

Wakes

Remember the life of your loved ones with a gathering in elegant surrounds.

Catering HQ understand your needs when it comes to organising a wake ceremony and our friendly team are experts in providing the care and service level required to farewell your loved one.

Please find attached copies of our Packages for your perusal.

We are only too happy to organise an appointment for you to inspect our function rooms, also to discuss and design your individual requirements.

Please feel free to contact our Functions Team by phone: 02 9825 3887 or email: indulge@moorebanksports.com.au





Canapé Menu Packages

SELECTION MENU ONE - \$17 pp

- Meat pies with tomato sauce
- Sausage rolls with barbeque sauce
- Crumbed chicken tenderloins with aioli
- Vegetable spring rolls with sweet chilli sauce
- Tempura battered fish fillets with herb mayonnaise

SELECTION MENU TWO - \$22 pp

- Satay chicken skewers with peanut sauce
- Tempura fish fillets with herb mayonnaise
- Cheese and spinach filo pastry
- Selection of individual quiches
- Pulled pork on croutons with smoked aioli
- Salt and pepper squid with wasabi mayonnaise

SELECTION MENU THREE - \$27 pp

- Satay chicken skewers with peanut sauce
- Tempura fish fillets with herb mayonnaise
- Smoked salmon with garlic croutons and dill mayonnaise
- Selection of individual quiches
- Pulled pork on croutons with smoked aioli
- Salt and pepper squid with wasabi mayonnaise
- Tempura prawn skewers with herb mayonnaise
- Selection of individual cakes and slices

Platters

Selection of hot finger food (25 pieces)	60.0
Selection of cold finger food (25 pieces)	60.0
Selection of gourmet sandwiches	60.0
Fresh seasonal fruit slices	75.0
Antipasto, cured meats, vegetables, dips and bread	80.0
Selection of farmhouse cheese, dried fruit and lavosh	75.0
Individual cakes and slices (25 pieces)	60.0
Coffee and tea facilities pp	3.5



Canapé Menu

COLD CANAPÉS

Cured salmon with sour cream, dill and caviar	4.0
Marinated white anchovies with boiled egg, olives and parsley	3.5
Poached chicken cocktail roll with aioli and watercress	3.5
Goats cheese and caramelised onion tartlet	3.5
Cherry tomato, bocconcini and basil on crostini	3.5
Salmon ceviche with avocado, lime juice and salmon roe	4.0
Rare roast beef rice paper rolls with asian vegetables, hoi sin sauce and sesame seeds	4.0
Mushroom pâté tartlet with whipped cream and parsley	3.5
Falafel wrapped in cucumber ribbons topped with hommus	3.5

HOT CANAPÉS

Pumpkin arancini with smoked aioli and shaved grana padano	3.5
Mini beef burger with caramelised onion and cheddar cheese	4.5
Fried baby calamari with wasabi mayonnaise	4.5
Mini chicken burger with tomato relish and roast garlic aioli	4.5
Rustic gourmet homemade pies (choose your favourite; beef ragu, indian spiced curried beef, thai green curry or chicken and leek)	3.8
Vegetable burger with garlic mushroom and buffalo mozzarella	4.5
Pulled beef slider on brioche, coleslaw and chipotle sauce	4.0
Rustic gourmet homemade sausage rolls (choose your favourite; beef or chicken harissa)	3.8
Five spiced quail with sweet lime chilli dip	4.8
Chilli prawn and grilled haloumi skewers	4.5

Substantial Items

COLD SELECTION

Shredded beef salad with baby cos lettuce, garlic croutons, tomato and cucumber	9.5
Kale, quinoa and baby beet salad with marinated fetta	9.5
Vietnamese chicken salad with crispy noodles	9.5

HOT SELECTION

Soup cup served with organic sourdough	9.5
Beer battered flathead fillet with shoestring fries and dill mayonnaise	9.5
Marinated lamb skewer with greek salad and cucumber yoghurt	9.5
Wild mushroom risotto with shaved grana padano	9.5
Homemade butter chicken with steamed rice and snow pea sprouts	9.5
Hokkein noodle stir fry tossed with asian vegetables (choice of prawn, beef, chicken or tofu)	9.5



Sweet Canapés

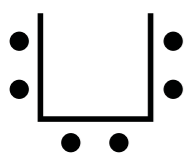
Mango and coconut cupcake	3.5
Lemon curd tart	3.5
Portuguese tart	3.5
Pecan tart	3.5
Lime and coconut cupcake	3.5
Fresh strawberry tart	3.5
Chocolate ganache slice	3.5
Strawberry cupcake	3.5
Blackberry cheesecake	3.5
Carrot, orange and nut cake	3.5
Chocolate or raspberry lamington	3.5
Salted caramel tart	3.5

***When selecting your Canapé Menu, a minimum of five varieties is required. One item per person except for small Canapés where two per person will be provided.**

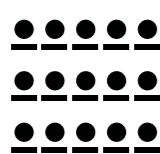
ROOM PRICING

ROOM	ROOM HIRE	MAXIMUM GUEST CAPACITY	
		Seated	Cocktail Style
Auditorium	Upon request and application		
Indulge Terrace	Upon request and application		
Indulge Alfresco	\$200	60	80
Backyard Pergola	\$200	80	120
Outdoor Lounge	\$100	30	50

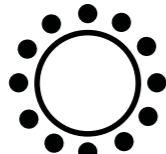
ROOM SET-UP



U-Shape



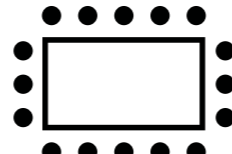
Theatre



Banquet



Classroom



Boardroom

TERMS AND CONDITIONS

Moorebank Sports Club will provide catering services under the terms and conditions set out in this Event Agreement and in the Event Confirmation Form.

Club Membership

The Registered Clubs Act requires that any person holding an event with Moorebank Sports Club must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club for membership information.

Enquiries & Tentative Bookings

Following an enquiry, the Event Organiser will create a 'Tentative Booking'.

Tentative Bookings will be held for ten (10) working days. After ten (10) working days, the Function Manager will contact the Event Organiser to confirm or cancel the Tentative Booking.

Deposit & Confirmation

To confirm the booking, the Event Organiser will need to be a member of the club. If not a member, they will need to become a member prior to the confirmation of the booking.

To confirm the booking the Event Organiser must provide the following within seven (7) days of the Tentative Booking being confirmed:

- A completed 'Event Confirmation Form'
- A signed 'Event Agreement'
- The required 'Deposit Payment'

The cost to hire the Room ('Room Hire Fee') is required as the deposit payment amount.

Once all details of the Event are confirmed, a Confirmation Letter will be sent to the Event Organiser.

Moorebank Sports Club reserves the right to cancel a booking and allocate the venue to another client if the required deposit payment is not received within seven (7) days of the booking being made.

Pricing & GST

All prices shown are current and include GST. Every effort is made to maintain prices as shown, however, prices may be subject to change without notice.

All pricing will be confirmed in writing with the Final Event Details. A minimum spend is required on Fridays, Saturdays and Sundays. It is at the Clubs discretion to set and/or alter these days and minimum spends, which will be informed to the client upon your inquiry and booking.

Event Durations & Surcharges

The Event Organiser agrees to commence and vacate the room area at the completion times agreed to and advised in the Confirmation Letter sent to the Event Organiser. If an Event exceeds its proposed duration of hours, Moorebank Sports Club reserves the right to impose a surcharge. Surcharges may apply across the following:

- Room Hire
- Equipment Hire
- Entertainment
- Food & Beverage Wait Staff
- Setup and Break Down Charges (if these occur outside the allocated hours for the Event).

All Bar and Entertainment Services will cease 1/2 hour prior to the confirmed scheduled completion time to ensure the room can be vacated on time.

A late conclusion (beyond 5 hour hire) fee of \$500 per half hour plus staffing costs at \$4 per person per half hour or part thereof will apply to all Events.

Should your Event fall on a Sunday or Public Holiday a surcharge of 10% of the total cost of food and beverage will apply to the cost of your Event.

Event Cancellation

For cancellations of confirmed bookings the following conditions apply:

1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled more than thirty (30) days prior to the Event Date, the Client will be refunded the full amount of the Deposit Payment.
3. Any confirmed booking cancelled thirty (30) days or less prior to the Event Date, the client will forfeit 50% of the Deposit Payment amount.
4. If cancellation of the confirmed booking occurs less than fourteen (14) days prior to the Event Date, the Cancellation Fee will consist of the total estimated cost of the Event and the Deposit Payment amount.

Where circumstances beyond Moorebank Sports Club's control prevent Moorebank Sports Club from fulfilling any obligations under this contract, Moorebank Sports Club will be released from this contract without penalty.

Finalising Event Details

Moorebank Sports Club require all Event details to be finalised fourteen (14) days prior to the Event Date. At this time our Functions Manager will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, Room Setup, Decorations, Equipment Hire, Entertainment and any miscellaneous expenses or special instructions required.

Final Numbers & Payment

Confirmation of the Final Numbers of guests must be made no less than fourteen (14) days prior to the Event Date. Final Numbers will be taken to be the minimum number of guests attending the Event. Upon confirmation of Final Numbers a final invoice will be issued to the Event Organiser.

The final invoice payment is required seven (7) days prior to the Event Date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only. Any additional guests in attendance on the Event Date, post Final Payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on the day of the Event.

Non-refundable prepayment of the balance of the Total Estimated Amount is payable 7 days prior to the Event date. If the balance of the Total Estimated Amount is not paid 7 days prior to the Event date, the Client will be deemed to have cancelled the Event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or Confirmation of the Event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to Moorebank Sports Club records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the Client. Any variations in beverage consumption, any increase in confirmed numbers, extension of the Event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

Confirmation of Event Details

If the signed Confirmation of the Event and a cheque for the deposit amount are not received in accordance with the terms stipulated herein, Moorebank Sports Club reserves the right to cancel the contract and enter into alternative agreements for the date of the Event.

Supply of Catering Services

All catering services including food, wait staff and catering equipment is to be supplied exclusively by Catering HQ on behalf of Moorebank Sports Club, unless by prior written agreement. All beverage services are provided by Moorebank Sports Club. There is a minimum of 30 persons required for all catering and function menus. For any number under 30, please liaise with our Functions Manager, for alternate options. For all function bookings, one of our packages must be selected and all guests attending the function must be catered for.

Food & Beverage

Moorebank Sports Club offers Clients an exquisite range of menu's to accompany any occasion. With the exception of celebration cakes, the Club does not permit Clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises.

Prior arrangements for celebration cakes must be made with the Club's Function Manager. When providing your own cake, we offer two plating options as follows:

1. The cake will be cut, plated individually and served with a garnish to your guests at a fee of \$2.50 pp.
2. The cake will be cut and served to your guests on platters without garnish at no additional charge.

Children aged between five (5) and twelve (12) years will be charged at half the adult rate. Children below the age of five (5) years are free of charge (when choosing from a buffet menu).

Moorebank Sports Club offer three (2) options for beverage selection to suit your Event:

1. Bar Tab – nominate how much you would like spend, select the beverages you would like to include or allow your guests to consume. Choose from our complete range of available beverages.
2. Cash Bar – allows guests to purchase their own beverages, from our complete range of beverages.

For a bar to be opened for a function, a minimum payment of \$500 is required.

External Contractors

Where Events require the use of External Contractors not employed by Moorebank Sports Club, the Client will provide the Functions Manager with a copy of the External Contractors Public Liability Insurance when finalising the Event details, twenty eight (28) days prior to the Event Date. All External Contractors must liaise with the Function Manager in regards to delivery, setup and break down of equipment.

Delivery & Collection of Goods

All deliveries and collections of goods to or from Moorebank Sports Club on the Client's behalf can only be made by prior arrangement with the Function Manager. All deliveries must be clearly marked with the name of the Event. Moorebank Sports Club will take all reasonable care but accept no responsibility for items delivered or left for collection.

Security Personnel

Our Functions Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the Event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through Moorebank Sports Club and charged back to the Client / Event Organiser at cost. All 18th and 21st birthday parties are required to have security. The club reserve the right to request security, for any function and to be charged to client.

