



# Function Packages

# Spaces

## Jerry Bailey Room

The perfect room for small to mid size functions of up to 80 guests.  
Equipped with a private deck area with concertina doors to bring the outdoors inside!

### Inclusions:

Cutlery and crockery

Cake and gift table

Background music

Bar staff for functions over 30 people (no members pricing on beverages)

Catering wait staff

Lectern, microphone, projector & TV

### Pricing:

**\*Below pricing is for room as is, no changes\***

#### **Mid-week room hire (Monday - Thursday)**

Member (must be current): \$150

Non member: \$200

#### **Weekend room hire (Friday - Sunday)**

Member (must be current): \$250

Non-member: \$300

### Additional costs:

Early Access (outside club hours) from an additional \$150.00

Room configuration from an additional \$200

Linen \$5 per cloth

Bar staff (under 25 guests)

## Auditorium

Our largest indoor space which is best suited for functions of 80 guests or more. The auditorium is suited for formal functions which may require a dance floor and stage such as weddings, party's and more.

### Inclusions:

- Cutlery and crockery
- Cake and gift table
- Background music
- Paper napkins
- Catering wait staff
- Bar staff (no members pricing on beverages)
- Lectern, microphone, projector & TV

### Pricing:

**\*Below pricing is for room as is, no changes\***

#### **Mid-week room hire (Monday - Thursday)**

Member (must be current): \$200

Non member: \$250

#### **Weekend room hire (Friday - Sunday)**

Member (must be current): \$300

Non-member: \$350

### Additional costs:

Linen \$5 per cloth

Room configuration from an additional \$500

## Outdoor Area Exclusive

Come celebrate your next function in our brand new outdoor area which has ample seating options, a permanent bar, play areas for children, surround sound and a stage! This space will require a minimum 80 guests.

*Please note this area is not available during holiday/peak trading times as determined by our function coordinator.*

### Inclusions:

Exclusive access

Bar & staff with tab available (no members pricing on beverages)

Option for fresh woodfired pizza (min spend required)

Background music

Control of outdoor big screen

Lawn games

### Pricing:

5 hour period \$1000 plus min \$500 bar spend

### Additional costs:

Additional access hours, cost at discretion of functions coordinator

*Should the weather permit you from holding your function, we will offer an alternate room.*

## Outdoor Area Section

Come celebrate your next function in our brand new outdoor area which has ample seating options, a permanent bar, play areas for children, surround sound and a stage! Sections are limited at 80 guests maximum.

This option will not give you exclusive access to the garden.

*Please note this area is not available during holiday/peak trading times as determined by our function coordinator.*

### Inclusions:

Bar & staff for functions over 30 people (no members pricing on beverages)

Option for fresh woodfired pizza (min spend req)

Background music

Sectioned undercover area

### Pricing:

5 hour period \$250

### Additional costs:

Additional access hours, cost at discretion of functions coordinator .

*Should the weather permit you from holding your function, we will offer an alternate room*

# Terms & Conditions

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## Room hire charges

Room hire is subject to length of time required, number of guests in attendance and overall catering requirements. Our Function Sales Department will discuss room hire along with your specific requirements. Clients must vacate the venue within 15 minutes of the allocated finish time. A surcharge of \$100.00 per hour, or part thereof, will apply if the event continues after the designated finish time.

## Equipment

Microphones are available on request are included in your room hire, but subject to availability. Please request these items prior to 24 hours from your event.

## Food & Beverage

Club policy does not allow for food and beverage to be brought onto the premises for consumption. Any food or drink brought into the club will be immediately removed, and a \$200 removal charge may apply.

Purchase of food and beverages from within the Club and taken to conference rooms for consumption is acceptable. Wedding, Anniversary and Birthday cakes are exempted from this policy. A cake charge per person may apply should you require staff to cut and serve your own cake on individual plates.

## Menus

Dietary, Vegetarian and Children's meals are available on request and must be ordered and confirmed when finalising details of function  
Menu details to be confirmed 5 working days prior to function to ensure availability

Final numbers required 72 hours prior to function.

Functions held on Sunday's & public holidays will attract a surcharge on the total food package cost of 15%

Member's discount applies to room hire only, and does not apply to food, drink, or function packages.

Costs of meals for DJ's, bands, entertainers etc. will be added to your account as these are not included in your function. Should you require meals for such, the club requires 72 hours' notice. These meals will not be produced on demand.

