Everglades Country Club Condolence Pack

Everglades Country Club
Dunban Road, Woy Woy NSW 2256
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P: (02) 4341 1866
www.everglades.net.au

menu

Condolence Menu One

Minimum of 20 people
$17.50 pp
Includes Tea & Coffee.

Sweet Danishes

Mini Spring Rolls

Gourmet Mini Pies

Gourmet Mini Sausage Rolls

Spinach Feta Triangles

Condolence Menu Two

Minimum of 20 people
$21.50 pp
Includes Tea & Coffee.

Sweet Danishes

Assorted Mini Quiche

Gourmet Mini Pies

Cocktail Spring Rolls

Spinach Feta Triangles

Fruit Platter (individually served due to covid)

Morning & Afternoon Tea

Tea & Coffee **$2.50 pp**

Tea, Coffee & Danish Pastries **$6.50 pp**

Fresh Seasonal Fruit Platter **$8.00 pp**

Assorted Cake Platter **$8.00 pp**

Assorted Cheese & Cracker Platter **$8.00 pp**

Assorted Sandwich Platter **$6.50**

Delicious Morning or Afternoon Tea **$12.50 pp**
Includes Tea, Coffee, Fresh Fruit Platter & Danish Pastries

Gourmet Morning or Afternoon Tea **$15.00 pp**
Includes Tea, Coffee, Fresh Fruit, Assorted Cheese & Cracker Platter

Exquisite Morning or Afternoon Tea **$20.00 pp**
Includes Tea, Coffee, Assorted Cheese served with Crackers, Fresh Fruit Platter & Sweet Danishes

Subject to change. Last updated February 2021

Everglades EVENTS

Room Hire

Auditorium Capacity 250 $450 + $200 Bond
Star Room Capacity 75 $270 + $100 Bond

All room hire costs include a bar person.
If the deceased was a Financial Member of Everglades Country Club no room hire fee will be charged. Bar person fee is still applicable.

Tentative bookings will be held for up to 14 days only. To confirm your function the room hire fee & deposit must be paid. Room hire is subject to availability.

Confirmations

All menu selections, final attendance numbers, bar accounts, seating plans, function specifies & equipment requirements must be confirmed no later than 2 days prior to the function date.

Cancellations

All cancellations must be notified in writing:
A cancellation more than 2 days prior to the function date will result in a full refund of any room hire & bond paid.
A cancellation less than 2 days prior to the function date will result in the loss of any room hire and bond paid.
Transferred or postponed functions are subject to availability. In the event of an approved postponement, all deposits will be transferred to the new agreed date & marked as paid.
Note: a function cannot be transferred or postponed more than once in any 12 month period.

Payments

Full settlement of the catering account MUST be paid NO LATER than 24 hours prior to the function date.

If a 'bar account' is required, the allocated amount must be paid no later than 2 days prior to the function date. Any funds not used from the bar account will be refunded by cheque (within 7 business days). In the event your bar account reaches the allocated amount, the function host will be notified & an extension can be made upon request with the Duty Manager.
Any outstanding settlements or bar accounts must be paid prior to the completion of your function.

Any refunds will be completed by cheque (within 7 business days of the functions completion)

Accepted methods of payment include: cash, Eftpos, Mastercard & Visa.
We do not accept personal cheques, bank cheques, Diners Card or American Express.

Membership

To hold a function at Everglades Country Club, the function host (person making the booking) must be a social member of the Club. Membership is $5 for one year or $10 for three years. Please inform our Function Coordinator at the time of a tentative booking if you are not a member of the Club, as you will required to join.

Due to government regulations, all guests who enter the Club (be it for a function or to utilise the Club's facilities) must fall into one of the following categories:
Current member (membership card must be shown upon entry), or
Temporary member (those who live outside the 5km radius of the club), or
A current reciprocal member of the Bowling or Golf Club, or Guest of member (those who reside within the 5km radius who are not members of the Club or a reciprocal member of a Bowling or Golf Club) must be signed in by a member of Everglades Country Club.

Club Information

Everglades Country Club does not accept responsibility for any damage to or loss of any property that is left on the premises prior, during or after your function. Depending on the size and nature of the function, the Club may advise organisers and function personnel that a licensed security guard may be required and this fee will be incurred in the function costs.

The Club expects that the equipment and the room will be left in the same state in which it was provided. In the event of any damage to the function room or if any excessive cleaning is required, the deposit will be forfeited and an invoice will be issued to cover the costs of repair and cleaning. All fire exit doors must be free of blockage such as display stands, screens and any other items that may block these exits. Exit doors must not be locked and the exit sign must be clearly visible at all times. Highly flammable materials are not permitted. The use of open flames, heaters, lamps, smoke machines, dry ice or any other pyrotechnics are not permitted on the Club premises.

All guests and function personnel attending a function are asked to use the car park spaces adjacent to and behind the Club. Please do not block or use any disabled or clearly marked car parking spaces without the use of a valid permit or prior approval from management.

Any advertising concerning Everglades Country Club must be approved by the Marketing Manager and must comply with the Registered Clubs Act.

"BYO" alcoholic beverages, non-alcoholic beverages and food is not permitted under any circumstances (this excludes wedding cake, engagement cake and birthday cake). Any breach of this rule contravenes with Legislation and the Public Health Act and hosts can be subject to prosecution.

Please ensure that guests respect our neighbours when arriving and leaving the Club premises by being as quiet as possible. We have a responsibility to our neighbours and reserve the right to limit noise levels.

Decorations are permitted to be used for your function. However, glitter, tiny scatters, confetti and objects stuck to the walls are not permitted. Function signage can be displayed on the glass doors and panels (excluding the fire exit doors) with the use of blu-tack only.

Club Service of Alcohol Policy

Everglades Country Club Responsible Service of Alcohol Policy is to serve our members and their guests in a responsible, friendly and professional manner. Everglades Country Club upholds the Responsible Service of Alcohol Laws at all times. It is an offence to supply liquor to person(s) under 18 years of age. Members and their guests are asked to ensure that under age person(s) amongst the function are not to be supplied liquor. Everglades Country Club staff will refuse to serve liquor in any case where the person is suspected to being under age and will request that the person produce suitable identification.

Service will be refused to any person who shows any signs of intoxication or offensive behaviour. A responsible person attending the function is to be nominated by the client and introduced to the Function Coordinator and Duty Manager to assist in the event of any problems arising from the Responsible Service of Alcohol. The function may be terminated if the offenders are not removed from the premises by the said nominated responsible person (a function termination will result in all catering and deposits being forfeited).

Function Agreement

An attendance of 80 or more guests is required for a catered function to be held in the Auditorium.

An attendance of 20 or more guests is required for a catered function to be held in the Star Function room.

Organisers of functions will be held at all times, responsible for the conduct of their guests and must also be a Club member. All Club internal rules must be strictly adhered to (i.e. dress code, trading hours, standard of behaviour, sign-in requirements for entry into the Club, etc). Any specialised cleaning or repair due to damage cause to any of the function rooms will incur a cost to the individual responsible for the function as well as a forfeit of the security bond.

Organisers must also be responsible for person(s) under the age of 18 years. Illegal alcohol consumption will not be tolerated. The Responsible Service of Alcohol (intoxication) Legislation must be adhered to. Failing to control intoxicated person(s) or those person(s) under the age of 18 years could result in the termination of the function or offenders being removed from the premises. Managers have complete authority over this matter at all times.

The Club will take all necessary care and attention, but accepts no responsibility or liability for damage or loss of merchandise or equipment left at the Club prior, during and after any function or exhibitions on its premises. "BYO" food, alcoholic and non-alcoholic beverages are not permitted on the premises (excludes wedding cake, engagement cake and birthday cake).

All menu and beverage prices are inclusive of GST which follow the guidelines as set by the Australian Federal Government. The completion of the function will is half an hour prior to club closing hours.

I hereby state, that I have read the above information and agree with the terms and conditions as set by Everglades Country Club.

Name: _____ Membership Number: _____

Postal Address: _____

Email: _____ Phone: _____

Signature: _____

Date of Function: _____ Type of Function: _____

Function room hired: _____

Other Information: _____

_____

Staff Signature: _____ Booking Date: _____