

• **BRIGHTON LAKES** •
RECREATION & GOLF CLUB

*Function
Information*



Current as at July 2016

Thank you for considering Brighton Lakes as host destination for your upcoming celebration. We are very excited to be able to join you in creating some fabulous memories!

Room Hire

Our Lounge Bar is available to hire on:
Friday or Saturday 12noon – 5pm Or 6.30pm – 11.30pm
and
Sunday 11am – 4pm

Potential for other days and times is certainly possible on request.

The room has an operable wall that can create two smaller event rooms, so can therefore be hired as a FULL room or HALF room:

½ Room \$200. Caters for up to 50 people

Full Room \$400. Caters for 51 – 140 people

The hire fee includes a private bar attendant, 1 hour access to the room prior to your event commencing for decorating etc, complimentary use of any Club Audio/AV equipment (such as 70" TV, wireless microphone) and room cleaning.

Security is required for any Birthday Celebrations of 21 – 25 years at a cost of \$220 plus a \$500 bond is payable.

Unfortunately, we do not cater for 18th / 19th or 20th Birthdays.

Room inspections are generally welcome during any Club Trading Hours. If you would like to arrange a specific time to view the room – please contact us on the details below.

Otherwise, simply pop in to Reception and they will direct you through.

If the following information misses any critical information of interest, please do not hesitate to contact our Operations Manager personally; Abbey Cadell

P 9195 1000 or abbeyc@brightonlakesrgc.com.au



Canapés Package 1

Minimum 40 guests

Choice of 7 \$20.50pp

Additional Canapés \$2.50 each

Kids under 12 charged at 50%

- Mini Quiches
- Fish Cocktails
- Sausage Rolls
- Mini Pies
- Chicken & Vegetable Fried Dim Sim
- Vegetarian Spring Rolls served with Sweet Chilli Dipping Sauce (v)
- Honey & Soy Chicken Pieces (gf)
- Crumbed Prawn Cutlets
- Curry Samosas with yoghurt dressing
- Meat balls (gf)
- Falafels (v)
- Cheese & Spinach Triangles (v)

Kids

(based on minimum 8 kids)

\$14 per child

- Crudité Cups
- Share Platters of Nuggets and Fish Cocktails with TLC & Chips
- Fresh Fruit & Ice Cream with topping & 100's/1000's



Canapés Package 2

Minimum 40 guests

Choice of 7 \$28.50pp

Additional Canapés \$3.50ea

Kids under 12 charged at 50%

COLD

- Assorted Sushi Platter served with pickled ginger, wasabi & soy (gf) (v) available on request
- Smoked Salmon & Asparagus Roll
- Vietnamese Seafood Rice Paer Rolls (v available on request)
- Traditional Italian Bruschetta (v)
- Assorted Sandwiches (v) available on request

HOT

- Crispy Duck Spring Rolls served with Hoisin Dipping Sauce
- Satay Chicken Skewers (gf)
- Chicken & Ham Mini Pastry Case
- Salt & Pepper Squid served with lime aioli
- Tempura Prawns
- Grilled Prawns wrapped in Bacon (Angels on horseback)
- Tempura Barramundi Cocktail
- Mini Assorted Quiches (v) available on request
- Pork & Fennel Sausage Rolls with tomato relish
- Beef Ragu Mini Pies
- Pumkin & Fetta Arancini Balls with aioli (v)
- Steamed Prawn & Vegetable Dumplings served with soy sauce
- Haloumi, Chorizo & Pesto bites



Celebrations of Life

Minimum 40 guests

Package 1 \$20pp

Assorted Sandwiches (v) options included

- 5 Hot Canapés;
- Mini Quiche
- Prawn Cutlets
- Tempura Fish Cocktails,
- Mini Sausage Rolls
- Mini Pies

Tea & Coffee Station with Bite Size Biscuits

Package 2 \$30pp

Assorted Sandwiches (v) options included

- 6 Assorted Canapés
- Assorted Sushi Platter served with pickled ginger, wasabi & soy (gf) (v) available on request
- Grilled Prawns wrapped in Bacon (Angels on horseback)
- Salt & Pepper Squid served with lime aioli
- Crispy Duck Spring Rolls served with Hoisin Dipping Sauce
- Satay Chicken Skewers
- Beef Ragu Mini Pies

Tea & coffee with assorted mini sweets (eg Tea Cakes, Slices, Cupcakes, Gourmet Biscuits)

We understand that it is very hard to judge the number of people that will attend these functions, but we do require a minimum number for catering purposes. The number nominated is the number of people we will cater for and the amount that you will pay for on the day. Should the numbers increase on the day, we are able to increase your catering numbers (at a cost), however this will apply to hot food only as the sandwiches are prepared fresh each morning. Simply liaise with our wait staff on the day if you feel that you will require additional food.



Set Menu

Minimum 40 guests
All include sourdough bread rolls + tea & coffee
and white linen

Option 1 \$40pp

Main + Dessert

(choice of 2 dishes in each course served alternatively)

Option 2 \$45pp

Entrée + Main

(choice of 2 dishes in each course served alternatively)

If you wish to serve your own cake as plated dessert, we can do so & add strawberries + cream for \$2.50pp

Option 3 \$52.50pp

Entrée + Main + Dessert

(choice of 2 dishes in each course served alternatively)

Entrée: *choice of two*

- Canadian Smoked Salmon and Melon
- King Prawn Cocktail
- Marinated Baby Octopus with Salad
- Turkey and Leg Ham Crepe
- Creamy Garlic Tiger Prawns
- Salt and Pepper Calamari Rings
- Seafood Vol-Au-Vent
- Tempura Prawns

Main: *choice of two*

- Slow roasted Crispy Pork Belly with Colcannon Mash & Honey Beans
- Roast Rack of Lamb with Honey and Rosemary sauce and Baked seasonal Vegetable
- Australian Angus Steak with Green Pepper Corn Sauce served with Beer Battered Chips and Greek Salad
- Grilled Veal Backstrap with a Mushroom Red Wine sauce, Mash Potato and Vegetable (Served medium rare)
- Tempura Flathead fillet with Beer Battered Chips, Mixed Leaf Salad and Wasabi Mayo
- Grilled Barramundi Fillet (Hollandaise Sauce) with English Spinach and Mash Potato
- Atlantic Salmon Teriyaki served on Rice with Japanese style Salad and Dressing
- Grilled Chicken Breast with Tiger Prawns and Dijon Mustard sauce. Served with Sweet Potato Mash and Seasonal Vegetable

Dessert: *choice of two*

- Mississippi Mud Cake, served warm with hand whipped cream or vanilla bean ice cream (GF option)
- Strawberry Romanoff Pan Cake with King Island Cream
- Passion Fruit Cheese Cake with Cream
- Homemade Apple Strudel with vanilla bean ice cream
- Fresh Fruit Salad with Strawberry Ice Cream or Cream
- Sticky Date Pudding, served warm with Butterscotch Topping
- Mango & Coconut Gateaux with Cream or Ice Cream



Beverage Arrangements

1. Cash Bar

Your social room hire fee includes the provision of a private bar attendant ('attendants' depending on guest numbers). This means the bar will be open and fully stocked for service to your guests. A cash bar enables your guests to purchase any beverage at Club prices throughout the event using Cash or EFTPOS/Credit Card.

2. Bar Tab

A bar tab allows you to nominate a set value for your tab limit as well as the drinks you wish to cover.



If you wish to operate a Bar Tab at your event, we request you download the 'Clipp' app from the App Store or Google Play and establish an account. This will allow you to keep an eye on the status of your tab and increase your limit or stop the charges at the press of a button. We will also run a cash bar for your guests to purchase any drinks not covered by your Tab.

