



The Builders Club
Dee Why

CORPORATE EVENT PACK



The Builders
MASTER BUILDERS CLUB

thebuildersclub.com.au



**Thank you for expressing interest in The Builders Club for your next event.
The Builders Club offers a range of multipurpose spaces.**

The first floor spaces, with both stairs and lift access and the ground floor "Greenroom" between The Brasserie and Members Bar.

Should you want to come in and view the spaces or speak in person to our Function / Events Manager, please call anytime during business hours to make an appointment on 9971 1688.

Spaces	Meeting	U-Shaped	Classroom	Theatre	Cabaret	Cocktail	Sit Down
First floor eastern event space	50	30	40	100	32	50	40
First floor western event space	22	20	30	40	64	120	70
First floor (both spaces)	–	–	–	140	96	170	110
First floor boardroom	12	–	–	–	–	–	–
Ground floor "greenroom"	–	–	–	–	–	50	35

Facilities Available

OVERHEAD PROJECTORS (first floor)	2 projectors with screens in eastern function space VGA connection required
MICROPHONE (first floor)	Both corded and cordless microphones available
MUSIC (first floor)	Bring your own music Audio - Any device with a head phone jack
STAGE (first floor)	Full Stage if you would like to organise entertainment
DANCE FLOOR (first floor)	Timber dance floor available
LINEN	Table linen for all catered sit down functions, should you wish for extra table linen the cost is \$15.00 per table (3 weeks' notice required)
BAR TABS	Available on request (Credit Card & ID required)
ROOM CHARGES	\$330 Room Deposit required to secure event date Room hire starts from \$110



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Menus

2018 Corporate Packages (all prices quoted are inclusive of GST)

Beverage Packages

Beverage Package 1 – \$3.30pp

Selection of teas and brewed coffee.

Beverage Package 2 – \$4.80pp

Selection of teas, brewed coffee and an assortment of biscuits.

Beverage Package 3 – \$8.50pp

Selection of teas, brewed coffee, assortment of biscuits, Danish pastries and muffins.

Soft Drink (Jugs) – \$8.40 per Jug

Pepsi, lemon squash, lemonade and dry ginger ale.

Fruit juice (Jugs) – \$10.00 per Jug

Orange, tomato, pineapple and apple.

Platters

Gourmet Hot Finger Platter – \$95.00 (serves approx. 10 people)

Small Gourmet Hot Finger Platter – \$65.00 (serves approx. 5-6 people)

A variety of finger food including mini supreme and vegetarian pizzas, crumbed calamari strips, gourmet party pies, prawn tempura, chicken satay skewers, curry puffs and a variety of sauces.

Gourmet Sandwich Platter – \$75.00 (serves approx. 10 people)

With a mixture of healthy ingredients including leg ham, turkey, chicken, avocado, semi-dried tomatoes, coriander pesto and vegetarian sandwiches.

Antipasto Platter – \$65.00 (serves approx. 10 people)

Sliced and rolled meats including prosciutto, leg ham, salami with cream cheese and olive pâté, sun-dried tomatoes, marinated olives, artichoke hearts, vine leaf dolmades and served with crackers and fresh crusty breads.

Cheese & Fruit Platter – \$65.00

Gourmet cheese - vintage cheddar, brie, camembert, blue vein accompanied with seasonal fruit and assorted breads and crackers.

Sandwich Platter – \$65.00 (serves approx. 10 people)

A variety of ingredients with 2-3 fillings per sandwich. Leg ham, tomato and cheese, roast beef and mustard, egg and lettuce, chicken lettuce and mayonnaise and vegetarian sandwiches.

Fruit Platter – \$55.00

An assortment of refreshing seasonal fruits.

COCKTAIL, BUFFET AND FORMAL MENUS AVAILABLE ON REQUEST.

18 Fisher Rd, Dee Why NSW 2099 **T** (02) 9971 1688 **E** functions@thebuildersclub.com.au
thebuildersclub.com.au



The Builders Club Dee Why

Terms and Conditions

Definitions

'The Venue', 'Management', 'we' and 'us' refers to the Manly Warringah Master Builders Club Ltd (ABN 25 001 013 074) trading as The Builders Club and their respective employees. 'Hirer', 'client', 'guests', 'person', 'you' and 'your' refers to the Organiser, Organisation or Company booking the function or event and their Guests.

