



FUNCTION PACKAGE

50 Pitt Street, Singleton, NSW 2330 | (02) 6572 1455 | reception@clubsingleton.com.au



The Perfect Venue for your Special Event

Club Singleton can accommodate you in style, no matter the occasion. We go the extra mile to make your event a success.

Whether it's a conference, business function, birthday party or a momentous occasion like your wedding day, Club Singleton can accommodate you in style.

Our friendly on-site functions coordinator will make planning your event a breeze. Take the hassle out of party planning and let us do some of the heavy lifting for you. We are here to make sure you have everything you need to make your event a success.

Small group? No problem.

Our modern auditorium can be configured to suit your business meeting or training session, or do you need a friendly, comfortable venue for a team building session or work party?

For casual get-togethers our BBQ area and bowling greens are available. Barefoot bowls, anyone?

Large crowd? Fantastic, we've got you covered.

Club Singleton has one of the largest function venues in town. Depending on the floorplan you choose, we can comfortably accommodate up to 240***

Hire Fees				
	Auditorium	Function Room	Room Hire Combined	BBQ Area
Member*	No Hire Fee			\$10 gas fee
Non Member**	\$150	\$75	\$200	\$10 gas fee
Not For Profit Groups	Waiver Letter*** No Cost	Waiver Letter*** No Cost	Waiver Letter*** No Cost	\$10 gas fee

* Conditions apply – please contact our Function's Coordinator to see if you are eligible for free room hire as a member of Club Singleton.

** Room hire rates quoted apply to standardized setups. For complex or large setups please request a quote from our Functions Coordinator. Pricing is subject to change at the Club's discretion.

*** If you think that you may be eligible for Room hire waiver, please supply a letter of request to the Board of Club Singleton. Our Functions Coordinator will happily assist you with what is required for the letter.

N.B Current venue capacity is compliant with the COVID19 Health Order. Please check with our Functions co-ordinator on the current capacity restrictions applicable to your function.

Our Facilities

Business training and meetings

Club Singleton welcomes you to host your next work training or business meeting in our spacious auditorium or comfortable function room. Planning a conference, function or seminar has never been easier.

We can provide you with light refreshments or a full meal, as well as tea and coffee facilities.

No need to drag heavy equipment around with you - enjoy free use of our presentation equipment, including data projector, microphone and whiteboard. You can also request access to our sound system, which has iPod connectivity (auditorium only).

Fantastic facilities for any event

Whether you're planning a big birthday bash, engagement party or awards night, Club Singleton will deliver quality service at an affordable price.

We have a range of catering options available, from finger food menus with hot or cold canapes, through to 3-course a la carte fare.

Our recently refurbished auditorium is stylish and contemporary, with a gorgeous dance floor just waiting for you to show off your best moves. Not sure what to do about tunes? Whip up a party playlist on your iPod and use our sound system, or ask about our jukebox - it's sure to help you get the party started.

Getting married? Congratulations!

It's such an exciting time in any couple's life, but we know it can also be a little overwhelming. There's so much to organise and you want everything to be perfect.

When you book your wedding reception at Club Singleton, we aim to make organising easy for you. Our Functions Coordinator will help you with everything from your seating configuration to choosing your menu from our range of catering options. We want you to feel relaxed about your special day.

For more information, please contact our Functions Coordinator on 02 6572 1455.

Corporate Catering

Continuous Tea & Coffee available from arrival - \$3.00pp

Add individually wrapped biscuits for \$1.50pp

Barista coffee is available from 10.00am from our Craft Café.

Morning & Afternoon Tea Package
\$18.00 per person

Minimum of 12 people

Includes Tea & coffee on a continuous station

Morning Tea - Scones with Jam & Cream

Afternoon Tea - Ham & Cheese Croissant

Fresh Fruit and Cakes - \$7.50 per person

Chef's selection of seasonal fresh fruits and mixed cakes

Fresh made Sandwiches - \$8.80 per person

Includes the following sandwich fillings on white bread

Salad

Ham & Pickle

Egg & Mayonnaise

Ham, Cheese & Tomato

Chicken, Lettuce & Mayonnaise

Pre-order on the day from limited lunch Menu - \$10.00-\$14.00 per person

Canapés

Canapes can be served either on a self serve buffet, or individually plated. Our Restaurant can also offer tray service at additional cost.

