



CORPORATE CATERING BOOKING FORM

Name:	
Number:	
Email:	
Date:	
Event:	
Room:	
People:	
Commencement:	
Room Deposit:	
Full Amount Paid:	
Dietary Requirements:	
Table Cloths:	



Introduction:

Thank you for choosing Waratah Sports Club for your special event. While Waratahs is mostly known for its amazing sport and recreational facilities – Serving thousands of individuals each year – we are now staking a claim as one of the towns premier function locations offering quality amenities.

Our Aim is to provide friendly, flexible, and cost-effective options for anyone looking for a small gathering up to a major event. Please do not hesitate to contact us to discuss your specific requirements or to book an appointment to see what options we have available for you.

Email: info@waratahsportsclub.com.au Phone: 6362 8773

Our Rooms:

With several rooms available to hire at Waratahs flexibility is key, being able to mix and match rooms or customize spaces opens countless opportunities to cater to your event.

Telopea Room*: Our biggest room on offer comfortably seats up to 132 people, complete with audio equipment and a projector screen its perfect for any major work or party event. The room also features a private entrance and direct bar access.

Verandah Room*: The second biggest room we have on offer seats 52 people, located off to the side of the sports club with good access to the bar and toilets it is ideal for formal dinners, birthdays and cooperate events. The room has audio equipment, a smart tv and a private entrance to boot.

For bigger functions, the Telopea Room and Verandah Room can be opened as one large space being able to seat 180 people.

We also have additional equipment for hire for any of our room these include: Jukebox, Projectors, Portable dance floor and a portable bar. These items will be charged to the customer on top of the room hire fee. *Rooms featuring an asterisk above their title are completely private and can be closed off from the public.

Please note we do not permit any outside food or drink in our licensed premises except for cakes unless already agreed upon by managerial staff and although all events big and small are welcome we do not allow 18th Birthday Parties.



Booking Fees:

Teloepa Room: \$350(Seats 132)

Verandah Room: \$250 (Seats 56)

Teloepa + Verandah Room: \$550 (Seats 180)

Teloepa + Verandah + Dining Room: \$600 (Seats 250)

Bar tabs:

You may choose to pay as you go for refreshments during your event or arrange a bar tab with a pre-paid identified amount, we are unable to provide drinks on credit. Upon Arrival guests will receive a coloured wrist band to identify what bar tab they have access too.

Bookings, Payment and Cancellations:

Once you have selected your room and catering package you will be invoiced your event total. Please note your booking is not confirmed until total room hire fee has been paid. This a nonrefundable fee.

You will have up to 1 week prior to the event commencement date to confirm your numbers and catering selections. If you have additional numbers that have been provided after this date or on the day of the function, you will agree to pay on the night for those extra guests adding to your agreed upon total.

We request your event is paid for in advanced or on the night at the latest, we accept the following terms of payment: Credit Card, Bank transfer or Cash.

Please note regardless of if your event is paid for in total or not Waratah Sports Club reserves the right to charge for the damage, loss or breakages of the venue or equipment that are above general wear and tear.



General Requirements:

We want your event to run as smoothly as possible and our staff will do everything within their power to make this happen. To achieve this, we ask you to work with us by following these requests:

- Monitor the conduct and behavior of your guests, Waratahs reserves the right to remove any person from the premises for inappropriate or antisocial behavior. We are legally required to enforce responsible service of alcohol.
- Treat our staff and fellow guests with respect.
- Adhere to dress regulations this always includes wearing footwear and wearing clean, tidy, and non-offensive apparel. Keep it respectable.
- Look after personal belongings, our staff will keep an eye out but ultimately guests are responsible for their personal belongings and waratahs will not reimburse for loses.
- Decorations are permitted but glitters and sparkles are banned. Items cannot be fixed to the walls, ceilings, or fixtures without seeking permission from managerial staff first.
- External food and drinks excluding cakes are not permitted this includes chips, lollies and other nibbles unless permission is sought after from managerial staff.
- Noise restrictions after midnight, we must be mindful of our neighbors so please be considerate when hosting music or other entertainment or you may be asked to relocate as the night wears on.

Final Agreement:

I have read, understood, and agree to the above policies and general information provided to me in this form.

Name:

Signature:

Date:

CORPORATE CATERING

\$45 PER PERSON ALL DAY CATERING

CHANGES CAN BE MADE TO ACCOMMODATE DIETARY REQUIREMENTS.
PLEASE SELECT ONE OF THE FOLLOWING MENUS.

<p><u>MENU A</u></p> <p>BREAKFAST</p> <ul style="list-style-type: none"> ○ Ham & cheese Croissants <p>LUNCH</p> <ul style="list-style-type: none"> ○ Chicken schnitzel, chips, salad & gravy <p>AFTERNOON TEA</p> <ul style="list-style-type: none"> ○ Slices & Mini Muffins 	<p><u>MENU B</u></p> <p>BREAKFAST</p> <ul style="list-style-type: none"> ○ Ham & cheese Croissants <p>LUNCH</p> <ul style="list-style-type: none"> ○ 200gr Rump Chips & Salad Gravy <p>AFTERNOON TEA</p> <ul style="list-style-type: none"> ○ Cakes & Slices
<p><u>MENU D</u></p> <p>BREAKFAST</p> <ul style="list-style-type: none"> ○ Ham & cheese Croissants <p>LUNCH</p> <ul style="list-style-type: none"> ○ Beer Battered Fish & Chips <p>AFTERNOON TEA</p> <ul style="list-style-type: none"> ○ Assorted Desserts 	

PLEASE NOTE ALL DAY TEA/ COFFE STATION IS INCLUDED IN THE PRICE.