

WAKE



Packages



Losing a loved one is never easy. Club Singleton are here to support you during these difficult times, let us do some of the heavy lifting and help keep the process as easy and stress free as possible.



HIRE FEES & CAPACITY

- ◆ **Function Room** – \$130 | Capacity: 50 people
Can include a projector.
- ◆ **Auditorium** – \$170 | Capacity: 180 people
Projector, tv's and sound system included.
Perfect for running a special video or slideshow of your loved one.
- ◆ **Combined Auditorium & Function Room** – \$250 | Capacity: 260 people
- ◆ **Main Bar Area** | Capacity: 80 people
Available Monday's, Tuesday's, & Wednesday's.
This is free of charge as it is a public space. Great area if you are looking for a more relaxed setting. Includes TV connectivity.



☎ 02 6572 1455

www.clubsingleton.com.au





CANAPES

♦ Antipasto

- Small Board (serves 10) - \$72
- Large Board (serves 50) - \$300

♦ Cold Canapes

- Fresh fruit and cake platter (serves 10) - \$85
- Fresh sandwich platter (Serves 10) - \$105

♦ Hot Canapes

- Option 1 (serves 10) - \$125 *select 6 options*
Chicken tenders, Chicken Wings, House-made curry puffs, Fish Cocktails, Mini Beef pies, Mini sausage rolls, House-made Spring rolls
- Option 2 (serves 10) - \$145 *select 6 options*
Spring Rolls, Chicken Satay Kebab, Salt & pepper Squid, Pork Dumpling, Beef Meatball, Tempura Prawn, Mini Quiche
- Peanut Chicken Skewers platter (serves 10) - \$145

CRAFT CAFÉ

♦ Continuous Tea & Coffee Station - \$3pp

Add individually wrapped biscuits - \$1.50

♦ Barista Coffee (from 10am)

Available from our café – pricing may vary



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CONFIRMATION OF BOOKING FORM



Who, When & Where

Date of Function: _____

Contact Name: _____

Start time &
Location of the Service: _____

Start Time / Finish Time: _____

Total Number of people: _____

Member Number: _____

Phone Number: _____

Email: _____

Room Required (please circle): Function Room / Auditorium / Both Rooms

Catering / Bar - Club Singleton

Bar tab amount
or On consumption: _____

Beverage requirements for
Bar Tab (e.g. Beer, Wine, Soft Drink): _____

Tea / Coffee / Biscuit
Station or Barista Coffee: _____

Table Water: _____

Catering / Bar - Club Singleton

Menu Selection: _____

Dietary Requirements: _____

Food Service Time: _____

Audi/ Function Room Requirements

Microphone: _____

Projector Required: _____

Audio for Presentation: _____

Other Equipment Requirements: _____

Data Internet: _____

Adaptor / Connection Type Required: _____

Sound System / Speakers: _____

HDMI / iPhone / Other: _____

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 via Club Grants for approval by the Board of Directors. The decision to waive room hire fee will be at the club's 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 may be required at time of booking. 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 7 days prior to the date of Function for Canapes and Buffets. 14 days prior for Celebrations Packages.
- 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.

CUSTOMER AGREEMENT

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

I have read & accepted the conditions stated in the terms and conditions.

Name in full

SIGNATURE

DATE

CLUB SINGLETON TERMS & CONDITIONS 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 read the instructions for use attached and sign to accept the Terms and Conditions. Your booking will not be considered confirmed until this is returned to us.

Club Singleton requires the person/s responsible for operating the data projector on the day of the Function to attend the venue 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.

Projector Connection - Your laptop will need to connect to our data projector by HDMI

Please note we cannot guarantee all laptops will be compatible with our projectors. If possible, please use a Microsoft computer when connecting to our system

CUSTOMER AGREEMENT

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

I have read & accepted the conditions stated in the terms and conditions.

Name in full

SIGNATURE

DATE