# FUNCTION APPLICATION & MENU SELECTIONS



AYR ANZAC MEMORIAL CLUB

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# FUNCTION APPLICATION

Function Co-ordinator ~Tamara Quinn

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### **FUNCTION DETAILS**

Date of Function:	_ Postal Address:	
Company/Party Name:	_	
Host/Contact:	_	
Phone:	Fax:	
Mobile Number::	Membership Number:	
Email:	_	
<u>Venue</u>	<b>Function Type</b>	
Function Room (Gallipoli Room)	☐ Morning/Afternoon Tea	
Conference Room	☐ Meeting	
Members Lounge	Lunch	
Front Bar (Long Tan Bar)	☐ Dinner	
Bistro (Anzac Cove)	Other	
Timings: Access to Function Room:(	Access times may vary due to other functions / bookings)	
Arrival of Guests: Food Service:		

# **CONFIRMATION:**

- -This booking is confirmed upon receiving this application signed
- Payment of room hire is required on application
- Credit Card details will be kept on file to finalise any outstanding payments after the event.
- By signing the terms and conditions you agree that any outstanding charges will be deducted from your Credit Card.
- Cancellation of this function after receipt of the signed acknowledgement will attract a cancellation fee equivalent to the 50% room hire amount.
- Non Profit organizations must be advised that in the event of dates coinciding with a paid booking, the paid booking will take precedence.

# FUNCTION ROOM HIRE: GALLIPOLI ROOM

# ROOM HIRE FEE IS REQUIRED ON APPLICATION

Number of Guests:						
RATES:  Monday – Wednesday  (Lunch & Dinner) \$150 – this does not include private bar \$250 – with private bar  Thursday – Sunday (Lunch & Dinner) \$200 – this does not include private bar \$250 - with private bar  PLEASE NOTE - *Friday & Saturday Nights* – Minimum people required to book function room is 70 people.  PLEASE NOTE: On a Friday & Saturdays, Lunch Function Room bookings have a latest finish time of 4.30pm						
PLEASE NOTE: If you have less than the function co-ordinator to discuss options.	e required numbers for the Friday / Saturday night function, please see the					
CONFERENCE ROOM HIRE:						
	n Hire Fee is Required On Application					
Small room consisting of large oval table s	$\frac{\text{density to a } \frac{\text{maximum of } 15}{\text{2 day}} - 4 \text{ hours}  $50.00$					
	Full Day - 8 hours \$90.00					
Number of Guests:						
	ROOM SET UP:					
MENU SELECTION:						
☐ Bistro Menu	☐ Smorgasbord					
□ bisuo menu	Smorgasporu					
☐ Set Bistro	Menu Platters					
☐ Alternate Drop Men	u Speciality Designed Menu					
<b>Special Requests</b> : eg – special dieta	ary requirements, vegetarian, soy milk, celiac etc.					

# **DON'T FORGET!!**

- : We also have **Celebration Cakes** available .Made on premises to order.
- Decadent Chocolate with Rich Chocolate Frosting
- Various Flavours of Baked Cheesecakes
- Vanilla Sponge with Jam & cream Filling and Icing
- Carrot Cake with Traditional Cream Cheese Frosting

carrot cake with 11	Minimum A	-5 Days Notice.
		·
See your Function Co-	ordinator for more inf	formation.
		g are at no extra cost
Data Projector & Screen only Screen only Data Projector Whiteboard Lectern Iced Water	en	
<u>DÉCOR</u> :		
☐ Cake table/knife ☐ Napkins (colour etc) ☐ Other (state below) ☐ Present table		<ul> <li>☐ Table Cloths (provided at the expense of the applicant)</li> <li>☐ Table Decorations (provided by the applicant)</li> <li>-See Conditions Below</li> </ul>
*Please Note: No stapling or adhering any displays or signage to the walls.  No use of table scatters, confetti or glitter may be used.  *Please Note: If the above mentioned occurs a \$200 cleaning fee will occur.  *Please Note: Sparklers are not permitted in the Club		
KIDS ROOM – Operating on Thursday, Friday and Saturday Night. Conditions apply. Maximum number of children is 13. Ages are 2 years to 15 years. Can be opened other times at the expense of the applicant – please see Function Co-ordinator		
FULL Names of Child	lren:	

## BAR TAB:

Please advise the function co-ordinator if you wish to have a Tab for your drinks &/or meals.

