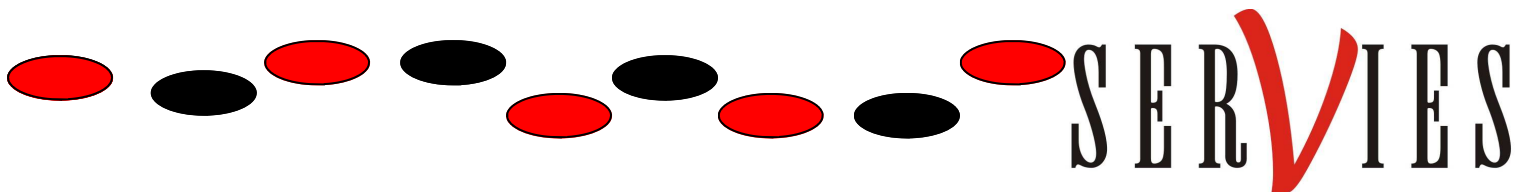




*Special  
Occasion  
Package*

**SERVIES**  
ARMIDALE EX • SERVICES CLUB



## FUNCTION ROOMS

### The Auditorium

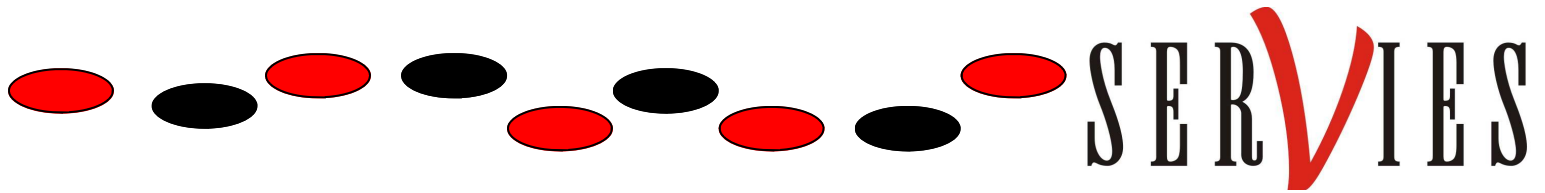
The Auditorium is our grandest function facility with the ability to cater for up to 750 people. Exclusively yours, the room boasts a large centralised dance floor, private outdoor entertainment area and fully equipped bar. The Auditorium comfortably caters for the larger functions however it has the 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 bar
- 100 sq m parquet dance floor
- Private outdoor entertainment area overlooking the bowling greens
- External access
- Catering facilities
- Amenities

### The Upstair 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 Bowling Greens
- Carpeted area and parquetry 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 a multipurpose venue. The room has the perfect atmosphere for a special occasion such as a 21<sup>st</sup> Birthday or engagement party.

The V Cocktail Bar and 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

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
- 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





## **HOT FINGER FOOD      \$110**

**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      \$150**

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

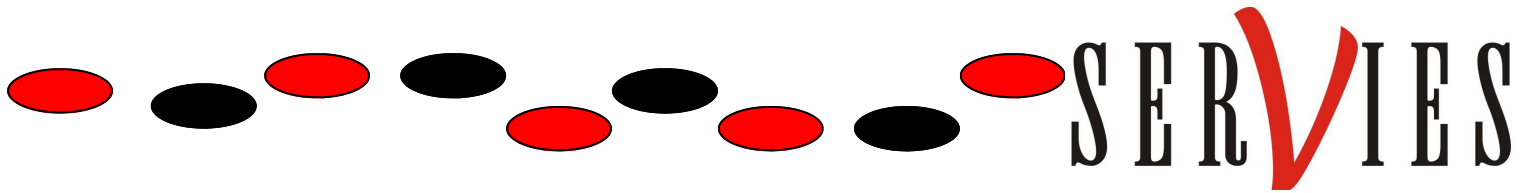
- Homemade sushi with soy, wasabi, and pickled ginger
- Chicken and avocado rice paper rolls
- Smoked ham mousse on cucumber slices
- Pesto, sun dried tomato and bacon frittata
- Smoked salmon and cream cheese blinis
- Beef kofta skewers with yoghurt dipping sauce
- Homemade pork and ginger meatballs
- 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      \$140**

**Three choices of each (Hot Finger Food & Appetisers/Canapés)  
Serves 10 people (7 pieces each)**



## Pre-Dinner Platters

### **Cheese Platter \$65**

A selection of Australian Cheeses served with crackers

### **Fruit Platter \$50**

A selection of Freshly Cut Fruit

### **Cheese & Fruit Platter \$75**

A selection of Australian Cheeses served with crackers,  
Fresh Seasonal Fruit OR Nuts & Dried Fruit

### **Antipasto Platter \$80**

Char-grilled & Marinated Vegetables, selection of cured meats  
Kalamata Olives & Turkish Bread

### **Selection of Homemade Dips \$70**

BabaGanoush, Hommus & Roast Capsicum dip served with  
Turkish Bread & Pappadums

### **Salty Snacks \$30**

Mixed Nuts, Potato Crisps, Corn Chips & Mexican Dip

*(Serves approximately 10- 15 people)*

**Please Note that these Platters are not intended to Substitute a meal & should only be considered as Light refreshments.**

## Homemade Pizza's

### **V Vegetarian**

Capsicum, onion, mushroom, olives, semi sundried tomato, oregano and mozzarella cheese on a tomato base

### **SerVies Sensation**

Capsicum, ham, cabanossi, mushroom, onion, bacon, chicken, bocconcini with mozzarella cheese on a BBQ sauce & tomato sauce base

### **Armidale Avalance**

Ham, bacon, pepperoni, cabanossi, mushroom, onion, tomato with mozzarella cheese on a tomato & chilli sauce base

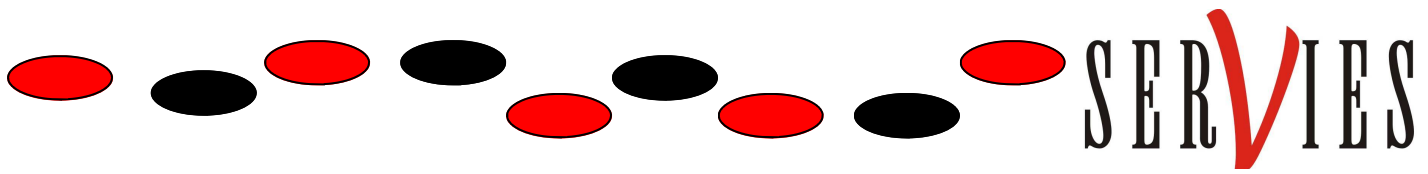
### **SerVies Seafood Special**

Prawn, squid, garlic, red onion, capsicum with mozzarella cheese on a chefs special seafood sauce base

**Or**

**we would love for you to design your own pizza**





*Special Dietary requirements are happily catered for to ensure we provide exactly what you would like, as long as they are given with reasonable notice. Please discuss options with our Function Co-ordinator.*

## Banquet Set Menus

**There is minimum requirement of 30 people & meals will be served alternatively.**

### Option One - (Up to 2 choices per course)

<b>2 Courses</b>	<b>\$35.00</b>
<b>3 Courses</b>	<b>\$40.00</b>

#### **Entrée**

- \* Warm Asian Beef Salad, topped with Vermicelli Noodles & Coriander
- \* Satay Chicken Skewers , with Jasmine Rice & Peanut Coconut Sauce
- \* Bacon & Cream Cheese Fillo Pastry Parcel, served on a bed of Julienne Salad

#### **Main**

- \* Asian Baked Chicken Breast served on a bed of Jasmine Rice, mixed Steamed Vegetables, topped with Thai Green Curry Sauce
- \* Roast Beef Fillet, Encrusted with Sea Salt & Black Pepper, served with Baked Potato & Pumpkin, mixed Steamed Vegetables and topped with Mushroom Sauce
- \* Pork Medallions, served with Potato Puree, mixed Steamed Vegetables served with a Chili Mango Chutney

#### **Dessert**

- \* Pavlova served with Fresh Fruit Salad & Passion Fruit Couli
- \* Crème Caramel served with Whipped Cream & Toffee Shard's
- \* Citrus Tart served with Orange Segments & Whipped Cream

Bread Rolls are included.  
Tea, Coffee will be provided at the end of meal.

**Option Two - (Up to 2 Choices per course)**

**2 Courses      \$40.00**  
**3 Courses      \$45.00**

**Entrée**

- \* Smoked Salmon & Rocket Salad, with Spanish Onion & Avocado, topped with a Citrus Caper Aioli
- \* Traditional Caesar Salad, with Cos Lettuce, Crispy Bacon, Spanish Onion & Crouton's, topped with Boiled Egg, Shaved Parmesan & Caesar Dressing
- \* Veal Tortellini, with Bacon, Mushrooms Vino Cream Sauce, Shaved Parmesan & Spring Onion
- \* Chicken & Asparagus Vol-au-vent, served with a Fresh Julienne Side Salad

