



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.

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

I can be contacted on 03 9818 1331 or at functions@clubhawthorn.com.au at any time, I look forward to your call.

Regards,

Franca Ingram
Functions Coordinator



Corporate Functions Checklist

Thank you for considering Club Hawthorn for your next Corporate venue. We look forward to making your event a productive and enjoyable experience, for you and your delegates.

Our room hire cost include fully clothed setting, mints, iced water and door signage.

Name	
Date of function	
Time of function	
Number of attendees	

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 whiteboard? electronic whiteboard?	Yes/no
	Do you require a flip chart?	Yes/no
	Do you require club hawthorn to supply writing pads, pens on table?	Yes/no
	Do you require a lectern?	Yes/no
	Do you require a video date projector	Yes/no
	Do you require amplifiers/sound equipment	Yes/no
	Do you require screens	Yes/no
	Do your require video equipment	Yes/no
	Do you require a microphone?	Yes/no
Other		

Business Services	Do you require secretarial services?	Yes/no
	Fax machine	Yes/no
	Photocopier	Yes/no
	Email/wireless internet	Yes/no
	Postal services	Yes/no
	Courier service	Yes/no
Other		



Corporate Functions Checklist

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

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

Music	Do you need Club Hawthorn to organise your music	Yes/no
	Recorded music	Yes/no
Other		

PLEASE TICK

Layout of room	Theatre style only chairs	
	Class room style table and chairs	
	Formal	
	U - shape	
	Banquet	
	Cocktail style	

Other Requirements	

MORNING OR AFTERNOON TEA

Continuous tea, coffee and biscuits on arrival	\$4.00
Assorted biscuits & shortbreads	\$4.50
Assorted freshly baked muffins	\$5.00
Homemade scones jam and cream	\$6.00
Selection of mini danish pastries	\$6.00

All prices are per head

Additional Extras

Fresh juices	\$3.50
Schweppes flavoured mineral waters	\$3.50
Seasonal whole fruit basket	\$3.50

WORKING LUNCH

A selection of gourmet open sandwiches and rolls
Our Chef's selection of Hot and Cold savories
Fresh fruit platter accompanied by local and imported cheese.

OR

Choose 1 main course from the Chef's menu
Fresh fruit platter accompanied by local and imported cheese.

All meals served with a bread roll and are inclusive of soft drinks, juice, tea and coffee.

Priced \$22.00 per head

HOT ITEMS

- Beef meat balls
- Lamb koftas
- Grilled vegetable kebabs
- Moroccan chicken skewers
- Greek styled lamb skewers
- Yaki tori fish
- Teri yaki beef and capsicum
- Assorted risotto balls
- Cocktail spring rolls
- Curried spring rolls
- Curried samosas
- Mini quiches
- Assorted savory pastries
- Mini pizzas
- Smoked salmon tartlets
- Spinach and fetta triangles
- Spiced thai chicken balls
- Red curry crab bakes
- Chilli bbq calamari
- Crumbed fish goujas

COLD ITEMS

- Rare roast beef on garlic croutons with grain mustard mayonnaise
- Mediterranean vegetable bruschetta
- Spiced lentil and hommus toasts
- Caramelized onion and goats cheese tarts
- Smoked salmon and caper puzas
- Zucchini and potato frittata
- Thai infused beef carpaccio with coriander pesto
- Gin and lime cured ocean trout

GOURMET ITEMS

- Oyster with shallot vinegar
- Salmon caviar and dill sour cream en crousts
- Assorted nori rolls
- Bbq lemongrass prawns
- Shredded roast duck on mini pancakes
- Smoked salmon and spinach roulade

PRICES

Minimum 20 guests
\$2.50 each from our basic selection
\$3.50 each from our gourmet items
Minimum 2 pieces per person

PACKAGES

- 5 items \$13.50 per person
- 8 items \$17.50 per person
- 10 items \$20.50 per person

PLATTERS

- Assorted home made dips \$25.50
- Fruit platters \$35.00
- Cheese and fruit platters \$45.50
- Antipasto platters \$55.50

ENTREE

All served with bread roll and butter

- Roast pumpkin and sweet potato soup
- Lemon grass infused potato soup
- Smoked ham and pea soup
- Vegetable moussaka with fetta cheese
- Spiced, skinless beef sausages
- Traditional homemade lasagne
- Greek style lamb salad with cucumber yoghurt
- Mediterranean vegetable bruschetta
- Zucchini and potato frittata
- B.B.Q calamari drizzled with sweet chilli and coriander on wild roquette

MAINS

- Herbs crusted roast chicken breast on a pesto mash with a rich tomato and basil sauce
- Tender pork cutlet resting on sauteed savoy cabbage and kessler topped with an apple and pecan chutney
- BBQ barramundi resting on a herb risotto, with a splash of lemon dressing
- Prime sirloin steak cooked pink, with seasonal roast vegetables and port jus
- Loin chops on wilted spinach, sweet potato mash and a mint infused jus
- BBQ moroccan chicken breast layered between fried polenta with sour cream and roquette finished with a semi dried tomato pesto

DESSERTS

- Pear and raisons pudding with a double cream
- Glazed baked lemon tart with a berry compot
- Pavlova roll filled with passionfruit custard and a dark cherry sauce
- Chocolate pudding with a vanilla bean ice cream
- Sticky date pudding with a vanilla bean ice cream
- Strawberry cheese cake with a double cream

PRICES

All meals served 50/50

For each course select two of our delicious meals

2 course

entree or dessert and main \$25.00

3 course

entree, main and dessert \$28.00

ENTREE

All served with bread roll and butter

- Potato and leek soup
- Spiced tomato and basil soup
- Smoked ham hock and bean soup
- Peppered rare roast beef on garlic crouton with grain mustard mayonnaise
- caramelised onions and goats cheese tart
- Roast duck and wild mushroom risotto drizzles with truffle oil
- Rosemary scented scallops, served with creamy mash potato on a diablo sauce
- Aubergine Moussaka : tender roast eggplant with marinated goat's cheese, bbq red capsicum and black olive tepernade
- Home made prawn and scallop ravioli with a light fennel and saffron sauce

MAINS

- Succulent chicken breast wrapped in prosciutto on sauteed green beans and wet polenta
- Premium sirloin cooked pink served on a potato and olive mash, finished with a glazed onion jus
- Loins of Lamb with a comput of sweet potato and spinach on a mint infused lentil jus
- Papardelle pasta tossed with roast pumpkin, pine nuts and sage in a creamy gorgonzola sauce
- Crispy skinned fillet of Atlantic salmon on a fennel infused herb risotto with dressing ala grecque
- Tender pork cutlet resting on sauteed savory cabbage and kessler, topped with an apple and pecan chutney

DESSERT

- Rich chocolate tart with a spiced berry coulis, and a swirl of roast macadamia ice cream
- Poached pear and raisins pudding with a crispy toffee glaze served with double ice cream
- Glazed baked lemon tart with a berry compot
- Sticky date pudding
- Lemon infused Panna Cotta served with citrus yoghurt and orange syrup

PRICES

All meals served - 50/50

For each course select two of our delicious meals

2 course

entree or dessert and main \$32.00

3 course

entree, main and dessert \$38.00

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.