Sound Levels, Music & Entertainment

All amplified music played in the Event Area are subject to specific local noise constraints and must be turned off by 10.00pm. For all Events, noise levels shall comply with the local council and licensing guidelines and regulations. Moorebank Sports Club Management reserves the right to monitor and adjust any sound levels from any amplified music in any Event. Breaches of these noise agreements may result in a financial charge being levied. The additional charge will be determined and applied by Moorebank Sports Club Management. Use of smoke machines and any form of pyrotechnics is prohibited.

Limits on Signage & Decoration

No items, goods, property or materials, display arrangements are to be attached, pinned or glued to the wall surface of any space in the Event Area. Any signage to be displayed must be approved in advance with the Functions Manager. Any goods, property or materials brought in by or on behalf of the Client are the responsibility of the Client and must be removed from the premises by the Client at the completion of the Event. Failure to do so may incur additional charges.

Guests Property

Moorebank Sports Club will take all reasonable care but accepts no responsibility for loss or damage to the property of the guests or clients during or after the Event. This includes any goods, property or materials (including display arrangements) and other decorations or personal property brought into the Club.

Responsibility for Damages to Property

Neither Moorebank Sports Club, nor any Moorebank Sports Club employee shall be liable for any loss or damage sustained by the Client, the Client's guests, or by any person, firm or corporation supplying the Client. The Client shall be responsible for making good any damage or loss caused to the Event Venue and Moorebank Sport Club's, furniture, fittings and equipment arising out of or in the course of the Client's Event.

The Client / Event Organiser is financially responsible for any wilful conduct resulting in damages caused during the Event by any guests or other persons attending the Event, whether in designated Event Area(s) or in any other part of the Club's premises. The use of confetti or rice is not permitted on Club premises.

Compliance

All guests must comply with The Registered Clubs Association Laws which govern Moorebank Sports Club license conditions. Guests will be bound by Club entry requirements. Guests must either be a member of the Club, reside outside the five (5) kilometre radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.

Dress Regulations & Conduct

The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.

Smoking at Moorebank Sports Club

All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.

Indemnity

The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the Event is conducted, at their own risk. The Client hereby indemnifies Moorebank Sports Club and agrees to keep Moorebank Sports Club indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Moorebank Sports Club and/or incurred arising out of injury or damage to any person or property from or during the use of Moorebank Sports Club's facilities referred to in this agreement and the Event Confirmation.

Emergencies & Industrial Action

Moorebank Sports Club may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger).

Similarly this agreement may be cancelled at any time by Moorebank Sports Club if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the Client would be refunded or such proportion as is appropriate within seven (7) working days of the Event Date.

Government By-laws

The Client shall conform to the requirements of the Local Government Act and any other relevant act, by-laws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.

Responsible Service of Alcohol

Moorebank Sports Club is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the Event areas inside or adjacent to the Event Area or within its confines.

Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.

Moorebank Sports Club has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Moorebank Sports Club reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age & Moorebank Sports Club reserves the right to request suitable identification to this end. If a guest or organiser is asked to leave no monetary compensation will be given and the client will be charged the full amount for the event

Thank you for choosing Moorebank Sports Club to host your Event. Please do not hesitate to contact the Functions Manager on 02 9825 3887 or email indulge@moorebanksports.com.au if you have any additional questions.

Please acknowledge your acceptance of the Event Terms and Conditions by completing the form below and return to the Functions Manager.

I have read and understood the information contained in this document and accept the Event Terms and Conditions as outlined as they relate to the Event Booking:

Event Name / Company Name (Client): _____

Event Date: ___ / ___ / ___

Room: _____ Pax: _____

Contact Name (Event Organiser): _____

Address: _____

Home No. / Work No. / Mobile No: _____

Email: _____

Name of Membership Holder: _____

Membership Number: _____

Signature of Event Organiser: _____

Date: ___ / ___ / ___

Signature of Moorebank Sports Club
Functions Manager / Or Designated Officer: _____

Date: ___ / ___ / ___

Approved by Moorebank Sports Club
Manager / or Designated Officer: _____

Date: ___ / ___ / ___

Key Dates & Amounts

Confirmation Date: _____

Deposit Date: _____

Final Numbers Due: _____

Balance Payable Date: _____