

# WELCOME

## TO WESTS FUNCTION ROOMS

Western Suburbs League Club is committed to offering a professional, customer focused function service to all clients who inquire, book & hold functions at our club. It is with pleasure that we present to you our Functions Package, designed with flexibility to best suit your needs.

Our functions coordinator will work closely with you from the inception, providing personalised service guidance & advice throughout the planning process. We offer versatile set ups, room layouts & a comprehensive selection of menus. We can also arrange the following items for your function at competitive prices;

- Special Occasional Cakes
- Disk Jockey
- Balloons & Decorations
- Chair Covers & Sashes
- Hire Cars
- Audio Visual Equipment
- Master of Ceremonies
- Celebrant
- Floral Arrangements
- Candelabras & Candles
- Photographers

We extend an invitation to you to make an appointment to discuss your function requirements with our function coordinator.

Please call between 9am – 5:30pm,  
Monday – Friday to make your appointment.

P: 02 4634 5645  
F: 02 4634 5680  
E: [diana@westslc.com.au](mailto:diana@westslc.com.au)

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LET'S GO

FUNCTION  
COORDINATOR

P: 02 4628 4188  
F: 02 4628 4012

# TERMS & CONDITIONS

## HIRING FUNCTION ROOMS

### CONFIRMATION BOOKINGS & DEPOSITS

Tentative bookings will be held for 10 days. Confirmation of a booking is by payment of a Campbelltown) Ltd reserves the right to cancel any booking not confirmed within 14 days non-refundable security deposit & by returning the signed Terms & Conditions form within the 14 days of the initial booking. Western Suburbs League Club (without further correspondence.

### ROOM HIRE

	Price
Jacaranda	\$500.00
Gardenia	\$300.00
Whole Auditorium	\$1000.00
Acacia	\$150.00
Eucalyptus	\$150.00
Acacia&Eucalyptus	\$300.00

### CANCELLATIONS

For Cancellations of confirmed bookings, the following conditions apply; all cancellations must be submitted in writing at least 4 weeks prior to the date. If the function is re-scheduled from one date to another, the original deposit will be transferred.

### RESPONSIBLE SERVICE OF ALCOHOL

Alcoholic Beverages will not be served to persons under the age of 18 years (proof of ID may be requested), or to any person considered to be intoxicated & they will be asked to leave the Club. Function rooms where alcohol is being served are allocated for a maximum period of 5 hours.

Management & Staff are committed to the Principles of the Responsible Service of Alcohol Legislation so therefore we reserve the right to refuse supply of alcohol if deemed necessary. No extension of time is permitted.

The Club reserves the right to close Bars within a function if it deems it necessary.

### FINAL GUEST NUMBERS

Final numbers are required 7 days prior to the function. This will then be regarded as the minimum number for catering and invoicing purposes.

Additional numbers are allowed up to 48 hours prior to the function after which no further increases will be permitted.

### MENUS

All menus are subject to change. We will endeavour to accommodate confirmed menus, but seasonal changes may apply.

### FINAL PAYMENT

Final invoice will be issued & payment must be made within 24-48 hours of the function date. We accept EFTPOS, Cheque, Credit Cards & Cash payments.

## **CONFETTI, RICE & CANDLES**

Confetti, Rice or similar materials are not to be used on Club premises or grounds. The use of such materials on or around our premises will incur a minimum \$300 cleaning fee – higher if warranted. If using candles, only use the non-drip variety. Please notify our function coordinator when arranging your booking.

## **LIABILITY**

We ask that organisers liaise with staff over display arrangements to prevent any damage to the premises. Clients will be financially liable for any damage sustained in the Club. No staples, sticky or masking tape, nails, glue or Velcro etc. may be used on any walls, door or other surface or part of the Club. Western Suburbs League Club (Campbelltown) Ltd cannot take responsibility for the damage or loss of items before, during or after a function. No responsibility will be taken for gifts or decorations brought onto the premises.

## **CLUB ENTRY**

Everyone entering the Club must sign in at Reception. Your guests must either be a member of the Western Suburbs League Club (Campbelltown) Ltd or be signed in by a member, or live outside the 15km radius which would allow them to sign in as a visitor.

The Registered Clubs Act requires that any person holding a function within Western Suburbs League Club (Campbelltown) Ltd must be a member.

*Entry into the club following a function is in line with Club rules & at the discretion of the Duty Manager & those persons deemed intoxicated will be refused.*

Over 400 car parking spaces are available at the club.

All Function rooms are non-smoking. Courtyards & Balcony areas are available where your guests may smoke. The Club prohibits any food or beverage (alcoholic or otherwise) to be brought onto the Club's premises with the exception of celebration cakes i.e. birthday cake, engagement, wedding etc.

## **MINORS ATTENDING CLUB FUNCTIONS**

At the discretion of Wests Management, functions that consist of under 18's where alcohol is served may be obligated to use our bracelet procedure.

A dedicated security guard will be rostered for the function. They will start thirty minutes prior to the commencement of the function. Upon entry, all people will be checked for verification of age, those being 18 years & over will be required to wear a bracelet. This bracelet is not transferable. Only people wearing the bracelet will be permitted to purchase & consume alcohol.

## **DRESS REGULATIONS**

All guests must comply with the Clubs dress regulations of neat, clean & tidy dress. Not permitted at any time;

- Torn or ripped clothing
- Rubber thongs
- Dirty Clothing
- T-shirts with offensive motifs

Please consult the functions coordinator if you are having a fancy dress.

## **DISABLED FACILITIES**

There are disabled facilities such as disabled toilets, lift access to level 1, ramp access to gain entry into the Club. Furthermore, disabled parking is available in the top car park.

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Hirer to return to Wests:

I \_\_\_\_\_ have read and accept the Terms & Conditions as provided to me.

Room Hire Deposit Payable: \$ \_\_\_\_\_

(Non refundable)

Signed: \_\_\_\_\_

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

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

Wests Function Co-ordinator to sign and return copy to Hirer:

Signed: \_\_\_\_\_

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

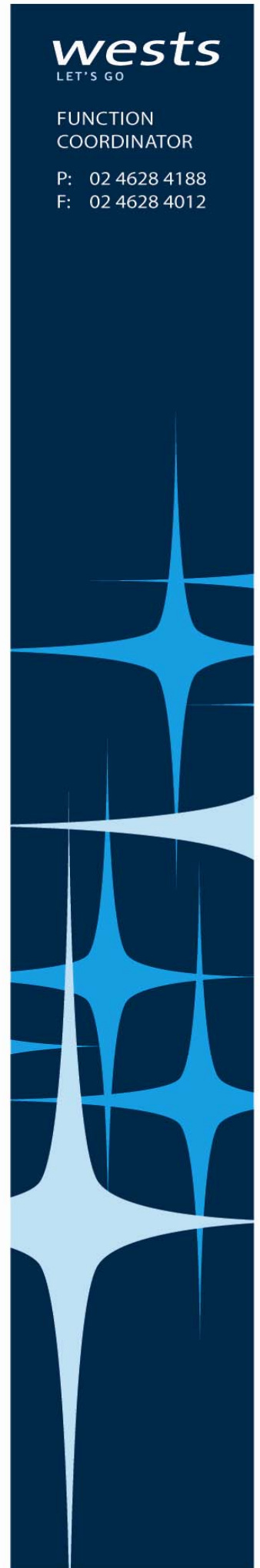
Date: \_\_\_\_\_

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# THE VENUES

## ACACIA & EUCALYPTUS

For a more intimate experience, you need look no further than the sophisticated & modern surrounds of the new Acacia & Eucalyptus rooms. These rooms have been beautifully fitted out to create an intimate environment with an emphasis on comfort & style with its soft lighting.

The rooms are ideally suited to cocktail functions & small wedding receptions etc. Each individual room can hold 50 people or the two rooms combined can hold 100 people dependent on the style of function.

## GARDEN TERRACE

Experience the serenity of an outdoor setting on your special day close to your reception facilities. Our outdoor Garden Terrace with waterfall surroundings & tranquil settings is the perfect backdrop to start the special day.

## JACARANDA

A multi-purpose room with a capacity of 550 people. This room has a large dance floor & stage ideal for large groups, catered events, seminars or presentations. Includes a private bar, audio visual & presentation equipment. This room is modern, fresh & provides an outdoor area accommodating both smoker & non-smokers alike.

## GARDENIA

A private function with the capacity to seat between 60-150 people, dependant on the style of function required. This room receives an abundance of natural light (overlooking Campbelltown Stadium) and includes private bar facilities, audio visual, and presentation equipment.

# ROOM SETUPS

	Theatre	U-Shape	Classroom	Banquet	Buffet
<b>JACARANDA</b>	500		280	280	280
<b>GARDENIA</b>	200		168	160/130	160/130
<b>ACACIA / EUCALYPTUS</b>	30	up to 20	20	80	80
<b>AUDITORIUM</b>	700		450	550	550

These numbers are only a guide line

## STANDARD EQUIPMENT INCLUDED IN ROOM

White Board, Flipchart, Lectern, Microphone & House Sound System, Petitions, Data Projector & Screen, Over Head Projector

Photo Copying Service is available at cost

# CONFERENCE PACKAGE

**\$300.00** PER DAY

INCLUDES USE OF DATA PROJECTOR / SCREENS / MICROPHONES / FLIP CHARTS.

## COFFEE BREAKS

MORNING & AFTERNOON TEA

- Freshly Brewed Coffee & assorted Teas @ \$ 3.70pp
- Tea, Coffee & Biscuits Arnotts twin pack @ \$ 4.50pp
- Tea, Coffee & Luken & May Cookies @ \$ 5.20pp
- Continuous Tea and Coffee & Biscuits (8 hours) @ \$ 9.70pp
- Tea, Coffee with a selection of Pastries, Muffins @ \$12.50pp
- Orange Juice (Jug) @ \$ 5.10pp
- VIP Coffee Cart (cappuccino, Latte, etc) & cookies @ \$12.50pp

## SANDWICH PLATTER

\$50.00 serves 10

**CHOICE OF SANDWICH OR WRAPS** select 4 fillings per platter

- Ham, Cheese & Tomato
- Smoked Chicken Caesar
- Char grilled Vegetables & Pesto
- Brie, Cranberry & Watercress
- Tuna, Avocado & Snow Peas
- Smoked Salmon, Cream Cheese & Cucumber
- Rare Beef, Pickle & Salad
- Pastrami, Coriander, Lettuce & Tomato
- Egg Mayonnaise
- Turkey, Cranberry & Lettuce

# CONFERENCE PACKAGE

## LUNCH OPTIONS MENU 1

\$26.50 pp

- Mini Sourdough Rolls filled with Chicken, Chives & Lemon
- Mayonnaise Fresh Dill Bagels with Smoked Salmon, Crème Fraiche & baby Spinach
- Flour dusted raps with Honey shaved Ham & Mango Relish
- Roasted Pumpkin & Marinated Fetta Lavosh wrap
- Buttered Chicken Curry & Rice box or Lamb Korma & Rice box

## LUNCH OPTIONS MENU 2 (Vegetarian)

\$27.50 pp

- Trio of Dips with Turkish Bread
- Mini Sourdoughs Roll with grilled Capsicum, Goat's Cheese & Rocket Pesto
- Roast Pumpkin & Cashew Lavosh wraps
- Grilled Antipasto selection
- Fresh garden salad with Red Wine Dressing
- Fruit platter with Honey Yoghurt
- Mature Cheddar & Brie with Lavosh

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