

FUNCTION TERMS AND CONDITIONS

Thank you for considering our Club for your function. We have provided information in this package to assist you in your event planning.

Club Dubbo offers the use of its ground floor function room/s at no charge to private groups provided its bar services are utilised. Functions where no bar services are required will incur a room hire charge which will be discussed at the time of your enquiry.

Our function rooms are fully air conditioned with disabled room access at ground level via the under-cover car park.

Function deposits

All functions booked in to the function room require a deposit to be paid within (2) two weeks of your tentative reservation being made. This deposit along with a signed copy of our attached booking form then guarantees your booking with us.

Private parties require a \$200.00 deposit

Weddings require a \$500.00 deposit

All deposits are held and used towards your catering account. Deposits are not refunded should you cancel within (3) months of your function booking.

Should we not receive your full deposit within the two weeks of your tentative booking being made and all effort has been made by us to contact you we reserve the right to offer the date to another party.

Payment policy

Function final guest numbers are required no later than (7) seven days prior to your event. Final guest numbers will be the minimum number you will be invoiced for. An increase in guest numbers is permitted, however after the final number has been submitted to the clubs caterer this will be the minimum you will be invoiced for.

Account payment

Final and full payment of your catering account less your deposit paid must be made in full no later than (2) two days prior to your event. Payments can be made with Bank cheque, EFT, Visa, MasterCard, and Cash. Sorry but personal cheques are not accepted. Payments made with credit cards will incur a 1.5% additional fee.

Sundays and Public Holidays

Functions held on Sundays and Public Holidays will be subjected to a 15% surcharge of the total catering account.

Food and Beverage Policy

Club Dubbo is a fully licensed venue. Club policy does not allow patrons to bring liquor or food onto the premises. Celebration cakes are the only exception. Any food not consumed remains the property of the Clubs Caterer. In accordance with the responsible service of alcohol guidelines, Club Dubbo reserves the right to refuse service to any intoxicated or under age guests.

Bar facilities

The Club's function room has full bar facilities; a beverage account may be arranged prior to your event through the Clubs office. This account requires pre-payment with any balance remaining being refunded after your event. Drinks are charged on consumption. We do not offer beverage packages. Special wines may be requested through the Clubs Manager and will be charged to your bar account accordingly.

Smoking

By law and for the comfort of all our guests, smoking is not permitted inside the building including the function rooms. We have upstairs outside designated smoking areas.

Children at your function

Children are welcome to attend functions. However, they must remain in the care of an adult at all times. Children are not permitted in the general areas of the club after 9pm

Decorations

You are most welcome to come in and decorate the function room as you wish. Please note that nothing is to be nailed, glued, taped, stapled or screwed into any wall or door surface. Glitter is not permitted and all open flame candles must be in a burn proof vessel.

Entertainment

You are welcome to arrange a DJ, Band or Jukebox for your function. Please advise us as to an approx. set up time so as we can ensure the function room is available. We do offer an iPod connection point should you wish to use background music for your event.

Allergies / Food intolerances / Vegetarians

Please advise the Manager of Catering at least one (1) week from your function of any guest's special dietary requirements. Our kitchen team can arrange special meals for those guests with sufficient notice. All care and attention is taken when preparing special foods, however, our equipment does at times come into contact with nuts, egg products, gluten and seafood. On very exceptional cases we will allow specific foods to be provided by guests who have special dietary requirements that we are unable to provide.

Thank you and we look forward to working with you to create an event that will delight both your guests and yourselves.

FUNCTION BOOKING FORM

Full Name of person holding the function:

Address of person holding the function:

Email address:

Phone: Mobile:

Type of Function:

Date of Function: Time of Function:

Approx number of guests:

Deposit paid: Date deposit paid:

Deposit paid by: Cash EFTPOS Credit card

Credit card details: Number:

Expiry: CCV:

Signature:

Office use only:

CPC R/N

Breakfasts at Club Dubbo are an ideal way to catch up after a special event or just as a relaxed way to spend time with friends. Breakfasts are served in our Riverview Bistro and bookings must be pre made and pre-paid.

Minimum of 20 guests are required.

Continental Style (Self-Service)

\$13.50 per person

Bircher Muesli, Cornflakes, Weet-bix

Greek Yoghurt, Stewed Fresh Fruit / Fresh Fruit Bowl

Bread selection of thickly sliced White / Multi grain / Fruit Bread & Muffins

Condiments

Juice, Selection of teas, Coffee, Hot chocolate w Soy, Skim & Full cream milk

Hot Breakfast (Plated & served to the table)

\$18.50 per person

Crispy Bacon, Scrambled Eggs, Grilled Tomato w Parmesan, Mushrooms and Sausage

Served on Toasted Muffins or Country Thick Style Bread (choice of either)

Self Service station of Juice, Selection of Teas, Coffee, Soy, Skim & Full cream milk

Full Buffet Breakfast (Self-Service)

\$25.00 per person

Bircher Muesli, Sultana Bran, Cornflakes

Fresh Fruit Bowl & Stewed Fruit

Greek Yoghurt

Selection of Breads for toasting w Accompaniments, Fresh Pastry Basket

Crispy Bacon, Scrambled Eggs, Grilled Tomato w Parmesan, Mushrooms & Sausages

Served w Toasted Muffins or Country Thick Style Breads

Self Service Juice, Selection of Teas, Coffee, Hot chocolate w Soy, Skim & Full cream milk

Cocktail Platter Options

Platter # 1 – (40 pieces)

- King Island Beef party pies w tomato relish
- Mini chicken satay skewers w peanut sauce
- Spinach & feta triangles
- Spinach and feta filo triangles
- Panko crumbed prawn cutlets w tartare

Platter # 2 (40 pieces)

- Flaky sausage rolls w tomato sauce
- Chicken and leek party pies
- Vegetarian curry samosas
- Gourmet King Island beef pies w tomato relish
- Prawn purses w sweet chilli

Platter # 3 (40 pieces)

- Prawn cones
 - Mixed variety mini quiche
 - Flame grilled beef meat balls w tomato relish
 - Mixed party pies w lamb & rosemary, chicken & leek, peppered beef
 - Vegetarian spring rolls w sweet chilli
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- All hot platters \$65.00

Platter # 4

- Selection of cold dips, Australian cheeses x3 w dried fruits crostini, crackers and a selection of nuts

\$65.00 per platter*

Platter # 5

- Handcrafted gourmet sandwiches made on white and multigrain breads w a variety of fresh fillings (32 points per platter)

\$55.00 per platter

Platter # 6

- Selection of Tropical and seasonal sliced fruits, Pineapple, honey dew, kiwi fruit, strawberries, rock melon, oranges, watermelon
(Serves approx. 20)

\$55.00 per platter

Platter # 7

- Children's favourites for your smaller guests - Selection of traditional favorites, Cocktail sausages, party pies, hot chips, fish goujons, chicken strips, Hawaiian pizza strips, and served w tomato sauce
(Serves approx. 8)

\$55.00 per platter

- All platters are inclusive of dipping sauces and napkins.
- Prices do not include service staff. Platters are placed on tables for self service
- Should there be a need for an item to be substituted it will only ever be w an item of equal quantity and quality
- Platters must be pre ordered and pre paid

Bus Groups & Seniors Menu

MAINS

- Roast of the day (Beef, pork, or chicken) w seasonal roasted vegetables & gravy
- Handcrafted shepherd's pie
- Chicken Maryland roasted w rich gravy
- Grilled lamb forequarter chops w mint gravy
- Beef stroganoff w jasmine rice
- Crumbed chicken breast snitzel parmigiana
- Beer battered flat head fillets
- House made salmon rissoles

Mains served w Seasonal Vegetables and accompanying sauces

DESSERT

- Cheesecake of the day w cream and berry coulis
- Fresh fruit salad
- Sticky date pudding w butterscotch sauce & ice cream
- Rich chocolate Mud cake served warm w ice cream
- Apple pie served warm w ice cream

Two choices of each course to be served alternatively

Includes a tea coffee self service station and bread rolls

Main only \$ 17.50 per person

Main and Dessert \$ 22.50 per person

Relaxed Dining Menu Option

Mains

- Chicken breast schnitzel parmigiana
- Roast of the day w gravy (beef, lamb, chicken or pork)
- Beer battered flat head fish fillets
- Grilled chicken breast w creamy mustard sauce
- Beef stroganoff w jasmine rice
- Grilled barramundi fillet
- Butter chicken w rice
- Traditional beef lasagne made in house
- Chicken Kiev w garlic butter

Main meals are served w seasonal vegetables of the day or garden salad w chips

Bread rolls and Butter

Dessert

- Apple pie served warm w ice cream
- Rich mud cake w ice cream
- Pavlova w fresh fruits
- Sticky date pudding w butterscotch sauce and ice cream
- Slow baked lemon citrus tart w berries and cream

Main and Dessert \$28.50

Main only \$23.50

This menu requires a minimum of 15 guests in our Bistro or 40 guests in our downstairs function room

Two choices of each course are to be chosen and will be served alternatively to your guests

Price per person Includes tables set w, cutlery & white paper napkins, Linen table cloths incur an additional cost of \$1.25 per person

Tea and coffee available at an additional cost of \$2.50 per person

Soup and Entrée Selections

Soups

(Two dishes to be selected and served alternatively)

- Potato and leek w crisp bacon
- Roast pumpkin w chives and double cream
- Cream of chicken w garlic and parsley
- Traditional pea and ham
- Sweet potato w herb croutons
- Minestrone

Entrées

(Two dishes to be selected and served alternatively)

- Traditional Caesar salad w chicken
- Crispy beef salad
- Thai spiced chicken satay w Asian salad
- Middle Eastern marinated lamb on a petite Greek salad
- Crusted calamari w herb & lemon mayonnaise.
- Mixed cold seafood plate w three of Chefs selections w house made seafood sauce
- Greek salad w olives tomato, Spanish onion

Main and Dessert Selections

Mains

(Two dishes to be selected and served alternatively)

- Angus scotch fillet served medium-well w red wine jus
- Marinated lamb leg w minted sauce
- Grilled chicken supreme filled w ricotta cheese, semi dried tomato
- Roast loin of pork w spiced apple glaze
- Grilled Atlantic salmon w a lemon beurre blanc sauce
- Marinated lamb rack on a bed of creamy mash
- Chicken mignon w seeded mustard sauce
- Slow roasted lamb shank w creamy mash
- **(All meals are served with seasonal fresh vegetables)**

Desserts

(Two dishes to be selected and served alternatively)

- Warm sticky date pudding w butterscotch sauce
- Chocolate lava cake w rich ganache
- Pavlova soufflé w tropical fruits
- Citrus tart w vanilla ice cream
- Traditional tiramisu
- Poached seasonal fruit
- Apple & berry crumble w vanilla ice cream
- Black forest torte

Entrees & Soups	\$13.50 pp
Mains	\$31.50 pp
Desserts	\$13.50 pp

Price per person includes table settings white table cloths and quality paper napkins
bread rolls w butter and self-service tea and coffee, after dinner mints

Children's menu

MAINS

- Chicken nuggets
Served with chips tomato sauce and small salad
- Crumbed chicken schnitzel
Served w chips tomato sauce and vegetables
- Ham and cheese pizza
Served with chips
- Hot dogs
Frankfurt served in a warm roll w tomato sauce and chips
- Battered fish fillet
Served w chips & small salad
- Minute steak
Served w vegetables and chips

DESSERT

- Vanilla ice cream w chocolate or strawberry topping w sprinkles
- Paddle pops
- Jelly cups

All meals are \$15.00 for 12years and under and include a Nippers colouring bag

Buffet Menu

Mains

(Two or three main dishes to be chosen)

- Roasted scotch fillet w red wine gravy
- Chicken breast w seeded mustard
- Apple glazed leg of pork
- Tandoori chicken w rice
- Beef stroganoff
- Sweet & sour pork
- Thai green chicken curry
- Herb crusted salmon fingers
- Rosemary infused leg of lamb
- Grilled barramundi w lemon butter

Vegetables

- Buttered chat potatoes
- Roasted pumpkin and sweet potato medley
- Steamed seasonal greens

Salads

- Classic Caesar salad
- Tossed mixed green salad
- Creamy coleslaw
- Traditional Potato salad

Cold Platter

- Cold slices of leg ham and marinated chicken pieces

Desserts

(Two desserts to be chosen and served alternatively to the table)

- Lemon and Lime tart
- Pavlova w tropical fresh fruits
- Rich chocolate mud cake w chocolate ganache
- Sticky date pudding w butter scotch sauce
- Apple crumble w vanilla ice cream
- Raspberry and pear tart (GF)
- Chocolate fudge torte (GF)

- Crusty bread rolls w butter
- Self-service Tea and coffee station
- After dinner mints

Buffet menu pricing

Choice of two hot main dishes	\$39.50 pp
Choice of three hot main dishes	\$48.50 pp

Price includes all table settings w linen cloths, glassware and quality white paper napkins

All dishes are served with accompaniments based on the particular dishes.

In the event that there may be any remaining food, Chefs Plate Catering (the Contract Caterer to Club Dubbo) does not permit the removal of this food from these premises.

FUNCTION BOOKING FORM

Full Name of person holding the function: _____

Address of person holding the function: _____

Email address: _____

Phone: _____ **Mobile:** _____

Type of Function: _____

Date of Function: _____ **Time of Function:** _____

Approx number of guests: _____

Deposit paid: _____ **Date deposit paid:** _____

Deposit paid by: _____ **Cash** _____ **EFTPOS** _____ **Credit card** _____

Credit card details: Number: _____

Expiry: _____ **CCV:** _____

Signature: _____

I have read and I understand the Terms and Conditions of holding a function in our venue:

Signed: _____ **Dated:** _____

Office use only:

CPC R/N _____