



Welcome to Club Hawthorn and thank you for the taking the time to call us.

This Function Pack contains all the basic information required to assist you with making a valued judgement on where to hold your function. It includes:

- ✓ What can I expect to pay for food and/or beverage?
- ✓ What is included in this cost?
- ✓ What do I need to do before the function to ensure it is a success?

Club Hawthorn can cater to a variety of special occasions, from small dinner parties right through to weddings, christenings and corporate functions. Our aim is to deliver a professional service to ensure that your function is incident free and that the expectations of you and your guest are met and you are left with a memorable lasting impression.

Our experienced and friendly staff are also there to ensure all your guests are professionally catered for. We are able to offer a full bar service to compliment our excellent food .

A booking agreement form located at the back of this function pack needs to be completed, signed and filed with us so our terms are agreed to. We will prepare a full quote for you and upon acceptance, a deposit of 25% of the total quote must be received in order to confirm your booking.

We look forward to discussing your function with you and we are sure you will be absolutely thrilled with the decision to host your friends and colleagues at Club Hawthorn.

Call us on 03 9818 1331 or at [functions@clubhawthorn.com.au](mailto:functions@clubhawthorn.com.au)



## Formal and Informal Functions Checklist

Name	
Date of function	
Time of function	
Number of attendees	

Type of function	Wedding	
Please circle	Birthday celebrations	
	Christenings	
	Engagements	
	Anniversaries	
	Christmas Parties	
Other		

Drinks	Full bar service	Yes/no
	Waitress bar service	Yes/no
	Limited selection of wines	Yes/no
	Non alcoholic drinks only	Yes/no

Music	Do you need club hawthorn to organize your music	Yes/no
	Live band	Yes/no
	Recorded music	Yes/no
	DJ	Yes/no
	Do you require the dance floor?	Yes/no
Other		

Multi media	Do you require use of our high definition plasma screen?	Yes/no
	Do you require club hawthorn to organize a slide show cd/dvd	Yes/no
	Do you require a microphone?	Yes/no
Other requirements		



## Formal and Informal Functions Checklist

Master of ceremonies	
Do you require club hawthorn to organize a master of ceremonies	Yes/no

Layout of room	
Do you require a bridal table?	Yes/no
Number of attendants	
Which of the three options do you require for the layout of your function.	Layout 1 Layout 2 Layout 3
Please refer to attached sheet.	

Please tick

Menu	Finger food	
	Standard Menu	
	Deluxe Menu	
Special requirements		

Decorations	Do you require decorations?	Yes/no
	Do you require club hawthorn to organize floral arrangements	Yes/no
	Flowers on tables	Yes/no
	Flowers located in an arrangement around the room	Yes/no
	Do you require club hawthorn to organize balloons/decorations	Yes/no
	Helium balloons on tables weighted	Yes/no
	Helium balloon located around the room	Yes/no
	Themed events	Yes/no
Other requirements		

## ROOM HIRE

This fee covers the use of available equipment, room setup, linen and staffing for the duration of your function.

Half Day \$175.00

Full Day \$300.00

## DEPOSIT

Club Hawthorn requires a deposit being the room hire component to secure your function date. Tentative bookings will not be taken.

## CANCELLATIONS

All cancellations must be received in writing. In the event of a cancellation being made

- 60-15 days prior to function -10% of deposit will be forfeited
- 14-8 days prior to function – 50% of deposit will be forfeited
- 7 days prior to function – 100% of deposit will be forfeited.

## FINAL NUMBERS

The final number of guests must be confirmed at least TWO (2) days prior to your function date. This confirmed number will be the minimum number of guests upon which the final invoice will be based. If confirmation of final numbers is not received within the required time frame, the number of people invoiced will default to the original tentative number on the booking form, unless the number has increased, at which time the actual number of guests who arrive will be charged.

## PAYMENTS OF ACCOUNTS

Unless otherwise agreed, full payment for total function costs is required 2 days prior to the function commencing. If you require a bar tab, this money must be paid in consultation with management prior to the function. Personal bank cheques will not be accepted.

## ENTERTAINMENT

Club Hawthorn can organize with a reliable agency for the arrangements of Jukeboxes, DJ, Band, Solo Acts or Karaoke Systems. If entertainment is arranged through the club payment for entertainment will be required 2 days prior to the function. Entertainment organizations arranged by the hirer must adhere to club policies and no smoke machines are permitted.

## FUNCTION DURATION

The duration times for the function rooms is usually 5 hours with the latest finish time being 1am or as mutually agreed by management.

## DAMAGE AND THEFT

The hirer (you) will be responsible for any damage that may occur in relation to your function and charged back to the client at current market value. In addition the hirer indemnifies Club Hawthorn against any claim for any loss, damage or theft of good belonging to the hirer or their guests. Club Hawthorn strictly adheres to Health & Safety Acts and all Federal and state Regulations. The hirer and their guests also undertake to conform to these regulations.

## **BOND**

Some functions may attract a security bond of up to \$1000.00. This must be paid with all payments 7 days prior to the function and providing no damage has been done by the hirer, the bond will be returned to the hirer on the first business day (Monday) after function has ceased.

## **DRESS CODE**

All function guests must generally meet the required standard of the club, otherwise entry may be refused. Neat casual including denim and t-shirts are acceptable: thongs, work boots, scuffs, singlets and offensive clothing are not permitted. All entry is at the discretion of the management staff.

## **LICENSED PREMISE**

Club Hawthorn is a licensed premise and all staff practice responsible service of alcohol, and we ask that patrons understand and aid us in this legal requirement and remind all guests to drink responsibly. Therefore, it may be necessary to ask intoxicated or argumentative patrons to leave the licensed premise and subsequently will be refused entry and service in other areas of the club. All patrons must carry an acceptable proof of aged documents and must be willing to present to club staff and security upon request.

## **PARENTAL SUPERVISION**

Providing there is strict legal parental/guardian supervision at all times minors are welcome to attend all private functions but must adhere at all times to strict liquor licensing regulations.

## **FUNCTION FOOD**

Finger food items are subject to change without notice. Chips and nuts can be brought into the venue as long as they are within their use by date, unopened and sealed in their original packaging. Unless otherwise discussed, the hirer organizes the cutting and serving of the cake. Please inform us if you would like one of our Food Attendant to cut and serve the cake.

Due to liquor license and food safety requirements food has to be provided when alcohol is being served, no private catering is allowed.

## **DECORATIONS**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other section of the building. Signage must be approved by management and must be kept to a minimum unless otherwise arranged. Strictly no confetti or glitter is permitted inside the venue or car park. Photo boards may be displayed in an appropriate manner.

## DECORATION'S CONT.

Club Hawthorn can provide expert consultation regarding any additional decorations, special table setting balloons, flowers that you may require for your function. We can arrange these ourselves, or put you in touch with local suppliers if you wish to make arrangements yourself. All such arrangements must be approved and supervised by club hawthorn staff and can only be set up immediately before and dismantled immediately after your functions.

## DELIVERY OF GOOD/PERSONAL BELONGINGS

Please advise us of any items that your require to be delivered to Club Hawthorn (including cakes), decorations, or equipment prior to them being delivered. Club Hawthorn will take every care with items delivered.

## FUNCTION ROOM

Actual date of function

Nature of function

Hirer's Full Name

I hereby declare that I, (Hirer's name)\_\_\_\_\_

have read and understand the Club Hawthorn Function Terms and Conditions.

Date\_\_\_\_\_

## UNFORESEEN CIRCUMSTANCES

In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, Club Hawthorn or management will not be held liable.