

The Venue

Kedron-Wavell Services Club Inc. is a modern, three-level, multi-million dollar complex located in the vibrant Chermside precinct only 15 minutes north of Brisbane's CBD. With ample, free off-street parking, a cosmopolitan atmosphere and elegant features, the Club is Brisbane's premier function, entertainment and leisure destination.

Kedron-Wavell Services Club Inc. is a unique one-stop venue that can satisfy all of your event requirements. Whether you are planning a corporate seminar, workshop, meeting, business launch, cocktail party or dinner, the Club offers a variety of function rooms to cater for up to 500 guests.

Facts Overview

Kedron-Wavell Services Club Inc. is situated in the centre of the Chermside community hub; a recreation and leisure precinct adjacent to Queensland's largest shopping centre, Westfield Chermside.

- Easy access to Brisbane Domestic and International Airports
- The Club boasts two distinctly different restaurants, offering indoor and outdoor dining
- The Club is open seven days a week and features 294 gaming machines and TAB facilities
- Four function locations suitable for any occasion
- Entertainment galore with a concert auditorium, perfect for live shows
- The choice of four social bars and five private service bars
- Ample, free off-street parking
- The Ode of Remembrance occurs at 7pm every night. All members, guests and staff are required to pause as the lights dim and stand for a minute silence to remember the servicemen and women who lost their lives at war
- The Club began with 400 members in 1970 and currently has in excess of 40,000 members
- Community membership is available to any person over the age of 18. Members receive bar and dining discounts and exclusive members-only promotions and incentives

Promotion and advertising opportunities are available through the Club's Marketing Department for your special event. Enquiries can be directed to the Marketing Manager on kwsc_marketing@kedron-wavell.com.au



Services

Kedron-Wavell Services Club Inc. provides a level of service and professionalism unprecedented in the Brisbane North region. The Club offers a range of locations suitable for events for up to 500 guests including four air-conditioned event rooms.

Our point of difference and areas of expertise include:

- A specialised Events Department where an experienced supervisor is appointed to ensure that your event runs smoothly from start to finish
- Room set-ups and layouts, including theming
- Catering and banquet menu planning
- Audio visual planning
- Entertainment suggestions
- Co-ordination of recommended vendors and suppliers
- Advice and information on the best pre and post event activities for guests
- Assistance with transfer or accommodation requirements

Technical equipment and services*

- Corded, radio and lapel microphones
- Whiteboards and flipcharts
- LCD data projector
- Colour monitors
- Screens (up to 4m x 3m)
- Photocopying and faxing services
- Lighting and sound technicians for the Blue Pacific Room
- Free standing velcro screens
- Wireless Internet access
- Pens and notebooks



** Additional charges may apply*

Event Locations

Room Overview

The Club offers a range of locations suitable for events for up to 500 guests including eight air-conditioned event rooms and a unique secluded deck restaurant – ideal for private dinners.

	Banquet	Cocktail	Theatre	U shape	Boardroom	Open Ended	Size m ²
Blue Pacific Room	400	500	500	–	–	350	700
Community Centre	250	300	300	40	–	200	400
Long Tan Room (Full)	64	70	70	24	35	45	120
Boardroom	–	–	–	–	18	–	60

Blue Pacific Room

This large spacious function room has hosted an array of spectacular live events including some of the country's most talented artists live in concert, as well as the state's most impressive gala presentation dinners.

This is a location ideal for large meetings, workshops, seminars, award dinners, parties, performing arts, exhibitions, school formals, live concerts or grand wedding receptions.

Room features:

- Air-conditioning
- Two tier stage
- Two bars
- Data projector*
- Large projector screen
- Professional sound and lighting equipment with a technician* available
- Dressing rooms
- Internet access

Community Centre

This room offers a spacious setting suitable for any private or corporate occasion. Ideal location for meetings, workshops, seminars, private dinners, performing arts, exhibitions, school formals or wedding receptions.

Room features:

- Air-conditioning
- External entrance
- Stage
- Bar facilities
- Internet access
- Private foyer



* Additional charges apply

Event Locations

Room Overview *(continued)*

Long Tan Room (Full)

Situated on level two of the Club, this quiet business area offers great corporate or private facilities for clients or guests. Ideal for meetings, workshops, seminars, private dinners or parties.

Room features:

- Air-conditioning
- Bar facilities
- Presentation equipment
- Internet access



Boardroom

Situated on level two of the Club, this quiet business area offers great corporate or private facilities for guests or clients. Ideal for meetings, workshops, seminars, private dinners or parties.