Cold Canapés

Fresh made Sandwiches - \$8.80 per person

Includes the following sandwich fillings on white bread

Salad

Ham & Pickle

Egg & Mayonnaise

Ham, Cheese & Tomato

Chicken, Lettuce & Mayonnaise

Hot Canapés

Favourites - \$8.80 per person

(Please select up to 6 options)

Chicken Tenders

Chicken Wings

House made Curry Puff

Fish Cocktail

Mini Beef Pie

Mini Sausage Roll

House made Spring Roll

Gourmet – \$15.00 per person (minimum 20 people)

House made Curry Puff with dipping sauce

House made Spring Roll with dipping sauce (vegan and gf available)

Pumpkin and sage risotto balls with garlic aioli (vegetarian)

Rare peppered beef with baby spinach and parmesan croutons

Savoury Tartlet with caramelized onion, pistachio and blue cheese (vegetarian)

Fresh crumbed Prawn Cutlet with aioli

Buffet

N.B. Minimum of 30 guests required for Buffet

Includes;

Linen tablecloths

Bread roll to start

2 courses \$30.00 per person

3 courses \$35.00 per person

30-40ppl – select 3 options from each course

40-50ppl – select 4 options from each course

50-60ppl -select 5 options from each course

60+ppl – select 6 options from each course

Entrée

House made Spring Roll

Chicken Wing

House made Curry Puff

Fish Cocktail

Fresh King Prawns

Prawn Cutlet

Main Course

Massaman Beef Curry - GF, contains nuts

Stir Fried Chicken with Cashew Nut

Honey Chicken

Beef stir fry with hokkien noodles

BBQ Pork

Sweet and sour combination

Vegetable stir fry

Stir Fried King Prawns with Snow Pea

Oven Roasted Chicken in Garlic White Wine Sauce

Oven Roasted Beef

Salads and Sides

Classic Caesar Salad

Garden Salad

Hot Chips

Vegetarian Fried Rice or Steamed Jasmine Rice – GF

Dessert

Fruit Salad & ice cream

A selection of cakes

Classic Roasts

Includes;

Linen tablecloths

Bread roll to start

Main meals are served with baked and steamed vegetables and gravy

All Desserts are served with ice cream

Meals are served alternately

Please select 2 dishes from each course

*Vegetarian and gluten free meals available in all courses

**Children meals available

2 courses \$26.50 per person

3 courses \$30.50 per person

Entrée

Spring Roll

Curry Puffs

Main Course

Roast Beef

Roast Pork Loin

Roast Chicken

Dessert

Apple Pie

Rocky Road Cheesecake

Sticky Date Pudding

Celebrations

Includes;

Linen tablecloths

Bread roll to start

*All main meals are served with Chips & Salad or baked & steamed vegetables.

Please select 2 options from each course to be served alternately

Option 1

2 courses \$28.50pp

3 courses \$32.00pp

Entrée

Spring Roll

Curry Puffs

Satay Chicken Skewers

Main Course

Chicken Schnitzel

Veal Cordon Bleu

Scotch Fillet

Chicken Mignon

Option 2

2 courses \$31.00pp

3 Courses \$34.50pp

Entrée

Dusted Baby Calamari

Satay Chicken Skewers

Heavenly Chicken or Beef

Main Course

Chicken Parmigiana

Grilled Pork Cutlet

Tender Scotch Fillet

Grilled Barramundi with White wine sauce

Option 3

2 courses \$32.00pp

3 courses \$36.00 pp

Entrée

Caesar Salad

Chicken & Avocado Salad

Prawn Cocktail

Main Course

Surf & Turf Scotch Fillet

BBQ Lamb with honey & mint sauce

Chicken pin wheels with semi dried tomato & basil

Salmon Fillet with White wine & lemon sauce

Dessert

Apple Pie

Sticky Date Pudding

Lemon Meringue Tart

Rocky Road Cheese Cake

Function Terms & Conditions

Club Singleton has developed a reputation of professionalism for Functions, and as such, our rooms are in demand.

The following policies have been developed through experience to ensure both the smooth running of your function and that your every need is anticipated. These policies have been developed for the best interests of you and Club Singleton.

1. NOT FOR PROFIT GROUPS - Club Singleton kindly requests that all requests to waive our Room Hire Fee by Not for Profit Groups be submitted in writing for approval by the Board of Directors. The decision to waive room hire fee will be at the clubs discretion and may or may not be limited to charitable organisations and/or groups providing a service to the community. Catering costs cannot be waived.

2. CONFIRMATION OF BOOKING - Your booking will not be considered confirmed until you have checked the Function Confirmation form and floor plan (where applicable) that will be supplied to you either in hard copy or by email, and provided written confirmation that the arrangements that have been made for you are correct. This confirmation from both parties constitutes your booking agreement.

3. FINAL NUMBERS - The final number of people attending your function is required at least 7 days prior to the date of Function. This will be the guaranteed number. Catering charges will be based on the guaranteed number. If the number increases after this time, we require notice to be given as soon as possible, and charges will then be based on this amended number.

4. PAYMENT - Room Hire deposit and/or Catering deposits must be paid at least 7 days prior to the Function. Bar accounts must be paid by completion of the function. Payment can be made by credit card, cash or cheque. The signatory is liable to pay all the money due as is stated on their booking confirmation under this agreement.

5. CANCELLATIONS - In the event of cancellations, the following terms apply: Functions must be cancelled no less than 7 days prior to function date to receive a refund of room hire/catering deposit. If a function is cancelled less than 7 days prior to function date, the room hire/catering deposit will be retained by the Club.

6. FOOD & BEVERAGE - Club Singleton has a no self catering policy in place that is applicable to all functions. The only exception to this policy is a birthday cake/wedding cake. Liquor licensing laws & the Registered Clubs Act prohibit any individual bringing beverages onto the premises.

7. MENU SELECTION & ROOM REQUIREMENTS - Club Singleton kindly requests confirmation of Menu's, meal selections, dietary requirements and Room requirements at least 14 days prior to the date of Function.

8. DECORATIONS - Club Singleton value our cleaning staff and kindly requests that no glitter decorations, table sprinkles, confetti or open flame candles be used at any time. Failure to adhere to this policy may incur a cleaning fee after the function.

9. DATA PROJECTOR & AUDIO EQUIPMENT - If you require use of our data projector for your Function, please read carefully the following terms and conditions for Data Projector hire. Any Audio Visual equipment required for a function must be returned to the duty manager at the conclusion of the function and signed off in the register as returned.

10. COVID19 - Club Singleton must comply with restrictions imposed by the Public Health Order. Please check with our Functions Coordinator which restrictions apply to your function.

Booking Form

Who, When and Where	Date of Function	
	Times	From To
	Total Number of people	Adults Children
	Contact Name	
	Phone Number	
	Email	
	Member Number	
	Room Required	Hire Fee applicable
Room Requirements	Room Layout	
	Lighting	
	Technical	Microphone Sound System Data Projector If yes, please see the following terms and conditions for hire of our data projector.
	Entertainer	Name Contact Details
Catering – Club Singleton	Beverage requirements	Bar tab/On consumption
	Tea/Coffee/Biscuits	
	Water	
Catering – Club Singleton Craft Cafe	Menu Selection	
Catering – Club Singleton Thai Family Restaurant	Menu Selection	
	Dietary Requirements	
	Service Time	
	Catering Deposit/ Payment	Amount Date

Please ensure you have read our Terms & Conditions carefully. Your signature constitutes your agreement to our terms and conditions.

Customer Agreement	I have read & accepted the conditions stated in the terms and conditions.	
	Name in full	
	Signature	Date

Club Singleton T&C for Data Projector Hire

The following policy has been developed through experience to ensure both the smooth running of your function and that your every need is anticipated. This policy has been developed for the best interest of you and Club Singleton and to ensure that we can keep our room hire at a low rate. To ensure that you experience no technical issues on the day we require that you sign to accept the Terms and Conditions and attend the Club. Your booking will not be considered confirmed until this is returned to us. a minimum of 48 hours prior to your booking date to test that your equipment and programs are compatible and will work with our projector.

Please contact our Functions Coordinator to make a suitable time to test your equipment.

Club Singleton will not be held responsible for technical issues on the day and offer no IT support if these terms have not been met and may result in your booking being cancelled.

Please complete the checklist below to complete your booking: (Please circle where appropriate)

Computer Output Type:	VGA HDMI
Type of Equipment:	Apple Mac Dell Standard laptop
Program/s being used:	Word Powerpoint Video clips Photographs
Audio Required:	Yes / No
Other	Please note any other requirements you may have e.g. video conferencing, access to wifi

Please ensure you have read our Terms & Conditions carefully. Your signature constitutes your agreement to our terms and conditions.

I (Name in Full)_____ have read & accepted the conditions stated in the terms and conditions. I will be able to attend Club Singleton on (Date & Time) to complete a compatibility test as required

Signature:

Date: