

Park Beach Bowling Club Function Packages

Special Occasions
Conferences
Party groups
Bowls BBQ



PARK BEACH BOWLING CLUB
PO BOX 6094 OCEAN PARADE
COFFS HARBOUR NSW 2450
P. 02 6652 3622 F. 02 6651 4209
WWW.PBBC.COM.AU

August 2011



Park Beach Bowling Club

Thank you for considering Park Beach Bowling Club (PBBC) for your event.

Key elements to the success of functions held at PBBC are the excellent quality and stylish presentation of our food and the professional skills and polished service of our trained staff. The results are impressive, worry free functions.

Specialist staff members are at your disposal, from your function's first planning stages to its successful conclusion. PBBC's experienced function team will ensure the smooth running of every aspect of our function.

This information pack is designed to assist you with menus, arrangements and also outlines services offered for your consideration.

Our standard packages are included, however, we are happy to tailor a package to suit your requirements.

Please be sure to read the Terms and Conditions and be aware that your menu options are sent to us fourteen days prior to your function and that final numbers including any special dietary requirements are confirmed and paid for within two days of your function.

Please contact our Functions Co-Ordinator on 02 6652 3622 to discuss your requirements.

We look forward to your patronage.

Kind regards

Russell Stockham

Russell Stockham
General Manager

Function Rooms

PBBC has three purpose built function rooms available for weddings, conferences, seminars, meetings, training programs, presentations and social events.

Our conference and meeting packages are tailor-made to suit your event and include full use of our function rooms, superb catering options and all the little details to make your event a success.

PBBC has two options for registration and break out areas available to guests. The Function Room is complete with bar, fully workable kitchen and private amenities.

Our room hire fee includes guaranteed exclusive use, all appointments with your dedicated Function Co-Ordinator, fully staffed bar facilities and set up time on the day of your function.

Charges and details of Function Rooms are as follows:

Room	Capacity	Half Day Rate	Full Day / Evening Rate
Function Room	100	\$100.00	\$150.00
Committee Room	20 to 30	\$75.00	\$100.00
Boardroom	12	\$60.00	\$80.00
Potter's Palace	20 to 40		\$66.00

All charges are inclusive of GST.
 15% surcharge on public holidays.
 Half day rate is for bookings up to and including 4 hours.
 All financial members receive a 5% discount on bookings

We can trade until 3.00am if a late night party is your thing. Charges for late trading are as follows:

- 1.00am - \$500.00
- 2.00am - \$750.00
- 3.00am - \$1000.00

Equipment

PBBC is able to provide the following equipment at no extra charge:

- * Lectern
- * Microphone
- * DVD player
- * VCR
- * TV
- * Whiteboards
- * Screens

If you require a data projector, an additional charge of \$95.00 applies.

Office Services

Charges and details of office services are as follows:

- Faxes**
 - All faxes to be charged at \$1.10 for the FIRST page
 - Subsequent pages to be charged at \$0.55 per page
 - Eg. A two page fax will cost \$1.65.

- Photocopying**
 - Black and white A4 photocopies will be charged at \$0.40 per copy
 - Black and white A3 photocopies will be charged at \$1.10 per copy
 - Colour A4 photocopies will be charged at \$1.00 per copy
 - Colour A3 photocopies will be charged at \$2.00 per copy
 - A double sided document is counted as TWO copies
 - Copies made using the customers OWN paper will attract a charge of \$0.10 per copy due to the service charge on the Club
 - EG. If a customer makes 100 copies using their own paper, the customer will be charged \$10.00.

- Laminating**
 - A4 paper - \$1.10 per sheet
 - A3 paper - \$2.20 per sheet

- Telephone**
 - Local calls on the office phones will be charged at \$0.60 per call.
 - STD calls on the office phones will be charged a flat fee of \$1.50 per call.

All services are inclusive of GST.

Cakes and Catering

The Club's policy states that catering in any form, ie. Morning/afternoon tea or celebratory cakes are not to be brought into the Club under any circumstance. If you require a cake for your celebration, please liaise with the Functions Co-Ordinator.

Linen

PBBC provides standard linen for all functions. If you wish, we can arrange to hire linen tablecloths and napkins for your event. Prices on request.

Entertainment

Whether it's a band, DJ or solo artist, we can provide contacts for you. Please liaise with the Functions Co-Ordinator for details.

Decorations

Under no circumstance is confetti able to be used for celebrations. Cleaning cost for confetti will incur an additional charge of \$200.00. If you require fresh flowers / balloon sculptures for your function, please liaise with the Functions Co-Ordinator.

Final Numbers

Menu selection must be advised two weeks' prior to the date of the function. Our Function Co-Ordinator will contact you prior to this date advising what information is required. Final numbers along with dietary requirements are to be confirmed and paid for two days prior to the date of the function. The confirmed number of guests will be the number that is catered for and this is the number of guests that you will be charged for.

We understand things may change at the last minute and rest assured we will do our best to accommodate your needs.

Damage

The full cost of any reckless damage incurred to the property of Park Beach Bowling Club is the financial responsibility of the person(s) who have booked the function.

Our Menus

We offer a variety of menus including luncheons, barbecues, buffets and two & three course meals. (Minimum and maximum numbers required dependant on the overall requirements of your function).

If the options available are not to your taste, or you have a specific dish or menu in mind for your special day, please speak to your Function Co-Ordinator to discuss alternatives.

Vegetarian & Gluten Free Selection

- * Vegetarian and gluten free meals are available upon request.
- * Vegetarian and gluten free meals have been marked in function menu options.

Conference Menu Options

Tea, Coffee and biscuits	\$2.50 per person (1/2 day)	\$5.00 per person (all day)
Tea, Coffee and cakes / pastries	\$4.00 per person (1/2 day)	\$8.00 per person (all day)
Fruit Platter	\$45.00 (serves 10 to 15 people)	
Hot Finger Food platter	\$75.00 (serves 8 people / 5 items, 2 per person)	

All tea and coffee is continuous throughout your booking.

Luncheon Menu Options

Mixed Sandwiches Platter (No minimum)	1 1/2 sandwiches per person \$8.50 per person
Parky Lunch (Minimum 20 people)	Platters of mixed sandwiches & hot finger food \$12.50 per person
Up Town Lunch (Minimum 20 people)	Platters of mixed gourmet rolls, fruit platter and selection of hot finger food \$16.50 per person
Bistro Lunch (No minimum)	Daily choice of seven meals, seven days \$10.00 per person + for an extra \$2.00 upgrade with a schooner of beer, glass of wine or soft drink

Children's Menu

Children under 12 years—\$6.50 each

Fish and chips
Nuggets and chips
Calamari and chips
Bangers and chips

\$2.50 Dessert and Activity Pack Upgrade

For an additional \$2.50,
your child will receive an Activity Pack (crayons and activities) and a choice of jelly or ice cream.

Bus & Sporting Groups

\$15.50 per person for groups of 25 people and over

\$16.00 per person for groups of 24 people or less

2 course Main / Dessert

2 meal alternate drop or pre order actual meals before 11.00am on the day

Tea and coffee station

Menu is available for bookings of 6.00pm only

MAINS

Roast of the Day with baked & steamed vegetables

Battered fish, chips & salad

Pasta of the Day

Lasagne chips & salad

Chicken Schnitzel chips & salad

DESSERTS

Pavlova with fresh fruit & cream

Warm pecan pie with ice cream

Chocolate mousse

Cheesecake with cream

Hen's & Buck's Parties

Barefoot Bowls is a perfect way for your group to spend the afternoon breaking the ice and getting to know each other in a casual atmosphere,

Please liaise with the Function Co-Ordinator for all of your requirements.

Beverages

Please liaise with your Function Co-Ordinator for all information on beer(s), wine(s), soft drink(s) and juices.

Bistro Function Menus

Both menus are available for groups of 15 to 40 people
Service of first course for both options is to commence between 6.00pm and 6.30pm
Options subject to availability
Options are unavailable 11, 12, 25 and 26 November as well as 25 December 2011

Option 1

3 course \$28.50 / 2 course \$25.50 per person

Entree

Salt & pepper squid with wild rocket & chilli dipping sauce
Cajun beef & baby spinach salad with cherry tomatoes & aoli dressing
Seafood chowder with garlic sippets
Spicy lamb skewers with a minted, cucumber yogurt & salad

Mains

Chicken Breast Duxelle wrapped in filo with creamy pepper sauce
250gm Sirloin steak with field mushrooms & beer battered onion rings
Oven baked Tasmanian salmon steak with watercress hollandaise sauce
Lamb rump stuffed with fetta & roasted capsicum with red wine sauce
(Served with oven roasted garlic chats & steamed greens)

Option 2

3 course \$25.50 / 2 course \$22.50 per person

Entree

Sesame seed Chicken tender loins with honey mustard dipping sauce
Creamy pumpkin soup with sour cream & chives
Linguini Carbonnara
Sate Beef skewers with peanut & coconut sauce & rice

Mains

Beer battered Barramundi fillet with steak fries, salad & condiments
Roast Beef & pork with baked & steamed vegetables
250gm grain fed rump steak, pepper sauce, garlic chats & steamed greens
Grilled chicken breast with pesto cream sauce, chats & steamed greens

Desserts (both options)

Warm pecan pie with butterscotch sauce & ice cream
Mango cheese cake with cream
Pavlova with fresh fruit & cream
Black forest cake with cream

Carvery Buffet Menu - Option 1

\$26.50 per person

Minimum 30 people

Children under 12 years—\$9.50 each

Tea and Coffee - additional \$2.00 per person (min. 20 people)

MAIN

Roast Beef and Pork
Baked and Steamed vegetables
Potato Salad
Coleslaw
Pasta Salad
Tomato and cucumber plate
Bread Rolls
Gravy and condiments

DESSERT

Pavalova with fresh fruit and cream
Cheesecake with cream

Carvery Buffet Menu - Option 2

\$35.00 per person

Minimum 30 people

Children under 12 years—\$10.50 each

Tea and Coffee - additional \$2.00 per person (min. 20 people)

ON ARRIVAL

Hot and cold finger food platters or soup

MAIN

Roast Beef and Pork
Baked and Steamed vegetables
Potato, Bean and Bacon Salad
Caesar Salad
Pasta Salad
Tomato and cucumber plate
Mixed Lettuce Leaves
Bread Rolls
Gravy and condiments

DESSERT

Rich chocolate cake with berry caulis
Cheesecake with passionfruit cream

Set Menu - Option I

\$27.00 per person

(2 courses - entrée & main or main & dessert)

\$32.50 per person

(3 courses)

Tea and Coffee - additional \$2.00 per person (min. 20 people)

Choose 2 meals for alternate drop

ENTREES

Asian vegetable spring rolls with fried rice noodles & blood orange, ginger & soy dipping sauce (VEG)

Chicken breast skewers & rice pilaf with a peanut & coconut satay sauce (GF)

Caramelized peppered tomato & three cheese tartlet with wild ricket & balsamic vinaigrette (VEG)

Sesame seed crumbed Thai fish cakes with dipping sauce

Creamy chicken & asparagus val au vont

Veal tortellini with a creamy mushroom, bacon, garlic & vino cream sauce

MAINS

Char-grilled 250gm Rump Steak (cooked medium) with Garlic Chats & Three pepper sauce

Herb & Parmesan crumbed Snapper fillet with Salsa veirge & Crisp Garden Salad

Chicken Breast stuffed with Spinach & camembert cheese with garlic chats, steamed greens & pesto cream sauce (GF)

Grilled Barramundi with steamed Bok Choy, Rice & Red Curry sauce

Macadamia nut crusted chicken breast with steamed garden vegetables, chat potatoes & honey mustard sauce

Herbed crumbed lamb cutlets with colcannon mash, steamed greens & pepper sauce

DESSERTS

Passionfruit cheesecake with mango caulis & cream

Warm pecan pie with Butter scotch sauce & ice cream

Lemon citrus tart with cream & strawberries

Rich chocolate cake with Berry caulis & ice cream

Lemon meringue pie with passion fruit cream

Flourless orange Almond cake with chantily cream (GF)

GF - Gluten Free / VEG - Vegetarian

Set Menu - Option 2

\$29.50 per person

(2 courses / entrée & main or main & dessert)

\$36.50 per person

(3 courses)

Tea and Coffee—additional \$2.00 per person (min. 25 people)

Choose 2 meals for alternate drop

ENTREES

Grilled marinated prawns with sundried tomato & mushroom risotto and roast capsicum cream (GF)

Peking duck asian vegetable spring rolls with fried rice noodles & blood orange, ginger & soy dipping sauce

Warm Cajun beef fillet salad with baby spinach leaves, sundried tomatoes, roasted bell peppers & balsamic vinaigrette

Pan tossed chilli, garlic prawns with creamy tomato concase sauce, linguini pasta, baby spinach & shaved parmesan cheese

Caramelized pepped tomato, English spinach, feta, ricotta & mushroom tart (VEG)

Thai satay chicken with a mild chilli, coconut, lemongrass & coriander broth with jasmine rice & Asian greens

MAINS

Oven baked corn fed chicken supreme stuffed with goat cheese feta & English spinach with colcannon mash, steamed greens & champagne, cracked pepper & tarragon cream sauce

Marinated lamb rump, stuffed with roasted capsicum, feta cheese served

with smashed root vegetables, red wine jus & tapenade (GF)

Oven roasted lamb rack with sundried tomato & toasted almond pesto with sweet potato mash, green beans & red wine jus

Chicken balantine filled with baby spinach, roasted bell peppers & fresh herbs served

with French mash, steamed greens & watercress hollandaise (GF)

Atlantic salmon steak wrapped in pancetta with garlic roasted kipfler potatoes, crisp beans & hollandaise sauce (GF)

Fillet mignon-eye fillet steak wrapped in bacon topped

with field mushroom served with colcannon mash, steamed greens & three pepper sauce

DESSERTS

Steaming hot sticky date pudding with butter scotch sauce & cinnamon & hazelnut ice cream

Baked New York cheesecake with wild Berry compote, fresh strawberries & vanilla cream

Tiramisu - an authentic coffee flavoured mascarpone filling and chocolate sponge covered

with coco served with vanilla bean an glaze & fresh strawberries

Flourless chocolate cake made from ground almond & chocolate served warm

with fresh seasonal berries & double cream (GF)

Slow baked lemon & lime citrus tart with passion fruit cream & mango caulis

Ebony & Ivory - thin base of sweet pastry filled with chocolate & vanilla mousse,

surrounded by chocolate ganache with a wild berry compote & chantilly cream

GF - Gluten Free / VEG - Vegetarian

BBQ & Party Catering - Option 1

BUDGET BBQ

\$16.00 per person
Minimum 20 people

200gm Rump Steak
Thin sausage
Onion
Tomato, cucumber and lettuce platter
Bread rolls
Condiments

BBQ & Party Catering - Option 2

PARK BEACH SURF SIDE BBQ

\$25.00 per person
Minimum 25 people

Marinated Thai curry chicken
Grain fed Rump steak
Grilled sausages
Assorted Bread rolls
Onion and condiments
Grilled vegetable platter
Caesar Salad
Potato & Bean Salad
Pasta Salad

BBQ & Party Catering - Option 3

HOT & COLD CANAPES

\$30.00 per person
Minimum 40 people

Prawn and bacon brochettes
Tandoori chicken marinated skewers
Cajun beef & bell pepper
Nori Rolls
Salt and Pepper squid
Melba toast with assorted Moose's
Assorted pastries
Spicy beef tarts
BBQ marinated Asian chicken drumettes
Smoked salmon & dill crème fresh
Selection of mini desserts

