



# ***Morwell Bowling Club***

## ***Breakfast Information Package***

**52 Hazelwood Road Morwell Victoria 3840**

**Phone: 03 51343449**

**Fax: 03 51344957**

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

**[www.morwellbowls.com.au](http://www.morwellbowls.com.au)**



## *Morwell Bowling Club*

*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.*



## Terms and Conditions

### Terms and Conditions (Breakfast 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 deposit payment. A bond of \$200 is required (if applicable). This amount will be refunded to you post event, provided that no damage has been done to the function room or any other part of the venue.

\* We accept EFTPOS, cash & all major credit cards.

#### 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.

#### 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.

### **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 has a policy to serve Customers in a responsible, friendly and professional manner and in doing so enforce the strategies of Responsible Service of Alcohol by:

- a) At the discretion of Management at anytime the function maybe be served light beer only
- b) This Club will not serve more than one nip (30ml) of spirits per glass.
- c) This Club discourages excessive drinking "shots". Straight drinks of spirits/liquors will be served at the managers/supervisors discretion.
- d) Iced water is provided on a complimentary basis on request

If you require any further information please do not hesitate to contact me. Thank you for the opportunity to quote.

Yours faithfully,  
Sheryl Bayley  
**Functions Manager**

# Surcharge Public Holidays 15%  
# Surcharge Sunday's 10%



## 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.

### **Room Only**

Seminar or Board Room (Seminars/ Forums)      **\$80.00**

Seats max 20 Tables      40 Theatre Style

Function Room                      (Seminars / Forums)      **\$180.00**

Seats max 120 Tables      150 Theatre Style

Function Room 2                      (Seminars / Forums)      **\$150.00**

Seats max 80                      100 Theatre Style

**Sit down Breakfast**      **\$280.00** (function Room) **\$250.00** (Function 2)

Included in your booking fee is the following:

Room hire

White linen table clothes

Coloured paper napkins

Setting of room

Table settings

Function staff

### **Equipment for hire**

Data Projector - \$75.00

Stage & Skirting - \$110.00

**Included in the room** - Screen, whiteboard, extension leads,

### **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



## **Buffet Breakfast**

*Please Choose Your Buffet Combination:*

*Continental Breakfast & Baker's Corner*

*\$16.50 per person*

*Baker's Corner & Hot Breakfast*

*\$23.00 per person*

*Continental Breakfast, Baker's Corner & Hot Breakfast*

*\$26.00 per person*

### **Continental Breakfast**

Selection of Mixed Cereals

Fresh Fruit Platters

Variety of Yoghurts

### **Fresh from the Bakery (please select 3 items)**

Croissant's with apricot glaze

Variety of fruit filled Danish's

Variety of Breakfast muffins

Blueberry Bagels

Waffles w/ maple syrup

Banana Bread



### **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 fetta tart

Banana and cinnamon porridge



### **All Buffets Include:**

Freshly Brewed Coffee and Tea

Variety of Juices

Iced Water

Toast (Jam, Vegemite or Peanut butter)





# Morwell Bowling Club Function Booking Sheet



Contact Name .....

Company Name .....

Billing Address.....

City/Suburb.....Postcode.....

Email .....

Phone ..... Function Date .....

Time of arrival..... Time of meal.....am/pm

Number attending..... Deposit/Bond paid .....

### Breakfast Menus

Continental Breakfast & Bakers Corner

Continental & Hot Breakfast

Continental, Bakers Corner & hot Breakfast

### Special Requirements (tick)

Lectern       Microphone       Stage       Projector & Screen

Coloured Serviettes .....

Other .....

I ..... (the organizer ) 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 organizer )

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