Confirmation Deposit

A booking is considered confirmed upon receipt of this signed terms and conditions/booking form and full deposit payment. If either the deposit or this completed form is not received, management reserves the right to cancel the booking and allocate the space to another client.

A room deposit/security bond of \$330 is payable at the time of booking to secure date and this will only be refundable on satisfactory inspection by The Builders' Club Management of the area used after the event and their decision is final.

Payments

- All pricing we provide you includes GST and is current at the time of printing but is subject to change.
- Room hire – The hirer must pay that agreed Room hire fourteen (14) days before the function date.
- Catering – The hirer must pay (in full) any agreed catering charges, seven (7) days before the function date and all catering charges are not refundable.
- Bar tabs – The hirer must pay that agreed bar tab value 48 hours before the start of the function.
- Personal cheques are not accepted.

Catering

- Menu items are subject to market availability.
- Final guest numbers must be confirmed at least 7 days prior to the date of the function, this must include all special dietary requirements i.e.: Vegetarian, Gluten free etc.
- Please note that the final guest numbers given will be used to calculate the minimum catering charges. Once confirmed, the guest numbers may be increased with consultation with the caterers, additional charges will be incurred.
- A Cakeage charge of \$2.75 per guest will apply if cutlery and/or china is required. There is no charge for the cake to be cut and presented on a platter with plain paper napkins.
- All sit down and buffet menus include wait staff and tablecloths
- Cocktail/finger food catered functions include wait staff and tablecloths for food table only.
- Table configurations and any special requests must be finalised 7 days prior to the function.
- Order of service must be confirmed 7 days prior to the function (Time lines/food drops/Bump in and out)
- In accordance with food and safety compliance, no food supplied by The Venue is permitted to be taken from the premises.

Please Note: The Builders Club Kitchen is a multi – purpose kitchen therefore ingredients may contain nuts, flour or traces thereof.

Minimum Requirements

- Minimum spend requirements on packages apply, based on the starting time and duration of your function.
- All Menus are based on a minimum number of 50 guests. If numbers drop below this level additional costs will be incurred.
- If you do not reach the number of guests booked to meet the minimum spend requirements you will still incur the full cost quoted and confirmed with The Venue.
- The Venue requires to be informed of final numbers at least 7 days prior to the event date.

BYO Policy & Entertainment

- Any alcohol brought into The Venue as gifts must be forfeited to us upon entry and will be returned when you are leaving.
- All Catering and Drink requirements must be supplied exclusively by The Builders Club and their caterers. The supply of otherwise purchased foods and drinks will see the function/seminar closed and all the hire fees forfeited
- No food is to be brought to the function without prior permission from the Caterers.
- Entertainment bookings made by The Venue for functions require a deposit and a forfeiture policy applies. (If you book entertainment and forfeit, we must contact entertainment and will deduct their due payment).
- We only allow external entertainment in certain circumstances, please discuss with Management.

Signage & Decorations

- No fixtures, glue, sticky tape are to be adhered to the walls, doors, windows or any space on the premises without prior approval from Management. Any non-approved items may be removed by us or security and may be destroyed.

Deliveries & Access

- Please discuss with Management in advance if you require any deliveries to be made to The Venue for any goods.
- Access to your booked function space(s) prior to the function start time may be possible, please discuss with us in advance.
- The Builders Club's function rooms are let on the understanding that any member of staff has the right of entry at any time to the area hired.
- The times booked should be adhered to at all times or further charges will be applied.

Dress Code

- Smart casual dress code rules do apply.
- The following is NOT permitted at any time; Men's Singlets, Offensive T-Shirts, Bare Feet, Men's Headwear
- Themed dress is accepted, although The Venue reserves the right to refuse entry if the dress is offensive to other patrons.
- Management's decision shall be final in all matters relating to dress and behaviour.

Cancellation

- All cancellations must be made in writing to The Venue.
- If a cancellation is made more than 21 days prior to the function, the deposit will be refunded in full less any costs incurred on your behalf.
- If a cancellation is made 21 days or less prior to the function date, 100% of the deposit will be forfeited unless the function is rebooked.
- For booking cancellations in November or December 100% of the deposit will be forfeited.
- If we believe any function/event will affect the smooth running of our business, security or reputation, Management reserves the right to cancel at its discretion without notice or liability.
- In the event of inability to comply with any of the provisions of this contract by virtue of any cessation of interruption of electricity supplies, equipment failure, unavailability of food items, other unforeseen contingency or accident, The Venue reserves the right to cancel any booking or refund any deposit without notice.

Security & Conduct

- If you require a security guard to exclusively serve your function, allowing only invited guests to attend, this must be organised at least 1 week prior to the event at a cost of \$77 per hour, per security guard.
- 21st celebrations conditions: for all guests booking a function for 21st celebrations a security guard is required to be present for the duration of the function. Guards will be booked through The Venue at a rate of \$77 per hour, per security guard. All 21st celebrations must be brought to the attention of The Venue. If The Venue is not informed, The Venue holds the right to cancel the function immediately.
- The Venue reserves the right to decide if a function will require a security guard and pass the cost on to the hirer.
- Should a member of staff that opens The Club, before the function or hire commences, be of the opinion that the function is likely to prove to be objectionable and/or of undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
- The Venue takes its responsible service of alcohol obligations seriously and you must support any decisions we make in relation to the responsible service of alcohol.
- The Venue has the right to refuse entry or service and remove from the premises any person it deems to be approaching intoxication.
- The Venue has the right to refuse entry or service and remove from the premises any person it deems to be behaving in an improper, abusive, disorderly or anti-social manner.
- In accordance with the Law. Minors must be accompanied by a legal parent or guardian at all times.
- You must advise Management if minors are going to attend your function. Management reserve the right to impose additional conditions in relation to minors, including the times and areas that minors may attend.
- You may be required to pay a bond, which will be refunded no later than 7 days after your function providing no damage has been incurred by yourself, your guests, invitees or other persons attending the function, whether in the function room or any part of The Venue. This includes but is not limited to any breach of The Venue policies or procedures, underage drinking, violence or other anti-social behaviour.
- **Damage** – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building in the event that unnecessary mess is caused. In the event of this the deposit/security bond if applied may be held back to cover these costs.
- **Conduct** – The hirer will be responsible for the proper conduct of persons using The Venue.
- **Loss of property** – The Venue does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst The Venue is being hired.
- **Fire risks** – The hirer should make themselves familiar with the fire procedures for The Venue and inform Venue staff at the time of booking of any factor which involves extra fire risks.
- **Indemnity** – The hirer shall indemnify The Venue against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon The Venue property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.



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THE BUILDERS CLUB EVENT ENQUIRY/BOOKING FORM

COMPANY NAME:
COMPANY ABN:
ORGANISER NAME:
EMAIL ADDRESS:
TELEPHONE:
POSTAL ADDRESS:
INVOICING DETAILS:

EVENT NAME:
EVENT AREA:
EVENT DATE:
EVENT START TIME:

EVENT DAY:
EVENT FINISH TIME:

EXPECTED ADULTS:

EXPECTED MINORS:

ROOM REQUIREMENTS:

PA SYSTEM MICROPHONE OVERHEAD PROJECTOR (S) LECTERN WHITE BOARD

ROOM SET-UP:

U-SHAPED	PAX	TABLES OF
CLASSROOM	PAX	TABLES OF
CONFERENCE STYLE	PAX	
TEAM TABLES	PAX	TABLES OF
THEATRE STYLE (NO TABLES)	PAX	
BANQUET ROUNDS	PAX	TABLES OF
HEAD TABLE	PAX	
DISPLAY TABLE		

DO YOU REQUIRE THE BAR OPENED? YES NO

DO YOU REQUIRE CATERING? YES NO

NOTES:

I hereby agree that I have read and understood the terms and conditions pertaining to holding a function at The Builders Club.

SIGNATURE.....DATE.....