

Wangi District Workers Club Limited



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A.C.N. 001 029 241
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11-19 Market St
Wangi Wangi NSW 2267

ROOM HIRE TERMS AND CONDITIONS

All reservations must be confirmed by first reading and understanding these Terms and Conditions.

The Auditorium

Overlooks Wangi bay giving a spectacular 1800 view of the Lake Macquarie waterfront and reserve.

Seats up to 250 people with its own private bar which includes one service staff in the room hire cost. This room also has a dance floor and stage for entertainment.

Available for a fee of \$220 including GST. Monday to Saturday.

Public holidays \$330 including GST.

Security Deposit

A security deposit of \$150 is required for the room which will be refunded pending any damage to club property or excessive cleaning (see *Responsibilities*).

Some functions will require a security guard at a charge of \$170 at the discretion of Club Management. Notification will be given prior to the event.

Club Entry

The club requires that the client is a financial member of the club.

Entry is via the main entrance of the club only.

Arrangements can be made for the bridal party of a wedding to enter via the David Street door.

Identification or a membership card must be produced upon entry.

Any guests that are not financial members of Wangi District Workers Club and live within a 5km radius of the club must be accompanied by a member or become a member. Non members that reside outside the 5km radius can simply sign in upon entry to the club.

The club does not provide Linen eg. Table cloths, chair covers

Suggested supplier:

Creative Events Hire Pty Ltd

85 Main Road Boolaroo 4958 8857 or 0457 078 225

www.creativeeventshire.com.au

Wishing Well Hire (from Club) - \$40

Wedding arch available free of charge

Bookings

Tentative bookings may be made with the club office. In the event we have another enquiry conflicting with a tentative booking we will require confirmation of the booking and payment of the relevant room hire. Confirmation of the booking will only be made on payment of the relevant room hire. Payments may be made by cash, eftpos, or bank cheque payable to Wangi District Workers Club.

Responsibilities

Hiring charges include cleaning up, however if this is excessive, additional charges may become necessary.

Confetti, foil cut outs, glitter and decorative crystals are prohibited in the building, on tables and surrounding grounds. Party poppers and exploding balloons are prohibited, as are candles in holders with open sides. Tea lights must be in containers and not placed directly on tables.

Wangi District Workers Club will charge the client for any repairs to, or replacements of club property damaged or lost by the client, clients guests, invitees or other persons attending the function. This applies whether in the area reserved or any area or part of Wangi District Workers Club.

The Club does not accept liability nor does the Club's insurance cover loss or damage to personal items or property that is brought onto Club premises.

No property of the club may be removed from the premises including tables, chairs & glasses.

Wangi District Workers Club Responsible Service of Alcohol policy applies to all guests of the club. Any person deemed intoxicated by club staff will be refused service of alcohol and asked to leave the premise.

Beverages

The clubs full range of beverages are available. Bar tabs are available on request or guests purchase their own. Beverages will be charged on a consumption basis. Bar tabs are to be paid prior to commencement of any bar tab service. The client may express drink restrictions (eg. tap beer, house wine & soft drink) a limit in time or money for the tab.

We accept cash or eftpos only for bar sales including bar tabs.

No beverages are to be bought on to the premise without prior arrangement with management. We accept requests for specific beverages that are not on the clubs drinks menu pending availability from our suppliers.

Catering

All catering for functions held in Wangi District Workers Club are carried out by the clubs catering contractors only. Food is not to be brought onto the premises (except for celebratory cakes) Cakes can be plated for a charge. Self catering is not permitted.

An approximate number of guests is required on booking.

A deposit of \$300 for catering is payable 21 days prior to the event.

Menu selection and number of guests attending the function is required 14 full days prior to the event.

Final payment, guest numbers confirmed and balance owing for catering is to be paid 7 days prior to the event.

Charges will be based on the number of people attending the function or the guaranteed number, whichever is the greater.

Seminars

Auditorium - \$220 up to 4 hours - \$330 up to 8 hours gst incl.

Dobell Room - \$130 up to 4 hours - \$165 up to 8 hours gst incl.

On public holidays the above prices will be charged

plus an extra \$55 up to 4 hours and \$110 for up to eight hours

GST Incl.

If you require the club to set up the room ie, theatre style the cost for setup will be \$110 GST incl.

Equipment

Data projector and screen (Auditorium only) \$55

Lectern and microphone

White board

Room Set Up

The club provides for the layout of tables and chairs as per a floor plan where required. The floor plan must be supplied seven days prior to the event. We can assist with the design of your floor plan.

The client is responsible for the decoration of the room for the event unless by arrangement with the Club.

Access to the rooms for the setting of tables, chair covers etc. will be according to the trading needs of the club. Please check with the office when you will be able to gain entry.

Cancellations

Cancellation of a function must be made in writing and refunds will be issued as follows:

Room Hire

- ◆ More than six months notice - 100% of Room Hire Fee
- ◆ Two to six months notice - 50% of Room Hire Fee
- ◆ Less than two months notice - No refund will be made

Catering

- ◆ 14 days or more notice - 100% refund
- ◆ 7 to 14 days notice - 50% refund per person cancelled
No refund of catering deposit
- ◆ Less than 7 days notice - No refund will be made including any reduction in confirmed number of guests or catering deposit

Completion Times

Room hire is for 5 hours unless approved by club management.

Monday - Thursday and Sunday by 10pm.

Friday & Saturday by 12.00am._____

Contact

Functions Co-ordinator - Julie Dillon

Email: julie@wangiworkers.com.au

Phone: (02) 4975 1451