## Indemnity

Whilst the Shoalhaven Heads Bowling Club will do it's utmost to ensure the safety and security of the clients, guests and property, the Club accepts no responsibility for loss, damage or injury to guest's equipment or personal belongings prior, during or after the event or left in the club. It is recommended that organisers arrange for their own insurance.

## Responsible Service of Alcohol

If at any time your function involves the service of alcohol to your guests, it is our responsibility to advise you of our policy in regard to the responsible service of alcohol.

Legal requirements prevent our staff from serving alcohol to:

Any person who is intoxicated

Any person who is behaving in a disorderly manner

Any person who is under 18 years of age (photo ID may be requested)

Any person buying alcohol for under 18's We expect that all persons patronising our venue to act in a responsible manner. Persons who exhibit any anti-social behavior may be removed from our premises.

We request that your guests are advised of these requirements.

Serious fines are in place for minors who obtain alcohol on licensed premises to both the venue and individual. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who purchase or supply minors with alcohol.

For further information, please visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

## Cancellation by Client

All cancellations must be in writing.

Cancellation of booking must be made in writing to our function's coordinator

Notice of 14 days or less: The deposit will not be refunded.

## Cleaning

General cleaning is included in the cost of the room hire fee, however additional charges may be payable if excessive cleaning is required.

You are responsible to conduct the function in an orderly manner.

Jerry Bailey Function Centre reserves the right to intervene if a function's activities could jeopardise our licence, or is considered offensive.

## Under Age

As our function rooms are contained within the premises of the Shoalhaven Heads Bowling Club, special arrangement for the use of facilities by underage persons must be made at time of booking. All guests under the age of 18 years must have their legal guardian remain on the premises at all times during their visit to Shoalhaven Heads Bowling Club.

## Room Decoration

Any person(s) wishing to place banners, posters, memorabilia, electronic equipment, lighting, or decorations in any of our function rooms must obtain approval from the Management and must comply with Function Centre policy and safety regulations, and ensure no damage to Function Centre property, including paintwork. You will be required to take home your decorations.

## Membership & Access to The Club

Under the Registered Clubs Act is required that our facilities are booked by a member of Shoalhaven Heads Bowling Club or on behalf of a member attending the function. If there is not a member of the club additionally, entry to the club is to be in accordance with the Registered Clubs Act. If your attendees or guests live within a 5km radius of the club they will need to be a member of Shoalhaven Heads Bowling Club or be signed into the Club by a current financial member. If you have any queries regarding these issues, please contact the Functions Sales staff.

## Prices

Every Endeavour is made to maintain prices as quoted. These are subject to alteration without notice. All Prices are inclusive of GST.

## Minimum Bar Spends

For functions which require a minimum bar spend, credit card details will be required at the commencement of your function. The full minimum spend amount agreed upon will be forfeited if not consumed within the duration of your function. There will be no consideration of requests to reduce or cancel the minimum bar spend in the case of (but not limited to) guests being refused service due to responsible service of alcohol, reduced attendance, change of mind or other unforeseen circumstances.

## Venue

Shoalhaven Heads Bowling & Recreation Club reserves the right to change the room in which your function is to be held should circumstances change, including numbers of guests, or due to unexpected situations.

## Security Provisions

Function Centre policy requires all 18th and 21st Birthday Parties have Security Guards for the duration of the event (Min x 3hrs). Security will also be required at functions deemed appropriate by Management. The number of security personnel required is subject to numbers of guests in attendance.

Security costs will be paid by the client. Security personnel are contracted by the Function Centre and will report to and are to be directed by Management only.

## Bar Tabs

Credit card details or full cash payment of bar tab must be provided prior to bar tab commencing. There will be no member prices offered on bar tabs. Requests for bottles of wine placed on tables will be taken on a case-by-case basis and must be pre-ordered and pre-paid prior to your function. Bar tabs will only include beer, wine and soft drinks unless otherwise specified.



## Donated Rooms

Donated rooms, apart from members wakes, must be requested in writing and passed at a board meeting prior to the function date. All donated rooms maximum hire time will be five hours. The club will endeavor to provide the requested room, however your function location may be changed at any time at the discretion of the club. Numbers of your function will determine whether the club provides a bar person(s) without charge.

I hereby confirm that I have read, understand and agree to the above terms and conditions for my function booking.

Full Name:

Function Date:

Signature: