

2020

# FUNCTIONS PACKAGE



Plateau Sports

02 6628 0497

2020

# Welcome

Plateau Sports friendly, experienced and professional Functions Team are on hand to make your function a success.

We at Plateau Sports take great pleasure in presenting our menu's, services and facilities designed to make your special event both memorable and successful.

Our dedicated functions team can cater for a variety of functions from Corporate Meetings with 10 guests to charity events for 150 guests.

Our delightful catering options include a collection of delicious packages from assorted platters to a la carte menus.

We are committed to providing you and your guest's superior customer service. We encourage you to meet with us to discuss your personal requirements.

Plateau Sports is certainly a wonderful venue to celebrate your special event, offering you friendly service, attention to detail, peace of mind and value for money.

For any further information, to discuss your function or to arrange a viewing of our rooms and facilities, please contact us by phoning 02 6628 0497 or alternatively by email:

[info@alstonvillebowls.com](mailto:info@alstonvillebowls.com)

Thank you for your recent inquiry and we look forward to being of further assistance.



**TENTATIVE BOOKINGS** - A tentative booking will be held for a period of 10 working days. We reserve the right to cancel any unsecured bookings after this time if confirmation has not been received.

**CONFIRMATION** - The confirmation of bookings must include:

- A signed Terms & Conditions form
- Completed function confirmation form and
- A \$100 Security Deposit to be paid.

**SIGNING IN** - All guests and temporary members will be required to sign in. All members must show a current membership card, as per the Registered Clubs Act 1976.

Only the following types of ID's will be accepted: -

- A current Driver's License or Learners Permit (valid photo).
- A current Passport (from any country – valid with photo – writing must be in English)
- An Australian Government issued Proof of Age Card (18+ Card).
- Foreign Driver's License with a photo and date of birth of license holder.

**PAYMENT** – All catering accounts must be paid 7 days prior to the event date, either via phone or in person (Cash, Cheque or Credit Card excluding AMEX). Beverage account is payable at the completion of the event.

**FINAL NUMBERS** - Final numbers are to be confirmed 7 days prior to the event, along with the final catering account. Alstonville Plateau Bowls and Sports Club reserves the right to charge for all meals prepared in accordance with the agreed number even if fewer guests should attend.

**CATERING** – A non-refundable deposit of \$200.00 is payable upon booking. Unless other arrangements have been made with the Functions Coordinator.

All menu's must be selected 10 days prior to the event. We may not be able to accommodate your guest's needs on the day of the event if we are not informed. Should you require special meals, please notify the Functions Coordinator at least 7 days prior to the event.

**ADDITIONAL MEALS** – Musicians, MC, Professional services need to be considered for catering, and will be included in your final numbers.

**PRICES** – are subject to change based on seasonality. You will be contacted accordingly.

**FOOD POLICY** – Please be advised that due to food safety practices (HACCP), no food or beverages are permitted to be brought onto Alstonville Plateau Bowls & Sports Club premises.

**BEVERAGE POLICY** – The function Supervisor will supervise the function in an orderly manner and in accordance to the rules and policies of the Club and relevant legislation. Alcoholic and non-alcoholic beverages are not permitted to be brought on the premises. Bar service will cease 15 minutes before the end of your event, or at Managements discretion.

**RESPONSIBLE SERVICE OF ALCOHOL** – Alstonville Plateau Bowls and Sports Club is a licensed venue; all function guests must meet the Club's requirements to enter or remain on the Clubs premises under its House Policy and in accordance with Responsible Service of Alcohol including The Liquor Act 1992. Any person who does not meet these requirements, may be refused entry or be required to leave the premises. Management reserves the right to remove any guest from the premises if they are considered to be under age, intoxicated or behaving disorderly. If function activities are considered illegal, noisy or offensive. Management reserve the right to intervene or terminate the function early without compensation to the organiser.

**CHILDREN** – All Children under the age of 18 must remain under the constant supervision of their parent or guardian and under no circumstances to consume any alcoholic beverages (Liquor Act 2007).

**SLIDESHOWS** – If you require the use of our AV equipment including projector, please come in prior to your function to test the compatibility of your equipment to the Club.

**BAR TABS** – If you wish to run a “dry till” you must advise the Functions Coordinator prior. The amount to start with and your selection must be discussed prior to the event. (wrist bands are available)

**SMOKING** – Smoking on Club grounds is only permitted in the designated smoking areas. (Smoke Free Environment Act 2000)

**PUBLIC HOLIDAYS AND SUNDAYS** – Functions held on a Sunday or Public Holiday will incur a surcharge; - Sunday – 15%, Public Holidays – 25% for function menu’s only. Finger Food Platters incur \$10.00 per platter for Public Holidays and \$4.00 per platter for Sundays.

**DAMAGES AND INDEMNITY** – The Clients are responsible for any willful conduct resulting in damages caused during the event by any guests, suppliers, and other contractors. Weather in designated function area(s) or in any other part of the Club. Alstonville Plateau Bowls and Sports Club will take all reasonable care with client guests and third-party property, however will not accept any responsibility for damages to or loss of items whilst within the venue. Where matters beyond control of Alstonville Plateau Bowls and Sports Club Management, impairs or prevents Alstonville Plateau Bowls & Sports Club from performing its obligations under the event order, Alstonville Plateau Bowls & Sports Club and Management will be released from all liabilities.

**DECORATION** – The use of confetti, rice or sprinkles are not permitted with in the premises. The use of walls for display material and nails, staples or tape attachments to floors or ceiling is not permitted. Access to decorate must be negotiated with the Functions Coordinator.

**FLOOR PLAN** – Must be supplied prior to the event.

**SECURITY** - Club policy states that security is to be present for all 18<sup>th</sup> & 21<sup>st</sup> Birthday Parties for the safety of the client and their guests. The cost is to be covered by the client. 1-50 guests require 1 x security guard, 50-100 require 2 x security guards.

**BANDS AND ENTERTAINMENT** – If you are providing your own entertainment, we must have a copy of their Public Liability Insurance prior to the event. No smoke machines are permitted in the venue. All entertainment must be finished by 11:30pm, with bass and volume levels being subject to Managements discretion.

**CANCELLATIONS** - In the event of your event cancelling, the following conditions apply and must be in writing.

8 weeks’ notice	100% of your Deposit will be refunded
6 weeks’ notice	75% of your Deposit will be refunded
2 weeks’ notice:	There will be no refund.

\_\_\_\_\_ (name)

Adhere to the above Terms and Conditions of the Alstonville Plateau Bowls and Sports Club.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plateau Sports Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alstonville



## Function Room Hire

The Alstonville Plateau Bowls and Sports Club have three fully equipped Function Rooms available for Hire for Functions and Parties. Our Function Rooms have a versatile space that can be transformed into two sizes to cater for your requests.

<b>Room</b>	<b>Price</b>	<b>People</b>	<b>Facilities</b>
<b>Whole Auditorium</b> <i>Private access to Greens</i>	\$70.00 <i>Booking Fee</i> \$25 / Hour After	(20 - 60) Sit Down (20 - 100) Cocktail	Dance Floor, Stage, Microphone, Music Port, Projector, Whiteboard & Lectern
<b>Half Auditorium</b> <i>Private access to Greens</i>	\$50.00 <i>Booking Fee</i> \$20 / Hour After	(20 - 40) Sit Down (20 - 50) Cocktail	Microphone, Music Port, Projector, Whiteboard & Lectern
<b>Tibouchina Room</b> <i>Close access to front door</i>	\$50.00 <i>Booking Fee</i> \$20 / Hour After	(10 - 30) Sit Down (10 - 40) Cocktail	T.V Screen with Computer Projection, Microphone, Whiteboard & Lectern

## Inclusions

Room set-up and pack down	White Board
Projector – Auditorium Room Only	Microphone
T.V – Tibouchina Room Only	Music Port – Auditorium
Lectern	

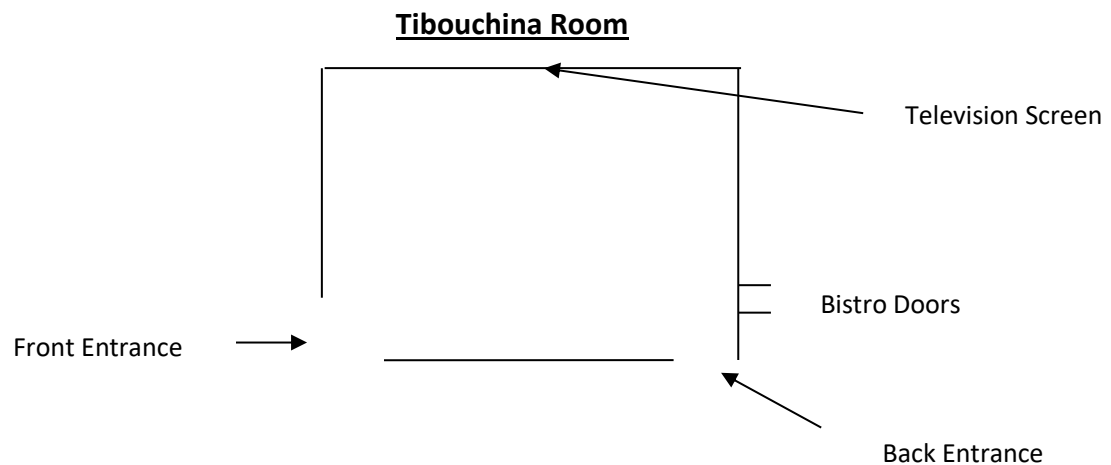
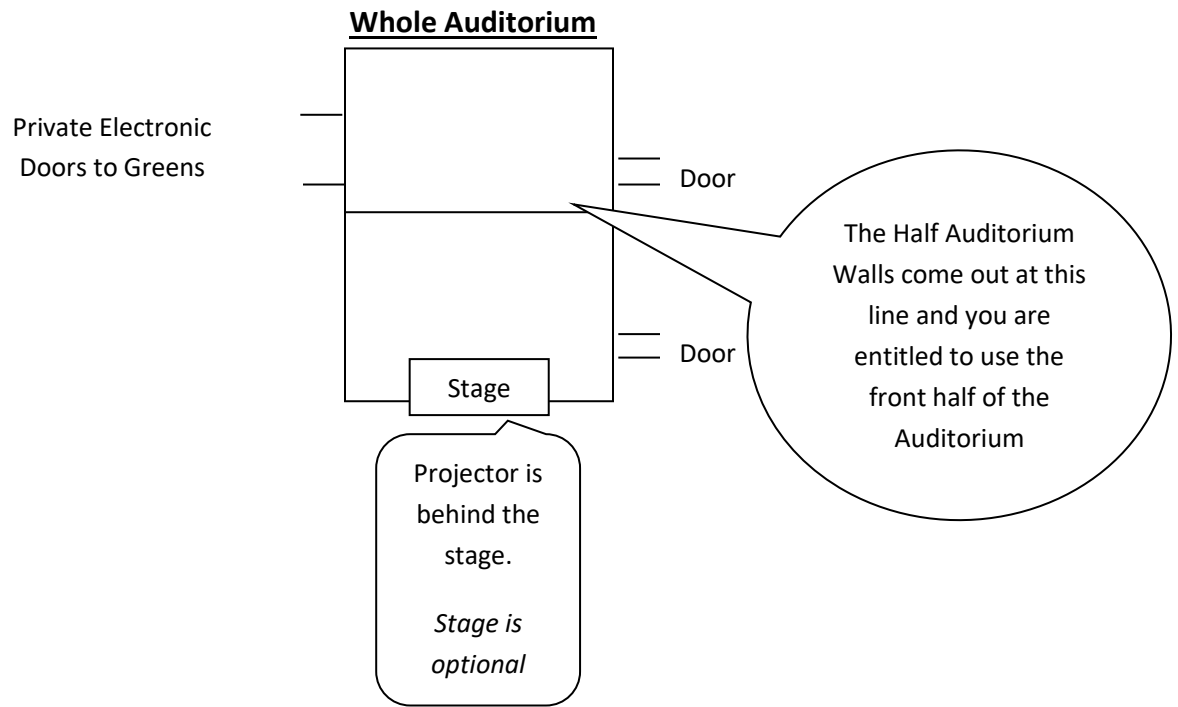
## Hire Items Available

<b>Hire Item</b>	<b>Charge</b>
Dance Floor	\$50 - Set Up Fee
Stage	\$30 - Set Up Fee
<b>Table Cloth Hire</b>	<b>Charge</b>
Table Cloths – Round 275 x 275	\$8.50 Each
Table Cloths- Square, fits Round Tables 224 x 224	\$6.50 Each
Table Cloths- Trestle/ Rectangle Tables 137 x 180	\$6.50 Each
Table Cloths- Square Table 137 x 137	\$6.50 Each

# Function Room Layout

Below is the general layout for each Function Room.

(Please see photos attached)



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## Lawn Bowls

Green Fees

If you have a special event and wish to take advantage of the Clubs Championship Greens, to play bowls for the day there is a donation of **\$8 per person**.

*This ensures our Greens are maintained for your convenience.*



KIDS PARTY

# PLATTERS

*FAIRY BREAD (65 pieces) ..... \$20*

*MINI SAUSAGE ROLL PLATTER (24 pieces with side of tomato & BBQ Sauce) ..... \$35*

*MINI PARTY PIES PLATTER (20 pies with side of tomato & BBQ Sauce) ..... \$45*

*MINI HOTDOG PLATTER (16 hotdogs topped with tomato sauce & cheese) ..... \$30*

*HAM & PINEAPPLE PIZZA BITES (20 bite size pieces) ..... \$40*

*HOT POTATO CHIPS (large bowl) ..... \$12*

## **HOT PLATTERS**

<b>ASIAN COCKTAIL PLATTER</b> Variety of cocktail spring rolls, dim sims & samosas with a sweet & sour dipping sauce.	\$55.00
<b>CHICKEN WING PLATTER</b> 36 Fresh chicken wings in a honey-soy marinade topped with sesame seeds	\$60.00
<b>CHEESY GARLIC BREAD</b> 40 Slices of garlic bread topped with an aioli drizzle & parsley	\$40.00
<b>PANKO CRUMBED FLATHEAD</b> 40 Pieces of panko crumbed flathead accompanied by house made tartare & lemon wedges	\$65.00
<b>TWISTED PRAWN</b> 55 Pieces of twisted prawns served with a sweet & sour dipping sauce	\$65.00
<b>CHEESE &amp; SPINACH PUFFS (V)</b> 50 Individual cheese & spinach puffs	\$65.00

## **HOT CANAPES**

<b>CHAR – GRILLED BUTTERFILED KING PRAWNS (GF)</b> 25 Large prawns basted in a garlic herb butter marinade	MP
<b>LAMB KOFTAS (GF)</b> 30 Lamb kofta balls with a spiced yoghurt dipping sauce	\$55.00
<b>SPINACH &amp; FETA QUICHE BITES (V)</b> 30 Pieces	\$50.00



## **COLD PLATTERS**

<b>ANTIPASTO</b> A selection of cured meats, fine cheeses, 3 dips, olives, nuts, dried fruit, grilled vegetables with a side of water crackers	\$75.00
<b>CHEESE</b> 4 fine cheeses, nuts, olives, grapes & water crackers	\$65.00
<b>FRUIT</b> A selection of in season fruit with a honey yoghurt dipping sauce	\$60.00
<b>ASSORTED SANDWICHES</b> 48 pieces	\$60.00

## **COLD CANAPES**

<b>SMOKED SALAMON</b> 40 Pieces on a toasted baguette slice & lettuce with a dill cream cheese rosette topped with a fried caper	\$65.00
<b>TOMATO, PESTO – FETA CANAPE (V)</b> 40 Pieces on a crispy puff pastry round	\$50.00
<b>CHORIZO</b> With a mozzarella slice, rocket, tomato chutney on a toasted baguette slice	\$55.00

## **DESSERT PLATTERS**

<b>SCONES</b> 24 Scones with fresh whipped cream and jam.	\$45.00
<b>MIXED SWEET TREAT PLATTER</b> A trio selection of slices and cake. NOTE: GF, vegan options available at an extra cost.	\$60.00
<b>DANISH PASTRY</b> 30 pieces dusted with icing sugar.	\$60.00

## **BEVERAGES**

<b>TEA &amp; COFFEE STATION</b> Comes with biscuits. (Pricing is per person)	\$2.50
<b>BAR</b> Bar Tab available through prior arrangements.	

*Please be advised a surcharge of 25% is applicable on Public Holidays and 15% on Sundays for Function Menu's only.*

*Finger Food Platters incur \$10.00 per platter for Public Holidays and \$4.00 per platter for Sundays.*

# Function Menu

## SET MENU OPTIONS

Minimum 20 guests | Alternate drop, 2 choices | **GF** Gluten-Free

### ENTRÉES

Home-made soup with garlic bread	\$9.00
Thai beef salad <b>GF</b>	\$15.00
Pumpkin, fetta & baby spinach salad <b>GF</b>	\$12.00
Camembert & caramelised onion tart	\$12.00
House-made arancini <b>GF</b>	\$15.00
Chicken bang bang salad with satay peanut sauce <b>GF</b>	\$15.00
Classic bruschetta	\$10.00
House-made sweet potato samosas with spiced yoghurt drizzle	\$12.00

### MAINS WITH 2 SIDE OPTIONS

Prosciutto wrapped chicken breast served on a rich napolitana sauce	\$30.00
Sous vide beef eye fillet with brandy peppercorn sauce	\$35.00
Herb-crusted grilled barramundi with lemon butter sauce	\$30.00
Crispy skinned atlantic salmon topped with salsa Verde	\$30.00
Crispy skinned pork belly with sticky plum jus	\$30.00
Mixed mushroom medley with creamed polenta and blistered cherry tomatoes	\$25.00
Roasted vegetable stack with halloumi drizzled with pesto	\$25.00
Ricotta and vegetable filo parcel on a rich tomato sauce	\$25.00

### SIDE OPTIONS | CHOOSE TWO SIDES TO GO WITH YOUR MAIN.

- Creamy mashed potato
- Roasted sweet potato
- Creamed polenta
- Pearl cous cous
- Blanched broccolini
- Sweet buttered carrots
- Lemon butter beans
- Mixed roast vegetable medley

### DESSERTS

Jaffa chocolate mousse	\$8.00
Rum & raisin crème brulee <b>GF</b>	\$9.00
Sticky date pudding with ice cream	\$9.00
Flourless macadamia chocolate cake with toffee sauce <b>GF</b>	\$10.00
Red wine poached pear with honey mascarpone <b>GF</b>	\$9.00
Individual pavlova with fresh fruit and chantilly cream	\$9.00

# Alstonville Plateau Bowls & Sports Club

## Function Form

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_

FUNCTION TIME (Start) \_\_\_\_\_ (Finish) \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS \_\_\_\_\_ SEATED/STANDING \_\_\_\_\_

ENTERTAINMENT \_\_\_\_\_

CATERING ARRANGEMENT \_\_\_\_\_

SPECIAL DRINK REQUIREMENTS \_\_\_\_\_

*ALL CATERING MUST BE PAID PRIOR TO YOUR EVENT*

<p><b>Payment Option 1- Cash Payment</b> Please come into the club and make payment at the front desk.</p>	<p><b>Payment Option 2- Online Payment</b> If you wish to make your payment online, please ensure it is paid before the date of your function <b>BSB: 728 728</b> <b>ACC: 2221 2273</b></p>
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<p><b>Payment Option 3 - Credit Card</b> please charge my credit card (<i>Please Circle</i>)</p>		
VISA	MASTERCARD	
CARD NUMBER: _____	EXPIRY DATE: __ / __	CCV: ____
CARD HOLDERS NAME: _____	SIGNATURE: _____	

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_