Additional Courses

Should you wish to choose additional courses to supplement your menu,
please make your selections from the options below

CHEESE PLATTER

\$85.00 per platter
Minimum order of 2 platters
Serves 10 people

Selection of Australian Cheese
Camembert
Vintage Mersey Valley
Peppered blue vein
Brie
Gouda

Served with crackers, fresh melon balls & fresh strawberries

ANTI PASTO PLATTER

\$85.00 per platter
Minimum order of 2 platters
Serves 10 people

Assorted olives
Semi sun dried tomatoes
Pickled egg plant
Marinated mushrooms
Fetta cheese
Goats cheese
Roasted red peppers

Served with homous, barbagonoush & toasted Turkish bread

COLD MEAT PLATTER

\$65.00 per platter
Minimum order of 2 platters
Serves 10 people

Roasted chicken pieces
Leg ham
Pastrami
Rare Roast Beef

Club Information
















Members, Visitors & Guests

- * Anyone visiting the Club, must be a member, visitor to the area or a guest of a member.
- * To become a member of PBBC, simply complete a membership form and pay the membership fee of \$6.00 to Reception.
- * All visitors to the Club must sign in on entry.
- * Guests must be accompanied by a member of the Club.
- * Anyone who has a 2450 postcode must be a member of the Club.

Dress Code

In the event there is doubt as to the suitable attire of a member or guest, staff should approach the person and politely advise them of the dress standards of the club. If the person is a guest of a member, staff should raise the issue with the member who introduced that guest into the club. The supervisor should be consulted if difficulties arise and staff should attempt to avoid confrontation and use a common sense approach.

Appearance must be clean, neat and tidy at all times. Obscene or offensive language or clothing will not be tolerated. Management decision is final in all matters relating to dress and behaviour.

				
FOOTBALL SHORTS, STUBBIES	OFFENSIVE T-SHIRTS	UNTIDINESS, FADED OR FRAYED CLOTHING	BARE FEET	MEN'S HEADWEAR
				
SINGLETS ON MEN	REVEALING SINGLETS ON WOMEN	SWIM WEAR	BASEBALL CAPS	WORK OVERALLS
				
LEOTARDS	BIKE SHORTS	TRAINING APPAREL	TORN OR DIRTY JOGGERS	OFFENSIVE PERSONAL HYGIENE

Courtesy Bus

PBBC's courtesy bus is available Thursday, Friday and Saturday afternoons from 4.00pm.

If you require the courtesy bus for your function, please see Reception.

Trading Hours

Park Beach Bowling Club's trading hours are as follows:

	OPEN	CLOSE
Monday	9.00am	10.00pm
Tuesday	9.00am	10.00pm
Wednesday	9.00am	10.00pm
Thursday	9.00am	10.30pm
Friday	9.00am	11.30pm
Saturday	9.00am	11.30pm
Sunday	9.00am	10.00pm

- * Above mentioned hours are the minimum trading hours.
- * Closing times may be extended.

Entertainment

Park Beach Bowling Club has free entertainment from 7.00pm every Friday and Saturday nights. To find out who is playing, please contact Reception on 02 6652 3622.

How to Find Us

- * Heading north, travel through the Coffs Harbour Central Business district for approximately 1.5 kilometres until you see the overhead railway bridge.
- * Turn right immediately after passing underneath this bridge onto Park Beach Road. Continue travelling east until you reach Ocean Parade.
- * Turn right and you can see the Club on your left. GPS Co-Ordinates 30 deg 17' 19' South by 153 deg 8' 17' East. 14th

Responsible Service of Alcohol (RSA)

The Directors, Management and Staff of the Club are committed to the responsible serving of alcohol which includes:

- * Adequate training of management and staff in the responsible serving of alcohol;
- * Liquor service will be refused to persons who are obviously or visibly affected by alcohol;
- * Alcohol will not be promoted in a way which will encourage minors to seek to purchase or to consume alcohol, or to generally encourage anyone to consume alcohol in excess;
- * Liquor service will be refused to under age persons. Management and staff will require the presentation of approved forms of identification before providing services to persons suspected of being minors; and
- * Liquor will not be unduly subsidised by any other area of the Club's operations, and the Club does not support any promotional practice which encourages the excessive consumption of alcohol.

