

SPECIAL EVENTS PACKAGE Canapés

2022



Weddings
Parties
Trade Shows
Cocktail Gatherings
Training Sessions
Meetings



Special Events

Thank you for your recent enquiry. Our friendly and professional staff look forward to making your event a success.

Our Clubhouse seats 100 people comfortably - buffet or sit-down formal style and 150 people for a cocktail style function. The room has modern audio and visual equipment, full bar & is comfortably heated. Access is via a flight of stairs, and we have a lift for those needing assistance.

Room hire fee to host a private function in the Clubhouse is \$250. Duration of hire is 5 hours (extra hours are available at \$50 per hour), tablecloths, staff, setup and reasonable clean up of the function, serviettes, cutlery & crockery (additional cleaning fees may be incurred where function guests display inappropriate conduct resulting in excessive mess and/or damage) Our function rooms close at Midnight.

21st Birthday Parties will require security – this is a necessity, not an option.

Security is charged at \$50 per guard / per hour. 1 guard is required for less than 50 guests, 2 guards required if more than 50 guests are invited. A detailed guest list will also need to be supplied 5 days prior to the event.

Any guest under the age of 18 years attending a function must be accompanied by their actual parent or guardian (a friend or family member acting as guardian is not sufficient)

We are a licensed premises as such ALL-liquor licensing requirements will apply.

- it is an offence for liquor to be delivered to a person under the age of 18 years.

OUR FUNCTION CENTRE CLOSSES AT MIDNIGHT

Please ensure your guests vacate the premises, including the exterior grounds in a safe and orderly and quiet manner by 12.15am.

Catering

Our catering menus are attached for your perusal. For all buffet and set menus there is a minimum of 30 guests required. For cocktail functions we require you to provide sufficient platters for the expected guest numbers. We are also happy to tailor a menu to your special requirements where possible.

There is a 15% surcharge on all catering for Sunday functions and a 25% surcharge for functions held on a public holiday.

The menu choices are required 4 weeks prior to your function and final numbers, special dietary requirements and payment are required no later than 5 days prior to the event. Menu items and prices may be subject to change without notice due to seasonal availability of ingredients, reasonable substitutes may be provided.

Please make sure when sending out your invitations that you ask for special dietary requirements to be advised when your guests RSVP. We will do our best on the night to cater for last minute notices of special dietary requirements, however we cannot guarantee this, and any extra meals made up will be charged.



Beverages

The bar can be run to your request with either your guests purchasing their own drinks, a TAB or Dry Till with your requested drink restrictions served on the TAB.

If you wish to have any special wines brought in that are not on our list, please inform us at least 2 weeks prior to your event.

Due to the Hotel Policy and State Licensing Laws, beverages are not to be brought into the Hotel at any time. All Claremont Golf Club staff practise the responsible service of alcohol.

Entertainment

You may choose to hire a DJ, Band, other performers, or create your own playlist for your event.

Please advise us on the type of entertainment you will be having once booked.

It may be necessary to schedule set-up time for your entertainment; this can be done on an individual basis.

We do have an audio system with plug & play capabilities to play your own music, however, please note that the sound system can only be operated by a staff member. Please have your play list set as there won't be any changes made during the event.

Payment

A tentative booking must be confirmed within 14 days; otherwise, this date may become open to other possible functions.

A deposit of \$250.00 is required to confirm your booking. The deposit can be paid either in person, over the phone with a credit card or via direct deposit.

The attached terms and conditions must also be signed and returned along with your deposit and a credit card number as guarantee also.

Cancellations must be made in writing and your deposit will be refunded if the function is cancelled at least 2 months prior to your function.

All monies due must be paid 5 days prior to the date of your function and the bar TAB if applicable, must be paid for at the end of the event.

Extras

Black chair covers are \$4.50 each inc. supply & fitting

There is a \$20.00 cake charge if you would like your cake cut up and presented to your guests on a platter, alternately we can cut garnish and serve to each guest for \$3.00 per person



Information required when booking: -

- Date
- The access time (to be negotiated, interruption to regular club house activity may incur additional fees)
- Type of function you will be having
- Time for your event to start and finish
- Contact Name, Phone Number, Postal & Email Address
- Approximate number of people expected
- Type of catering required (Finger Food/Sit-down Formal/Buffer)
- Chair Covers
- \$250.00 deposit together with a signed copy of the terms and conditions
- Type of entertainment

Information required 2 weeks prior to your event: -

- Menu selection
- Chair Covers
- Service times for your catering
- If you require the use of any of our equipment

Information required 5 days prior to the function: -

- Final Number of guests
- Any special dietary requirements. If you have selected a sit-down/buffet menu we will also require their name and table location
- Confirmed Service times for your catering
- How the bar is to be run (the TAB amount and restrictions on beverages served)
- Confirmed Equipment Hire
- Any further special requests