3. Prepaid Drinks Package

Not available for 21st – 25th Birthday Celebrations
Must be purchased for ALL adult guests in attendance.
Guests under 18yrs charged at \$12pp

Start up drinks package \$35pp (maximum duration 4.75hours)

Includes; Morgans Bay Chardonnay & Cabernet Merlot
Killawarra Sparkling Wine
Draught Beer: VB, Carlton Draught, Great Northern & Cascade Light
Soft Drink & Juice

Upgrade Beers \$5.00pp

To include all Stubbies stocked (includes; Superdry, Fat Yak, Corona etc)

Upgrade Wines \$7.50pp

Matua Valley NZ Sauvignon Blanc
Little Berry McLaren Vale Shiraz
Yellowglen Vintage Pinot Noir Chardonnay and Prosecco

Upgrade to Spirits \$7.50pp

Bullet Bourbon
Smirnoff Vodka
Gordons Gin
Johnnie Walker Scotch

Please note – bar service will cease 15 minutes prior to the end of your event.



Function Extras

- Slicing and Plated service of your cake with cream & strawberries \$2.50 pp
- Slicing and Platter service of your cake \$40
- Seasonal Fruit Platters *Serves approx 20 people* \$50.00
- Cheese Platters *Serves approx 20 people* \$100.00
- Antipasto Platter with Cold Meats *Serves approx 20 people* \$80.00
- Mixed Dip Platters *Serves approx 20 people* \$50.00
- Coffee and Tea \$3.00 pp served with bite size biscuits
(minimum 15 cups)
- White Linen \$4 per cloth
 - Two Size options: Square or Trestle

Terms & Conditions

Tentative Bookings

The Club are more than happy to hold a tentative booking on the room for up to a maximum of 14 days. This booking is obligation free, however if your booking is not confirmed during this time, the tentative hold will be released and the room then available for others to book.

Confirmation of Bookings

In order to confirm your booking, full payment of the room hire fee is due and signed acceptance of the Clubs Booking terms is required.

Payments

Final numbers for catering purposes are required no later than 7 days prior.

Final Payment is then due for all items (excluding bar tabs) 7 days prior to the event.

If you choose to run a bar tab, payment of the account will be taken by bar staff at the conclusion of your event. Payment is accepted in cash, eftpos, visa, mastercard or AMEX.

No surcharges apply.

No refunds can be made once final payment is received.

Catering numbers may increase after this time, but may not decrease.

Cancellations

All cancellations must be made in writing to the Events Manager.

Only the specified Event Organizer can cancel or reschedule an event.

Deposits are non refundable within three months of the booking date. Should you unfortunately have to cancel within this period, and the Club is able to re-book the room, your deposit payment will be returned.

Special Dietary Requirements

If you have any guests with Special Dietary Requirements; eg allergies, vegan, gluten free, dairy free etc please contact our Event Manager and we will do our best to assist.

21st Birthday Celebrations

A bond of \$500 is payable for all birthday celebrations of 21 – 25 years. Should no damage be sustained to Club Property, your bond will be returned within 10 working days.

Club Policy requires 1 x Security Guard to be present. This guard is arranged through the Club at a cost of \$220 for 5 hours. This is not refundable.

Parents and/or legal Guardians must be present for the duration of the event.

Bond & Security Payments are required 7 days prior to the event.

We request a guest list is provided 48 hours prior to your event commencing. The Security Guard will monitor the people attending your event to ensure no unexpected guests enter. In most instances, wristbands will be provided to your guests to assist in monitoring guests moving in and out of your event room.

Yard Glasses or other Large Glasses are not permitted.

Pricing Includes

All prices include GST and are quoted per person unless otherwise stated.
Prices include the use of Club Furniture where provided and service labour
A catering surcharge may be applicable for events held on Public Holidays.

All menus are priced on a minimum attendance of 40 guests.

Lesser numbers will result in an additional labour surcharge.

All prices are based on present day costs and Brighton Lakes reserves the right to increase prices, with notice, at any time.

Please note that menu items may be substituted due to seasonal availability. You will be advised at our earliest convenience should this affect your event.

Club Entry Details

The host of every event is required (if not already) to become a Social Member of Brighton Lakes. This is a legal requirement and will enable your guests to be signed in accordingly.

Responsible Service of Alcohol

Brighton Lakes endeavors to provide the

In accordance with the Registered Clubs Act 1976, Brighton Lakes is committed to the Responsible Service of Alcohol. We encourage your guests to enjoy themselves however any guests found to be intoxicated or acting inappropriately, will be asked to leave the Club Premises.

