

# SERVICES

ARMIDALE EX • SERVICES CLUB

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# CONFERENCE PACKAGE



Please speak to our friendly Function Team to tailor to your individual requirements

## Location

The Armidale Ex-Services Memorial Club is conveniently located in the centre of town in Dumaresq Street. Situated across from Armidale Plaza.

The local airport, train and bus stations are within a 10km radius and there are connections daily to Sydney and Brisbane.

## Parking

The car parking area at the rear of the Club provides members and guests with 50 car spaces. Alternately there is a two storey carpark located across the road or parking spaces alongside the adjoining parkland.

## Club Facilities

- Auditorium, Function and Conference Rooms.
- The Old Mill is a family Bistro/Restaurant with seating for 170 people. On offer is a broad selection of culinary delights to choose from including a Carvery, A la Carte and daily specials. The Old Mill is open for lunch and dinner.
- The Main Lounge incorporates our Coffee Shop, gaming area and cocktail lounge.
- TAB, Keno and Sky Channel operate 7 days a week and are featured in the Sports Bar alongside Pool Tables and a Jukebox.
- ATM and public telephones are located conveniently in the main foyer.
- Disabled facilities include amenities, allocated car parking and lift access.
- Baby changing facilities.
- Complimentary Cloakroom which is serviced by our reception desk.

Weekly raffles, bingo, membership draws and free entertainment.

## Accommodation

The Club does not provide accommodation, however there are a variety of accommodation facilities located within walking distance. For more information please contact our local Tourist Information Centre on 1800 627 736 or 6772 4655.

## FUNCTION ROOMS

### **The Auditorium**

The Auditorium is our grandest function facility with the ability to cater for up to 750 people. Exclusively yours, the room boasts a large centralised dance floor, private outdoor entertainment area and fully equipped bar. The Auditorium comfortably caters for the larger functions however it has the versatility to be welcoming and suitable for smaller gatherings also.

The Auditorium has the following:

- Stage and extendable Catwalk with adjoining dressing rooms and private amenities.
- State-of-the-art audio visual systems with latest model projectors, allowing for both central conference management and presentation via single or multiple screens. Internet facility and wireless access available on request.
- Theatrical light fixtures
- Audio and sound control room
- Fully equipped in venue bar
- 100 sqm Parquetry dance floor
- Private outdoor entertainment area overlooking the bowling greens.
- External access
- Catering facilities
- Amenities

### **The Foyer**

The above mentioned function rooms are all accessed via the foyer and is ideal for pre-reception drinks. There is no additional charge for use of this area.

## **Function Room #1**

Recently refurbished, this room is ideal for all small to medium style weddings, engagements or function events. The room capacity is approximately 120 people.

Function Room #1 has the following:

- Excellent natural lighting with views over manicured Bowling Greens
- Carpeted area and parquet dance floor.
- State-of-the-art audio visual systems with latest model projectors. Internet facility and wireless access available on request.
- Private fully equipped bar
- Amenities located in adjoining area
- Catering facilities

## **Function Room #2**

This is multipurpose venue. The room has the perfect atmosphere for a special occasion such as a 21<sup>st</sup> Birthday or engagement party.

Function Room #2 has the following:

- State-of-the-art audio visual systems with latest model projectors. Internet facility and wireless access available on request.
- Optional decorative lighting
- Casual and modern furnishings
- Private fully equipped bar
- Amenities located close by
- Catering facilities

## Function Room Capacities and Hire Fee

Function Room	Area Sqm	Dimension L / W / H Metre	Banquet	Cocktail
Auditorium	657	28.3 x 23.2 x 5	500	750
Function Room #1	152	10.5 x 14.5 x 0	110	150
Function Room #2	70	10 x 7 x 0	80	150

The room hire rate is based upon a function finishing no later than 12 Midnight. If your function exceeds midnight, a charge of \$100.00 per hour or part thereof will apply.

Club Official opening time is 10.00am, arrangements must be made with the Events Manager for access before this time.