Special events terms & conditions



1. The client acknowledges and will advise their guests, that car parking will be restricted to the golf club car parks and not in North Shore residential area or CGC Staff Carpark
2. Our clubhouse closes at Midnight.
3. The Client will ensure that all guests vacate the premises, including the exterior grounds in an orderly and quiet manner by 12.15am.
4. Every endeavour is made to maintain prices originally quoted to you, but they are subject to alteration, particularly where a booking is made well in advance. You will be notified of any unavoidable price changes for your event no longer than thirty days prior to your function, or upon confirmation of Food and Beverage requirements at earlier dates.
5. Confirmation of an event must be made by returning the signed copy of this confirmation advice, together with the required deposit within fourteen days of a tentative booking being made.
6. \$250.00 is the required deposit and will be deducted from your final account.
7. To ensure our maximum efficiency, final numbers, details and payment (*except for bar TAB*) is required 5 days prior to the date of your function. Once final numbers and payment has been received a refund will not be given for a decrease in guest numbers.
8. All cancellations must be made in writing. Your deposit will be refunded if the cancellation is made at least 2 months prior to your event.
9. Sunday functions will incur a 15% surcharge on food costs and Public Holidays will incur a 25% surcharge on food costs.
10. Payment of the bar TAB is to be paid at the conclusion of the function.
11. Confirmation of the menu selection is required at least fourteen (14) days prior to the function.
12. Unless otherwise instructed in writing, the client will be liable for all charges of food, beverage and other services incurred by the client or his/her agent during the function.
13. Claremont Golf Club will take all necessary care but accepts no responsibility for injury to guests and damage or loss of personal items left on the premises prior to, during and after the function. The client is financially responsible for any damage sustained to the Club's property, by them or by their guests, invitees or other persons attending the function.
14. Should Claremont Golf Club be unable to provide the facilities reserved due to circumstances beyond our control, no other claim other than the entitlement of full refund of any deposit paid may be made. If such an event occurs, we will endeavour to provide you with reasonable notice.
15. Due to the Club policy and State Licensing Laws, no beverages may be brought onto the Premise by any party. All Claremont Golf Club staff practice Responsible Serving of Alcohol and accordingly will not serve guests who appear intoxicated and/or are underage (or fail to supply adequate photo id).
16. All 21st Birthday Parties require security at \$50.00 per hour, paid directly to Claremont Golf Club. Payment for security is required 5 days prior to the event. A detailed guest list will also need to be provided on the night.
17. All guests under the age of 18 years attending a function must be accompanied by their parent or guardian
18. Client shall name 2 responsible persons in attendance that will ensure conduct of patrons is lawful & respectful

Signed on confirmation and
acceptance of t & c:

DATE OF FUNCTION: _____

NAME OF CLIENT: _____

SIGNATURE OF CLIENT: _____

Credit Card Number : _____

Exp : _____ Date: _____ + _____ CVV Number: _____

Name and Mobile - Responsible Person 1:

Name and Mobile - Responsible Person 2:

TODAYS DATE: /... .. /.....



Cocktail Finger Food

Canapes

Mixed Platter for 10- \$85

Packages available for 1,2 & 3-hour continuous service.

Gluten Free Options available upon request.

Cold Items

Swiss Brown Mushroom, Brie, Sage & Truffle Bruschetta **V**

Garlic and Chili Infused Prawn & Avocado Cups

Tomato, Basil, Red onion, Balsamic, Olive Oil Bruschetta **V**

Smoked Salmon, Creme Fraiche, Caviar & Dill Blinis

Marinated Fetta, Roast Beetroot & Walnut Tartlet **V**

Rare Roast Beef & Harissa Mayonnaise Toasts

Hoisin, Cucumber, Spring Onion & Peking Duck Pancakes

Zucchini, Bacon & Cheese Slice

Charred Zucchini, Lemon, Goat Cheese Rou lade **V, GF**

Seared Tuna, Soy, Sesame Seeds **GF**

Natural oysters, Wyzu Pearls **GF**



Hot Items

Thai Fish Cakes, GF

Fish Dippers- Lemon Pepper Crumbed White Fish

Sweet Potato & Guacamole Bites, GF, V

Handmade Pork, Ginger & Chive Dumplings

Baked Reubens- Corned beef, Sour kraut, Cheddar

Japanese Kaarage Chicken, Kewpie, GF

Sundried Tomato & Spring Onion Arancini, V

Mushroom, Wilted Spinach, Sage & Parmesan Crust, V

Lamb Kofta, Cucumber & Cumin Riata, GF

Vegetable Tempura, V

Oyster Kilpatrick & Cheese, GF

Platters & Share food

All platters Serve 10 - 12 People

\$95 - Tasmanian Cheese's, Fruit, Nuts, Handmade Lavosh

\$80 - Assorted Gourmet Sandwiches (48 point)

\$95 - Dips, Deli Meats, Antipasto, Pickled Vegetables

\$85 - Pastry Platter- Handmade Quiches, Sausage Rolls, Scrolls, Party Pies

\$75 - Sweet Treats- Assorted Sweets, Cakes, Biscuits and Slices

Grazing Platters – POA

**our kitchen is not a gluten free environment, therefore 100% gluten free cannot be guaranteed*



Morning, Afternoon & High Tea

High Tea

\$25 per person (minimum 20 guests)

A formal take on the English Tradition consisting of 3 tiers filled with:

- Gourmet Sandwiches
 - Scones
 - Bitesize Sweets
 - Savory Delights
 - 1 Glass of Sparkling Wine
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Morning & Afternoon Tea

\$12 per person (minimum 20 guests)

- A selection of assorted sweet and savory treats
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Children's Prices

- Kids 0-2 Years eat free
- Kids 3-12 Years Price varies with different menu options



Lunch Packages

We can cater for all your lunch needs, from a working lunch, small buffet, office & corporate events, or packages that include all day drinks station, lunch, morning & afternoon tea.

Tradies Lunch - 2 Twin packs of Mixed Salad Sandwiches or Wraps, Choice of Drink, Plus a Home Baked Treat, Snack size Chips or Shapes, Cheese & Crackers. \$17

Kids Lunch - Ham & Cheese or Salad Wrap or Sandwich, Pop Top or Water and Fresh Fruit. \$8.50

Sandwiches - Mixed packet of salad sandwich or wrap \$ 8

Tailored Menus

Please discuss your event, your budget, your vision, and your special needs with us... we are happy to negotiate and cost specific requests to suit your needs any ensure your event is unique.