

EVERYTHING YOU  
NEED TO KNOW

# SPRINGWOOD



# SPORTS CLUB

CATERING HQ  
[CATERINGHQ.COM.AU](http://CATERINGHQ.COM.AU)







# WEDDING PACKAGES

ENJOY THE SIMPLE ELEGANCE OF OUR CANAPÉS PACKAGE\$100PP

- A selection of six canapés
- A choice of two dessert canapés
- In-Room Espresso services, organic and herbal teas
- Four hours unlimited beverage package | Including house, wine, local beers soft drink and juice.
- Complimentary room hire
- Dance floor
- 2 x floral pedestals
- A disc jockey/master of ceremonies
- Lectern and microphone
- Ample off street parking for all your guests

ELEGANCE PACKAGE\$120PP

- A superb three course meal
- Half an hour of pre-dinner drinks
- Three and a half hours of dinner beverages | Including house, wine, local beers soft drink and juice.
- Complimentary room hire
- Dance floor
- Bridal table centrepiece with a selection of flowers
- All guest tables decorated with a selection of centre pieces to choose from
- A disc jockey/master of ceremonies
- Lectern and microphone
- Ample off street parking for all your guests

THE GRAND PACKAGE\$150PP

- A superb three course meal
- Half an hour of pre-dinner drinks accompanied by a selection of canapes
- Three and a half hours of dinner beverages Including house, wine, local beers soft drink and juice.
- Complimentary room hire
- Dance floor
- Bridal table centrepiece with a selection of flowers
- All guest tables decorated with a selection of centre pieces to choose from
- Chair covers with your choice of sash colour
- A disc jockey/master of ceremonies
- Lectern and microphone
- Ample off street parking for all your guests
- Overnight accommodation for the Bride & Groom

ADDITIONS TO MAKE YOUR EVENT MORE SPECIAL

STANDARD PACKAGE - \$100 PER TABLE (10 PEOPLE PER TABLE)

- Lycra chair covers
- Simple centrepiece

LUXURY PACKAGE - \$110 PER TABLE (10 PEOPLE PER TABLE)

- Lycra chair covers with satin sash (or band)
- Standard centrepiece
- Satin table runner

DELUXE PACKAGE - \$135 PER TABLE (10 PEOPLE PER TABLE)

- Lycra chair covers with satin sash (or band)
- Deluxe centrepiece
- Satin table runner
- Coloured napkins

T+C<sup>S</sup> /

MINIMUM 80 GUESTS.  
\*WE ARE HAPPY TO TAILOR PACKAGES TO SUIT YOUR REQUIREMENTS.





# BEVERAGE OPTIONS

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## TAILORED TO YOU

There are multiple options available for beverage service.

Please enquire for a package price.

Beverages on consumption/bar tab. This is where you advise a limit you wish to put on the bar. Our staff will advise you when you are close to reaching this limit and give you the option to increase the amount or for guests to now purchase their own beverages.

Cash bar is also available where guests purchase their own drinks throughout the event.

### DECORATIONS

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We are happy to organise decorations on your behalf through our suppliers (additional charges to apply) or you are welcome to organise your own decorations. Please advise your event specialist if you are organising your own decorations.

### CAKES

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You are welcome to provide your own cake for the event. We are happy to store this for you on the day until it is required. You have three options for the cutting of your cake:

- 1.Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
- 2.Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.
- 3.Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

### ENTERTAINMENT

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You are welcome to organise your own entertainment. Please advise your event specialist and get confirmation from them of the entertainment you wish to organise. Your event specialist is also happy to provide options and source entertainment for you.