The Room Hire Rate includes the following:

- Private and exclusive use of your chosen venue
- Table linen, cutlery & glassware if applicable
- Standard colour Décor serviettes
- Microphone & lecturn
- Flip chart, whiteboard, overhead projector, TV/DVD player
- Use of the data projectors and screens  
(\*additional charges apply if using the second projector in the Auditorium)
- Jugs of iced water
- Preparation and cleaning of room
- Professional, friendly bar & wait staff if applicable

## MORNING / AFTERNOON TEA

Self serve Tea & Coffee  
Fresh Plunger Coffee & Variety of Teas

Continuous Tea & Coffee  
Orange Juice  
Soft Drink

*The Following may be added at an additional cost per person:*

Selection of plain biscuits  
Selection of Homemade Cookies  
Selection of Warmed Croissants & mini Muffins  
Homemade Scones served with Jam & Cream  
Freshly cut Seasonal Fruit Platter  
Selection of Homemade Cakes & Slices



## WORKING LUNCH

Platters of closed mixed sandwiches

### **Filling Suggestions**

Double Smoked Ham, Swiss Cheese, Vine Ripened Tomatoes & Seeded Mustard  
Rare Roast Beef, Rocket Lettuce, Shredded Sun-dried Tomatoes and Dijon Mustard  
Turkey Breast, Cranberry sauce, Snow Pea Sprouts & Shaved Cucumber  
Salami, Basil Pesto, Roasted Vegetables  
Please specify if you require vegetarian sandwiches

Fruit Platter  
Tea, Coffee & Orange Juice.

**The following may be added at an additional cost per person:**

**Selection of mixed Wraps**  
**Australian Cheese & Fruit Platter with crackers**  
**Selection of Hot Finger Food**



## **BUSINESS LUNCH**

Selection of Open Danish Style Sandwiches, served on Bagels and Focaccia.

### **Filling Suggestions:**

Smoked Salmon, Lime, Mascapone & Asparagus

Moroccan Marinated Lamb with Tabouli Hommos

Double Smoked Turkey with Guacamole & Semi Dried Tomatoes

Thai Marinated Beef on a bed of rocket with Roast Capsicum & Mango

Please specify if you require vegetarian options

Australian Fruit & Cheese Platter

Tea, Coffee & Orange Juice

## **PLOUGHMAN'S LUNCH**

Fresh Damper Rolls

Quiche Lorraine

Hot Seasoned Wedges

Fresh Mixed Garden Salad

Farmhouse Cheese & Crackers

Tea, Coffee & Orange Juice

## **BARBECUE LUNCH**

Marinated Minute Steaks

Beef Sausage

Chicken Skewers

BBQ Onion

Potato Salad

Coleslaw

Bread Rolls

Condiments

Tea, Coffee & Orange Juice



Please speak to our friendly Function Team to tailor to your individual requirements

## **BREAKFAST**

### **CONTINENTAL BREAKFAST**

Selection of:

Seasonal Fresh Fruit  
Danish Pastries  
Croissant & Bread Basket  
Breakfast Cereals  
Honey, Vegemite & Fruit Preserves  
Assorted Fruit juices  
Tea & Coffee

### **FULL COOKED BREAKFAST**

Scrambled Eggs, Breakfast Sausages, Grilled Bacon, Tomatoes  
Hash Browns & Fresh Button Mushrooms  
served with a continental Breakfast

### **HEALTHY BREAKFAST**

Selection of:

Seasonal Fresh Fruit  
Low Fat Plain & Fruit Yogurt  
Dried Fruits  
Whole Grain Bread & Breakfast rolls  
Honey, Vegemite & Fruit Preserves  
Assorted Fruit juices  
Tea & Coffee



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## HOT FINGER FOOD

**Choice of Six - Serves 10ppl (7 pieces per person)**

Cocktail Spring Rolls  
Mini Quiches with a variety of fillings  
BBQ Meatballs  
Crumbed Calamari  
Tempura Chicken Nuggets  
Indonesian Satay Chicken  
Mini Gourmet Pies  
Chicken Skewers in Tandoori Spice with Cucumber Yogurt  
Mini Pizzas  
Fish Goujons  
Chicken Strips with Chilli Mayonnaise  
Marinated Chicken Wings  
Thai Fish Cakes with Coriander & Mint  
Salt & Pepper Squid with Sweet Chilli Sauce

