



## *Your Superior Conference Venue*

Thank you for your enquiry regarding Club Old Bar as a choice for your Conference venue. Our easy to follow Conference Package is attached for you to review at your leisure.

At Club Old Bar, we have many years of experience and are certain that we will be able to assist in organising your Conference and ensuring that all of your needs during the Conference are met.

We look forward to meeting with you and discussing your requirements.

Kind Regards,

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Functions Manager

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General Manager

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# Conference

## TERMS AND CONDITIONS

The following two pages must be read thoroughly. It must be signed and returned to the Functions Manager when confirming a Conference and with payment of the Room Hire.

1. **BOOKINGS** - A Room Hire fee will be charged for all functions at Club Old Bar. To secure your booking the Club requires a signed terms and conditions agreement and payment of a non-refundable Room Hire fee. If cancellation occurs this amount is NOT refunded. In the event that your Room Hire fee is not received and this Agreement is not signed and returned within one month of making your tentative booking, your booking will be cancelled.
2. **PRICE** - All Menu and Beverage Prices are inclusive of GST. Prices are subject to change up until confirmation of menu choices (at least one month prior). A Public Holiday or Sunday Function will attract a surcharge.
3. **COMMENCEMENT OF BOOKING AND VACATING OF VENUE** - The organiser agrees to begin the function at the scheduled times as agreed upon. If the conference extends into the evening the completion of the function will coincide with the closing of the Club, at a time to be determined on the night by the Duty Manager.
4. **RESPONSIBLE SERVICE** - The Club practises responsible service of alcohol in accordance with the 1997 Liquor Licence Act. All extended time and alcohol service is at the discretion of the Functions Coordinator and Bar Staff on duty. The Staff have the right to refuse service of alcohol to any guest it considers to be under age, intoxicated or behaving in an offensive manner and they will be asked to leave the premises immediately. The Functions Coordinator and Duty Manager also have the right to conclude the function if deemed necessary. In the event of early closure, no costs will be refunded.
5. **COMPLIANCE** - It is understood that the organiser will conduct the function in an orderly manner in full compliance with the Club's regulations and with all laws. The Management reserves the right to exclude or eject any and all objectionable persons from the Venue without liability. The Club also reserves the right to control the sound levels of your event.
6. **DRESS CODE** - Organisers and their guests must at all times adhere to the Club dress code. Footwear is to be worn AT ALL TIMES.
7. **RESPONSIBILITY** - Organisers are financially responsible for any damages and/or breakages sustained to the Club or Club's property as a result of negligence or a malicious act by the organiser, organiser's guests, invitees or other persons attending the function.
8. **CANCELLATION** - In the unfortunate event that a confirmed booking is cancelled, the deposit is non-refundable.
9. **CLEANING** - Function rooms are to be left in a tidy condition. General cleaning is included in the cost of Room Hire, however, if cleaning requirements following your function are judged to be excessive, additional cleaning charges will be incurred. Confetti, rice grains, scatters, glitter (fairy dust) or party poppers are not permitted to be used at functions. Sticky tape or adhesive tape is not to be used to hang or stick decorations etc. to the walls or ceiling.
10. **SMOKING** - All function rooms are strictly non-smoking. Smoking is permitted in the beer garden adjoining the Club or alternatively the exterior of the Club may be used for this purpose.
11. **MINORS** - Under the NSW Registered Clubs Act children must be in the immediate company of a parent or guardian and are to be supervised at all times. Illegal alcohol consumption will not be tolerated.

12. **FOOD SAFETY** - In complying with the Food and Safety Standards clients are unable to provide their own Food and Beverage to the club. This also includes nibblies eg. chips, peanuts, crackers, lollies etc. Clients are not permitted to remove any unused foods / leftovers (celebration cakes excepted) from the premises at the conclusion of the function.
13. All requests to provide your own birthday or wedding cake must be received in writing prior to the function outlining the following details: Where the cake was purchased, how it is to be transported and a list of the cake ingredients. A minimum surcharge of \$20.00 will apply to have staff slice and serve your cake on a platter with serviettes and side plates.
14. **BYO** - No BYO alcohol or food is permitted on the premises, guests found with BYO alcohol or food will have the offending items confiscated for the duration of the event.
15. **PERSONAL PROPERTY** - The Club will take all necessary care but will not accept responsibility for damage or loss of any client's property in the club before or during a function. No equipment is to be left in the club overnight.
16. **SECURITY** - Club Old Bar reserves the right to enforce the provision of security if necessary at particular functions as an extra expense to the client.
17. **CLUB RULES** - It is required by section 23 of the Registered Clubs Act 1976 and Club policy that the organisers of the conference be current members of the Club. Membership forms are available from reception and the membership fee is \$5.50 for 1 year or \$25.00 for 5 years.

All guests attending a function will need to provide the necessary requirements of the licensing laws on entry to the Club being either proof of residency outside the 5 km radius of the club, membership card or be signed into the Club as a guest by a current member of the Club (and at all times remain in the company of that member).

