

FUNCTION APPLICATION & MENU SELECTIONS



AYR ANZAC MEMORIAL CLUB

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FUNCTION APPLICATION

Function Co-ordinator:

Phone: 07 4783 1283

Fax: 07 4783 5178

Email: bistro@ayranzac.com.au

FUNCTION DETAILS

Date of Function: _____

Postal Address: _____

Company/Party Name: _____

Host/Contact: _____

Phone: _____

Fax: _____

Mobile Number: _____

Membership Number: _____

Email: _____

Venue

- Function Room (Gallipoli Room)
- Conference Room
- Members Lounge
- Front Bar (Long Tan Bar)
- Bistro (Anzac Cove)

Function Type

- Morning/Afternoon Tea
- Meeting
- Lunch
- Dinner
- Other

Timings: Access to Function Room: _____ (Access times may vary due to other functions / bookings)

Arrival of Guests: _____

Bar Opening: _____

Food Service: _____

Conclusion: _____

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 AND MEETING ROOM

PLEASE NOTE: ROOM HIRE PAYMENT IS REQUIRED

5 DAYS PRIOR TO FUNCTION

All payments to the Ayr Anzac Memorial Club Inc. can be made by direct credit into our bank account with: NAB:
BSB : 084-520 Account No. : 823566494
or via credit card by phoning Ayr Anzac Club on (07) 4783 1283

Function Room – The Gallipoli Room holds 80 People.

Number of Guests: _____

RATES:

Monday – Wednesday (Lunch & Dinner) \$150 – this does not include private bar
\$200 – with private bar

Thursday (Lunch only) \$150 – this does not include private bar
\$200 - 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 80 people.

PLEASE NOTE: On a Friday & Saturdays, Lunch Function Room bookings, please see the function co-ordinator to discuss options.

PLEASE NOTE: If you have less than the required numbers for the Friday / Saturday night function, please see the function co-ordinator to discuss options.

CONFERENCE ROOM HIRE:

Room Hire Fee is Required On Application

Small room consisting of large oval table seating up to a maximum of 15

½ day - 4 hours \$50.00

Full Day - 8 hours \$ 90.00

Number of Guests: _____

ROOM SET UP:

MENU SELECTION:

- Bistro Menu
- Smorgasbord
- Set Bistro Menu
- Platters
- Alternate Drop Menu
- Speciality Designed Menu

Special Requests: eg – special dietary requirements, vegetarian, soy milk, celiac etc.

EQUIPMENT HIRE: The following are at no extra cost

- Data Projector & Screen
- Screen only
- Data Projector
- Whiteboard
- Lectern
- Smart TV

DÉCOR:

- Cake table/knife
- Napkins (colour etc)
- Other (state below)
- Present table
- Tablecloths (provided at the expense of the applicant)
- Table Decorations (provided by the applicant)
-See Conditions Below

***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 Times (Conditions Apply)
 Thursday (6:00pm – 9:30pm)
 Friday (6:00pm – 10:30pm)
 Saturday (6:00pm – 10:00pm)
 Sunday (12:00 – 3:00pm)
 Maximum number of children is 13
 Ages are 2 years to 15years
 Can be opened other times at the expense of the applicant – please see Function Co-ordinator

FULL Names of Children:

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.

FUNCTION TERMS AND CONDITIONS – Please Read Carefully

CANCELLATION: 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.

MENUS: 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.

SMORGASBOARD CONDITIONS & NUMBERS: Minimum guaranteed guest numbers are required one (1) week prior 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.

OTHER FUNCTIONS: 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.

OUTSIDE CONTRACTORS: 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):



AYR ANZAC MEMORIAL CLUB INC

101 Burke Street, Ayr Qld 4807
Phone : 47831283 Fax : 47835178
ABN : 84 650 561 476

Website : www.ayranzac.com.au
Email admin@ayranzac.com.au

Function Date: _____

Function Booking Name: _____

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



Nibbles & Platters Menu

COLD SELECTION

Fruit Platter

Fresh Seasonal Fruit
\$6 per person

Cakes & Assorted Muffins

(1 choice of cake)
\$8 per person



Fresh Sandwiches & Wraps

Sandwiches (3 assorted fillings)
Wraps (2 assorted fillings)
\$10 per person

Easy Entertainment

Selection of Cold Cuts, Cheeses,
Dips & Crackers
Cold Cuts (3 assorted)
Cheeses (2 assorted)
\$12 per person

Cool Canapes

Selection of Canapes
Meat (2 assorted)
Seafood (1)
Vegetable
\$12 per person



HOT SELECTION

Pizza Platter

House made - 4 assorted toppings
\$12 per person

Aussie Style

Mini Meat Pies, Mini Sausage Rolls,
Beer Battered Onion Rings,
Wedges & Dipping Sauces
\$10 per person

Hot Seafood & Vegetables

Battered Prawns, Battered Calamari,
Vegetable Spring Rolls
with Sweet Chili Sauce
\$12 per person

Tea & Coffee

Bottomless Cup
\$4 per person

Tea, Coffee & Cookies

Bottomless Cup
\$6 per person

PLEASE NOTE

Orders must be confirmed with kitchen
five (5) days prior to your function.
All prices quoted are GST inclusive.