



*Christmas
at Arana*



Room Hire

Foundation Room: The largest of our function rooms, the Foundation Room is a versatile function space catering up to 200 for dining events and up to 300 for cocktail style events.

Panther Den: The Panther Den is perfect for a more intimate celebration. This room is suitable for dining events for 30 – 50 guests and up to 70 for cocktail style events.

Boardroom: Our modern Boardroom, designed to fit 12 people in high-back roller chairs, is perfect for intimate meetings or small catered events.

Outside Bar: A unique space, the Outside Bar offers the benefits of an outdoor entertaining space, complete with its own private bar and a view overlooking the adjoining field. This area can fit up to 150 in a cocktail style event, but can also be hired as a smaller section for 50 people cocktail style.

ROOM	ROOM LAYOUT / CAPACITY							6 HR ROOM HIRE	CONDITIONS
	BANQUET	COCKTAIL	CABARET (8)	U-SHAPE	THEATRE	CLASSROOM	BOARDROOM		
FOUNDATION ROOM	200	300	160	80	250	150	-	\$340	MEMBERS OF THE CLUB ENTITLED TO A \$40 DISCOUNT ON ROOM HIRE
PANTHER DEN	60	70	56	30	80	50	40	\$220	MEMBERS OF THE CLUB ENTITLED TO A \$40 DISCOUNT ON ROOM HIRE
BOARDROOM	-	-	-	-	-	-	12	\$100	-
OUTSIDE BAR	-	50 SECTION 150 FULL AREA	-	-	-	-	-	\$100 SECTION \$200 FULL AREA	SECTIONS CAN BE HIRED FOR UP TO 50 GUESTS FRI – SUN FULL AREA CAN ONLY BE HIRED MON – THURS.

Christmas Package Inclusions

Christmas tree, Christmas centrepieces and theming throughout
White linen & table skirting

Christmas themed napkins
Microphone and lectern
All required staff

Your function room set out to your individual specifications
The assistance of our experienced Function and Events Coordinator



Christmas Buffet

\$5150 PP

50 GUESTS MINIMUM

Self-serve tea & coffee station
Freshly baked bread rolls
Lollies and savoury snacks per table

Main

Your choice of:

Orange marmalade glazed baked ham
Roast pork with crackling
Oven roasted turkey with cranberry sauce

- all served with -

Roasted potato, roasted pumpkin,
seasonal medley of vegetables

- salad bar -

Green salad, coleslaw, potato salad, Caesar salad

Dessert

Your choice of two: (for alternate drop)

Traditional Christmas pudding with brandy custard
Australian pavlova with mixed berries
& Chantilly cream (GF)
Profiteroles filled with crème patisserie
& chocolate sauce
Sticky date pudding finished with
warm salted caramel
lemon meringue with raspberry coulis
& vanilla crème
Carrot cake

Traditional Christmas Lunch or Dinner

\$3950 PP

Self-serve tea & coffee station
Freshly baked bread rolls
Lollies and savoury snacks per table

Main

Oven baked orange marmalade glazed ham
and roast turkey

- served with -

Roast potatoes and pumpkin,
fresh seasonal vegetables and
topped with gravy and cranberry sauce

Dessert

Your choice of two: (for alternate drop)

Traditional Christmas pudding with brandy custard
Australian pavlova with mixed berries
& Chantilly cream (GF)
Profiteroles filled with crème patisserie
& chocolate sauce
Sticky date pudding finished with
warm salted caramel
lemon meringue with raspberry coulis
& vanilla crème
Carrot cake with salted caramel sauce,
cream & berries

Terms & Conditions: Arana Leagues Club Functions Policy

Booking Confirmation and Deposit

A deposit of \$250.00 is required to confirm all function bookings. The Club reserves the right to cancel any tentative booking that has not been confirmed within fourteen (14) days of the reservation being made.

Payments & Cancellation

The following payments must be provided by the following due dates:

- \$250.00 is required upon booking
- Full payment must be provided with the advice of final numbers, 7 days prior to the event. We realise that circumstances may occur which would make it necessary for a function to be cancelled. In such an event, written notice is required for all cancellations.
- Notification in writing up until two (2) months prior to the scheduled event – full refund.
- Notification in writing up until two (2) weeks prior to the scheduled event – 50% refund.
- Notification in writing within two (2) weeks of the scheduled event – no refund.

