Club Maitland City

FUNCTION SPACES & PRICING

WE'RE COVID SAFE

www.maitlandcity.com.au

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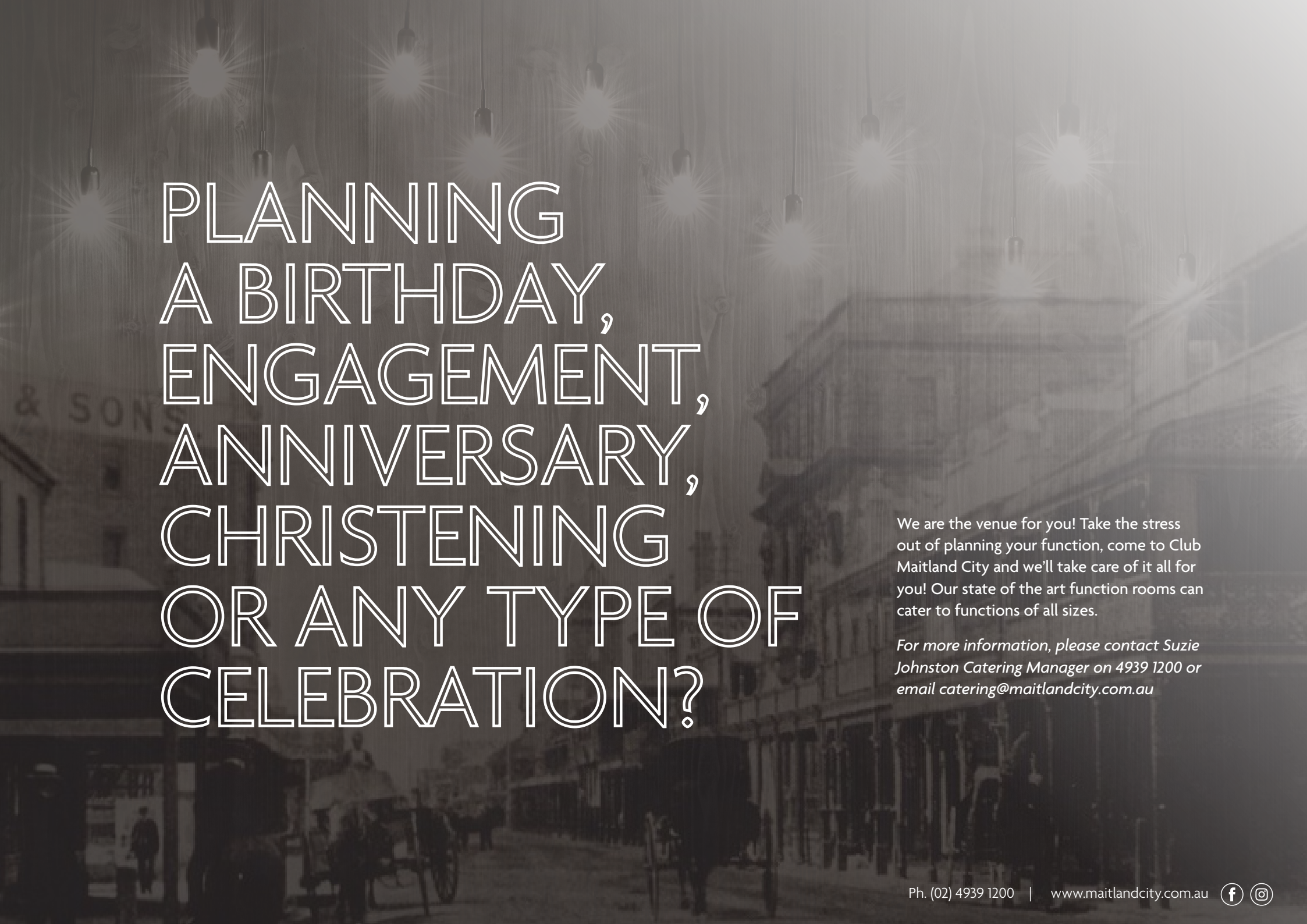


PLANNING A BIRTHDAY, ENGAGEMENT, ANNIVERSARY, CHRISTENING OR ANY TYPE OF CELEBRATION?

We are the venue for you! Take the stress out of planning your function, come to Club Maitland City and we'll take care of it all for you! Our state of the art function rooms can cater to functions of all sizes.

For more information, please contact Suzie Johnston Catering Manager on 4939 1200 or email catering@maitlandcity.com.au

Ph. (02) 4939 1200 | www.maitlandcity.com.au

OUR ROOMS

OPAL

This is our smallest function room and can fit up to 30 guests.
It is suitable for small intimate dinners.

Room Hire:
$50 member
$70 non member
Room hire fee is for 5 hours
Capacity: 30 guests

Room hire includes the use of any of the following:
- Microphone
- Microphone with stand
- Lectern
- Screen
- Projector
- White board & markers

DIAMOND

This room is located on the mezzanine level and can cater for up to 160 guests. If you're after the 'wow factor' this room has is all. From a floor to ceiling window that overlooks the city scape, to mood lighting and high ceiling, this room is sure to impress.

Room Hire:
$300 member
$330 non member
Room hire fee is for 5 hours
Capacity: 160 guests

Room hire includes the use of any of the following:
- Microphone
- Microphone with stand
- Lectern
- Screen
- Projector
- White board & markers

FUNCTION MENU 1

SERVED
ALTERNATE
DROP

☐ 1 COURSE $28
☐ 2 COURSE $34
☐ 3 COURSE $43

Please select room, number of courses & two from each course.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

Entrée

☐ Salt & pepper squid with salad
☐ Satay chicken skewers with jasmine rice
☐ Crispy Thai salad on crunchy noodle salad
☐ Tomato tartlet with pesto balsamic glaze and goat's cheese

Mains

☐ Cordon Bleu sauteed potato, buttered greens finished with a creamy garlic sauce
☐ 200g Sirloin Steak, potato gratin, herb tomato, greens & red wine jus
☐ Grilled Barramundi, seafood slaw and rosemary garlic smashed chats
☐ Lamb Shank, creamy mash, mushy peas & onion gravy
☐ Vegetable Tart, bed of baby spinach, balsamic glaze, feta cheese
☐ Traditional Roast, roasted vegetables, seasoned veg, rich gravy & Yorkshire pudding

Desserts

☐ Individual pavlova topped with fresh fruit and Chantilly cream
☐ Warm sticky date pudding with butter scotch sauce & Vanilla cream
☐ Chocolate lava cake mixed berry compote finished with fresh cream
☐ Baked passionfruit cheesecake with chocolate dust & Macerated strawberries

FUNCTION MENU 2

SERVED
ALTERNATE
DROP

☐ **2 COURSE $45**
☐ **3 COURSE $55**

Please select room, number of courses & two from each course.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

Entrée

☐ Mini Beef Wellington with rosemary panna cotta and tomato compote
☐ Chicken, Bacon, Potato Croquette with creamy asparagus puree
☐ Spinach & Ricotta Gnocchi with pesto, blistered cherry tomatoes, balsamic glaze
☐ Tasmanian seared scallops, wilted spinach, chorizo, & Pomegranate glaze

Mains

☐ Scotch Fillet, potato puree, truffle pressed mushroom, broccolini, port wine jus
☐ Crispy skin Pork Belly, sweet potato puree, candy apples, honey carrots, brandy glaze
☐ Prosciutto wrapped Chicken Supreme, garlic aioli smash chats, roasted tomato pesto cream sauce
☐ Confit Lamb Shoulder, rosemary garlic smash chats, Dutch carrots, broccolini, red wine jus
☐ Baby Barramundi, creamy seafood potato gnocchi, char grilled asparagus

Desserts

☐ Vanilla Bean Panna Cotta, berry compote, hazelnut praline
☐ Lemon Meringue Tart, chocolate dust, raspberry compote, chantilly cream
☐ Warm Choc Lava cake, vanilla bean ice cream, macerated strawberries
☐ Caramel & Walnut Cheesecake, butter scotch sauce, toffee shards

SOMETHING SUBSTANTIAL

Please select room and service options.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

Choice of 3 $20 per person

Minimum of 30 people

☐ Chicken Caesar Cups
Cos lettuce Parmesan cheese croutons eggs and Caesar dressing

☐ Cocktail Fish Pieces
With chips lemon and tartare

☐ Butter Chicken & Rice
Succulent chicken in a combination of cream tomato & aromatic spicy
Served with rice

☐ Thai Beef Salad
Mesclun lettuce cherry tomatoes cucumber Spanish onion
Crunchy noodles with Thai dressing

☐ Salt & Pepper Squid
With chips lemon and aioli

☐ Penne Carbonara
Penne pasta creamy garlic white wine bacon shallots sauce

☐ Risotto
Char grilled vegetables tossed through risotto with parmesan cheese

MORNING/AFTERNOON TEA & PLATTERS

Please select room and service option.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

☐ **Morning Tea** — Quantity ____
- $11 per person

Minimum 15 people

· Mix Danishes

· Banana Bread

· Scone with Jam & Cream

☐ **Afternoon Tea** — Quantity ____
- $11 per person

· Minimum 15 people

· Caramel Slice

· Assorted Muffin

· Fresh Fruit

☐ **Sandwich Platter** — Quantity ____
- $60 per platter

40 points

Assorted mix of freshly made sandwiches

☐ **Fruit Platter** — Quantity ____
- $60 per platter

Fresh seasonal fruit

☐ **Tea & Coffee Station** — Quantity ____
- $3 per person

FINGER FOOD MENU

Please select room and service options.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

☐ Option 1

☐ Choice of 3 items $10 per person
☐ Choice of 4 items $12 per person

Minimum 25 people

☐ Party Pies
☐ Vegetable Spring rolls
☐ Cocktail Fish pieces
☐ Sausage rolls
☐ Garlic Chicken balls
☐ Italian Meatballs
☐ Assorted Quiches

☐ Option 2

☐ Choice of 3 $15 per person
☐ Choice of 4 $17 per person

Minimum 25 people

☐ Satay Chicken Skewers
☐ Gourmets Pies
☐ Prawn Cones
☐ Pork Belly Bites
☐ Arancini
☐ Sliders- pulled pork and slaw
☐ Moroccan Chicken Strip
☐ Salt & Pepper
☐ Bruschetta Pastry Puff
☐ Vegetable Samosas
☐ Tempura Prawns

All items are served with associated dipping sauces and condiments.

HIGH TEA & REMEMBRANCE

Please select room and service option.

FUNCTION ROOM

☐ OPAL ☐ DIAMOND

☐ Morning Tea

Quantity ☐

- $11 per person

Minimum 15 people

· Mix Danishes

· Banana Bread

· Scone with Jam & Cream

☐ Afternoon Tea

Quantity ☐

- $11 per person

· Minimum 15 people

· Caramel Slice

· Assorted Muffin

· Fresh Fruit

☐ Sandwich Platter

Quantity ☐

- $60 per platter

40 points

Assorted mix of freshly made sandwiches

☐ Fruit Platter

Quantity ☐

- $60 per platter

Fresh seasonal fruit

☐ Tea & Coffee Station

Quantity ☐

- $3 per person

BEVERAGE PACKAGES

☐ Standard Beverage Package

$30 4hrs or $40 5hrs

Includes

All Tooheys Standard Draught Light, Mid Strength and Full Strength

A selection of Red, White & Sparkling Wines from our standard package collection

Soft Drinks and Orange Juice

☐ Deluxe Beverage Package

$35 4hrs or $45 5hrs

Includes

All Tooheys Standard Draught Light, Mid Strength and Full Strength

All James Squire and Little Creatures - others by arrangement

A selection of Red, White & Sparkling Wines from our deluxe package collection

Soft Drinks & Orange Juice

Beverage Options

Dry Till - Beverages are charged on a consumption basis to your account. You are able to set a purchase limit on the bar account. Once this limit is reached you have the choice of adding further money or stopping the account and cash purchases can then be made by your guests. Please ask to see a beverage list to make your selections.

Wet Till - Bar is open and all guests are welcome to make cash purchases.

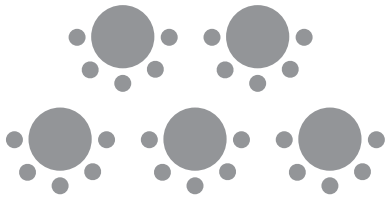
Club Maitland City enforces the Responsible Service of Alcohol

SEATING ARRANGEMENTS

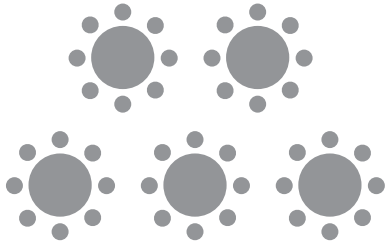
Our Function Rooms will comfortably sit anywhere from 30 to 160 people depending on desired seating style.

Please select required seating for your function.

☐ **Cabaret Style**



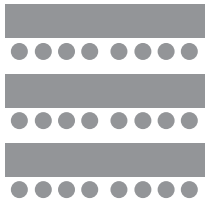
☐ **Banquet Style**



☐ **Theatre Style**

☐ **U-Shape Style**

☐ **Classroom Style**



HIRE & SET UP EXTRAS

Please select any extras below you may require.

		Quantity
☐ White chair covers	$4.50 each	
☐ White round table cloths	$8.50 each	
☐ White rectangle table cloths	$6.50 each	
☐ Coloured sashes	$2.50 each	
☐ Linen napkins	$1.00 each	
☐ Wishing well	$20	
☐ Easel	$15	
☐ Bridal table	$35	
☐ Centre pieces	$10 (starting from)	
☐ Back drop with fairy lights	$50	

BOOKING FORM

Club Maitland City

ABOUT YOU

Contact Name

Contact Phone

Email

YOUR FUNCTION

Booking Name

Date Time

Guest Numbers

Date Booking Made

Occasion

Is it a surprise? ☐ Yes ☐ No

Any special instructions?