# **IMPORTANT NOTE:**

**Dress Standards:** All Guests must comply with the AAMC Dress Regulations.

## ENTRY REQUIREMENTS TO THE AYR ANZAC MEMORIAL CLUB

The Queensland Liquor Act governs entry requirements to the Ayr Anzac Memorial Club Inc.

All guests who enter the Club are required to sign in using a full residential address.

Guests must keep the sign in slip with them at all times and present it to Reception should you leave and re enter the Club.

Each sign in slip is valid for the day of signing in.

# FUNCTION TERMS AND CONDITIONS - Please Read Carefully

<u>CANCELLATION:</u> In the event of a cancellation (required in writing) management will make a decision, less any costs incurred by the Ayr Anzac Memorial Club, on refunds depending on reason and amount of notice given.

<u>MENUS:</u> We are happy to assist you in all menu choices, but the following is necessary to ensure your needs are met.

All Platter Menus & Numbers must be finalised 72 hours (3days) prior to function.

All Smorgasbord Menus must be finalised 2 weeks prior to event.

All alternate drop menus must be finalised 2 weeks prior to event.

We are happy to assist you in a Special Designed Menu. This must be finalised 3 weeks prior to event.

<u>SMORGASBOARD CONDITIONS & NUMBERS</u>: Minimum guaranteed guest numbers are required <u>one (1) week prior</u> to an event and charges will be based on guaranteed numbers or final head count, whichever is greater. A minimum of 40 people is required for smorgasboard .Friday & Saturday nights a minimum of 70 people is required.

Please Note: This option is only available in the Gallipoli Room.

ALTERNATE DROP & SPECIAL DESIGNED MENUS NUMBERS: Minimum guaranteed guest numbers are required one (1) week prior to an event and charges are based on guaranteed numbers or final head count, whichever is greater.

**BYO**: The provision of BYO food is not permitted in the Ayr Anzac Memorial Club or in any function venue, with the exception of birthday/wedding cakes. The provision of BYO beverage is not permitted in the Ayr Anzac Memorial Club or in any function venue.

**INSURANCE:** The Ayr Anzac Memorial Club will NOT accept any responsibility for any damage or loss of materials left on the property prior to, during or after a function. The Client is financially responsible for any damage sustained to the Ayr Anzac Memorial Club fittings, property or equipment, or for any injury to guests or contractors, prior to, during or after any event. The Client is advised to seek independent advice in relation to providing their own insurance cover.

<u>OTHER FUNCTIONS</u>: The Ayr Anzac Memorial Club reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time.

<u>OUTSIDE CONTRACTORS:</u> For all exhibitions and stage set ups produced by outside contractors, the General Manager/Function Coordinator must approve plans a minimum of 30 days prior to the event. The outside contractors must liaise with the General Manager/ Function Coordinator in all matters of delivering, set up and break down.

**ROOM ACCESS:** Access to your room for set up is 1 hour before hand, unless discussed with co-ordinator for earlier access.

# **CONFIRMATION OF FUNCTION INFORMATION**

Name:	Company:	
Signature:	Date:	
Room Hire Paid (if	applicable):	
	I amount owing must be made at close of function. Payment medit Card payment will accure 1% surcharge. Sorry no American	
THE POPULATION OF THE POPULATI	AVRANZAC MEMORIAL CL  101 Burke Street, Ayr Qld 4807 Phone: 47831283 Fax: 47835178 ABN: 84 650 561 476  Website: www. Email: ayr.anzac@bi	ayranzac.com.au
Function Date	y:	
Function Book	king Name:	
	CREDIT CARD DETAIL FORM	

	CREDIT CARD DETAIL FORM
Name	
Credit Card	
Number	
Expiry	
CCV Number	
Phone Number	
Address	
Signed	













