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Thank you for considering Kahibah Sports Club for your Event.

Whether your event is a conference, birthday, engagement party, Christmas party, family reunion or any celebration, our Club has stylish refurbished facilities and friendly staff to make your event a success. We have affordable options which offer flexibility. Please don't hesitate to make special requests...

Kahibah Sports Club has three (3) spacious function rooms which can be separated by sound proof temporary walls or joined together to make one large function room. There is ample parking available for you and your guests. A ramp provides excellent wheelchair access.



Finalist in Clubs NSW 2010 & 2011 Awards for Excellence

2010 FINALIST

- 10 AWARDS INCLUDING CLUB OF THE YEAR (Small Clubs)

2011 FINALIST

- CLUB OF THE YEAR (Small Clubs)
- OUTSTANDING CLUB GOVERNANCE & INNOVATION AWARD
- BEST CLUB ENTERTAINMENT AWARD (Small Clubs)
- ENCOURAGEMENT OF AMATEUR SPORT AWARD (Small Clubs)

OUTSTANDING CLUB GOVERNANCE & INNOVATION AWARD
- HIGHLY COMMENDED 2010 & 2011



Room Hire

Function Room:	Total hire cost:	Deposit:	Maximum seating capacity (Banquet Style):	Features:
1	\$165	\$82.50	140	Dance floor, microphone, audio outlet facility/integrated speakers, TV
2	\$165	\$82.50	140	Carpeted area, microphone, audio outlet facility/integrated speakers, TV
3	\$110	\$55	40	Carpeted area, audio outlet
1&2 Joined together	\$275	\$137.50	280	
1, 2, & 3 Joined together	\$275	\$137.50	320	
2 & 3 joined together	\$220	\$110	180	

You have the option of using our round tables which seat eight (8) guests each or rectangular tables which seat eight (8) guests each. Tall mushroom tables are available for cocktail parties or a combination of any of these.

Please talk to Dominique to view a suggested floor plan...

Morning & Afternoon Tea

Tea & Coffee

\$2 per person

- Tea & coffee
- Urns
- Cups & saucers
- Sugar, milk & stirrers
- Self service

Morning/Afternoon Tea:

Tea & Coffee + cakes & slices

\$4 per person

\$8 per person for morning & afternoon tea

- Tea & coffee
- Urns
- Cups & saucers
- Sugar, milk & stirrers
- Self service
- Choice of cakes & slices

Sandwiches:

Mixed Sandwiches made on freshly baked wholemeal/white bread –
\$5/sandwich or \$50/platter of 10 sandwiches

Fruit Platters

Fruit platters can be served at \$5/person

Water and Mints

Water and mints are served complimentary to conference groups.

Social Bowls

Looking for a team building, fun afternoon? Why not try Social Bowls.
Individual packages can be designed.

Finger Food Menu

Classic Pack

\$10.00 per person (5 bites/person)

- Mini pies
- Mini sausage rolls
- Spring rolls
- Fish pieces
- Chicken skewers

Spicy Mediterranean Pack

\$12.00 per person (5 bites/person)

- Quiche Lorraine
- Vegetable Samosas
- Oregano & Pepperoni Risotto
- Turkey & Cranberry Bites
- Chickpea & Pumpkin Pattie

Italian Pack

\$14.00 per person (7 bites/person)

- Olive & Mushroom Bite
- Pork & Sage Bruschetta
- Oregano & Pepperoni Risotto
- Three Bean Basket
- Chicken, Ham & Rosemary Puff

Favourite Pack

\$14.00 per person (5 bites per person)

- Mediterranean Quiche
- HARRISA Sausage Risotto Pattie
- Oregano & Pepperoni Risotto
- Chilli Pea & Mint Puff
- Smoked Salmon & Chilli Pizza

Set Menus:

Our Chef, Luigi Gerardi offers flexible menu options ranging in price

- We are happy to accommodate any special requests
- All special dietary requirements must be confirmed prior to your event
- Service meals can be provided for your DJ or photographer
- All meals are served with vegetables and a freshly baked bread roll
- All Meals are served alternately

Option 1	Option 2	Option 3	Option 4
<u>Option 1:</u> Main, Tea/Coffee \$25.00/person	<u>Option 2:</u> Main, Dessert, Tea/Coffee \$30.00/person	<u>Option 3:</u> Entree, Main, Tea/Coffee \$35.00/person	<u>Option 4:</u> Entree, Main, Dessert, Tea/Coffee \$40.00/person

Entrees:

Choose two (2) of the entrees below to be served alternately

Prawn Skewers

Marinated Prawns served on a skewer with Pineapple, Mushrooms, Cherry Tomatoes on a Bed of Rice

Beef Stroganoff

Beef stewed in a Mushroom Cream Sauce on a bed of Rice and topped with Sour Cream

Caesar Salad

Traditional Caesar Salad served with Cos Lettuce, Croutons, Boiled Egg and Parmesan Cheese

Cannelloni Vegetables

Spinach and Ricotta filling served in a Pasta Casing served with a Red Napolitana Sauce

Mains:

Choose two (2) of the mains below to be served alternately

Veal Boscaiola

Scallopini served with Bacon, Shallots, and Freshly Grown Mushrooms in a Creamy Sauce

Chicken Bolognese

Chicken Breast Crumbed and Pan Fried served with a Bolognese Sauce, finished with Mozzarella Cheese on Top

Steak Dianne

Cube Roll Cut to Size, Pan Fried served with a Brandy, Worcestershire Sauce in Cream (cooked medium)

Chicken Cacciatore

Chicken Breast served with Mushrooms, Olives, Onion, Capsicum and Bacon in a Red Napolitana Sauce

Desserts

Choose two (2) of the desserts below to be served alternately

Strawberry Tart

Biscuit Base with Strawberry Custard Cream topped with Fresh Strawberry with Flan Glaze

Chocolate & Vanilla Slice

Layers of Chocolate Pastry with a Custard Cream with a Strawberry inside

Citrus Tart

Biscuit Base with a Lemon Curd

Chocolate Raspberry Mud Cake

Chocolate Mud Cake with Vanilla Mousse with Fresh Raspberry

Tea/Coffee

Tea/Coffee is an additional charge of \$2/person.

If you are serving tea/coffee we advise you to serve it to at least half of your guests.

**We are happy to accommodate any personal preferences you have –
please ask us...**

Your Cake

You are welcome to use your Birthday/Celebration Cake for dessert, there is a charge of \$2.00 per person to have it cut and served to your guests.

If you would like the Cake served with Coulis or Cream, the charge is \$4.00 per person.

Children's Menu

Children's prices are charged separately to set menu prices

(Children are classified under 12 years of age)

Served with Chips and Gravy

Chicken Schnitzel - \$10

Chicken Nuggets - \$8

Battered Fish - \$8

Beverages:

Bar Service

Service	Cost	Features
Tray Service	\$25/per hour per staff member	
Portable Bar	\$125/under 100 people \$175/over 100 people	2 full strength beers, 1 light strength beer, wine, soft drink cans, bottled drinks and water

You may choose a selection of drinks at standard prices and provide a limit to which it is served. Please ask staff for details about prices of beverages.

or

Select a Beverage Package

Beverage Package \$30 per person Minimum 50 pax Served for five (5) hours
Gum Creek Estate Chardonnay, Semillon Sauvignon Blanc, Cabernet Sauvignon, Shiraz, Merlot
Bay of Stones Chardonnay Pinot Noir NV Brut
Choice of 3 draught beers including New, Tooheys Old, Extra Dry, Hahn Super Dry, XXXX and Hahn Light
Soft Drink

Room Decorations:

Premium white paper table cloth – rectangular for 8 seater tables	Free upon request
White tablecloths – rectangular for 8 guests per table	\$9 per table
White tablecloths – round tables for 8 guests per table	\$19 per table
All other decorations	Kahibah Sports Club can take care of any decoration needs upon request for a charge. Alternatively, you are welcome to decorate yourself.

Audio/Visual Equipment Hire:

Kahibah Sports Club can provide you with reliable equipment and technology. Notice must be given at least ten business days in advance to ensure equipment availability. Other equipment not listed can be sourced upon request from our preferred supplier Newcastle Conference Equipment.

2 Roving Mics	Electrical equipment requires a \$50 deposit to be paid. Deposit will be refunded to you if the equipment is returned in the same condition as when it was given to you.
DVD player	
CD player	
Power leads to connect portable music devices to our PA system & laptop/projector/TV	
Laptop	\$20 hire fee (no deposit required)
Digital Data Projector	\$30 hire fee (no deposit required)
Whiteboard	Free upon request
Lectern	Free upon request
Plasma TV	Free upon request – there is a wall-mounted TV in both function room 1 and 2.

Wakes & Charity Events

Kahibah Sports Club welcomes wakes and registered charity events to our Club by waving room hire cost.



Terms and Conditions:

In order to ensure the success of your Event, we have established the Terms and Conditions listed below. Please read through these Terms and Conditions and return them signed with your deposit.

Confirmation of Booking

Your booking is not confirmed until a deposit and these signed Terms and Conditions are received. We require a deposit of half the room hire fee. Your booking will be confirmed on receipt of the requested deposit, within 10 full working days after making tentative booking. If your deposit is not received within the 10 full working days, your booking will be released for resale.

Cancellations

Sunday to Friday functions – provided 60 days notice is given and Kahibah Sports Club is able to resell the venue, the deposit will be refunded in full. If less than 60 days notice is given a cancellation fee will apply, with the refund to be determined at time of cancellation.

Saturday functions – provided 120 days notice is given full refund will be provided. More than 60 days but less than 120 days a refund will be given dependant on the venue being resold. If less than 60 days notice is given a cancellation fee will apply, with the refund to be determined at time of cancellation. Unfortunately, no refund can be made if cancellation is within 30 days or less.

Kahibah Sports Club reserves the right to charge for full room hire and catering costs if cancelled within 5 working days or less

Event Time

Events are booked for a period of five (5) hours. With prior arrangement, one (1) extra hour may be extended at a cost of \$110 (Inc GST). Conferences are based on a 9am – 5pm period. Additional room hire would be charged at \$50/hour.

Surcharge

There is a 10% surcharge for all events held on a Public Holiday.

Guaranteed Minimum Numbers

To ensure all your needs are met, a guaranteed number of guests attending is required 10 working days prior to your function. Kahibah Sports Club reserves the right to charge for prepared meals, in accordance with the number guaranteed.

Menu Selection

This is to be confirmed 10 working days prior to the event

Food & Beverage

Alcoholic beverages or food may not be brought into the Club from an outside source. Nibbles and Cakes (for weddings and birthdays) are the exception. Please check with staff if you are not sure what you can bring to the Club. Any food taken from the Club is done so at your own risk.



Payment Policy

All prices are based on current costs and are subject to change without notice. We will endeavour to maintain quoted prices where possible but reserve the right to vary them when required. However, your quoted rate is confirmed once we receive your deposit. Payment for food and the bar tab is required one (1) week prior to your event. The rest of the account is due the day of your event. Methods of payment that are acceptable are – cash, bank cheque, EFTPOS and credit cards only, sorry no personal cheques.

18th & 21st Birthdays

As a directive of the Board of Directors, the Club will not under any circumstances be host to 18th birthday parties. If you are a Member, a 21st Birthday Party will be considered upon application. 21st Birthday Parties will run for four (4) hours only.

Membership

Membership is required for all function bookings and each attendee must sign in accordingly.

Responsible service of Alcohol

Kahibah Sports Club follows NSW government regulation by carrying out Responsible Service of Alcohol. Intoxicated persons will be removed from the premises. Please ensure all children are accompanied by an adult.

Damage:

The organiser is financially liable for any damage sustained to the Club by their own actions or that of guests, contractors or sub-contractors. No item is to be nailed or screwed to any wall. The use of Bostik Blu Tack (this brand only) is permitted as long as it is gently removed. All possible care will be taken by staff with property; however the Club takes no responsibility for lost or stolen goods. All candles used must be enclosed. The function rooms are to left in a respectable state, if not an additional cleaning charge will be incurred.

Vacating the Premises

Please be mindful of our neighbours as you are vacating our premises.

We look forward to making your Event a success!

Please sign, detach and return with your deposit ↓

Name: _____

Event: _____

Event Date: _____

Phone: _____

Mobile: _____

Address: _____

I understand and agree with the Kahibah Sports Club Terms and Conditions

Signed: _____ Date: _____

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