## PREMIUM APPETISERS & CANAPES

**Choice of Six - Serves 10ppl (7 pieces per person)**

Homemade sushi with soy, wasabi, and pickled ginger  
Chicken and avocado rice paper rolls  
Smoked ham mousse on cucumber slices  
Pesto, sun dried tomato and bacon frittata  
Smoked salmon and cream cheese blinis  
Beef kofta skewers with yoghurt dipping sauce  
Homemade pork and ginger meatballs  
Beef and herb chipolatas with chilli jam  
Creamy garlic and chive filled chats  
Mini caramelised red onion pizzas  
Prawn and cream cheese mousse on water cracker with lemon and dill garnish

### **Canapé fillings**

Roasted capsicum and cream cheese  
Sliced turkey with cranberry sauce  
Hungarian salami and Cucumber  
Minted lamb  
Creamy lime and chilli infused tuna  
(All on brown or white bread)

## MIXTURE OF BOTH

**Three choices of each (Hot Finger Food & Appetisers/Canapés)**

**Serves 10 people (7 pieces each)**

# SERVICES

ARMIDALE EX-SERVICES MEMORIAL CLUB

DUMARESQ ST  
ARMIDALE 6776 0800

Fax: (02) 6772 5880

Email: [marketing@armidaleservices.com.au](mailto:marketing@armidaleservices.com.au)

## Function Agreement

Thank you for making your booking with the Armidale Ex-Services Memorial Club. We are happy to confirm the following details to ensure you that your event will be a successful and memorable experience.

Please check and fill out the details below and note the dates for Deposit and Final Payment. Please read the terms and conditions carefully then sign and send back to the Club. If you have any queries or would like further information, please do not hesitate to contact our Events Manager, Lee-Anne Turner.

### Client Details

Organiser / person responsible for payment: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### Event Details

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Room Required: \_\_\_\_\_ Hire Fee: \_\_\_\_\_

No. of Guests: Adults \_\_\_\_\_ Children \_\_\_\_\_ Price p/p: A\$ \_\_\_\_\_ C\$ \_\_\_\_\_

Menu Chosen: \_\_\_\_\_

\_\_\_\_\_

Variation / Extras: \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_ due by \_\_\_\_\_

FINAL PAYMENT \$ \_\_\_\_\_ due by \_\_\_\_\_

*Payment can be made by cash, cheque or credit card.*

Please speak to our friendly Function Team to tailor to your individual requirements

# Terms and Conditions

In order that we may satisfy your event needs to the fullest, please read the following requirements, terms and conditions. Please sign and date the last page and return to the Armidale Ex-Services Memorial Club.

## Membership

The person/s responsible for the function MUST be a financial member/s of the Armidale Ex-Services Memorial Club. (This is not required for a business conference.)

## Tentative Bookings

We will confirm to you by phone or email that you have made a tentative booking and advise you that it will be held for fourteen days (14). To secure your booking the cost of the venue hire is required as your deposit. If your function is within fourteen (14) days of the time of booking you must pay the deposit at the time the booking is made. Failure to confirm your booking and pay the deposit within the specified time may result in the cancellation of your booking.

## Confirmation of Booking

A reservation is only to be considered confirmed when the security deposit has been received and a receipt issued. Please complete the attached Function Agreement form and make your payment to:

Armidale Ex-Services Memorial Club  
PO Box 559  
Armidale NSW, 2350

We accept cash, credit card or bank cheque. The contract signatory is liable to pay all money due under this agreement.

## Cancellations

If you cancel your reservation fourteen (14) days prior to the confirmed date we will refund your deposit and any further money paid. If you cancel less than fourteen (14) days and more than seven (7) days we will refund 50% of your deposit. We regret that we cannot refund your deposit if you have given less than seven (7) days notice of cancellation.

## Surcharge

A surcharge of 10% on the whole account will apply to all functions held on either a Sunday or Public Holiday.