Room features:

- Air-conditioning
- Bar facilities
- Presentation equipment
- Internet access

Corporate Events

Room Hire

Room	Size (m ²)	Room Hire Fee with catering	Room Hire Fee without catering
Blue Pacific Room	700	\$375	\$575
Community Centre	400	\$350	\$450
Long Tan Room (Full)	120	\$250	\$350
Boardroom	60	\$180	\$280

- 10% surcharge applies to all fees on Sundays and public holidays.
- All events held on Friday evenings, Saturday or Sunday must include catering.
- Saturday daytime bookings are only between 8.30am – 3.30pm and require a minimum spend of \$22 per person. Minimum 25 people.
- Monday to Friday events require a minimum of \$10 per person on confirmed numbers otherwise 'without catering' room hire fees apply.
- All rooms include basic set up, whiteboard, screen, lectern, power board, registration table, microphone and water station.
- The Events Department reserves the right to reallocate function rooms if required, or if it is deemed inappropriate. In this instance you will be notified of any changes.
- Linen charge may apply for seminars. Please check with our Events Department.
- Blue Pacific Room a minimum of 150 guests for all bookings.
- Room Hire fees shown above are for day (approx. 8am – 5pm) or evening (approx. 6pm – 12pm) bookings. Should your function overlap these hours, double room hire fees apply.
- Community Centre has minimum capacity of 70 adults.
- Full Long Tan Room has minimum capacity of 25 adults Monday to Friday for day bookings.

Events Menu

Full Day Conference Packages

(Data projector included at no extra charge)

Please note: room hire is not included in the catering price

Corporate

(minimum 15 adults)

\$38.00 pp

Morning tea

Continuous tea and filtered coffee;

Choice of

– Selection of sweet muffins; or scones

Lunch

Assortment of sliced white and wholemeal breads and wraps with a variety of fillings

Sliced seasonal fruit and orange juice

Afternoon tea

Homemade cookies

Executive

(minimum 15 adults)

\$42.00 pp

Morning tea

Continuous tea and filtered coffee;

Choice of

– Fresh baked plain and fruit scones served with chantilly cream and strawberry jam; or
– a selection of health cakes

Lunch

Gourmet sandwiches with a combination of the following:

– Leg ham, chilli jam, swiss cheese and roma tomato on sourdough;
– Mediterranean marinated vegetables, fetta, mesculin and balsamic dressing on Turkish bread;
– Gourmet roast beef and salad Panini with mustard mayonnaise;
– Smoked salmon, herbed cream cheese, Spanish onion, capers and rocket on rye bread;

(V)

Selection of sliced tropical fruits and orange juice

Afternoon tea

Homemade cookies and a selection of Australian cheeses with assorted crackers

Restaurant Thr3e

(minimum 15 adults)

Restaurant Thr3e \$48.00 pp

Morning tea

Continuous tea and filtered coffee; a

Choice of

– Fresh baked plain and fruit scones served with chantilly cream and strawberry jam; or
– Fresh glazed Danishes; or muffins

Lunch

Restaurant Thr3e or HQ Cafe including orange juice

Afternoon tea

Homemade cookies and a selection of Australian cheeses with assorted crackers

HQ Cafe \$50.00 pp

HQ option is Italian themed & includes Pizzas, Salads & Lasagne.

(V) = vegetarian (9) = gluten-friendly pp = per person

Events Menu

Breakfast

Full Buffet Breakfast

(minimum 30 adults)

\$28.50 pp

Orange juice
Coffee and tea bar
Fresh baked croissants
A selection of cereals with full cream and skim milk
Compote fruit to include: apricots, peaches and pears
Assortment of yoghurts
Seasonal fruit platters

With a selection of

Crispy bacon
Chipolata sausages
Cheese topped roasted tomato halves
Choice of scrambled eggs or poached eggs
Hash browns
Field Mushrooms with fresh herbs
Toast – *gluten-friendly toast available*

Plated Breakfast

(minimum 20 adults)

\$24.50 pp

Arranged on the table

Coffee and tea bar
Orange juice, seasonal fruit, and assorted muffins

Choice of

Bacon, grilled tomato, hash browns, chipolata sausages, scrambled eggs
Toasted English muffins, wilted spinach, shaved ham, poached eggs and hollandaise sauce
Bacon, grilled tomato, hash brown, baked beans, poached eggs
Bacon, mushroom and schallot frittata

Working Breakfast

(minimum 15 adults)