The Club recognises that it is against the law to:

- * Serve any person to intoxication
- * Serve or supply alcohol to any person under the age of 18 years
- * Allow intoxicated, disruptive or violent behaviour to occur on the premises

The following Policies and Procedures have been adopted to ensure the responsible service of alcohol:

- * Iced water is provided on a complimentary basis on request;
- * This Club seeks to create an environment that discourages drunken, disruptive or violent behaviour;
- * This Club does not seek to encourage rapid or excessive consumption of alcohol through pricing;
- * Low alcohol beers and non-alcoholic beverages are stocked and promoted;
- * Staff have been acquainted with this house policy and are trained to implement it;
- * If a staff member feels that a person has become intoxicated they will offer a range of options as an alternative to alcohol consumption;
- * If such patrons continue to order alcoholic beverages the staff member will contact the senior staff person on duty and alert them to the patrons current or impending state of intoxication;
- * The senior duty staff person will determine whether or not service should be refused; and
- * If service is refused the senior duty staff person will politely explain to the patron(s) that the Club cannot legally serve alcohol to the point of intoxication.

The Club seeks to ensure that no harm comes to patrons as a result of our service of alcohol.

Responsible Conduct of Gaming (RCG)

- * The PBBC promotes Responsible Service of Gaming.
- * Our club's gaming facilities exist for your pleasure and entertainment and it is in your interests that we, as a responsible venue, look to ensure that our members and their invited guests enjoy these facilities in moderation and NOT EXCESS.
- * Gaming can take many forms such as horseracing or other forms of racing, dogs etc, Club Keno or other lottery style games such as Housie and poker machines and or Casino style multi terminal gaming devices.
- * The provision of our gaming facilities are supplied according to strict regulations set down by the Department of Gaming & Racing within NSW and participation with such devices in is accordance with the terms and conditions of the PBBC's Articles of Association which outline the Club's Internal behaviour requirements for their use.
- * Outside these By Laws and Government controlled regulations it is by and large the responsibility of each individual member to ensure that their enjoyment of these facilities is within the relative means of their income and spending capabilities.
- * Not withstanding these measures, the following points may assist our patrons best enjoy these facilities.

DON'Ts

- * Do not bet more than you can afford.
- * Do not borrow money to gamble.
- * Do not gamble to recover loss.
- * Do not gamble if you are in either an aggressive or emotional state.
- * Do not attempt to gamble if you are affected by alcohol, drugs or other forms of medication.
- * Do not make multiple withdrawals from eftpos facilities.
- * Do not gamble on credit.
- * Do not let losing upset you.

DO's

- * Do seek help if you are gambling more than you can afford.
- * Do cease gambling once your predetermined spending level has been met.
- * Do tell club officials if you know or suspect a problem gambler.
- * Do enjoy gaming but at moderate levels.

KEY POINTS TO LOOK OUT FOR

Often a gambling addiction can be hard to detect. Below is a list of noted research outlining behavioural characteristics which may assist you to identify whether or not you or a friend have a gambling related problem:

- * Frequent mood swings when gambling or near gaming devices.
- * Aggressive behaviour towards a gaming machine device or other patrons in a gaming area.
- * Spending prolonged periods gaming.
- * Not meeting regular household and living expenses due to lack of money by weeks end or nearest income period.
- * Constantly attempting to spend more in order to win back what has been lost.
- * Not being prepared to leave when when the spending level has been met.
- * Signs of anti social behaviour occurring which are not in the normal course of ones behaviour.
- * Relationship stress resulting in domestic or other social problems.
- * Work related problems such as anxiety, high blood pressure, weight loss.
- * Increased isolation or reduction in social interaction and contact with friends, family or colleagues.

