

The  Club
Wonthaggi Club



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Function Terms & Conditions



Room Hire Charges

Room hire charges will apply for all events held at The Wonthaggi Club. Discounted room hire charges may be negotiated with those who hold a minimum number of functions (4) within a 12 month period.

Room hire charges are listed below:

(Full or half day)

Members Bar- \$200

*(Private Balcony, Private Bar, Toilets,
2x Pool Tables, Lift access,
Limited Availability)*

Small Function Room- Day usage- \$100 - Evening usage- \$200

(Easy access to bar & toilet facilities)

Function Room- \$300

*(Private bar, easy access to
Toilet & Smoking facilities)*

Deluxe Function Room- \$Price upon request

*(Private use of our Whole Function
Room, Private Bar, Smoking area
Easy, Access to Toilet facilities)*

Room Capacities are listed below for each room with a variety of room layouts:

Banquet: 40 guests

Banquet w Dance Floor: 30 guests

Cocktail: 80-120 guests

Theatre: 60 guests

Classroom/Conference: 40 guests

U-Shape: 20 guests

Banquet: 40-45 guests maximum

Cocktail: 60 guests

Theatre: 60-65 guests

Classroom/Conference: 20 guests

U-Shape: 20 guests maximum

Banquet: 120 guests maximum

Banquet w Dance Floor: 100 guests

Cocktail: 200 guests

Theatre: 150 guests

Classroom/Conference: 35-40 guests

U-Shape: 25-30 guests

Banquet: 180 guests

Banquet w Dance Floor: 160 guests

Cocktail: 350 guests

All room hire prices include linen tablecloths. Upon request our tea & coffee stations are available at no extra charge.



Additional needs

The Wonthaggi Club is more than happy to organise the following items for you at competitive rates:

Decoration items:

-Linen table cloths	<i>Included in room hire fee</i>
-Linen serviettes	<i>No charge <u>until 60 or more</u> guests are attending then a \$20 fee will apply</i>
-Table Runners (variety of colours available)	<i>\$20 fee</i>
-Chair Covers	<i>\$50 fee</i>
-Chair covers with bows	<i>\$60 fee</i>
-Individually printed table menu cards	<i>\$30 fee</i>
-Tea lights	<i>\$10 fee</i>
-Table centre pieces	<i>\$5 fee</i>
-Ceiling drapery	<i>\$50 fee</i>
-Dance floor	<i>\$100 fee</i>

Equipment:

-Handheld microphone	<i>No charge</i>
-Whiteboard	<i>No charge</i>
-Television	<i>No charge</i>
-DVD or VCR player	<i>No charge</i>
-Lectern	<i>No charge</i>
-Projector screen	<i>No charge</i>
-Data projector	<i>\$50 fee</i>

We do not provide computers for use with data projectors. We take no responsibility if our equipment is not compatible with your equipment.



Terms & Conditions

Booking & Deposits

In order to secure your requested date and the most suitable area to accommodate your needs, a booking deposit fee is required. The Wonthaggi Clubs' booking policy requires the deposit to be paid in full within 7 working days of quotation:

*All Functions held at the Wonthaggi Club; a deposit of \$100 is required

Deposits are **non-refundable**; however they are **transferable** at time of account payment.

Cancellations or Postponement

In the event of a cancellation or postponement, the booking deposit fee will be kept in full by The Wonthaggi Club. On an occasion where a booking deposit has not been paid & the function has been confirmed the following charges will apply: (extenuating circumstances discussable)

*With in 30-7 days prior to the function date an amount equal to 25% of the function value will be payable

*Less than 7 days prior to the function date an amount equal to 80% of the function value will be payable

Payments

The Wonthaggi Club will accept payment for your function on the day of your event or by invoice. Accounts can be settled with MasterCard, Visa, American Express, Bankcard, Diners or Cash. Payment for all functions invoiced is required within 30 days of invoice date.

Final Numbers

Confirmation of final numbers is required no less than 5 working days prior to the function date. At the conclusion of the function, the actual number of guests will be used to calculate the balance payable. In the event that actual guest numbers fall below the confirmed numbers, the confirmed figure will be used to calculate the balance payable.

Price Variation

The Wonthaggi Club makes every effort to maintain prices, however, prices quoted for functions that are greater than 6 months in advance are subject to change at management's discretion to allow for variations in cost of goods, wages and equipment hire. In the event that this may occur notice will be given immediately. All functions held on a public holiday will incur a 15% surcharge.



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Function Times & Extra Duration

Standard lunch functions are required to start no earlier than 12pm and are required to finish by 3.30pm. Evening functions are to commence no earlier than 5.30pm unless prior arrangement has been made and must conclude by 12.30am. It is strongly recommended that you consult the catering department prior to sending out invitations regarding start and finish times.

Confetti & Rice Policy

The throwing of confetti and rice is strictly prohibited in the venue or in its immediate surroundings.

Liquor License

In accordance with Liquor license Regulations all functions are to conclude by 1am. The Wonthaggi Club is a strong advocate of Responsible Service of Alcohol and reserves the right to refuse supply of alcohol to intoxicated patrons. Under section 114 of the Liquor Licensing Act The Wonthaggi Club reserves the right to instruct patrons who are behaving in a quarrelsome manner to leave the premises at anytime.

BYO Policy

No food or beverages of any kind is permitted to be brought into the venue by the client, or a guest of the client for consumption by the client or any guest of the client without prior approval by The Wonthaggi Club. (Cakes excluded)

Cakes

In order to give you the best possible experience during your function we are happy for you to provide your own Birthday/Celebration cake. As the person supplying the cake you will assume responsibility for the “*safe handling*” of the cake, you will need to advise us if you would like it refrigerated, frozen, or left at room temperature upon arrival. Cake will need to be clearly labelled with the function name & date. We will be more than happy to bring the cake to the table upon request and in the process supplying you with a cake knife, plates & spoons for you to cut and plate the cake yourself or our Catering department is also happy to slice & serve your cake for you at no charge. However for the charge of \$1.50 per serve the Catering department is able to also garnish each serve of cake for you & in the process will cut & serve your cake for you. We recommend that in the event that you need a cake or slice for your occasion that you purchase it directly through the O’Connell’s Bakery, The Whistle Stop Bakery, or the local Wonthaggi Safeway.



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Entertainment

The Wonthaggi Club has its own internal stereo and jukebox available for private use. Alternatively external DJ's and Bands are permitted, at your own arrangement. However it is a requirement that a sound check is completed prior to the commence time of any function. All entertainment groups must be fully set up a minimum of 1 hour prior to the commencement time. Evening events will require all entertainment to conclude by 12:30am.

Responsibility & Liability

The Wonthaggi Club does not accept any responsibility for the damage to, or loss of any clients' property throughout the duration of the function. The organisers of the function will be financially responsible for any damages to the venues fixtures and fittings, property and equipment, which includes pilferage of the venues property that may occur throughout the duration of the function.

Car Parking

There is ample parking within close proximity of The Wonthaggi Club. However, guests are reminded that during the hours of 9am – 5pm Monday to Saturday various council parking restrictions are in place. Outside of these times, parking is free without time restrictions. Disabled guests are reminded that when displaying a valid disabled pass, permitted parking times are doubled from that of the displayed times.

Delivery of Equipment & Access

All deliveries to The Wonthaggi Club for your function must be clearly marked for the attention of the Catering Department and state the function name and date. Please consult The Wonthaggi Club regarding appropriate delivery times. Access will be permitted prior to commencement of function.

Name:

Signature:

Function Date:

Approximate Numbers:

Date: