



# Corporate Information Package



52 Hazelwood Road Morwell Victoria 3840

P: 03 51343449

F: 03 51344957

[functions@morwellbowls.com.au](mailto:functions@morwellbowls.com.au)



We delight in meeting your every requirement, through personalised professional service, attention to detail and friendly staff.

You will experience our welcoming hospitality whilst our service professionals will ensure your reception is the best possible.

Allow us to pamper you, while you sit back and enjoy the wonderful atmosphere of our private rooms. Enjoy being waited upon with full food and beverage service from our friendly and attentive staff. The Morwell Bowling Club is the ultimate in function dining.

### Tentative bookings

Should you make a tentative booking with us it will stand for 7 days then you will need to confirm the booking by paying the booking fee

### Room Hire

An obligation free tentative booking can be held for a period of seven (7) days, payment of your booking fee will secure your date.

	cost
<b>Seminar or Board Room</b> (Seminars/Forums) Seats max 20 Tables, 40 Theatre Style	\$80
<b>Function Room</b> (Seminars/Forums) Seats max 100 Tables, 150 Theatre Style	\$180
<b>Function Room 2</b> (Seminars/Forums) Seats max 60, 100 Theatre Style	\$150

### Equipment for hire

- Data Projector - \$75.00
- Stage & Skirting - \$110.00

### Included in the room

- Screen
- whiteboard
- extension leads,



## CATERING

### Seminar/conference

- Jugs of iced water and mints to each table
- Tea & Coffee Station - \$40.00 per day
- Percolated Coffee & Assortment of Tea Station - \$60.00 per day
- Includes biscuits

### Morning Tea or Afternoon Tea

\$9.90 per head (Vegan \$2pp Additional surcharge)

- Orange Juice
- Iced Water
- Tea / Coffee Station & Biscuits

### Select 3 items

- Scones Jam & Cream
- Mini Cup Cakes
- Mini Cakes
- Fresh fruit platter
- Mini Slices
- Nibbles – Dips, kabana, cheese, biscuits & Crudites

## Lunch

Option 1 - \$10.90 per head

Soup & Salad

### Soup (Select 2)

- Creamy Chicken & corn (GF)
- Minestrone
- Creamy Pumpkin (GF)
- Sweet potato & pumpkin (GF, Vegan)
- Pea & Ham
- Potato & Bacon (GF)
- Potato & Leek (GF)
- Country Vegetable (GF, Vegan)

### Salads (Select 2)

- Caesar
- Chicken, Pesto & Pasta
- Asian Salad
- Moroccan Vegetable (GF & Vegan)
- Creamy Potato
- Roasted Vegetables & Pearl Cous Cous (Vegan)
- Greek (GF)
- Curried Cauliflower & Chickpea (GF & Vegan)

### Breads (Select 2)

- Fresh Stick
- Dinner Rolls
- Garlic Bread
- Tortilla Wraps
- Sourdough Slices
- Gluten Free Bread



## Lunch

Option 2 – \$14.00 per head

Vegan options available additional surcharge \$2pp

### Served Buffet style

- Point Sandwiches and Gourmet Rolls
- Mini Beef Pies – tomato sauce
- Mini Sausage Rolls – tomato sauce
- Thai Spring Rolls (V) – sweet chilli sauce
- Exotic Spice Samosas (V) – sweet chilli sauce
- Mini Din Sims – soy sauce
- Tempura battered fish pieces – Tartare sauce & lemon wedges
- Chicken Strips – sweet chilli sauce
- Fresh Fruit

## Lunch

Option 3 – \$18.00 per head (15 person min)

Grazing table – a large table style platter with a selection of

- Fresh Fruit Platter
- Point Sandwiches and Gourmet Rolls
- Deli Meats
- Cheeses
- Dips
- Biscuits
- Nuts
- Dried Fruits



## BUFFET BREAKFAST

Please Choose Your Buffet Combination:

- Continental Breakfast & Baker's Corner  
\$18.50 per person
- Baker's Corner & Hot Breakfast  
\$25.50 per person
- Continental Breakfast, Baker's Corner & Hot  
Breakfast \$28.00 per person

### Continental Breakfast

- Selection of Mixed Cereals
- Fresh Fruit Platters
- Variety of Yoghurt's

### Fresh from the Bakery

Please select 3 items

- Mini Croissant's
- Mini Danishes (Variety)
- Lemon & Blueberry bread
- Zucchini & Chia Bread
- Date & Walnut bread (Vegan)
- Banana Bread (GF option upon request)
- Petite Raspberry & Apple Almandines (GF)
- Morning glory muesli slice

### Hot Buffet

- Eggs – please select one  
(Poached – Fried – Boiled – Scrambled)

### Hot selection

Please select 5 items

- Crispy Bacon Rashes
- Baby Beef Chipolatas
- Herb grilled Tomatoes
- Homemade Baked Beans
- Hash Browns
- Sautéed mushrooms
- Buttermilk pancakes
- Bacon, egg and cheese tart
- Vanilla bean & mixed berry porridge
- French Toast
- Spinach, feta & egg frittata

### All Buffets Include:

- Freshly Brewed Coffee and Tea
- Variety of Juices
- Iced Water
- Toast (Jam, Vegemite or Peanut butter)

## Terms and Conditions (Corporate Package)

### Confirmation of Bookings

A tentative reservation will be held for a period of fourteen (14) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and booking fee (room hire) payment. (if applicable)

### Final Details & Payment

The venue requires all food and beverage selections in to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then required seven (7) days prior to your event, and this number will form the basis of your final charging. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

Invoice can be forwarded after meeting / function if pre-organised

### Cancellation

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Management and only by the person who paid the initial deposit. In the event that your confirmed booking is cancelled, the following conditions will apply

- |                |                                                              |
|----------------|--------------------------------------------------------------|
| 30 -14 Days    | Deposit will be forfeited                                    |
| 14 -7 Days     | Deposit will be forfeited and 50% of function catering costs |
| 7 Days or less | Deposit and 100% of function catering costs                  |

### Cancellation must be provided in writing

If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

### Minors, Additional Security

Minors are only permitted on the premises in the company of their parent, guardian or responsible adult. Minors are to remain in the room reserved and are to be supervised all times whilst within the venue.

Particular functions eg. 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

Due to recent changes in Liquor Licencing Laws minors are NOT permitted to consume alcohol whilst on the premises AT ANY TIME.

### Damage

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

### Signage, Decorations & External Supplies

Any additional equipment/entertainment/decorations or props required, other than those supplied/recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

### Function Conduct & Client Responsibility

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

All requirements of the Liquor Control Act will be enforced by the Morwell Bowling Club.

# Morwell Bowling Club Corporate Booking Sheet

## Contact details

Contact Name .....  
Company Name .....  
Billing Address .....  
City/Suburb ..... Postcode .....  
Email .....  
Phone..... Function Date .....  
Type (Meeting, Seminar etc.) .....  
Time of arrival .....am/pm Time of meal .....am/pm  
Number attending ..... Deposit/Bond paid.....

## Menus

Morning Tea .....  
Afternoon Tea .....  
Option 1 .....  
Option 2 .....  
Breakfast .....

## Special Requirements (tick)

Lectern       Microphone       Stage   
Head Table  no..... Coloured Serviettes  .....  
Other  .....

To ensure a smooth and successful function, all details relating to schedule, menus, beverages, room set up and a tentative guest count are required at 2 weeks prior to your event.

I ..... (The organiser ) have read and understood the terms & conditions for booking the Morwell Bowling Club, and would like to confirm my booking for ..... ( date of function )

Signed: ..... Dated:.....  
(Name of organiser)

Signed: ..... Dated:.....  
(On behalf of The Morwell bowling Club)



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