

CHRISTMAS FUNCTION INFORMATION



Palmerston Sports Club
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THE PALMERSTON

Sports

CLUB INC.

Home of the

RSL

Best Overall Club NT
2004 / 2005 / 2007 / 2009

Est. 1999

Schedule of Hire Fees

<u>Venue</u>	<u>Maximum Persons</u>	<u>Daily Rates</u>
Sattlers Room	Cocktail Style – 40 Boardroom Style - 15	\$240.00
Palmerston Room	Cocktail Style – 50 Theatre Style – 40 U Shape / Boardroom style – 25	\$240.00

Rates Based on 8 Hours Hire

Sattler's Room: Minimum of 2 hours at \$80.00 then \$45.00 per hour up to 5 hours then daily rates apply.

Palmerston Room: Minimum of 2 hours at \$80.00 then \$45.00 per hour up to 5 hours then daily rates apply.



Terms & Conditions

All Functions are subject to the terms and conditions. Please read them carefully. If you do not understand any of the terms or have any questions, please do not hesitate to contact us to discuss.

Deposit and Confirmation of booking

To confirm a booking a security deposit equal to the venues hire fee is required to confirm the function and venue within 14 days of initial enquiry.

Cancellations

All Cancellations must be received and confirmed in writing!

In the event of cancellations within 14 days of the function date the deposit paid is not refundable. In the event of cancellations outside the 14 days the deposit will be refunded, less a \$50.00 booking fee. Where a confirmed function is cancelled less than forty-eight (48) hours prior to the commencement of the function the Club reserves the right to impose a charge equal to the estimated value of the function (excluding beverages which would have been based on consumption)

Final Numbers

Final numbers are required five (5) working days prior to the function. Charges will be based on the confirmed number. In the event of numbers increasing prior to the function date or on the day the added costs per person will apply. Confirmed numbers are to be in writing and signed by the person organising the function.

Payment

Payment in full is required Five (5) days prior to the function date. No reduction of costs or refunds will be given after this time if the number of guests decline. In the event of extra persons attending the function, the added costs per person will be payable on the day of the event. In the event of a consumption bar tab, this to be paid at the completion of the function. A valid credit card is to be provided and is compulsory for security reasons. If for any reason payment for this function is not received by the venue, any, and all monies outstanding for the function will be debited from the provided credit card.



Menu

Should you require special meals please notify the Events Manager (events@palmerstonsportsclub.com.au) prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand. We require five (5) working days' notice of ALL dietary requests.

A separate priced menu is applicable for the holiday season.

Beverage Requirements

Bar Tab's – The Tab amount is to be confirmed five (5) working days prior to the function.

Beverages will be charged on consumption to a nominated limit on your bar tab.

Cash Bars – Individual Guests are to purchase and pay for their own drinks.

Loss or Damages

The organiser is financially responsible for any damages sustained to the Club or any Club property for the duration of the function. The Functions Department will take all necessary care, but will not accept responsibility for damage or loss of any client's property in the function rooms before, during or after a function. Any breakages, loss or damage to equipment or facilities will be charged to the organisers responsible for the function.

Insurance

While all endeavours are made to ensure the safety and security of our staff and guests. The Club cannot take responsibility for loss or damage of items prior to, during or after the function and suggests organisers arrange their own insurance cover for valuable articles. The Club waives responsibility for theft, damage or loss of any goods brought onto the Club premises, including the car park

Cleaning

General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

Change of Function Room

In consultation with you, the club may change the function room designated to you if the area booked is, or becomes inappropriate or the exceeded number of guests decreases and can be accommodated in an alternative room.

Advertising and Endorsement

The client must first obtain written permission from Club Management before using either the name or logo of the club in any manner.



Dress Standards

The following dress standards are required at all times;

1. All head ware is to be removed whilst on Club Premises
2. A neat & Tidy appearance is required at all times
3. No head ware, singlets, torn or dirty clothing will be permitted at any time.
4. No steel capped boots after 8pm

Management reserves the right to enforce the dress standard at its sole discretion and restrict access to any areas of the Club.

Responsible Service of Alcohol

The Palmerston Sports Club adheres to the Responsible Service of Alcohol Policy and guests may be asked for photo identification to prove their age. There are four (4) types of ID that are acceptable for proof of age:

1. Australian Driver's License or permit (not international license)
2. An Australian or Foreign Passport
3. A Government issued proof of age card (18+ card in NT)
4. Victorian Keypass card or Australian Post Keypass

Persons Under the Age of 18 Years

Persons under the age of 18 years are welcome in nominated areas of the club.

Please be aware that all persons under the age of 18 years must be, at all times in the presence of a mature, responsible adult and must be under constant adult supervision. For all Sporting Club Presentations & School Functions involving minors, appropriate adult supervision is required at all times. Access to function rooms will be via the function entrance only.

All persons under the age of 18 years must vacate the function room by 12 midnight.

The Club must be notified, when confirming the booking if persons under the age of 18 years will be attending the function.





Responsibilities

All guests must be signed into the Club as per the NT Liquor Licencing Laws and must observe the rules of The Palmerston Sports Club Inc and the laws governing a registered club.

The instructions of the Duty Manager of the Day are to be adhered to at all times.

We are pleased you have selected The Palmerston Sports Club for your event. We will endeavour to make your event an outstanding success and an event to remember. If you should need any further help we are only happy to do so.

I, the undersigned have read the above terms and conditions and hereby agree to be bound by the same.

Signature: Date:

Print Name:

Member Number: Contact Phone Number:

Email Address:

Type of Function:

Function Date: Confirmed Numbers:

Credit Card Details

Visa Mastercard

Name on Card:

Card Number:

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Expiry Date:

Card holders Signature:



Christmas Platters

Christmas Fresh Seafood Platter - \$120.00 p/platter:

Tiger Prawns, Natural Oysters, Smoked Salmon, Salad, Lemons & House made seafood cocktail sauce

Christmas Antipasto Ploughman's Share Platter - \$120.00 p/platter:

Ham, Turkey, Salami, Prosciutto, Smoked Salmon Cookies, Pickled Onions, Gerkins, Cheeses, Olives, Semi Dried Tomatoes, Crackers, Pitta Bread & House Made Dips

Minimum of 10 persons

Advance bookings Only

Available for Lunch OR Dinner from November 1st to December 31st

Tray service is not included, however can be arranged for an additional cost.

Christmas Buffet

\$40.00 p/person

Mains

Roast Turkey

Served with cranberry sauce

Roast Pork

Served with pork crackle and apple sauce

Baked Christmas Ham

Roast Potato & Pumpkin

Steamed seasonal greens

Gravy

Bread Rolls & Butter

Garden Salad

Pasta Salad

Dessert

Christmas Pudding with Custard

Seasonal Fresh Fruit

Minimum of 20 persons

Package includes Christmas Decorations, Bon Bon's and Christmas Napkins

Advance bookings Only

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