**Main**

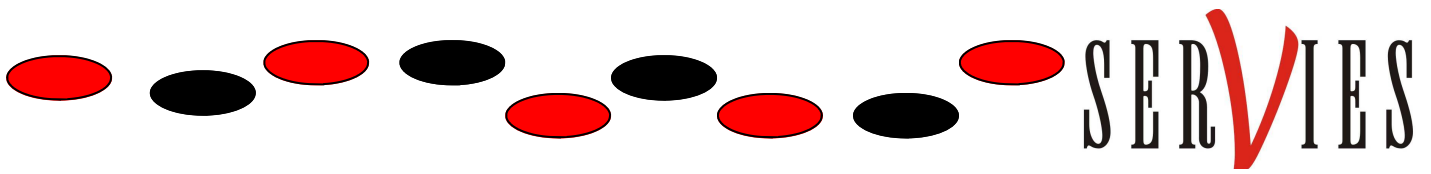
- \* Chicken Breast filled with Spinach & Ricotta Cheese served with Mixed steamed Vegetables, Baked Hassel back Potato, topped with Seed Mustard & Tarragon Cream Sauce
- \* Grilled Scotch Fillet, served with Tiger Prawns on Potato Puree, mixed Steamed Vegetables & Béarnaise Sauce
- \* Lamb Loin wrapped in Bacon with Lyonnais Potato, steamed Vegetables & Red Wine Jus

**Dessert**

- \* Vanilla Panna Cotta with Berry Sauce & Honey Tuile
- \* Brandy Snap Tower, filled with White Chocolate Mousse & fresh Marinated Fruit's
- \* Chocolate Raspberry Pudding, served with Whipped Cream
- \* Apple & Rhubarb Tart, served with Vanilla Custard

Bread Rolls are included.  
 Tea, Coffee will be provided at the end of meal.





### Option Three - (Up to 2 Choices per course)

2 Courses      \$50.00  
3 Courses      \$60.00

#### **Entrée**

- \* Vietnamese Rice Paper Rolls of Roast Duck & Cucumber with Lemongrass & Chilli Sauce
- \* King Prawn Cocktail with a Spicy Cocktail Sauce
- \* Rocket, Radish & Smoked Chicken Salad, topped with Avocado & Cherry Tomato Salsa
- \* Salt & Pepper Calamari, glazed with Lemon & Chili Aioli served on a bed of Julienne Salad
- \* Pumpkin & Parmesan Cannelloni, topped with Basil Napoli Sauce
- \* Creamy Garlic Prawns served with Jasmine Rice

#### **Main**

- \* Grilled Atlantic Salmon on Cream Potato Terrine & Steamed Spinach topped with Lemon Thyme Beurre Blanc
- \* Marinated Char grilled Pork Loin Cutlet on a Bed of Fanned Snow Peas & Roasted Baby Chats, Finished with Cranberry & Plum Sauce
- \* Beef Rib Cutlet with Potato & Sweet Potato Batons, mixed Steamed Vegetables & a Herb & Mustard Demi-Glaze Sauce
- \* Slow Roasted Rib Eye wrapped in Bacon with Roasted Baby Vegetables & a rich Pan Jus
- \* Marinated Lamb Rump stuffed with Roasted Capsicum, Feta Cheese served with mixed \* \* Steamed Vegetables & Red Wine Jus & Tapenade
- \* Macadamia Nut Crusted Chicken Breast with steamed Garden Vegetables, Chat Potato's & a Honey Mustard Sauce

#### **Dessert**

- \* Warm Chocolate & Macadamia Brownie with a White Chocolate Sauce
- \* Apple & Raspberry Crumble served with Chantilly Cream
- \* Traditional Chocolate Mousse with Berry Salad & Almond Wafer
- \* Strawberry & Rhubarb Cheesecake served with Strawberries & Whipped Cream

**Bread Rolls are included.**  
**Tea, Coffee will be provided at the end of meal.**

## Children's Menu

All children's meals include ice-cream & Topping

Whiting Fillet with Chips

Ham & Pineapple Pizza with Chips

Sausages with Vegetables & Gravy

Chicken Nuggets and Chips

2 Minute Steak with Vegetables & Chips



*Special Dietary requirements are happily catered for to ensure we provide exactly what you would like, as long as they are given with reasonable notice.*

*Please discuss options with our Events Manager.*

# 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.*

# 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.

## 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 follow these. 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.

July 2010. Menu & Prices may change.

### **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 allowed to approach or permitted to 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 if 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 organiser 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: \_\_\_\_\_