Will any under 18's be attending? ☐ Yes ☐ No

REQUIRED ROOM

☐ Opal Room

☐ Diamond Room

FUNCTION STYLE

☐ As indicated on seating page

☐ Casual with some seating

FOOD OPTIONS

☐ Platters ☐ Finger Food ☐ Set Menu

☐ Morning Tea ☐ Afternoon Tea

Do you intend to bring a cake? ☐ Yes ☐ No

Dietary Requirement ☐ Gluten Free ☐ Vegetarian

☐ Lactose ☐ Vegan ☐ Other

DRINKS PACKAGE

☐ Standard ☐ Deluxe

☐ Bar Tab Amount

☐ Guests buy own drinks

☐ Water, Tea & Coffee Station

SERVICE TIMES

Arrival Time

Bar Tab Start Finish

Entree Served

Main Served

Dessert/Cake

THEMING & DECORATIONS

☐ I'll be overseeing themeing & decorations*

☐ I have organised the following and expecting them to arrive:

☐ Flowers/balloons/decorations Time

☐ Band/entertainment Time

☐ Photographer/photo booth Time

*** No sticky tape to be used on walls.**

CONFIRMATION

All of the information provided on this form and food and drink order form is correct to the best of my knowledge. I have read and understood the Terms and Conditions. My signature verifies I agree to it and am bound by its content.

Print Name

Signature Date

Please email completed documentation to functions@maitlandcity.com.au or hand at the clubs front desk.

FOR US

Has the deposit been paid? ☐ Yes ☐ No

Amount received:

Recieved by:

Date Received:

Function Coordinator Confirm (sign):

Ph. (02) 4939 1200 | www.maitlandcity.com.au

TERMS & CONDITIONS

01 Terms and Conditions

The Registered Clubs Act requires that any person holding an event with Club Maitland City 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 The Catering Manager 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.

02 Finalising Event Details

CMC 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.

03 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 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 Club Maitland City 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 The Catering Manager final menu choices and numbers of guests attending the event in writing no later than seven (7) Days prior to the event date.

04 Food & Beverage

CMC 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 The Catering Manager or Club Maitland City, 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 regarding delivery, setup and break down of equipment.

05 Delivery & Collection of Goods

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

06 Security Personnel

Our Catering 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 Club Maitland City 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.

CMC will take no responsibility or liability for damage or loss of merchandise, goods or property of the client or their guest left at CMC prior, during or after functions/exhibitions. The client and client contractors/suppliers must remove from Castle Hill RSL immediately after the conclusion on the event all gifts, equipment, and other items they may have brought onto or had delivered to the Club. The Catering Manager 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 Castle Hill RSL property. The Catering Manager may dispose (as it deems fit) of any gifts, equipment or items that are left behind at Castle Hill RSL without being liable for consequential damages of any nature for any reason whatsoever.

07 Event Cancellation

For cancellations or postponements 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).

TERMS & CONDITIONS - CONTINUED

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 CMC control prevent CMC from fulfilling any obligations under this contract, CMC will be released from this contract without penalty.

Organisers are financially responsible for any damage sustained to their property or that of Club Maitland City 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.

For an event in the Lyceum a Sound & lighting operator is required and this is supplied at an hourly rate of $75.00 for a minimum of four hours. If the event is cancelled within 3 weeks from your event, then a minimum 4 hour call out fee for the Audio-Visual Technician will be charged. I understand the Dance School and Performing Art schools have a different pricing structure to the standard event pricing.

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 day's discretion. Club Maitland City reserves the right to adjust any set-up to ensure fire, life and safety codes are met. Club Maitland City reserves the right to charge for security on events as it deems necessary.

08 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 may be charged.

09 Compliance

All guests must comply with The Registered Clubs Association Laws which govern Club Maitland City 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.

10 Dress Regulations & Conduct

The appearance of all members and guests must be always neat and tidy. 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.

11 Smoking at Club Maitland City

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.

12 Indemnity

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 Club Maitland City and agrees to keep Club Maitland City indemnified, against all actions, suits, proceedings, claims and demands, damages, costs, and expenses whatsoever which may be taken or made against Club Maitland City and/or incurred arising out of injury or damage to any person or property from or during the use of Club Maitland City's facilities referred to in this agreement and the Event Confirmation.

13 Emergencies & Industrial Action

Club Maitland City 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). Similarly, this agreement may be cancelled at any time by Club Maitland City 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.

14 Government By-laws

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.

15 Responsible Service of Alcohol

Club Maitland City 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.

Any person believed to be approaching intoxication or involved in any riotous, disorderly, offensive, or improper conduct will be escorted off the premises.

Club Maitland City 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 Club Maitland City 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 & Club Maitland City reserves the right to request suitable identification to this end.

If a guest or organiser is asked to leave no monetary compensation will be given and the client will be changed the full amount for the event.

Club
Maitland City
www.maitlandcity.com.au