



WESTON CREEK LABOR CLUB

# CONFERENCE PACKAGE

For more information or bookings, please don't hesitate to contact us.

Email: [bowls@laborclub.com.au](mailto:bowls@laborclub.com.au) | Phone: 02 6288 5047



Build your team at the

## *Hidden gem of the South*

Weston Creek Labor Club specializes in small meetings, seminars, product launches and other functions.

Offering a pleasant and affordable alternative to other meeting facilities, our Function Room provides you with the flexibility to have your meeting how you want and most importantly, at a low price.

After your event have some fun with lawn bowls.



## Finger Food Selection

MIN 20 PAX

Choice of 4 items	\$14.50pp
Choice of 5 items	\$15.50pp
Choice of 6 items	\$16.50pp
Choice of 7 items	\$17.50pp
Choice of 8 items	\$18.50pp

An additional \$1.00 per person will apply for any seafood selection

### VEGETARIAN

Vegetarian samosa  
Vegetarian spring roll  
Spinach and cheese triangle  
Battered onion rings

### VEGAN

Potato wedges  
Falafel ball (GF)  
Chips  
Vegan samosa

### MEAT

Savoury meat ball (GF)  
Sausage roll  
Mini meat pie

### CHICKEN

Chicken buffalo wings (GF)  
Chicken BBQ wings (GF)  
Chicken nuggets  
Chicken satay skewers (GF)  
Chicken tandoori skewers (GF)  
Chicken kiev ball

### SEAFOOD

Fish cocktail  
Crumbed calamari  
Prawn twister  
Crab claw  
Thai fish cake  
Crumbed fish finger

\* All items are subject to supplier availability.

\* Finger food platters will be supplied once.

\* Additional platters can be ordered at extra cost



## Cakes, Slices & Sandwiches

MIN 20 PAX

All pricing per person

Scones with fresh cream and jam	\$10pp
Assorted Danish pastries	\$10pp
Assorted muffins	\$10pp

### Fresh gourmet sandwiches with salad fillings

1 cut sandwich	\$8pp
2 cut sandwich	\$15pp
Half day tea and coffee with biscuits	\$8pp
Full day tea and coffee with biscuits	\$15pp

<b>Seasonable Fruit Platters</b>	<b>\$150</b>
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# FUNCTION ROOM HIRE

**WE REQUIRE A MINIMUM NUMBER OF 50 PEOPLE FOR THE FUNCTION ROOM TO BE CLOSED OFF.**

This includes catering. Our function area is located adjacent to our restaurant. Upon request, we are able to partition half the room off. Maximum 80 people.

**THE BISTRO AND FUNCTION ROOM CAN SEAT 200 PEOPLE.**

## **ROOM HIRE COSTS**

Half day usage of the function room \$200  
*Monday to Thursday*

Half day usage of the function room \$400  
*Friday – Saturday – Sunday*

Full usage of bistro and function room \$600  
*Any day*

Dance floor \$150

Table linen for round tables \$10 per table

## **EQUIPMENT HIRE**

Cordless microphone \$200  
Data projector  
Lectern  
Whiteboard

# TERMS & CONDITIONS

## ORGANISER

### (PERSON ARRANGING THE FUNCTION/CONFERENCE)

The organiser is responsible for the conduct of his or her invited guests. The organiser must be a current financial member of the Canberra Labor Club Group Ltd and be responsible for the entry of all guests. Persons entering the Club must either be a financial member or be signed in by the function organiser on a group sign in sheet.

## CONFIRMATION OF BOOKINGS

On confirmation of your booking, we will issue you with an invoice for catering and barefoot bowls. You will be required to meet the full invoice payment one week prior to your event. Any bar tab on the day can be sorted with Credit Card, Cheque or Cash. Please NOTE we do not accept AMEX. Thank You for your understanding. If a room hire fee is applicable, a holding fee must be paid within two (2) weeks of confirmation of a booking and this is negotiated for each function/conference individually. The Weston Creek Labor Club reserves the right to accept other bookings if the negotiated terms are not met.

## DAMAGE/LOSS

The Weston Creek Labor Club does not take responsibility for any damage, or loss of items before, during and after a function. Any damage caused to the Weston Creek Labor Club or its facilities by any member of the organised function may be payable by the function organiser themselves as they are responsible and accountable for all guests. In this case, all deposits and/or other cash payments may be forfeited, and the function will cease immediately dependent upon the scale of damages.

## CATERING NUMBERS

Preliminary details should be provided at the time of booking. To be eligible for catering packages, there must be a minimum of 20 people attending the function and being catered for. The Club requires confirmation of numbers four (4) working days prior to the booked function. This will be regarded as the minimum number for catering and charged accordingly.

## CANCELLATION

In the event of a cancellation, fourteen days (14) notice from the functions date must be given to be eligible for a full refund of a deposit. Notice of seven (7) days allows a 50% refund to be made, and anytime after this date no refund of deposit will be paid.

## PRICES

Prices for catering packages can be altered and negotiated between the Weston Creek Labor Club and individuals to meet client's needs and budgets. Prices will remain fixed for three (3) months after the booking agreement. The Weston Creek Labor Club reserves the right to alter prices after this time and will advise clients accordingly. \*No food or beverage whatsoever is to be brought onto or to leave the premises of the Weston Creek Labor Club.

## TIME

Access to the room will depend on availability, please discuss this with your function coordinator. All functions are to finish at Midnight, unless prior arrangements have been made with management.

## RESPONSIBLE SERVICE OF ALCOHOL

The Weston Creek Labor Club is committed to the "Responsible Service of Alcohol" for all its members and guests. Management reserves the right to refuse service or evict any intoxicated or troublesome persons. On confirmation of your booking, we will issue you with an invoice for catering and barefoot bowls. You will be required to meet the full invoice prior to your event. Any bar tab on the day can be sorted with Credit Card, Cheque or Cash. Please NOTE that we do not accept AMEX. Thank You for your understanding.

# TERMS & CONDITIONS

I HAVE READ, UNDERSTOOD AND AGREE WITH THE TERMS AND CONDITIONS UNDER WHICH THIS FUNCTION HAS BEEN BOOKED.

I, \_\_\_\_\_, ACCEPT THE TERMS AND CONDITIONS IN REGARDS TO BOOKING MY FUNCTION AT THE WESTON CREEK LABOR CLUB.

Please sign, date and return the terms and conditions to the Functions Coordinator with deposit payment within 14 days.

Date of function \_\_\_/ \_\_\_/ \_\_\_

Sign

Deposit amount \$

## SIGNED

Function Organiser

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

Function Coorindator

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

## PAYMENT

Full settlement of your function is required within 7 days of receipt of invoice.

Failure to pay within the 7 days may result in an application of a 5% interest charge.

Payment may be paid via the following methods:

- Cash – At any of the Canberra Labor Club's reception
- Cheque – Payable to Canberra Labor Club Ltd
- Electronic Transfer – Bank details are:
  - Payee: Canberra Labor Club
  - Bank: ANZ
  - BSB: 012-951
  - Account #: 837 897 585
- Credit Card Payment – Please note that credit card payments are only accepted in person, we do not accept American Express or Diner