\$20.00 pp

Coffee and tea bar
Orange juice

Assorted selection of

Sweet muffins, ham and cheese croissants, sliced tropical fruits
Greek honey yoghurt with blueberries and toasted muesli

pp = per person

Events Menu

Morning and Afternoon Teas

(minimum 15 adults)

Tea and coffee continuous for up to 4 hours	\$6.00 pp
Tea and coffee continuous for up to 8 hours	\$7.50 pp
Fresh baked plain and fruit scones served with chantilly cream and strawberry jam	\$7.00 pp
A selection of carrot and banana cakes	\$7.00 pp
Warm ham and Swiss cheese croissants	\$8.50 pp
Homemade cookies	\$5.00 pp
Assorted Danish pastries	\$6.00 pp
Selection of sweet muffins	\$6.50 pp
Selection of savoury muffins	\$6.50 pp
A selection of Australian cheeses with fresh fruit	\$8.50 pp
A colourful array of tropical fruits	\$6.00 pp
Jugs of orange juice and soft drinks	\$10.00 jug

Decaffeinated coffee and soy milk available upon request

Sandwich Selection

(minimum 15 adults)

Chef's Selection Assorted Sandwiches

\$11.50 pp

An assortment of sliced white and wholemeal breads with a variety of fillings - six points per person

Sliced seasonal fruits

Option – mixture of wraps and sandwiches including two sandwich points and two wraps

Gluten-friendly bread available

Gourmet Sandwiches

\$21.00 pp

An assortment of bakery fresh breads with a variety of fillings

Leg ham, chilli jam, swiss cheese and roma tomato on sourdough

Mediterranean marinated vegetables, fetta, mesculin and balsamic dressing on Turkish bread

Gourmet roast beef and salad Panini with mustard mayonnaise

Smoked salmon, herbed cream cheese, Spanish onion, capers and rocket on rye bread

Sliced seasonal fruits and orange juice

Gluten-friendly bread available

Ⓥ = vegetarian ⓖ = gluten-friendly pp = per person

Events Menu

Buffet Options

Conference Buffet

(minimum 20 adults)

\$29.00 pp

(Available for lunch and dinner Monday to Thursday and Friday lunch)

Assorted crusty breads
Ham platters
Roasted chicken pieces
Baked ricotta and vegetable tart
Creamy chat potato, bacon and shallot salad
Roast pumpkin, olive and fetta salad
Tossed salad
Seasonal fruit platters
Cheese platters

(v) (g)

(g)

(g)

(g)

(g) *gluten-friendly crackers available*

Desserts

Chocolate brownie
Macadamia caramel slice
Vanilla slice

Coffee and tea bar

Conference Fork Buffet

(minimum 15 adults)

\$32.00 pp

(Available for lunch and dinner Monday to Thursday and Friday lunch)

Bread rolls
Tossed garden salad

(g)

Choice of two (2) dishes

Beef or vegetable lasagne
Beef stroganoff with steamed rice
Apricot chicken with steamed rice
Herb buttered barramundi with citrus, parsley and caper sauce
Lamb rogan josh with steamed rice

(g)

(g)

Additional choice of one (1)

Creamy potato bake
Garlic mashed potato

(v) (g)

(v) (g)

Coffee and tea bar

Plus

Pavlova with fresh fruit, cream and coulis
Chocolate mudcake
Fresh fruit and cheese platter

(v) = vegetarian (g) = gluten-friendly pp = per person

Events Menu

Buffet Packages

\$42.00 pp

(minimum 45 adults)

Tossed salad + cold ham platters + dinner rolls + potato bake

Choice of three (3) main dishes + two (2) side dishes

Choice of three (3) salads + dessert buffet

Additions – Extra Salad \$3.00 pp • Extra Hot Main \$4.00 pp

Mains (hot)

