

LOCATION

Dapto Leagues is situated 20 minutes south of Wollongong, only a short distance from the F6 freeway and directly opposite Dapto Railway Station which is on the City Rail line.

TECHNICAL FACILITIES & EQUIPMENT

The following items are included in the room hire: In-house standard PA and Audio,cordless microphone, whiteboard, flip chart, 60 inch plasma screen, Di-Box, large projection screen and lectern.

ITEMS AVAILABLE FOR HIRE

Data projector \$80 per day Any additional equipment can be sourced \$POA

MEETING CAPACITY

The Sinclair Function Room is a pillar less room with the ability to split into 4 small rooms seating 40 theatre style in each, 2 medium rooms seating 120 theatre style in each or at full capacity up to 270 Theatre Style.

	Room hire fee	Theatre	Class Room	Banquet	Cabaret	Board Room	U -shape
Sinclair QUARTER	\$200	40	30	40	24	20	26
Sinclair HALF	\$300	120	50	80	60	-	-
Sinclair WHOLE	\$600	270	160	200	120	-	-

INCLUSIONS

- Room hire for up to 8 hours
- Projector screen
- Whiteboard & markers
- Flipchart
- Cordless Microphone

- Lectern
- Delegate tables clothed
- Head tables clothed & skirted
- All tables set with jugs of Iced water



FULL DAY PACKAGE

ESSENTIAL

On Arrival

Freshly brewed coffee & assorted herbal teas

Morning Tea

Assorted sweet slices

Freshly brewed coffee & assorted herbal teas

Working Lunch

Assorted sandwiches

Seasonal fresh fruit platter

Freshly brewed coffee & assorted herbal teas

Refreshing bowls of mints following lunch

Afternoon Tea

Assorted mini muffins

Freshly brewed coffee & assorted herbal teas

Equipment

Projection screen, microphone, lectern & whiteboard

DELUXE

On Arrival

Freshly brewed coffee & assorted herbal teas

Morning Tea

Toasted pear and raspberry bread served with seasonal fresh fruit platter

Freshly brewed coffee & assorted herbal teas

Working Lunch

Freshly made wraps (select 2 fillings)

- Tandoori chicken with minted yoghurt, cucumber & mixed lettuce
- Ham with honey mustard & salad
- Roast beef with pickles & salad
- Salad with mixed lettuce, carrot, beetroot, tomato, cheese & aioli
- Chicken Caesar salad

Served with seasonal cheese & fruit platter

Freshly brewed coffee, assorted herbal teas and orange juice Refreshing bowls of mints following lunch

Afternoon Tea

Variety of slices - apple slice, caramel slices, carrot cake

Freshly brewed coffee & assorted herbal teas

Equipment

Hire of data projector, projection screen, microphone, lectern, whiteboard, flipchart & markers



MONDAY TO SATURDAY \$40pp SUNDAY \$50pp

Minimum of 30 delegates

MONDAY TO SATURDAY \$51pp SUNDAY \$61pp

Minimum of 30 delegates

Prices includes GST Prices valid to 30 June 2023

CATERING OPTIONS - ARRIVAL & TEA BREAKS

OPTION 1

(Minimum of 15 delegates)

Freshly brewed coffee & assorted herbal teas

ON ARRIVAL \$5pp **CONTINUOUS** \$10pp

ORANGE JUICE \$12 per jug

OPTION 3

(Minimum of 15 delegates)

Freshly brewed coffee & assorted herbal teas

Accompanied by one of the following:

- Assorted finger slices & mini muffins
- Toasted pear & raspberry bread fingers plus homemade biscuit of the day

OPTION 2

\$12pp

(Minimum of 15 delegates)

Freshly brewed coffee & assorted herbal teas

Accompanied by

Fresh scones with jam & cream

PLATTER OPTIONS

FRESH FRUIT PLATTER

\$50

(Serving 10 delegates)

per platter

per platter

CHEESE PLATTER (Serving 10 delegates) \$100

Assorted cheeses; camembert, blue, vintage & Australian options, served with crackers & nuts

CATERING OPTIONS - LUNCH

ASSORTED CUT SANDWICHES (4 portions per delegate) **ASSORTED HALF WRAPS** (1 whole wrap per delegate)

Freshly brewed coffee & assorted herbal teas

MONDAY TO SATURDAY \$15pp

(Minimum 15 delegates)

SUNDAY \$30pp

(Minimum 20 delegates)



BOOKING CONDITIONS

All events held at Dapto League Club or The Grange, hereby referred to as "Dapto Leagues" or "The Grange" or "the club" are subject to the following terms & conditions. No variations will be accepted unless otherwise approved by Management.

Please find listed details of the Terms & Conditions that will assist you: In accordance with the Registered Clubs Act

- Any person booking an event at either venue MUST be a Full Member of the Club.
- Tentative bookings will be held for ten (10) days. Dapto Leagues & The Grange reserves the right to cancel any tentative booking not confirmed within ten days (10) days.
- A deposit of \$500 & a SIGNED copy of the Booking Form are required to confirm any booking.
- The Confirmation Sheet is a documented confirmation of a binding agreement between the Club & the Organiser. The organiser is required to sign off on the confirmation sheet at the final appointment.
- Adults attending must be a Member of the Club, or be signed in by a Member, if they reside within 5km of the Club.
- If visiting the Club & they reside outside the 5km radius they must sign in as a Temporary Member, or be a member of an affiliate Club.
- Children MUST remain in the company of an adult at all times when on Club premises; the Club takes no responsibility for minors left unsupervised.
- All persons must comply with dress regulations.
- Full payment & final guest numbers for a confirmed event is required ten (10) days prior to the function date. No changes can be made after the final payment is made. A minimum of 8 guests per table & a maximum of 10 guests per table are to be adhered to. Special dietary requirements are required at the final appointment. Any changes after the final appointment will incur an administration fee of \$150.
- All wedding items (gifts for guests, cake knife & splade etc) must be received by the Event Coordinator no later than one week prior to the event.

PAYMENT OF EVENTS

- Dapto Leagues Club has a strict PRE-PAYMENT ONLY system for functions. Full payment of function & bar dry till is required ten (10) days prior to the date.
- Final balance MUST BE PAID ten (10) days prior to the function or Dapto Leagues & The Grange reserves the right to cancel the event. Payment options include Cash, Credit Card, EFTPOS or bank cheque.
- Money can be directly deposited into the Club's account (details below). Once the payment has been made, please notify your Event Coordinator.

CANCELLATIONS

Cancellation fees apply:

- Notice of 90 days or more: Your deposit will be refunded minus \$150 administrative fee.
- Notice of 60-90 days: Your deposit is forfeited.
- Notice of 30-60 days: Your deposit is forfeited & an additional 50% of full projected revenue will incur.

INSURANCE & DAMAGE

- Although the Club will take necessary care, it will not accept responsibility for loss or damage to property of the Client before, during or after the function.
- Clients are financially liable for any damage sustained to Club property through their own negligent action.

DÉCOR

- For an additional fee Dapto Leagues is able to organise a variety of room decorations. Please first consult with your Event Coordinator if you choose to do your arrangements & (if relevant) delivery times, to ensure they adhere to the Club's policies.
- Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any surface or part of the Club. Clean blu-tak only can be used.
- Management reserves the right to remove decorative items that do not comply with the above.

PROVISION OF ALCOHOL

The Club maintains strict guidelines for the Responsible Service of Alcohol. Please be aware that we have a responsibility to all our guests & employees & reserve the right to remove from our premises any person acting in a manner that nega– tively affects the safety &/ or enjoyment of any patrons, guests of your function or staff. Management has the right to refuse bar service to any person who is deemed intoxicated & reserves the right to close the bar at any time. The Club reserves the right to refuse or remove any persons deemed to be intoxicated whilst on the premise.

- No minors will be served alcohol.
- No minors to consume alcohol.
- All beverages to be supplied by the Club & must consumed on the premise.
- No alcohol to be taken or brought into the premises.
- Dapto Leagues Club & The Grange has a strict policy of NO "Doubles" or "Shooters/ Shots" to be served at any Function.
- Final drinks will be called at approximately 11.40pm for the venue to close at midnight if booked until midnight.

FOOD & BEVERAGE

- Children's menus are also available for all function types.
- Children 3 years & under- Chicken Nuggets & Chips, Ice cream for dessert Children 4-12years- Chicken Schnitzel & Chips, Ice cream for dessert
- No food or drink shall be bought into the Event or the premises of the Club by the hirer or the hirer's representative for consumption by, or resale to, persons at the event. The only exception to this stipulation is a "Celebration Cake".
- As per Dapto Leagues Club & The Grange's Food & Safety Policy, no food or beverage provided by the Club may be removed from the function room upon completion of the Event.
- The Club can provide special catering for specific dietary groups such as vegetarians, vegans & diabetics so please advise your Event Coordinator prior to the Event.

PRICE VARIATIONS

Whilst every effort is made to maintain prices as printed, they may be subject to change at the discretion of Club Manage- ment.

ENTERTAINMENT

The Club can arrange for external entertainment (B&s, Musicians, & DJs) for an additional charge. However organisers who arrange their own entertainment MUST provide their own equipment & performers MUST NOT plug into the clubs sound system.

AUDIO VISUAL

The Club can supply st&ard audio visual equipment (additional costs may apply) such as data projectors, laptops, & screens. However, for in-depth audio visuals such as lapel microphones or multiple-roving microphones, an audio visual technician may be required to ensure the equipment operates accordingly. Your Event Coordinator will advise if an op- erator is required, & any associated fees.

SMOKING

Dapto Leagues & The Grange function rooms are SMOKE FREE environments. Anyone caught smoking within these areas will be asked to leave the premises, & may also be subject to a fine. Please ask your Event Coordinator for the one closest to your function room.

FLOOR PLANS / REQUIREMENTS

Your Event Co-ordinator will provide you with a floor plan of your function as based on your requirements. This will also take into account logistical requirements of wait staff needed to provide the best service. Tables require a minimum of 8 guests & a maximum of 10 guests for sit down or buffet menus. If you have any concerns or special requirements, please contact your Event Coordinator.



BOOKING FORM

Written confirmation is required to secure your booking.

Please complete the section below in full & return with our "terms & conditions" at time of payment. Payments can be made 7 days a week at Dapto Leagues Club Reception, from 9:00am to 11:00 pm.

Please ensure you have confirmed the venue & date with our Event Coordinator. Your Event Coordinator will follow up with confirmation via email. If you have not received confirmation please contact us on 02 4261 1333.

NAME:											
MEMBER #:											
ADDRESS:											
PHONE:	HOME:			WORK:							
				OTHER:							
EMAIL:											
EVENT: (PLEASE TICK)	□ WEDDING □ ENGAGEMENT			□ BIRTHDAY	☐ SEMINAR						
		CHRISTENING		□ OTHER:							
DATE OF EVENT:											
GUEST ARRIVAL:	TOTAL GUESTS:										
MENU/PACKAGE:											
OTHER INFORMATION	:										
HOW DID YOU HEAR ABOUT US: (PLEASE TICK)		□ Website□ Open night□		Expo Illawarra Mercury Lake Times Radio	☐ Other:						
WHAT MADE YOU SELECT US FOR YOUR EVENT:		Location Value for money Facilities		Packages Event staff Food options	□ Other:						
I HA	/E F	READ & FULLY UNDE	RSTAN	ND THE TERMS & CO	ONDITIONS:						
SIGNED:											
NAME:											
DATE:		PAYI	MENT A	AMOUNT \$:							
RECEIVED BY:		REC	EIPT#:								

