



The Builders Club Dee Why

FUNCTION PACK



Thank you for expressing interest in The Builders Club for your next function. The Builders Club offers 2 spaces where functions can be held. The first floor Function Rooms with stairs and lift access and the ground floor “Greenroom” between The Brasserie and Members Bar.

Should you want to come in and view the function spaces or chat in person to our Function/Events Manager, please call anytime during business hours to make an appointment on 02 9971 1688.

SPACES	COCKTAIL	SIT DOWN	CABARET
FIRST FLOOR EASTERN FUNCTION SPACE	50	40	32
FIRST FLOOR WESTERN FUNCTION SPACE	120	70	64
FIRST FLOOR (BOTH SPACES)	170	110	96
GROUND FLOOR “GREENROOM”	50	35	-



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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 function date
Room hire starts from \$110



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MENUS

CHEF'S SELECTION

Min 50 guests

*\$19.00 per person (*approx. 12-13 pieces per person*)

The Chef will create a selection of items from the Cocktail Menu below, including hot and cold canapes, catered to your function.

Special requests are welcomed.

MINI SWEET PLATTER

*\$75 per Platter (30 pieces)

Consisting of Caramelised Nut Tart, Raspberry Crunch Dime, Tiramisu Pyramid, Praline Ball, Passionfruit Breton Shortbread, Mango Charlotte.

COCKTAIL MENU

Min 50 guests - Min 50 serves per selection

*\$4.75 per Canapè (Min spend \$19.00 per person)

COLD

Finger Sandwiches (3 per serve)

Roast Beef and Asparagus Roulade (3)

Selection of Cold Canapés (2 per serve)

Vine Ripened Tomato Tartlets with Black Olive Pesto (2) (V)

Fire Roasted Capsicum, Spinach and Feta Tartlets (2)

Assorted Nori Rolls with Wasabi Dipping Sauce (V,GF)

Mini Bruschetta (2) (V)

HOT

Fresh Fish Goujons (Crumbed Strips) with Tartare (3)

Selection of Slider Burgers (1)

Marinated BBQ Chicken Drumsticks (2)

Tandoori Chicken Wings (3)

Home-Made Thai Style Fish Cakes with Sweet and Sour Dipping Sauce ((2)

Spicy Meatballs with Cumin and Coriander (2)

Homemade Gourmet Mini Pies – Vegetarian and Meat (1)

Roast Vegetable and Rosemary Frittata (1) (V)

Mini Quiches (2)

Crumbed Marinated Calamari with Garlic Aioli (3)

Mini Spring Rolls and Samosas (4) (V)

Curry Puffs (3) (V)

Sesame Chicken Fillets with Lemon Sauce (3)

Tandoori Chicken Cups (Served in Pappadum Cups) with Mint Yoghurt (1)



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BUFFET MENU NO 1

Min 50 guests

*\$39.50 per person

MAIN

Choice of two of the following Roasts served with Seasonal Vegetables

- Sugar Baked Ham
- Roast Beef
- Roast Leg of Lamb with a Rosemary Crust
- Loin of Pork
- Roast Seasoned Chicken

Choose one of the following dishes served with Basmati Rice and New Potatoes

- Beef Stroganoff
- Tandoori Chicken
- Chicken á la King
- Peppered Veal
- Beef Chasseur

DESSERT

- Fresh Seasonal Fruit Display
- Selections of Gateaux

Tea / Coffee / Bread Rolls and Butter



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BUFFET MENU NO 2

Min 50 guests

*\$38.50 per person

MAIN

Cold Meat Platters consisting of Chicken, Roast Beef, Roast Pork Leg Ham and Salami

Choice of two of the following dishes served with Basmati Rice and New Potatoes

- Beef Stroganoff
- Tandoori Chicken
- Chicken á la King
- Peppered Veal
- Beef Chasseur

Selection of three Salads

DESSERT

Fresh Seasonal Fruit Display

Selection of Gateaux

Tea / Coffee / Bread Rolls and Butter



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BUFFET MENU NO 3

Min 50 guests

*\$65.00 Per Person

Entrée

Antipasto and Cold Meat Platters (*2 Platters per Table of 10 Persons*)

Includes Cold Cuts, Marinated Vegetables, Cheeses and Olives served with a Selection of Breads

Selection of Salads

Mains

Choose two of the Following

- Roasted Angus Sirloin, Tear Drop Tomatoes, Roasted Garlic Confit and Red Wine Jus
- Medallions of Beef Fillet served on Pomme Rosti with a Wild Mushroom Jus
- Lamb Rump infused with Rosemary and Garlic served with Ratatouille of Vegetables with a rich Minted Madeira Jus
- Corn-Fed Chicken Breast with Olives, Basil and fresh Tarragon and White Wine Sauce
- Supreme of Chicken rubbed with Lemon Myrtle served with fresh Asparagus
- Poached Tasmanian Salmon Fillet lightly Poached Delices of Salmon served with fresh Asparagus and a Dill and White Wine Sauce
- Barramundi Fillet, Oven Roasted with Lemon Pepper and Cherry Tomatoes served with Herbed Gnocchi and a light Tomato Sauce

Mains come with mixed Vegetables and Rosemary Roasted Chat Potatoes

Desserts

- Espresso Brûlée with Coffee Cream
- Individual Meringue Nests topped with fresh Seasonal Fruits and Chantilly Cream
- Lime Tart with Fresh Strawberries and Double Cream
- Summer Pudding fresh Poached Berries encased in Berry infused White Bread finished with lashings of King Island Cream
- Chocolate Delice with Vanilla Pod Ice-Cream
- Strawberry and Pistachio Tart with Belgium White Chocolate Ice-Cream
- Fresh Seasonal Berries marinated in Grand Marnier served in a Brandy Snap Basket with Citrus Sorbet

Tea / Coffee / Bread Rolls and Butter



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BUFFET MENU NO 4

Min 50 guests

*\$75.00 per person

MAIN

Seafood Display featuring market fresh cooked Prawns and fresh Sydney Oysters, Mussels and Blue Swimmer Crabs

Chef carved Sugar Baked Ham

Choice of two of the following dishes all served with Basmati Rice and New Potatoes

- Beef Stroganoff
- Tandoori Chicken
- Chicken á la King
- Peppered Veal
- Beef Chasseur

Selection of Cold Meats consisting of Chicken, Roast Beef, Leg Ham, Loin of Pork and Salami

Selection of four homemade Salads

DESSERT

Selection of Gateaux

Tea / Coffee / Bread Rolls and Butter

FORMAL MENUS AVAILABLE ON REQUEST



TERMS & 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

- All Menus are based on a minimum number of 50 guests. If numbers drop below this level additional costs will be incurred.
- 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.

SECURITY & CONDUCT (continued)

- 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.

All communications in regard to the upcoming function must include the Functions Manager on either 02 9971 1688 or functions@thebuildersclub.com.au



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BOOKING FORM

Thank you for holding your function at The Builders Club.

We are looking forward to accommodating you and your guests for your special event.

To secure your booking, please complete and sign this form and provide payment of your deposit.

Until we receive this completed form and process your payment, your booking is not confirmed.

Your payment options can be either of the following:

1. Pay by cash at the venue.
2. Credit card transaction at the venue.

EVENT DETAILS

COMPANY NAME:.....

COMPANY ABN:.....

ORGANISER NAME:.....

EMAIL ADDRESS:.....

TELEPHONE:.....

POSTAL ADDRESS.....

EVENT DATE/...../.....EVENT DAY

EVENT START TIME EVENT FINISH TIME

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

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