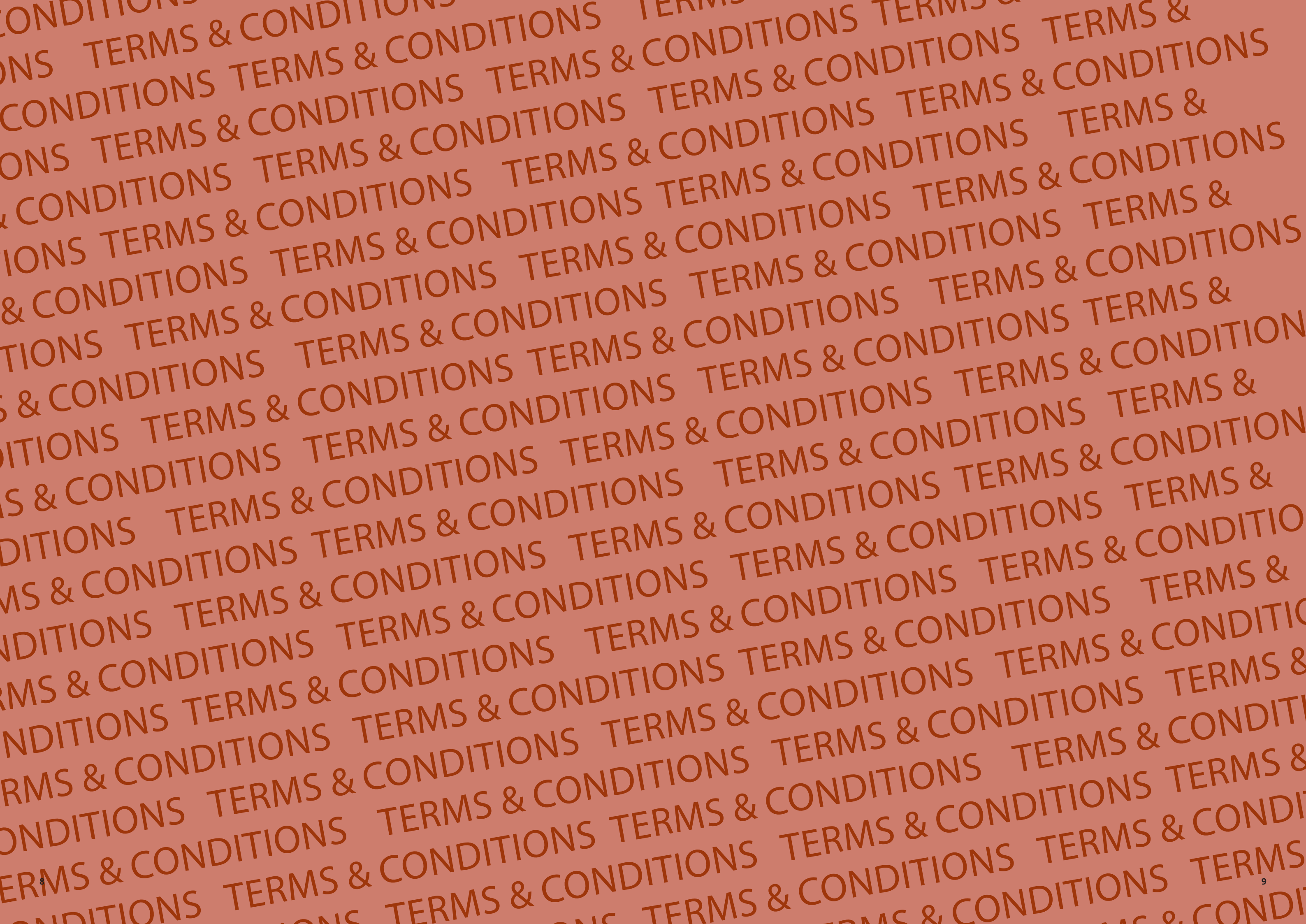
We do ask if you are providing your own entertainment to provide a copy of their Public Liability to us.

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ADDITIONAL ITEMS CAN BE ADDED TO YOUR MENU, PRICE ON YOUR ENQUIRY.





# TERMS AND CONDITIONS

## Terms and Conditions

The Registered Clubs Act requires that any person holding an event with Springwood Sports Club must be a member of the Club. The member is then responsible for all non-members of the Club and anyone under the age of 18 years. Please contact the Club for membership information.

- Tentative booking dates are held for three (3) working days only.
- Confirmation of booking must be received by Catering HQ within three (3) working days of original reservation with the signed terms & conditions agreement. If confirmation is not received within this time, management reserves the right the release the space. The amount required for the deposit is the room hire fee. If the client fails to return the signed terms & conditions agreement with the payment of the deposit, then the company shall be entitled to allocate the event date and premises to another client.
- All prices are current at the time of quotation but may be subject to change based on rising costs. The quoted prices include GST and upon receipt of your confirmation and deposit, fixed prices will be confirmed in writing.

## Finalising Event Details

Catering HQ require all event details to be finalised seven (7) days prior to the event date.

At this time our Functions Team will discuss and confirm all Food & Beverage options, including: any specific dietary requirements, room setup, decorations, equipment hire, entertainment and any miscellaneous expenses or special instructions required.