Please note, persons under the age of 18 years, by law, are not permitted to consume alcohol on Club Premises. Any persons aged under 18 caught consuming alcohol will be asked to leave the function immediately (along with their parent / guardian) and may be subject to fines (along with their parent / guardian) issued by the NSW Police.



FAQ's

We trust that you will find the answers to most of your questions around hosting an event at Brighton Lakes.

If you are unable to find an answer from the details below, please contact Abbey Cadell
abbeyc@brightonlakesrgc.com.au

P 9195 1000

Do you cater for 18th Birthdays?

Unfortunately, the Club do not accept bookings for celebrations of 18th, 19th or 20th Birthdays. Please keep us in mind for your 21st however!

Can we have entertainment at our event?

Most certainly. We generally encourage and permit most forms of Entertainment at your event. We kindly request that any arrangements are made known to the Club prior to confirming your bookings with such entertainers. The Club will require details of all third parties attending your event so that we can seamlessly coordinate set up and pack down.

Please note:

Any type of Adult Entertainment is not permitted.

Smoke Machines are not permitted.

We do not permit live acts to bring/use drums on premise

The Club reserves the right to monitor the volume of any entertainment and may request the volume be lowered to minimize disturbance to other patrons and neighboring properties.

Can we take left over food home?

Due to Health / Food Safety regulations, you are unable to take home any food prepared by the Club, not consumed at your event. Any food that is not consumed is disposed of in accordance with regulations.

Can I bring my own cake?

Yes, we encourage guests to bring a celebration cake.

Where possible and/or necessary, the Club can assist in storing your cake prior to the start of your event however we take no responsibility for any damage sustained in the process of doing so. If you would like the kitchen to serve your cake there are fees listed under 'Function Extra's'. However if you wish to cut and serve your own cake, you are welcome to do so. In this instance, you will be required to bring along a cake knife, disposable plates, cutlery and napkins.

Do you allow Candy Bars or Dessert Buffets?

Yes, we permit Candy Bars set up by either the organizer and/or a third party. We also welcome Dessert Buffets, but these must be set up by an approved third party supplier to ensure Food Safety Regulations are adhered to.

Are my guests required to sign in?

Yes, we ask that all of your guests sign in to the Club. We will add your event to our entrance terminals and ask that you, as the member pre-authorize entry for any guests attending your event.

Can we BYO any food or drinks?

As the Club is a licensed premises, no outside drinks are permitted to be brought into the Club by the organizer and/or guests.

Organizers are permitted to bring a small quantity of chips, nuts and/or lollies and must provide their own bowls / platters for service.

Can I plug my ipod into your system?

Yes, you are welcome to plug your ipod into our background music system. Please note, this is intended for ambient background music. If you are looking for loud music (to dance to) we recommend hiring a Jukebox, DJ or Live Music Act.

Can I play a photo slideshow?

Yes – we can provide you with the use of our 70inch screen to show a photo slide show. You can either bring a USB (with the photos saved) or a laptop with **HDMI output**. Brighton Lakes recommends all organizers test their slideshow prior to the day of the event as we do not take any responsibility for incompatible technology or issues that occur on the day of your event.

Can I put up decorations?

Yes, you are more than welcome to decorate the room. All events will have (minimum) one hour prior to the event commencement time to decorate. Should you have any third party suppliers arrange to assist in theming the room, details must be made known to your event organizer. Any damage to walls, furnishings or carpet may incur costs to clean/repair/replace.

Depending on what events are booked around yours, Event organisers have 30 minutes to pack up room after the conclusion of the event. Any items remaining once organisers have vacated the room will be disposed of.

Are we permitted Fancy Dress?

Yes, Fancy dress themes are generally permitted, however we do ask that you notify your events manager of the details at the time of booking.

Are minors permitted to attend the function?

Yes, we are more than happy for minors to attend your event as long as they stay within the room hired. All minors must be supervised by a parent or guardian at all times and may not be left unattended.