Help Lines

There are a number of Help Services readily available if you suspect you have a gambling problem. These services are free of charge and available 24 hours a day.

G-LINE - 24 HOUR 1800 633 635

LIFELINE - 24 Hour 13 11 14

The club management is openly available to meet and discuss in private any concerns a member may have in relation to problem gaming. Such support may include a self ban on gaming or a monitoring role provided that the individual undertakes mutual consent for the club to assist in this manner. To further support our role, the PBBC DOES NOT provide cheque cashing or credit facilities and it is an offence under the Club's Articles of Association for members or individuals to solicit monies or loans from other members or club staff on club premises.

Facilities Available



Enquiries

If you require further information / have any enquiries with regard to Functions or Park Beach Bowling Club, please contact the Club on 02 6652 3622.

Contact Details

Phone: 02 6652 3622
Fax: 02 6651 4209
Email: enquiries@pbbc.com.au
Web: www.pbbc.com.au
Address: Ocean Parade Coffs Harbour NSW 2450
PO Box 6094 Coffs Harbour NSW 2450



Booking Terms & Conditions

CONFIRMATION OF BOOKINGS

Initial enquiry bookings will be held for a period of (10) days, after which time the space will be released. Confirmation of bookings must be made by signing the Park Beach Bowling Club terms and conditions and forwarding the requested deposit and credit card authorisation information. The deposit required is the full payment of the room hire.

CONFIRMATION OF MENU, DIETARY REQUIREMENTS AND NUMBERS

Menu selections and approximate numbers are to be sent to us fourteen days prior to your function. Final numbers and special dietary requirements are to be confirmed and paid for within two days of your function. The confirmed number of guests will be the number that is catered for and is the number of guests that you will be charged for.

PAYMENT TERMS

Non Club members and corporate account holders are required to provide credit card details upon confirmation of final numbers. Food content is to be paid for at time of confirming numbers. All beverage accounts must be paid for at the conclusion of your event. If there are any issues with timing or if you require a payment arrangement, please advise the Functions Co-Ordinator.

METHOD OF PAYMENT

Credit card details are required quoting credit card number, name on card, expiry date and signature as per the attached form.

CANCELLATIONS

If booking is cancelled within 5 days of booking and before final numbers have been confirmed, the client will forfeit their deposit. If booking is cancelled within 2 days of booking, the client will forfeit their deposit and will be charged 50% of the total cost. If booking is cancelled within 24 hours of booking, the client will forfeit their deposit and will be charged 100% of the total cost.

PRICING & MENUS

Whilst every attempt is made to maintain prices as printed, the Club reserves the rights to amend prices as part of its regular cost reviews. Menu prices are valid from 1 July 2011 to 30 June 2012 and GST is included. Menus may vary due to season and availability.

DELIVERIES

All items to be used for a function must be delivered and collected within 24 hours of the function. We do not allow any form of adhesive tape or hooks to be used throughout the Club.

OTHER

Smoke machines are not permitted. Minors must remain in the immediate vicinity of a responsible adult at all times. The Club must be notified of any entertainment prior to the event. Security may be required (especially in the case of extended hours) at the discretion of the Club with the cost to be paid by the Client. The client (host) is liable for any reckless damage to Club property or theft caused by any guest attending the function / event. People attending functions do not have to sign in however if patrons will be using the Club's facilities during / after the function, they must sign into the Club's Register located at Reception.

I have read & understood the terms & conditions listed above:

Name:

Event Date:

Signature:

Date:



Credit Card Authorisation Form

I authorise Park Beach Bowling Club to charge the balance of the account to my credit card on the following business day of the function being held at Park Beach Bowling Club

Date of Function _____

Account / Company Name _____

Surname: _____

First Name: _____

Address: _____

Telephone: Home / Work - _____

Mobile - _____

Email Address: _____

Type of Card (please circle) Mastercard
Visa

Name on Card _____

Card Number _____

Card Expiry Date _____

Cardholder's Name _____

Cardholder's Signature _____