## Final Numbers & Payment

Confirmation of the final numbers of guests must be made no less than seven (7) days prior to the event date. final numbers will be taken to be the minimum number of guests attending the event. Upon confirmation of final numbers a final invoice will be issued to the Event Organiser.

The final invoice payment is required seven (7) days prior to the event date. This payment can be made in Cash, Credit Card, EFTPOS or Bank Cheque only. Any additional guests in attendance on the event date, post Final payment, will require approval by the Event Organiser and will be charged accordingly. The resulting balance owing must be settled on

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the day of the event. In default of such prompt payment, you undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal action is necessary, and/or EC Credit Control Pty Ltd's fees, which we may incur in recovering from you any overdue amount.

Non-refundable prepayment of the balance of the total estimated amount is payable 7 days prior to the event date. If the balance of the total estimated amount is not paid 7 days prior to the event date, the client will be deemed to have cancelled the event at that time.

The payment by any person of any fees & charges for such facilities, and the issue to any such person of any receipt for such sum and/or confirmation of the event shall be deemed to be an acknowledgement and acceptance by such person of the conditions contained herein.

The Client agrees that beverages will be charged according to Springwood Sports Club records of consumption, or at the agreed amount in the case of a beverage package option being confirmed by the client. Any variations in beverage consumption, any increase in confirmed numbers, extension of the event time and any other agreed additional costs incurred are payable via credit card on the day of the event.

The client must provide Catering HQ final menu choices and numbers of guests attending the event in writing no later than seven (7) Days prior to the event date.

## Food & Beverage

Catering HQ offers clients an exquisite range of menus to accompany any occasion. The Club does not permit clients to provide external food and beverage on the premises. Clients are also advised that due to food safety liability standards, surplus food and beverage not consumed during the event is unable to be removed from the premises. Prior arrangements for celebration cakes must be made with the Functions Team. When providing your own cake, we offer two plating options as follows:

1. Do it yourself, we will provide utensils and plates for you to cut and serve the cake yourself.
2. Cake service, for our chef to cut and place on a shared platter a \$2.50 per person charge will apply.

3. Cake service, for our chef to cut, individually plate and garnish a \$3.00 per person charge will apply.

Children aged between five (5) and twelve (12) years will be charged at half the adult rate. Children below the age of five (5) years are free of charge (when choosing from a buffet menu). Where events require the use of external contractors not employed by Catering HQ or Springwood Sports Club the client will provide the Functions Team with a copy of the external contractors Public Liability Insurance when finalising the event details, twenty eight (28) days prior to the Event Date. All external contractors must liaise with the Functions Team in regards to delivery, setup and break down of equipment.

## Delivery & Collection of Goods

All deliveries and collections of goods to or from Springwood Sports Club on the client's behalf can only be made by prior arrangement with the Functions Team. All deliveries must be clearly marked with the name of the event. Catering HQ will take all reasonable care but accept no responsibility for items delivered or left for collection.

## Security Personnel

Our Functions Manager will provide advice to the extent considered necessary for the provision of security, crowd control or emergency requirements that need to be arranged for the event. Any costs associated with the requirement will be payable by the Client / Event Organiser. All security service arrangements are booked directly through Springwood Sports Club and charged back to the client / Event Organiser at cost. All 18th and 21st birthday parties are required to have security. The club reserve the right to request security, for any function and to be charged to client.

If you require longer than the normal five (5) hours for your half-day function there will be an overtime charge of \$3.30 per confirmed guest per hour or part thereof.

Catering HQ will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at Springwood Sports Club prior, during or after functions/exhibitions. The client and client contractors/suppliers must remove from Springwood Sports Club immediately after the conclusion on the event all gifts, equipment and other items they may have brought onto or had delivered to the Club. Catering HQ shall not be liable in any way to the client or client contractors/suppliers for any loss or damage to such gifts, equipment and items whilst they are on Springwood Sports Club property. Catering HQ may dispose (as it deems fit) of any gifts, equipment or items that are left behind at WSpringwood Sports Club without being liable for consequential damages of any nature for any reason whatsoever.