Honey chicken with steamed rice

Indian butter chicken

Roast chicken pieces with stuffing

Beef stroganoff with steamed rice

Garlic roasted beef

Roast pork, crisp crackling,
apple sauce and jus

Herb buttered barramundi fillets
with hollandaise sauce

Beef Madras

Tomato braised osso bucco

Black bean beef stir fry with
crisp Hokkien noodles

*Vegetarian options – replace one meat choice
with one listed below:*

Vegetarian lasagne

Baked ricotta tart

Optional – \$8.00 pp extra

Fresh Ocean King Prawns served with citrus
wedges and homemade cocktail sauce

Sides

Roasted root vegetables

Steamed vegetable selection

Steamed buttered corn on the cob
with chive butter

Panache of vegetables

Crispy garlic chat potatoes

Salads

Classic coleslaw

Roast pumpkin, olive and fetta salad

Mediterranean vegetable pasta salad

Caesar salad

Seeded mustard mayonnaise potato salad

Sour cream, bacon and shallot potato salad

Green bean and almond salad with a
honey soy dressing

Capsicum, Spanish onion, asparagus
and baby beetroot salad

Baby cos, crumbled fetta and pecan salad

Desserts

Pavlova with fresh fruit, cream and coulis

Passionfruit cheesecake

Chocolate mudcake

Apple and raspberry crumble

Fresh cream

Sliced tropical fruits and cheese

Coffee and tea bar with mints

g

g

v g

v g

v

g

v g

v g

v g

v g

g no crackers

v = vegetarian g = gluten-friendly pp = per person

Events Menu

Deluxe Buffet Menu

\$52.00 pp

(minimum 45 adults)

Salads

A selection of assorted breads

Crispy cos lettuce, shaved cucumber and cherry tomato salad

(v) (g)

Classic Caesar salad, garlic and parmesan croutons

Green bean and almond salad with a honey soy dressing

(v) (g)

Pontiac potato and chive salad with lemon thyme mayonnaise

(v)

Snow pea and pinenut salad with soy and chilli dressing

(v)

Cold Selection

Selection of cold meats to include ham, salami and pastrami

(g) *salami only*

Antipasto platters

(g)

Salmon nicoise

Chicken, chorizo and cherry tomato with wild rocket

Hot Selection

Indian butter chicken served with green beans, Naan bread and jasmine rice

Parmesan crusted lamb cutlets with crushed garlic and parsley potatoes

(g)

Fillets of wild caught barramundi sprinkled with sumac and served on

Moroccan style cous cous

(g)

Garlic roasted beef with roasted root vegetables and horseradish jus

Optional – \$8.00 pp extra

Fresh Ocean King Prawns served with citrus wedges and homemade cocktail sauce

(g)

Desserts

Individual pavlovas, fresh fruit, cream and coulis

(g)

Individual pecan pie

Blueberry baked cheesecake

Warm apple pie with custard

Chocolate mudcake with ganache

Fresh fruit platters

(g)

Cheese selection

(g)

Coffee and tea bar with mints

(v) = vegetarian (g) = gluten-friendly pp = per person

Events Menu

Canapés

Deluxe Finger Foods

(minimum 45 adults)

Choice of six (6) below \$25.00 pp

Choice of eight (8) below \$29.00 pp

Assorted housemade dips with fresh crusty bread

Tomato and basil bruschetta, parmesan and balsamic 2 pieces (V) (G) *with gluten-friendly bread*

Thai chicken meatballs 2 pieces

Assorted mini pies 2 pieces

Chicken satay skewers 1 piece

Cocktail spring rolls 3 pieces (V)

Assorted mini quiche 2 pieces

Sundried tomato, basil and parmesan risotto balls 2 pieces (V)

Italian pork and parmesan meatballs 2 pieces

Panko prawns 2 pieces

Atlantic salmon pastry puff 2 pieces

Prawn and melon skewers with mango coulis 2 pieces (V) (G) *on request*

Sundried tomato, basil and ricotta tartlet 2 pieces

Chicken and bacon triangles 1 piece

Chicken and macadamia mignon 2 pieces

Lamb, yellowbox honey and rosemary mignon 2 pieces

Peking duck wellington 1 piece

Prawn on lemongrass 2 pieces

Smoked salmon on caper cream cheese and pumpernickel 2 pieces

Scallop and prawn rice paper roll 2 pieces

Prosciutto wrapped chipolata 1 piece

Prawn skewers marinated in chilli and lime 1 piece (G)

Coffee and tea bar available at extra cost.