Advice of Final Numbers and Details

The Club's Functions Coordinator Must be notified of all final details fourteen (14) days prior to the event. A guaranteed minimum number must be advised seven days prior to the function which will confirm the minimum number to be invoiced. All floorplans and setup requirements must be confirmed 72 hours prior to the function.

Menu Selections and Price Variations

Our menu packages offer a wide and varied selection. **It is necessary for the Club to have a minimum of fourteen (14) days notice of the menu selection to ensure your requirements are met.** Although every effort is made by the Club to hold menu prices as printed, menu prices may vary slightly on occasion at the discretion of management. Special menus can be tailor designed to suit any dietary requirement.

Surcharge/ Minimum Number Charges

A surcharge of 10% is applicable on room hire and menu prices to functions being held on a public holiday or on a Sunday. Minimum guest numbers for functions (as stated in packages) must be met, or paid for. All events on Friday or Saturday evenings must reach a minimum spend of \$40.00 per person with catering, beverages and/or extras.

Food and Beverage Policy and Licensing

Due to the nature of the Club's license and policies, we are unable to permit patrons, guests or invitees to bring liquor or food onto the premises with the exception of celebration cakes. Gifts are not to be consumed on the premise.

Entry Requirements

If your guests would like to utilise the Club's many other facilities, they must satisfy the conditions of entry requirements as governed by Liquor Licensing Laws and the responsible service of alcohol house policy. Any guests attending a function must sign in following the Club's sign in procedures.

Responsible Service of Alcohol

Responsible service of alcohol applies to all functions. House policy is available on request. Management and Staff are required by law to refuse the service of alcohol to any patrons and/or guests under the age of 18, unduly intoxicated or disorderly. Acceptable proof of age identification must be produced to provide evidence of age.

Equipment and Entertainment

All equipment and entertainment provided by the client must have prior permission from the Club. Management reserve the right to deny the use of any equipment or entertainment that causes concern to the safety or wellbeing of staff and/or guests, or is the cause of concern for any disruptions/disturbances potentially to occur. Decibel readings are to remain under 80 for the safety of guests and staff. All final setups are at the discretion of Arana Leagues Club Staff.

Payment

Direct Debit BSB 034 – 083 A/C No. 249172 Arana Leagues Club Ltd

Payment for catering account is required with the advice of the final numbers (7 days prior to the event). Remittance advice must be provided to confirm payment. Your beverage account is required to be paid for at the completion of the function. Payment may be in the form of cash, bank cheque or credit card. For all costs that are not paid for on the day of the event, I authorise Arana Leagues Club to charge my credit card for all unpaid amounts:

Credit Card Number: ____ / ____ / ____ / ____

Expiry date: __ / __

Cardholder's signature: _____

Special Conditions Regarding 21st Birthday Parties Inclusive

- As an added condition to the above function, the client is to cover the Club's cost of hiring security personnel, who in return will remain within the function for its duration at a cost of \$200.00.
- All guests under the age of 18 must have their legal guardian remain on the premises at all times during their stay.
- All guests over 18 must be wearing a wrist band provided by the club, any underage guests will not have a wristband.
- A minimum catering requirement must be met of either a meal package, or two platters for every 10 guests

Minors

All minors must be accompanied by a responsible adult at all times. Minors must remain in the Function Rooms after 10.00pm on any night of the week.

Cleaning

A general cleaning fee is included in the cost of room hire, but additional fees may be applied if the function has created cleaning needs above the standard. The client making the booking is responsible for the behaviors of their guests, and in turn will be responsible for the payment requirement of any additional fees applied.

Damages

The client making the booking is financially responsible for any damages and/or theft to the property or equipment. Arana Leagues Club will take all necessary precautions when handling any personal property of the client, but will not take responsibility for any damages/loss before, during or after a function.

Hire of Room Only

The price of room hire must be paid in full when booking. Linen and extras are not included in this pricing, please speak with our Functions Coordinator to organize any additional items.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS & AGREE TO ABIDE BY THEM.

Name:	Date of Function:
Signature:	Date of Signature: