



Thank you for your enquiry about the Chatswood Function Centre as a venue for the presentation evening you are planning.

Room hire which includes set-up, staff and cleaning is \$295 for Thursday Friday. Saturday, day or night and Sunday is \$300 per day or night.

To help you judge the quality of our menus and wine list, I have enclosed a selection which can be adapted to suit your requirements.

As you will see, we offer a wide variety of entrees, main dishes and desserts — along with a wine list that brings you some of Australia's top labels.

I am sure you will agree that the prices are extremely reasonable, in fact very competitive, as any comparison will prove.

We are also positive that our well-appointed and spacious function room will please you and your guests. It comfortably seats between 150 and 180 people, allowing everyone to mix freely and enjoy themselves. When numbers are smaller, we can divide the area so it is not too large for the guest numbers.

To ensure your special event is both memorable and enjoyable, our friendly, experienced staff will take special care of you and your guests.

Please feel free to call us if we can assist with any further details or to discuss any particular arrangements you require.

Looking forward to speaking to you soon,

Yours sincerely,

Jason Parle  
General Manager

## **GENERAL INFORMATION AND BOOKING CONDITIONS**

### **Functions and receptions**

The Chatswood Club function room is located on the first floor and will be reserved for the exclusive use of you and your guests.

In addition to street parking, there are several parking stations close by. Limited Parking is available on Club premises for members.

### **Security deposit**

Please note that room hire needs to be paid in advance and the receipt of this deposit will confirm your preliminary booking. If the deposit is not paid your booking cannot be confirmed.

Functions generally last five hours from the arrival of guests; this is the time covered by the \$295 deposit / room hire.

Longer hours may be arranged at an additional cost of \$100 an hour; the non-refundable deposit will be adjusted to include the extra time required.

Please note that, as the person booking the function, you are responsible for the behaviour of your guests while on Club premises and surrounds.

Payment will be required for any theft or damage, malicious or otherwise. By confirming your booking it is understood that you agree to these conditions.

### **Security**

**At the discretion of management some functions may require the services of a security guard. Approximate cost \$45 per hour (includes GST).**

### **Guest numbers**

The minimum number of guests for any Saturday function is 50 people.  
Guest numbers for weekday evening functions are negotiable.

### **Menu selections**

Our Executive Chef offers an extensive selection of menus to suit all tastes and accommodate all budgets.

He and his staff will be delighted to accommodate any special requests, including vegetarian and allergy-free meals.

All we ask is that you advise us well in advance in case special ingredients need to be bought. Children are welcome at functions and a special menu can be created for them. Children over twelve are charged at the full adult rate.

### **Refreshments**

You and your guests are greeted and welcomed on arrival and our waiting staff can provide tray service of pre-dinner drinks.

During your function, we provide full table service.

## **Schedule of arrangements**

### **14 days before**

Please let us know your menu choices, wine selections, any special requirements and the number of guests you expect.

At this time, we require payment for the food and an advance on your expected liquor bill for the function.

Wines or other liquor that are specially ordered for the occasion require advance payment in full as these will be purchased by us on your behalf.

### **7 days**

Please confirm your final numbers 7 days before the function. You may increase your guest numbers after this day at an extra cost per person.

### **Viewing times**

Please feel free to call in and view the function area between 10 am and 5 pm Monday to Friday. Please try and avoid the busy time of the day, lunchtime, so we can attend to your enquiries in detail.

If you'd like to call on a Saturday, please phone us on 9419 5481 and arrange a suitable time.

### **Special services**

We are always pleased to accommodate special requests and provide additional services such as:

- DJ \$375 for 5 hours, (will play your selection)
- Floral table arrangements
- Wedding cars
- Wedding cakes
- Photographer
- Television and VCR or DVD
- Overhead projector and screen
- Data projector (at an additional cost of \$65 to cover the special equipment required)
- Microphones (hand held or lapel)

Please regard this list as simply a guide; we will be pleased to discuss your special requirements in detail and look after them for you.

### **Pricing**

Estimated prices supplied at time of booking may change, especially when the function is booked well in advance.

We will endeavour to advise you of any changes 2 months before the date of your function.

Surcharge may be applied for a Sunday function.

## **House policy regarding THE RESPONSIBLE SERVICE OF ALCOHOL**

The Management and Staff of The Chatswood Club have and reserve the right to refuse service and admittance to:

- Persons under the age of 18 years
- Persons unable to produce an acceptable form of identification
- Persons who in our subjective opinion are in a state of intoxication

We are required by the Liquor Act to refuse entry or service to:

- Persons who in our subjective opinion are in a state of intoxication
- Persons who display aggressive or disruptive behaviour
- Persons under the age of 18 years

The only acceptable forms of identification are:

- A current passport
- A current drivers license
- A current proof of age card

Only photographic identification is acceptable.

In the event of refusal of service or entry due to intoxication:

Please do not drink and drive.

Please understand that we are legally prohibited from serving persons who are in our subjective opinion intoxicated. We are subject to hefty fines if found to be doing so. We would be only too happy to arrange a taxi to take you home safely.

The Chatswood Club as a licensed premise has an obligation to serve alcohol in a responsible fashion. We trust that you will respect the regulations, which govern our operation and please co-operate with the Management and Staff.

Thank you

Jason Parle  
General Manager