost starting from \$40.00 per hour (min 3 hours) for beverage service, dependant on confirmed numbers.

## Menus

Should you require special meals, please notify the Functions Sales staff at least 72 hours prior to your function. Meal requirements of this nature cannot be produced on demand unless specifically ordered prior to your event. Member's discount does not apply for functions on food, bar or room hire. Costs of meals for DJ's, bands, entertainers etc. will be added to your account as these are not included in your function. Should you require meals for such, the club requires 72 hours notice. These meals will not be produced on demand. Menus are subject to change according to seasonal product availability. All menu prices are current at the time of issue but are subject to increase without notice. When a buffet package is chosen, the food is for consumption on the premises and is not to be removed.

## Prices

Every Endeavour is made to maintain prices as quoted. These are subject to alteration without notice. All Prices are inclusive of GST.

## Indemnity

Whilst the Central Coast Leagues Club will do its utmost to ensure the safety and security of the clients, guests and property, the Club accepts no responsibility for loss, damage or injury to guest's equipment or personal belongings prior, during or after the event or left in the club. It is recommended that organisers arrange for their own insurance.

### Responsible Service of Alcohol

If at any time your function involves the service of alcohol to your guests, it is our responsibility to advise you of our policy in regard to the responsible service of alcohol. Legal requirements prevent our staff from serving alcohol to:

- Any person who is intoxicated
- Any person who is behaving in a disorderly manner
- Any person who is under 18 years of age (photo ID may be requested)
- Any person buying alcohol for under 18's

We expect that all persons patronising our venue to act in a responsible manner. Persons who exhibit any anti-social behaviour may be removed from our premises. We request that your guests are advised of these requirements.

Serious fines are in place for minors who obtain alcohol on licensed premises to both the venue and individual. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who purchase or supply minors with alcohol.

For further information, please visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

### Third Party Providers

Clients will be asked to provide certificates of currency for public liability insurance for any third-party provider attending the event on the client's behalf. A third-party provider is considered to be any other business entity contracted directly by the client, to provide goods and services at the event. This includes, but is not limited to, entertainment providers such as soloists, duo's, trio's, bands or any other live entertainment.

### Damage to Club Property

Organisers are financially responsible for any damage sustained to Club property during functions and exhibitions.

### Cancellation by Club

If the Club has reason to believe that a banquet, function, or convention will affect the security, reputation, or running of the Club it reserves the right to cancel the banquet, function, or convention.

Cancellation by Client – Private Booking

All cancellations must be in writing.

The following fees apply:

Notice of 30 days or more: 100% of the deposit will be refunded.

Notice of 14 – 30 days: 50% of the deposit will be refunded

Notice of 14 days or less: NONE of the deposit will be refunded.

### Cancellation by Client – Corporate Booking

All cancellations must be in writing. The cost of the room hire will be forfeited if the room is cancelled less than 7 days prior to your function.

### Venue

The Central Coast Leagues Club reserves the right to change the room in which your function is to be held should reasonable circumstances arise.

### Merchandising

No merchandising is permitted on the premises without prior written approval. Prior permission by Club Management is required to use the Clubs name or logo in any form of advertising.

### Room Decoration

Any person(s) wishing to place banners, posters, memorabilia, electronic equipment, lighting, or decorations in any of our function rooms must obtain approval from the club and must comply with Club policy and safety regulations.

### Cleaning

General and normal cleaning is included in the cost of the room hire charge, however additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning. You are responsible to conduct the function in an orderly manner. Central Coast Leagues Club reserves the right to intervene if a function's activities are considered illegal, noisy or offensive.

### Under Age

As our function rooms are contained within the premises of the Central Coast Leagues Club, special arrangement for the use of facilities by underage persons must be made at time of booking. All guests under the age of 18 years must have their legal guardian remain on the premises at all times during their visit to Central Coast Leagues Club.

### Central Coast Leagues Club Membership and Access to the Club

Under the Registered Clubs Act is required that our facilities are booked by a member of Central Coast Leagues Club or on behalf of a member attending the function. If there is not a member of the club in your organisation, please speak to the Functions Sales staff.

Additionally, entry to the club is to be in accordance with the Registered Clubs Act. If your attendees or guests live within a 5km radius of the club, they will need to be a member of Central Coast Leagues Club or an affiliate club or be signed into the Club by a current financial member. If you have any queries regarding these issues, please contact the Functions Sales staff.

### Security Provisions

Security may be required at functions deemed appropriate by the Club.

The number of security personnel required is subject to the venue in which your event is to be held and the number of guests in attendance. You the client are responsible for the cost of security for your event.

Security personnel are employees of the Club and will report to and are to be directed by club staff only.

### Feedback

In the case of any problems that may arise, it is imperative that the client informs Central Coast Leagues Club at the earliest opportunity in order to have the situation rectified as quickly as possible.

All guests must conform to the club dress code. Neat clean and tidy presentation is required at all times.

# CCLC EVENT BOOKING SHEET

<b>Event Name</b>	<b>No. of People</b>
<b>Date</b>	<b>Time</b>
<b>Contact Name</b>	<b>Member Number</b>
<b>Organisation</b>	<b>Position</b>
<b>Address</b>	
<b>Phone / Mobile</b>	
<b>Contact Email</b>	
<b>Billing Address</b>	
<b>Billing Email</b>	

I understand and agree to the terms and conditions on booking a function.

<b>Clients Name</b>	
<b>Signature</b>	<b>Date of Function</b>

**Functions Department**

02 4325 9888 • [functionsales@cclc.com.au](mailto:functionsales@cclc.com.au) • [www.cclc.com.au](http://www.cclc.com.au)





Book your next function with us today

Give us a call or send an email to [functionsales@cclc.com.au](mailto:functionsales@cclc.com.au)

1 Dane Drive Gosford NSW 2250  
02 4325 9888 • [www.cclc.com.au](http://www.cclc.com.au)