WARATAH
SPORTS CLUB

FUNCTION *Package*

About Us:

Our aim is to provide friendly, flexiable, and cost-effective options for your next function.

Our Service:

- General
- Corporate
- Celebration of Life

Contact Us

02 6362 8773

info@waratahsportsclub.com.au

36 Telopea Way Orange, NSW 2800

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VENUE RENTAL *Agreement*

Introduction
Thank you for choosing Waratah Sports Club as the venue for your special event. Known for our excellent sports and recreational facilities, we are excited to expand our services as one of the town's premier function locations, offering top-quality amenities.

Our goal is to provide friendly, flexible, and cost-effective options for gatherings of all sizes. Whether you are planning a small get-together or a major event, our team is ready to assist you in creating a memorable experience. Feel free to reach out to us to discuss your specific requirements or to schedule an appointment to view the available options.

Rooms Available:
At Waratah Sports Club, we offer a variety of rooms for hire that can be tailored to suit your event needs. From the spacious Telopea Room, accommodating up to 110 guests, to the charming Verandah Room, seating 50 guests, we have the perfect settings for different types of functions. For medium events, the Telopea Room and Verandah Room can be combined to seat up to 160 people. For large events the Telopea, Verandah and North Extension can be set up to host 210 guests.

Bar Tabs:
You have the option to choose between a pay-as-you-go system for refreshments or set up a pre-paid bar tab for your guests. guests will be issued wristbands upon arrival to indicate their bar tab access.

Booking, Payment, and Cancellation Policies:
Once you have selected your room and catering package, we will invoice you for the total event cost. Please be aware that your booking is confirmed only upon payment of the full room hire fee, which is nonrefundable. Catering choices and final guest numbers must be confirmed at least 7 days before the event, with a 50% deposit required. Any additional guests beyond the confirmed number will be charged on the night.
Accepted payment methods include Credit Card, Bank transfer, or Cash. Additionally, Waratah Sports Club reserves the right to charge for damages or losses exceeding normal wear and tear.

General Requirements
- Monitor the conduct and behaviour of your guests, Waratahs reserves the right to remove any person from the premises for inappropriate or antisocial behaviour. 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 neighbours so please be considerate when hosting music or other entertainment or you may be asked to relocate as the night wears on.

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VENUE RENTAL
Client Intake Form

CLIENT INFORMATION

COMPANY _____

FULL NAME _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE NUMBER _____

EVENT DETAILS

EVENT DATE _____

EVENT START TIME _____

EVENT FINISH TIME _____

EVENT TYPE _____

SET UP TIME _____

NUMBER OF GUESTS _____

REQUIRED ROOM _____

SERVICES REQUIRED

- ☐ PROJECTOR AND SCREEN
- ☐ LECTERN
- ☐ BLUETOOTH SPEAKER
- ☐ TEA AND COFFEE STATION
- ☐ BAR TAB
- ☐ TABLE LINEN
- ☐ CATERING (SEE PACKAGES)

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VENUE RENTAL
Event Information Form

ROOM HIRE INFORMATION

TELOPEA ROOM	110 GUESTS	$350.00
VERANDAH	50 GUESTS	$250.00
TELOPEA + NORTH	160 GUESTS	$650.00
TELOPEA + VERANDAH	160 GUESTS	$650.00
TELOPEA + NORTH + VERANDAH	210 GUESTS	$800.00

CATERING PACKAGE SELECTION

PLEASE REFER TO OUR CATERING MENU & EMAIL YOUR SELECTION TO info@waratahsportsclub.com.au

CATERING PRICES EXCLUDE GST

FINAL AGREEMENT

I HAVE READ, UNDERSTOOD, AND AGREE TO ALL POLICIES AND GENERAL INFORMATION PROVIDED IN THIS FORM

NAME: _____

SIGNATURE: _____ DATE:_____