



*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.

| ROOM            | ROOM LAYOUT / CAPACITY |          |         |         |           |           | 6 HR ROOM HIRE | CONDITIONS |
|-----------------|------------------------|----------|---------|---------|-----------|-----------|----------------|------------|
|                 | BANQUET                | COCKTAIL | U-SHAPE | THEATRE | CLASSROOM | BOARDROOM |                |            |
| FOUNDATION ROOM | 200                    | 300      | 80      | 250     | 150       | -         | \$450          | -          |
| PANTHER DEN     | 50                     | 70       | 30      | 80      | 50        | 40        | \$300          | -          |
| BOARDROOM       | -                      | -        | -       | -       | -         | 12        | \$100          | -          |

## Christmas Package Inclusions

Christmas tree, Christmas centrepieces and theming throughout

Linen

All required staff

Your function room set out to your individual specifications

The assistance of our experienced Function and Events Coordinator





## Christmas Buffet

**\$56<sup>90</sup> PP**

**50 GUESTS MINIMUM**

Self-serve tea & coffee station

Freshly baked bread rolls

Christmas lollies and bowls of mixed nuts per table

### Main

**Your choice of:**

Baked double smoked leg 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, Caesar salad & condiments

### Dessert

**Your choice of two: (for alternate drop)**

Traditional Christmas pudding with brandy custard

Australian pavlova with mixed berries  
& Chantilly cream (GF)

Chocolate profiteroles filled with  
crème patisserie & chocolate sauce

Sticky date pudding finished with  
warm salted caramel

Lemon meringue with raspberry coulis  
& vanilla crème

Blueberry cheesecake tartlet with  
whipped cream coulis & berries

## Traditional Christmas Lunch or Dinner

**\$43<sup>90</sup> PP**

Self-serve tea & coffee station

Freshly baked bread rolls

Christmas lollies and bowls of mixed nuts per table

### Main

Baked double smoked leg ham & 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)

Chocolate profiteroles filled with  
crème patisserie & chocolate sauce

Sticky date pudding finished with  
warm salted caramel

Lemon meringue with raspberry coulis  
& vanilla crème

Blueberry cheesecake tartlet with  
whipped cream coulis & berries



# **Terms and Conditions: Arana Leagues Club Functions Policy**

## **Booking Confirmation and Deposit**

A deposit of \$250.00 and a terms and conditions form signed 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.

Final confirmation of numbers and full payment is due seven (7) days prior to the function date. Event charges will be based on the final guest numbers provided. 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 (7) days prior to the function which will confirm the minimum number to be invoiced. Amendments after this date will be up to the discretion of management. All floorplans and setup requirements must be confirmed 72 hours prior to the function.

## **Food and Beverage Policy and Licensing**

All catering is to be supplied by Arana Leagues Club and to remain within the boundaries of our Brisbane City Council Approved Food Safety Accreditation. Food is not to be removed from the premises under our food safety accreditation. Celebration and specialty cakes are exempt from this condition.

Every endeavour is made to maintain prices as originally quoted to you. However, due to seasonal changes and unforeseen supplier increases, menu items may be required to adjust accordingly, which will be communicated with you immediately in writing.

All dietary requirement information must be given to the Functions Coordinator when confirmation of final numbers is made. Quality of presented meals, buffets and/or cocktail packages cannot be guaranteed if agreed times are not adhered to.

A beverage account to the amount of your choice may be set up to cover your chosen beverages. All beverages must be supplied by Arana Leagues Club.

Responsible service of alcohol applies to all functions. House policy is available upon 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.



## **Entry Requirements and Minors**

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.

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.

## **Equipment, Entertainment Cleaning and Damages**

All equipment and entertainment provided by the client must have prior permission from the Club. Management reserves the right to deny the use of any equipment or entertainment that causes concern to the safety or wellbeing of staff and/or guests.

Should emergency services be required due to negligence of the function organiser all related costs will be passed on to you. Fire Exits are to be kept clear at all times and are not to be obstructed for any reason. Obstructions of Fire Exits can accrue fines and, in the event, these will be passed on to the function organizers. Workplace Health and Safety standards and requirements must be adhered to at all times before, during, and after the event.

Our Functions team will take all necessary care in organizing and storing of event property but does not take responsibility for damage or loss of client's property before, during, and after the event.

If Management has reason to believe that any event/function will affect the smooth running of the Club, its security or its reputation, the management reserves the right to cancel at its discretion without notice or liability.

Decibel readings are to remain under 80DB for the safety of guests and staff. All final setups are at the discretion of Arana Leagues Club Staff.

The client making the booking is financially responsible for any damages and/or theft of property or equipment.

The client making the booking is responsible for the behaviour of their guests and in turn, will be responsible for the payment requirement of any additional cleaning fees. Additional fees may be applied if the function has created cleaning needs above our standard.

## **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 \$250.00.

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 wristband provided by the club. A minimum catering requirement must be met of either a meal package or two platters for every 10 guests.



## Venue Hire Agreement

Function Booking Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Membership # \_\_\_\_\_

Number of guest attending: \_\_\_\_\_

### Credit Card Details

Card type                      Visa                      Mastercard                      American Express

Card number    \_ \_ \_ \_ \_    \_ \_ \_ \_ \_    \_ \_ \_ \_ \_

Expiry date    \_ \_ \_ \_ /    \_ \_ \_ \_

Name on Card \_\_\_\_\_

Signature on Card \_\_\_\_\_

**Please note:** Any outstanding charges will need to be paid for at the conclusion of the function. In the event that the charges are not paid the full amount will be charged to the credit card listed above the next business day

Please circle which room you would prefer to hire:

Foundation Room

Panther Den

Boardroom

I have read and accept the terms and conditions as stated on the previous pages

Signed \_\_\_\_\_ Date: \_\_\_\_\_