## **EVENT PREPARATION**

### **ONE MONTH PRIOR TO EVENT –**

**MENU** – Menu details, including any special dietary needs, must be finalised at least one (1) month prior to the event to enable the Catering Team sufficient time to ensure the quality and availability of food.

### **3 WEEKS PRIOR TO EVENT –**

**BEVERAGES** – All details of beverage requirements, including all wines required, must be finalised at least three weeks prior to your conference to enable sufficient time to ensure availability.

### **1 WEEK PRIOR TO EVENT –**

**FINAL NUMBERS** - Confirmation of catering numbers and seating plans must be finalised one (1) week prior to the event.

**PAYMENT** - Payment for catering services, pre-arranged beverage requirements and any additional items is required no later than one (1) week prior to your event. (A decrease of numbers will still incur the original price quoted)

### **AT THE EVENT -**

**BAR TAB** – Any bar account accrued during a Function must be finalised on the day. Cheques will only be accepted by prior arrangement. EFTPOS and Credit Card facilities are also available excluding American Express and Diners Card.

Please read the above Terms and Conditions carefully, sign below and return it to Club Old Bar.  
Fax 02 65537027 or post to PO Box 45 Old Bar, 2430.

I have read and accept the conditions stated in this Agreement.

**Date of the Function:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## *Room Hire Fees*

DINING ROOM OR FUNCTION ROOM 2	Half Day	\$ 80.00
	Full Day	\$ 140.00
FUNCTION ROOM 1 OR AUDITORIUM	Half Day	\$ 100.00
	Full Day	\$ 180.00
FUNCTION ROOM 1 AND AUDITORIUM	FUNCTION	\$ 250.00

### **EQUIPMENT HIRE**

WHITEBOARD	\$ 25.00
FLIP CHART /EASEL	\$ 25.00
PROJECTOR SCREEN	\$ 25.00
DATA PROJECTOR	\$ 25.00

All Room Hire Payments will confirm Function Room Bookings. This amount is non-refundable.

Sunday & Public Holiday Bookings will attract a Surcharge





## *Conference Menu*

### *Morning & Afternoon Tea*

#### **Classic 1**

Tea and Coffee

Freshly Baked Biscuit Selection

#### **Classic 2**

Tea and Coffee

Pikelets, Jam and Cream

#### **Executive 1**

Tea and Coffee

Scones, Jam and Cream

#### **Executive 2**

Tea and Coffee

Assorted Muffins

#### **Executive 3**

Tea and Coffee

Chefs Savoury Option

Your choice of either – Assorted topped bread sticks or Cheese Platter

#### **Ultimate**

Tea and Coffee

Selection of Homemade Cakes and Slices



# *Conference Menu*

## *Lunch*

### **Classic Menu 1**

Platters of Mixed Sandwiches

Tea and Coffee

### **Classic Menu 2**

Platters of Mixed Sandwiches

Seasonal Fruit Platter

Tea and Coffee



## *Conference Menu*

### *Lunch*

#### **Executive**

A SELECTION OF WRAPS – CHOICE OF TWO FILLINGS:

Chicken Caesar

Satay Chicken Cheese and Carrot

Leg Ham, Wholegrain Mustard and Salad

Avocado, Sundried Tomato and Salad

Leg Ham, Dijon Mustard and Salad

OR

A SELECTION OF GOURMET DAMPER ROLLS – CHOICE OF TWO FILLINGS:

Leg Ham, Tasty Cheese, Wholegrain Mustard and Sundried Tomato

Prawn, Lettuce and Seafood Sauce

Turkey Breast, Lettuce and Cranberry Sauce

Salami, Tasty Cheese, Lettuce and Sundried Tomato

Chicken Breast, Avocado and Lettuce

+

Seasonal Fruit Platter

Tea and Coffee



## *Conference Menu*

### *Lunch*

#### **Ultimate**

A SELECTION OF WRAPS – CHOICE OF THREE FILLINGS:

Chicken Caesar

Satay Chicken Cheese and Carrot

Leg Ham, Wholegrain Mustard and Salad

Smoked Salmon, Lettuce and Camembert Cheese

Salami, Pesto, Cheese and Sundried Tomato

Avocado, Sundried Tomato and Salad

Leg Ham, Dijon Mustard and Salad

OR

A SELECTION OF GOURMET DAMPER ROLLS – CHOICE OF THREE FILLINGS:

Smoked Salmon, Lettuce, Cream Cheese and Dill

Leg Ham, Tasty Cheese, Wholegrain Mustard and Sundried Tomato

Leg Ham, Lettuce, Dijon Mustard and Sliced Egg

Rare Roast Beef, Lettuce and Horseradish Cream

Prawn, Lettuce and Seafood Sauce

Turkey Breast, Lettuce and Cranberry Sauce

Salami, Tasty Cheese, Lettuce and Sundried Tomato

Chicken Breast, Avocado and Lettuce

+

Cheese and Fruit Platter

Chicken Wings & Mini Spring Rolls with a selection of dipping sauces

+

Tea and Coffee