## Event Cancellation

For cancellations or postponement of confirmed bookings the following conditions apply:

1. Written notice is required for all booking cancellations.
2. Any confirmed booking cancelled or postponed more than sixty one (61) days prior to the event date, the client will be refunded the full amount of the deposit payment.
3. Any confirmed booking cancelled or postponed thirty one (31) to sixty (60) days prior to the event date, the client will forfeit 50% of the estimated cost of the event (including the deposit payment amount).
4. If cancellation or postponement of the confirmed booking occurs less than thirty (30) days prior to the event date, the Cancellation Fee will consist of the total estimated cost of the event and the deposit payment amount.
5. If cancellation or postponement of the confirmed booking occurs less than seven (7) days prior to the event date the cancellation fee will consist of the total estimated cost including the food and beverage component.

Where circumstances beyond Catering HQ control prevent Springwood Sports Club from fulfilling any obligations under this contract, Catering HQ will be released from this contract without penalty. Organisers are financially responsible for any damage sustained to their property or that of Springwood Sports Club that is caused by the client or their guests prior, during or after functions/exhibitions. The use of drawing pins, staple guns or any fastening material on walls is strictly prohibited. Repair and replacement costs will be passed on to the client. Public Holidays – 15% overall surcharge.

I understand that a cleaning fee of \$500.00 can be charged to the client after the events finalization, as per the manager on the days discretion. Springwood Sports Club reserves the right to adjust any set-up to ensure fire, life and safety codes are met.

Springwood Sports Club reserves the right to charge for security on events as it deems necessary.

## Room Access

Access to the room is 2 hours prior to your start time. If you wish to have access earlier a room hire fee will be charged.

## Compliance

All guests must comply with The Registered Clubs Association Laws which govern Springwood Sports Club license conditions. Guests will be bound by Club entry requirements. Guests must either be a member of the Club, reside outside the five (5) kilometre radius from Club premises or be signed in by a member. All persons under the age of eighteen (18) years are prohibited from entering gaming and areas adjacent to licensed bar areas and must always be accompanied by and in the immediate presence of a responsible adult.

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# TERMS AND CONDITIONS

<b>Dress Regulations &amp; Conduct</b>	<b>10</b>	<b>Responsible Service of Alcohol</b>	<b>15</b>
<p>The appearance of all members and guests must be neat and tidy at all times. The following dress is not permitted at any time; thongs, bare feet, singlets, swimwear, offensive t-shirts and caps. The Management's decision will be final.</p>		<p>Springwood Sports Club is committed to the Responsible Service of Alcohol. Club management will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the event area or within its confines.</p>	
<b>Smoking at Springwood Sports Club</b>	<b>11</b>	<p>Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises.</p>	
<p>All Event rooms are 'Smoke Free' in accordance with the Smoke Free Environment Act. Clients, their guests and staff may use the designated smoking areas which are easily accessible from all Event areas.</p>		<p>Springwood Sports Club has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Springwood Sports Club reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person under eighteen years of age &amp; WSpringwood Sports Club reserves the right to request suitable identification to this end.</p>	
<b>Indemnity</b>	<b>12</b>	<p>If a guest or organiser is asked to leave no monetary compensation will be given and the client will be charged the full amount for the event</p>	
<p>The Client uses and occupies the Event Area, including but not limited to the area of the Event Venue in which the event is conducted, at their own risk. The Client hereby indemnifies Springwood Sports Club and agrees to keep Springwood Sports Club indemnified, against all actions, suits, proceedings, claims and demands, damages, costs and expenses whatsoever which may be taken or made against Springwood Sports Club and/or incurred arising out of injury or damage to any person or property from or during the use of Springwood Sports Club facilities referred to in this agreement and the Event Confirmation.</p>			
<b>Emergencies &amp; Industrial Action</b>	<b>13</b>		
<p>Springwood Sports Club may cancel this agreement at any time if there exists an emergency or threat of danger to any person or of damage to property (or as a result of such damage or danger).</p>			
<p>Similarly this agreement may be cancelled at any time by Springwood Sports Club if the use of the Event Venue is prohibited or hindered by cessation or interruption of utility supplies (electricity or gas), failure of plant or equipment, unavailability of food items, any industrial action or other unforeseeable event or incident. Deposits paid by the client would be refunded or such proportion as is appropriate within seven (7) working days of the event date.</p>			
<b>Government By-laws</b>	<b>14</b>		
<p>The Client shall conform to the requirements of the Local Government Act and any other relevant act, by-laws, rules or regulations and shall be liable for any breach of any such act, by-laws, rules or regulations.</p>			