(V) = vegetarian (G) = gluten-friendly pp = per person

Events Menu

Served Meals

(minimum 45 adults)

Alternate Drop

\$3.50 Per Course

Three course alternative drop

\$9.00 pp

Select one (1) dish from each course

Entrées

Tomato and basil bruschetta, shaved parmesan on grilled sourdough and balsamic reduction	\$12.00	⑨ option available
Italian style meatballs with pinenut and shallot risotto, napoli sauce and parmesan shavings	\$13.00	
Atlantic salmon steak with snow pea rice noodle salad and sesame salt	\$14.00	⑨
Baked ricotta and oven roasted vegetable tart, with a baby rocket salad	\$12.00	Ⓥ
Warm honey and sesame lamb loin salad	\$14.00	⑨
Pumpkin, spinach and ricotta ravioli, trio of cheese sauce and parmesan shavings	\$12.00	Ⓥ
Cajun chicken tenderloins on a baby salad with lime yoghurt dressing	\$13.00	
King Prawn and glass noodle salad with a Thai dressing	\$14.00	⑨

Mains

Pan fried wild caught barramundi, plated with pommes fondant, English spinach and citrus beurre blanc	\$32.00	⑨
Char grilled eye fillet, creamy confit garlic and shallot mashed potato, season greens and red wine jus	\$31.00	⑨ no jus
Roasted rosemary infused lamb rump with truffle oil risotto, whole roasted baby beetroot and green pea puree	\$31.00	⑨
Fresh Atlantic salmon, crushed pontiac potatoes with Spanish onion and rocket, citrus beurre blanc and tomato salsa	\$30.00	⑨
Sage and ricotta stuffed chicken breast, red pepper and pontiac smash, steamed greens and beurre blanc	\$29.00	
20 hour slow roasted rib fillet, sweet potato and chive mash, steamed greens with a trio of peppercorn jus	\$32.00	⑨ no jus
Crispy skin loin of pork, parsnip mash, buttered green beans, baked camembert-filled apple and jus	\$29.00	⑨
Roasted free range chicken breast, parmesan mash, zucchini ribbons and napoli	\$30.00	

Served Meals continued over . . .

Ⓥ = vegetarian ⑨ = gluten-friendly pp = per person

Events Menu

Served Meals *(continued)*

Vegetarian Mains

Spinach and ricotta ravioli, three cheese sauce, snow peas and parmesan	\$27.00	(V)
Baked ricotta and oven roasted vegetable tart, with a baby rocket salad	\$26.00	(V) (G)
Grilled haloumi and vegetable stack with salsa verde and baby spinach	\$28.00	(V)
Pumpkin, ricotta and spinach tortilla served warm with tomato salsa, parmesan and rocket salad	\$29.00	(V)

Dessert Selection

Sticky date pudding, butterscotch sauce with a vanilla bean anglaise and fresh strawberries	\$12.00
Warm chocolate pudding, chocolate fudge sauce and vanilla bean ice cream	\$13.00
Lime pannacotta with citrus glaze and honey from the frame	\$13.00 (G)
Individual apple crumble, cinnamon ice cream with a homemade caramel sauce	\$12.00
New York baked vanilla cheesecake, brandy snap and blackberry compote	\$12.00
Black cherry clafoutis, custard, double cream and chocolate flakes	\$13.00 (G)
Tiramisu with coffee and chocolate soaked sponge fingers in a mascarpone cheese with chocolate ganache and double cream	\$13.00

(V) = vegetarian (G) = gluten-friendly pp = per person

Meal Notes

All main courses are served with dinner rolls.

All main meals include tea and coffee with after dinner mints.

There is no charge if your celebration cake is simply cut and trayed by our team members.

However, if you would like our pastry Chefs to cut and serve your cake as dessert with cream, coulis and strawberries, a charge of \$4.00 per person will apply.

Should you require special meals please notify the events office prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand unless specifically ordered prior to your event. We require 72 hours notice for all dietary requests.

Events Menu

Beverage Packages

Standard

(minimum 35 adults)

Includes bottled house wines (red, white and sparkling), draught beer, soft drink and juice.

3 hours	\$32.00 pp
4 hours	\$36.00 pp
5 hours	\$40.00 pp

Premium

(minimum 35 adults)

Includes premium bottled wines (labels to be advised – red, white and sparkling), draught beer and bottled beers including Crown Lager, Corona, Pure Blonde and Heineken.

3 hours	\$35.00 pp
4 hours	\$39.00 pp
5 hours	\$44.00 pp

As per Queensland law the above beverage packages are only available for adults (18 years and over). Responsible Service of Alcohol guidelines apply.

Drinks on Consumption

All function rooms have fully stocked bars to service the requests of all guests. These bars include bottled beer, wine from our extensive wine cellar, spirits, liqueurs and pre-mixed drinks.

Beverages may be charged on consumption (tab) with a limit nominated by you, or paid for by the individual (cash bar). Please advise your preferred method prior to the event.

pp = per person

Corporate Events

Terms and Conditions

Bookings

Tentative bookings will be held for seven (7) days only. If there is another party interested in the booked date and time, you will be contacted for a decision.

A booking form must be completed to make your booking. Contact the Events Department for this form.

Tentative bookings must be confirmed within seven (7) days, by way of room hire payment as the deposit, otherwise the booking will automatically be cancelled and made available for re-hire.

If contact cannot be made with the party, the Events Department has the right to terminate tentative bookings.

Confirmation

A deposit is required to confirm your booking. The deposit amount will be determined by your room hire fee. This deposit varies depending on your requirements for the room, and this cost covers hire of the room and the cleaning. See 'Room Hire' section for more details.

Cancellations

Notification of cancellation must be made via written letter, fax or email.

- Notification of cancellation up until **four (4) months prior** to the scheduled event – full refund.
- Notification of cancellation up until **two (2) months prior** to the scheduled event – 50% refund.
- Notification of cancellation within **one (1) month prior** to the scheduled event – no refund.
- If function is cancelled within 48 hours prior to the scheduled event there will be a 50% fee charged on all catering ordered.
- No transfers or deposits will be made.

Damage

Please note that the organisers are financially responsible for any damages to the property/equipment during the function. The Events Department will take all necessary care, but will not accept responsibility for damage or loss of any client's property in the function rooms before, during or after a function. Any breakages, loss or damage to equipment or facilities will be charged to the client responsible for the function.

Food and beverage

Kedron-Wavell Services Club Inc. does not permit patrons, guests or invitees to bring items of food and beverage on the premises, with the exception of cakes for special occasions with prior notice and agreement of the Events Department. A "cakeage" charge of \$3.00 applies if you require staff to cut and serve your own cake as dessert.

HACCP

Please be advised that due to our HACCP accreditation, no food or beverages are permitted to be brought onto Kedron-Wavell Services Club Inc. premises. Likewise, no food or beverages can be removed from the premises.

Celebration cakes are exempt from this rule.

Menu

Confirmed numbers and full payment of account for catering is required four (4) days prior to the commencement of your function.

Should you require special meals, please notify the Events Department prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand unless specifically ordered prior to your event. We require four (4) days notice for ALL dietary requests.

Members discount does not apply for functions, catering, bar or room hire.

Every effort is made by the Club to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management.

Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires four (4) days notice. These meals will not be produced on demand.

Liquor

The Club does not permit alcohol to be brought in from outside of the Club.

Please advise your requirements four (4) weeks prior to your function. Beverage accounts are to be settled on the night of your function. A copy of the House Policy can be forwarded to you, if you require more information in relation to the service of liquor.

Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance.

All guests under the age of 18 years must have their legal guardian remain on the premises at all times during the visit to the Club.

For further information, please visit www.liquor.qld.gov.au



Corporate Events

Terms and Conditions *(continued)*

Catering details and setup details are required one (1) month prior to the function.

Final numbers

Final numbers are required four (4) working days prior to function, during business hours Monday to Friday. Charges will be based on this confirmed number.

Changes to numbers will be allowed at the discretion of the Head Chef and Events Department.

Floor plans

Seating plans must be provided 72 hours prior to the commencement of your function. The Events Department is more than happy to advise of function room specifications. No changes to the seating accepted 48 hours prior to function.

If the person booking the room is not the person who will be facilitating the function, you must forward a floor plan to them for their information, as the floor plan cannot be changed on the day.

Kedron-Wavell Services Club Inc. reserves the right to rearrange or adjust specified room set-ups to ensure Workplace Health and Safety Regulations are adhered to.

Please note, if applicable, there are costs involved for function room hire and set-up fees.

Complaints

In the case of any problems that may arise, it is imperative that the client informs Kedron-Wavell Services Club Inc. at the earliest opportunity in order to have the situation rectified as quickly as possible without impeding the function.

Cleaning

General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

The patron is responsible to conduct the function in an orderly manner. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.

Kedron-Wavell Service Club Inc. is committed to the privacy of your personal information such as your name, address, gender etc. supplied by you in your interaction with the Cluwb under the *Privacy Act 1988* (Commonwealth).

I have read and understood the outlined terms and conditions, I agree that the function will be conducted
in an orderly and lawful manner and in doing so would like to confirm my booking:

Name: _____ Date of function: ____ / ____ / ____

Signature: _____ Date: ____ / ____ / ____

Kedron-Wavell Services Club Inc. is committed to the privacy of your personal information such as your name, address, gender etc. supplied by you in your interaction with the Club under the *Privacy Act 1988* (Commonwealth).