

Weston Creek Labor Club
Teesdale Close, Stirling ACT 2611
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Weston Creek Labor Club Conference/Meetings



- Newly renovated, stylish and sophisticated private function area
- Room to cater for up to 200 members and their guests
- Catering for Weddings, Birthdays, Conferences, Meetings and Team Building days
- Add some lawn bowls for extra fun and excitement
- Contact us for more information or come visit the club and see us in person!

For enquiries or to make a booking please contact:

Ian Whybrow

Bowls & Events Coordinator

Weston Creek Labor Club
Teesdale Close, Stirling ACT 2611
Ph: 02 6288 5047
Ian.Whybrow@laborclub.com.au

Resty Fisher

Club Manager

Weston Creek Labor Club
Teesdale Close, Stirling ACT 2611
Ph: 02 6288 5047
Resty.Fisher@laborclub.com.au

Visit the Club website at www.laborclub.com.au

Conference/Seminar Menu Selection

Morning Tea

All day tea, coffee and biscuits - \$8.00 per person

Scones with fresh cream and jam - \$5.50 per person

Fresh fruit platters - \$100.00 per platter

Danish Pastries/Muffins

Assorted selection - \$5.50 per person

Light Snack Options

Gourmet Sandwich Platters

Prawn, lemon chicken, salami, pastrami, ham

(With salad fillings)

1 cut sandwich - \$5.00 per person

1 and ½ cut sandwiches - \$7.00 per person

2 cut sandwiches - \$10.00 per person

ROOM HIRE AND ADDITIONAL COSTS

Our function area is located in our restaurant. We are able to partition half the room off or the entire room off.

Room Capacity

<i>Restaurant/function style</i>	<i>80 to 100 people</i>
<i>Theatre style (seminars meetings)</i>	<i>Up to 120 people</i>
<i>Usage of entire bistro and function room</i>	<i>120 + people</i>

Room Hire Costs

<i>Short meeting (min setup - 2 hrs) usage of the function room</i>	<i>\$150.00</i>
<i>Friday or Saturday - usage of the function room</i>	<i>\$300.00</i>
<i>Full day - usage of entire bistro and function room</i>	<i>\$550.00</i>
<i>Dance floor</i>	<i>\$120.00</i>
<i>Cabaret Style set up</i>	<i>\$10 per table linen</i>

By Request Free of Charge

- *Cordless microphone*
- *Lectern*
- *Data projector*
- *Whiteboard*
- *Presentation flip chart pad*
- *Complimentary jugs of water*

TERMS AND CONDITIONS FOR FUNCTIONS/CONFERENCES AND FACILITIES

Organiser (Person arranging the function/conference)

The organiser is responsible for the conduct of his or her invited guests.

The organiser must be a current financial member of the Canberra Labor Club Group Ltd and be responsible for the entry of all guests.

Persons entering the Club must either be a financial member or be signed in by the function organiser on a group sign in sheet.

Confirmation of Bookings

*On confirmation of your booking, we will issue you with an invoice for catering and barefoot bowls. You will be required to meet the full invoice payment one week prior to your event. Any bar tab on the day can be sorted with Credit Card, Cheque or Cash. Please NOTE we do not accept **AMEX**. Thank You for your understanding.*

If a room hire fee is applicable, a holding fee must be paid within two (2) weeks of confirmation of a booking and this is negotiated for each function/conference individually.

The Weston Creek Labor Club reserves the right to accept other bookings if the negotiated terms are not met.

DAMAGE/LOSS

The Weston Creek Labor Club does not take responsibility for any damage, or loss of items before, during and after a function.

Any damage caused to the Weston Creek Labor Club or its facilities by any member of the organised function may be payable by the function organiser themselves as they are responsible and accountable for all guests. In this case, all deposits and/or other cash payments may be forfeited and the function will cease immediately dependent upon the scale of damages.

CATERING NUMBERS

Preliminary details should be provided at the time of booking. To be eligible for catering packages, there must be a minimum of 20 people attending the function and being catered for.

The Club requires confirmation of numbers four (4) working days prior to the booked function. This will be regarded as the minimum number for catering and charged accordingly.

CANCELLATION

In the event of a cancellation, fourteen days (14) notice from the functions date must be given to be eligible for a full refund of a deposit. Notice of seven (7) days allows a 50% refund to be made, and anytime after this date no refund of deposit will be paid.

PRICES

Prices for catering packages can be altered and negotiated between the Weston Creek Labor Club and individuals to meet client's needs and budgets.

Prices will remain fixed for three (3) months after the booking agreement.

The Weston Creek Labor Club reserves the right to alter prices after this time and will advise clients accordingly.

****No food or beverage whatsoever is to be brought onto or to leave the premises of the Weston Creek Labor Club.***

TIME

Access to the room will depend on availability, please discuss this with your function coordinator.

All functions are to finish at Midnight, unless prior arrangements have been made with management.

RESPONSIBLE SERVICE OF ALCOHOL

The Weston Creek Labor Club is committed to the "Responsible Service of Alcohol" for all its members and guests.

Management reserves the right to refuse service or evict any intoxicated or troublesome persons.

Please note:

****All prices are indicative of rates at time of print and may be subject to change****

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I have read, understood and agree with the terms and conditions under which this function has been booked.

I, _____, accept the terms and conditions in regards to booking my function at the Weston Creek Labor Club.

Please sign, date and return the terms and conditions to the Functions Coordinator with deposit payment within 14 days.

Date of function: __/__/__

Sign: _____

Deposit amount: \$ _____

Signed:

Function

Organiser: _____ Date: __/__/__

Functions

Coordinator: _____ Date: __/__/__

Payment

Full settlement of your function is required within 7 days of receipt of invoice.

Failure to pay within the 7 days may result in an application of a 5% interest charge.

Payment may be paid via the following methods:

- Cash – At any of the Canberra Labor Club's reception
- Cheque – Payable to Canberra Labor Club Ltd
- Electronic Transfer – Bank details are: Canberra Labor Club Ltd, BSB: 032-778, Account number: 231 113
- Credit Card Payment – Please note that credit card payments are only accepted in person, we do not accept American Express or Diners