## Compliance

The event organiser will be responsible for ensuring the orderly conduct of guests during the duration of their time within the Club premises. Club Management reserves the right to intervene when necessary. The organiser must remain on the premises at all times due to Club Policy of signing in a guest.

## Club Access

Access to the Club is available from 10am. Prior entry is to be arranged with our Events Manager. Specific instructions are enforced and the onus is on the organisers to abide by this. The external doors to the Auditorium Balcony **will NOT** be opened prior to 10am.

## Loss or Damage

The Club does not permit items to be attached or fixed onto / into walls, ceilings, furniture or glass. Confetti, packets of tinsel, party poppers etc are prohibited. The event organiser will be held directly liable for any damages sustained to Club property as a direct result of the function. The Club holds NO RESPONSIBILITY for loss or damage to items brought into the Club by clients or other patrons.

## Equipment / Decorations

All equipment and / or decorations brought into the function rooms require prior permission from the Club. All permitted items must be removed from the premises at the functions end. HIGHLY FLAMMABLE materials are NOT permitted.

## Cleaning

General and normal cleaning is included in the cost of the room hire. HOWEVER, additional charges may apply if the function has created cleaning needs above and beyond those considered normal and acceptable.

Please speak to our friendly Function Team to tailor to your individual requirements

### **Fire and Safety**

All EXIT doors must be free of blockages, such as display stands and screens. EXIT doors must not be locked. EXIT signs must be clearly visible.

### **Conduct**

Responsible Service of Alcohol policies are adhered to at all times. The Management of the Club reserves the right to refuse service of liquor to any person as they see fit.  
All function rooms are NON SMOKING venues.

### **Minors**

Persons attending your function under the age of eighteen (18) are welcome on the Club's premises subject to the supervision of a responsible adult who is attending. Minors are NOT permitted or allowed to approach or use the bar, must not consume alcohol and must not enter the gaming lounge.

### **Menu Selection**

We ask that your choice of menu be finalised two (2) weeks prior to the function date.

### **Price Variation**

We will guarantee our catering quotation in writing for a period of ninety (90) days from the time of your booking confirmation. Menu prices are not guaranteed unless in writing from our Events Manager. Menu prices are subject to change. We are NOT able to guarantee beverage pricing which is subject to fluctuation in accordance with Board Policy.

### **Final Numbers**

We appreciate the difficulty in ascertaining and guaranteeing final numbers. **HOWEVER** to enable us to adequately cater and staff your function we require an approximation of numbers one (1) week prior to the event date. **FINAL NUMBERS** are to advised no later than 48 hours prior to the event. **This final number is the number that shall be charged for unless the numbers increase.** Functions scheduled for Sunday, Monday or Tuesday require the guarantee of numbers by 3.00pm the preceeding Friday. In the event of the guarantee not being received the original estimated attendance figures will be charged for unless numbers have increased.

### **Payment of Account**

**Full payment of your account is to be finalised 2 weeks prior to the function**, unless otherwise arranged with Management. If this is not done your function may be cancelled. Any excess charges or refunds (eg increase/decrease of dry till or changes in the numbers of attendees etc.) will then be sent to you after the function has been held.

### **Policy**

Club Policy does **NOT** allow food or beverages to be brought on to the Club's premises by the event organizer or any guest, please advise all attending. Special occasion CAKES are acceptable, any left over cake must be taken away on the completion of the function. The Club will NOT store or take any responsibility for cake left behind.

### **Dry Bar Till**

Arrangements can be made to have the convenience of a Dry Till for your function. The limit amount can be fixed alongside the conditions and types of drinks permitted to be served.

### **Staff**

We will guarantee sufficient staffing to ensure that the services requested will be delivered to your satisfaction. Should you require additional staff the cost of their wages at a minimum of three (3) hours per staff member will be charged to you.

**I accept full responsibility for the event and the guests which will be in attendance. I understand and will abide by the terms and conditions set out above.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SerVies Membership No# \_\_\_\_\_

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

Please speak to our friendly Function Team to tailor to your individual requirements