

GENERAL INFORMATION: PHONE 9484-2433
STUART COSGROVE

Pennant Hills Bowling Club is situated at 52 Yarrara Road, Pennant Hills and has facilities to accommodate groups from 20 to 150 people for occasions ranging from Seminars, Lectures, Promotions, Conferences to Cocktail Parties, Engagements, Weddings, Formal Dinners, 21st Birthday Parties and those special bowls functions, for a Birthday or Corporate gathering.

Parking is available in the Club Car Park and in surrounding streets. The club is conveniently located 500 metres from the Railway Station and we also offer a courtesy bus service, (for members and guests located in the local area), on Friday and Saturday evenings from 6pm, to Midnight. For further details please contact Reception.

We are open 7 days a week all year round with the exception of Christmas Day.

Club Dress Regulations apply to all guests attending functions. Children must be supervised at all times.

Room Hire charges are applicable in our Conference Room, (licensed to hold a maximum of 40 people) and our Auditorium (maximum 180 people). Surcharges do apply for Sundays and Public Holidays.

Function duration may be for a period of up to five (5) hours. If you require your function to extend beyond the five (5) hour limit, a surcharge per hour will apply. The extension can not be past the advertised Club closing times.

Confetti or similar materials are not to be used on club premises or grounds. No candles or naked flame are permitted in our Function Rooms, due to safety regulations. Balloons and decorations are acceptable, but are to be arranged and removed from function areas (at completion of function), by function organisers. Decorations are not to be fixed to walls with sticky tape or drawing pins.

Dietary, vegetarian and children's meals are available on request, details of which must be confirmed and ordered when final details of your function are given.

Audio Visual Equipment is available on request, at no extra charge. These include microphone, overhead projector, screen, television, video, whiteboard and lectern.

Any further Audio, Production or Special Lighting Equipment required would need to be organised by patrons, at your own expense, with no responsibility for loss, theft, or damage on Pennant Hills Bowling Club.

A variety of Musical Entertainment can be arranged. These include Mobydisc, Jukebox, Solo Artists, Duets or Bands, or alternatively you can arrange your own.

Function Agreement

Terms & Conditions

Pennant Hills Bowling Club

1. Club Entry

In accordance with the Registered Club's Act -

- I. All persons attending functions must sign into the club on function registration/sign in sheets or in accordance with legislation.
- II. If your guests wish to use the Club prior to or on conclusion of the function, they must register as a bona fide visitor at the club's reception.
- III. Minors are permitted to attend functions but must be supervised at all times by a responsible adult. Dress rules do apply at all times. Please see our signage located at the front entry of the Club.

2. Confirmation of booking & Holding Deposit

To confirm your booking, a holding deposit of no less than \$300.00 is required with the completed and signed Booking Slip. The \$300 holding deposit is refundable not before 12 noon the first business day after the function has concluded. Payment can be made by cash, cheque and most credit cards except Diners Club & American Express.

3. Payment schedule

- I. Holding deposit – to be paid on confirmation of booking accompanied by a signed and completed booking sheet.
- II. Function costs – All catering, room hire, staffing fees, entertainment, security and all other predictable fees are to be paid in full five (7) days before the function commencing.
- III. Additional costs – Bar tabs, additional catering and all other costs related to the function are to be paid in full on conclusion of the function. Unless prior arrangements have been made with function Manager.
- IV. Weekly payment schedules can be set up to assist you in saving for your function. (Final payment to be made before the function commences as per Payment schedule 3.111).

4. Guest Confirmation Numbers

Confirmation and final numbers of guests attending a function are required no later than five (5) working days prior to the event. Final numbers may be increased but not decreased. Confirmed numbers will be charged even if numbers decrease.

5. Refunded Deposits

Holding deposits are available from 12 noon the first business day after conclusion of a function, subject that no damage or vandalism has occurred to the club.

6. Organisers Responsibility

Organisers are financially responsible for any damage sustained to their property or to that of Pennant Hills Bowling Club during functions.

7. Security

Security Charge will apply for some functions, (\$200) – Functions Co-ordinator or Club Management will advise you if this is required.

8. Cancellation fees

- I. Notice of 14-30 day's \$200.00 cancellation fee will be charged, along with any entertainment or security cancellation fees that are charged to the club.
- II. Notice of 5-14 days will result in a \$300 cancellation fee. Along with any entertainment or security cancellation fees that are charged to the club.
- III. Notice of 5 days or less will result in no refund. All Catering, Staffing and Room hire fees are non-refundable. If all fees are paid security deposit will be returned under standard procedures.

9. Surcharges

Surcharges will be charged for functions booked on Public Holiday & Sundays.

Sunday & Public holiday surcharges - \$5.00 per person

10. Additional Staffing Charges

Subject the function style. One Staff Member (Bar Service Staff) is included in function rates. Additional service staffs are available as at the following rates-

- I. \$40.00 per staff member per hour
- II. \$10.00 surcharge per hour per staff member on Sundays or Public Holidays on top of normal per hour fees
- III. Minimum 3 hours per service staff will be charged

11. RSA (Responsible Service of Alcohol)

The Club practices Responsible Service of Alcohol. If any guests or delegates at a function are reaching intoxication or are under the legal drinking age they will be refused alcoholic beverages.

Breaching RSA laws incur fines of up to \$5,500, both for the club and to any persons supplying alcohol to an intoxicated or underage individual. The Club endeavours to provide a safe and friendly environment for members and their guests. Bar services will end 20 minutes prior to function ending to allow guests to finish purchased drinks when function concludes

12. Food & Beverage prices

All Food and Beverage prices may be subject to change with 30 days notice by the club. All function organisers will be notified of any changes.

13. Food entering the Club

Club policies states - no food is to be brought into or taken from the club for consumption. The club permits you to organise a cake. The delivery of the cake to the club needs organised prior to event.

14. Beverage entering the Club

In accordance with club policy and legislation, beverages and alcohol are not permitted to be brought onto the club for consumption. Gifts, prizes & raffles of beverages see (18. Fund Raising & Raffles)

15. Smoking

All club smoking policies are to be abided by during a function. The Auditorium & Conference rooms are non smoking area. The Alfresco Area is a non-smoking area during food service periods. There are smoking areas located downstairs.

16. Advertising & Decorating

All advertising to be displayed on club premises or in relation to the club are to be pre-approved by the Secretary Manager or Function Co-ordinator.

Decorations are acceptable, but are to be arranged and removed from function areas by completion of all functions by function organisers.

17. Dress Regulations

Themed parties are permitted within the Auditorium. Please advise Function Co-ordinator if you are intending on a themed night. Guests and delegates are required to wear appropriate foot wear at all times. No bare foot permitted within the club house at any time. Standard club dress regulations are to be up held prior or on conclusion of a function.

18. Fund Raising and Raffles

Function Co-ordinator and Management are to be advised of any raffles, fundraising or auctions that are to be organised as part of a function. Any prizes including alcohol are to be wrapped and not consumed on the premises.

19. Departure times

Functions are allowed 5 hours for a gathering within standard club trading hours. The club standard closing time on Friday's & Saturday's is midnight and 10pm Sunday to Thursday. Limited extended time of functions is able to be discussed with the Function Co-ordinator when booking. Additional fees will be charged if extended time is granted.

20. Special Beverage Requirements

In accordance with club policy and legislation, no alcohol is to be brought onto the premises. If you would like a special produced purchased for your function, arrangements can be made subject to availability. All beverages purchased for a function will be charged to that function. Any additional alcohol not consumed at the function will be available for collection the next trading day during standard trading hours. All special beverage requirements are to be discussed when booking a function.

21. Special Food Requirements

Dietary requirements for guests and delegates are required when you confirm your final numbers, 5 business days prior to the function. We recommend that you request this information from your guests as part of the invitation. We take all care with the products served to ensure that it meets the dietary needs but there no absolute guarantee that there are no trace elements that may affect some guests.

22. Insurance

The club will not accept responsibility for damage or loss of merchandise left in the club prior, during or after functions. Organisers should arrange their own insurance at all times.

23. **Charitable, Volunteer and Sponsored Groups**

All room rate reductions, discounts and donations required by all Charitable, Volunteer and Sponsored Groups are to be requested in writing to the Secretary Manager of the club prior booking of at least 4 weeks is required.

23. **Corporate & Social Rollups**

Corporate & Social Rollups are subject to weather conditions. Green Fees are refundable in the event of unplayable weather conditions or part thereof. This will be determined on the event day or at the earliest day possible by the Rollup Co-ordinator or Function Co-ordinator.

Catering expenses are neither refundable nor transferable, other forms of entertainment are available in the Club if in the event of unplayable weather.

24. **Amendments to terms and conditions**

Amendments to these terms and conditions may be made, at the discursion of the Secretary Manager.

26. **Linen**

Table cloths are supplied free of charge with all functions, except meetings, but can be arranged at an additional cost of \$6 per table cloth. Your choice of serviettes from our broad selection are also provided free of charge.

27. **Beverages**

Full wine lists are available on request

28. **Members benefits**

Members will receive discounted drinks and full reward points on cards for monies spent whist having their function.

29. **Minimum numbers**

Minimum numbers are required for some menu selections and can be discussed with the Functions Manager prior to booking. Other special menus can be arranged to suit most budgets and times.

Booking Sheet

Pennant Hills Bowling Club 9484-2433

Contact Name _____

Business _____

Contact Number (H) _____ (W) _____

(M) _____ (F) _____

E-mail _____

Function Date _____ Approx. Guests _____

Arrival Time _____ Departure Time _____ Pax _____

Other Requests _____

I (name) _____

Of (address) _____

Declare that I have read, understood and agree with the terms and conditions imposed by the Pennant Hills Bowling Club with relation to holding a function. I acknowledge that I am the organiser of this function.

Name _____ Signature _____

Date _____

This original document is to be returned to the club and accompanied by a holding deposit of no less than \$300 to confirm the function booking.

Received By	Date	Receipt No.
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2008

Function room hire rates

AUDITORIUM

Suitable for function groups ranging from 30-150 persons. Room includes bar facilities subject to event being held. Round tables seat a maximum of 10 persons.

Room hire rates for meetings and or conferences are based on ½ or full day rates. Catering and bar are additional charges.

½ day	(4hrs)	\$100
Full day	(8hrs)	\$180

CONFERENCE ROOM

Suitable for group bookings up to 30 persons subject to room setup arrangements. Excellent venue for conferences, meetings or seminars. It can also be used for catered functions looking for that special venue
Catering and bar are additional charges

Short	(2hrs)	\$40
½ day	(4hrs)	\$60
Full day	(8hrs)	\$85

BUFFET NO 1- \$30 PER HEAD INCLUDES ROOM HIRE

Minimum numbers of 45 PAX

HOT DISHES

Chicken breast medallions- in creamy sun dried tomato pumpkin & pine nut sauce.

Braised pork- topped with roasted tomato, button mushrooms and basil.

Lamb Rogan josh with steamed rice- traditional Indian mild curry with natural yogurt & fresh mint

Steamed Nile perch fillet- Thai coconut & mango sauce

CHEFS SALADS

Traditional Caesar- crisp romaine lettuce, garlic croutons, bacon lardoons, shaved parmesan, boiled eggs and anchovy & garlic dressing

Avocado rocket & prosciutto- creamy avocados with baby rocket leaves, shaved prosciutto and melon with a red wine vinaigrette dressing.

German potato salad- seeded mustard & dill mayonnaise with gherkins, julienne capsicums and roasted eggplant

DESSERTS -includes tea coffee and dinner mints

Baked cheesecake- rich home baked cheesecake with sweet biscuit base

Decorated Pavlova- light meringue base with traditional toppings of peaches, kiwi fruit, strawberries and passionfruit sauce

Seasonal fruit platter- seasonal arrangement of sliced fruits and berries

BUFFET NO 2- \$40 PER HEAD INCLUDES ROOM HIRE

Minimum numbers of 45 PAX

HOT DISHES

CARVERY OF -YEARLING SIRLOIN OF BEEF

Thai green chicken curry with rice

Penne Arribiata- prawns in creamy tomato sauce & hint of chilli

Pesto Crusted Lamb Rump Medallions

Braised Steak- Tender medallions of beef in mushroom jus

*Steamed seasonal vegetables & Baked Herbed Potatoes
& Warm dinner rolls*

SALADS INCLUDE

Chefs garden salad with fetta & olives

*Penne Pasta with caramelized pumpkin, baby spinach & SD
Tomato*

Waldorf salad- green apples, walnuts & celery

DESSERTS -includes tea coffee and dinner mints

*Decorated fruit flans- Freshly glazed fruits set on light
custard*

Delicious lemon Tarte- lemon filled tartlet

*Apple and Cinnamon slice- Lightly filled apple and cinnamon
in sweet pastry*

BUFFET NO 3- \$50 PER HEAD INCLUDES ROOM HIRE

Minimum numbers of 45 PAX

FRESH PLATTERS of PRAWNS

CARVERY OF -RED CURRENT GLAZED HAM

HOT DISHES

Cheese & Spinach Tortellini- laced with a red pimento cream

Chicken Breast- Marinated in Mustard & parmesan

Ocean Perch- topped garlic roast tomatoes & rocket

Fillet Steak- medallions of beef with olive tapenade crust

Steamed seasonal vegetables & Baked Herbed Potatoes & warm dinner rolls

SALADS INCLUDE

Traditional Caesar- crisp romaine lettuce, garlic croutons, bacon lardoons, shaved parmesan, boiled eggs and anchovy & garlic dressing

Moroccan potato- with sun dried tomato, shallots, and eggs

Greek salad-spanish onion, kalamata olives capsicum & fetta

DESSERTS -includes tea coffee and dinner mints

Petite profiteroles-topped with a rich chocolate ganache

Meringues- individual cases topped peaches and strawberries

Apple Strudel- apple cinnamon enveloped in Filo pastry

Tiramisu-Rich Italian Cheesecake with sponge fingers

COCKTAIL MENU NO 1

\$25 PER HEAD includes room hire

COLD

*Chicken liver & brandy pate on Melba toasts w/
onion jam*

*Combination Sushi rolls w/ soy wasabi dipping
sauce*

*Smoked Salmon cream cheese & dill mousse on
crisp bread*

HOT

Mini assorted quiche

Thai fish cakes w/ coriander lime & lemongrass

Sesame prawn toasts

*Vegetarian spring rolls & Somasas. Sweet chilli
sauce*

Moroccan lamb mini kebabs w/ minted yogurt

Parmesan and smoked ham scrolls

Honey soy & garlic marinated prawns

COCKTAIL MENU NO 2

\$20 PER HEAD includes room hire

Anti Pasto platters per table

Chefs Selection of dips (Hummus & baba ganoush) and crudités per table w/ Turkish & Lebanese bread crisps

Cocktail springs rolls & curry Somasas. Sweet chilli sauce

Homemade veal & sweet potato rolls

Crumbed calamari & whiting goujons. Home made tartare

Mini assorted quiche (includes vegetarian).

Spinach & ricotta in light Filo pastry

Crab & potato cakes w/ spicy corn & capsicum salsa

COCKTAIL MENU NO 3

\$15 PER HEAD includes room hire

Chef's selection of cold canapés on arrival

Honey sesame chicken mini drumettes

Reef tempura fish cocktails w/ homemade tartare

Vegetarian springs rolls & curry Somasas

Seasoned spicy potato wedges

Cocktail individual quiche

Flame grilled meatballs w/ onion jam

PARTY PACKAGE

*Package for 50-70 guests
Total price \$1500*

Price includes room hire (4-5hrs subject to day or night function). Entertainment-Touch screen Supajuke music. Food & Beverage package.

\$600 bar tab- drinks include tap beers bottled house white & red wines, post mix soft drinks. (May be changed or increased to suit function, alternatively house spirits can be included w/ guests contributing \$2 per spirit)

Chefs selection of finger foods include-

*Reef tempura fish cocktails w/ homemade tartare
Vegetarian spring rolls w/ sweet chilli dipping
sauce*

Seasoned spicy potato wedges

Cocktail petite assortment of quiche

Baked sausage rolls

Party pies

Alfresco

BBQ Menus

Minimum numbers of 20 pax

Includes room hire

Menu No. 1 - \$27.50 per head

100 g-Rumps Steak medallions

Marinated Chicken Breast pieces

Country style Thick Beef Sausages

Caramelised Onions

Steamed Chat Potatoes

Tossed Garden Salads

Pasta Salad

Bread Rolls

Apple strudel and cream

Menu No. 2 - \$35 per head

Fresh cooked prawns

100g- Scotch fillet steaks

Country style thick beef sausages

Chicken Breast medallions in S.D. Tomatoes & garlic basil

Penne pasta w/ smoked salmon dill cream sauce

Potatoes bake w/ bacon, mushrooms parmesan & mozzarella

Chefs toss salad

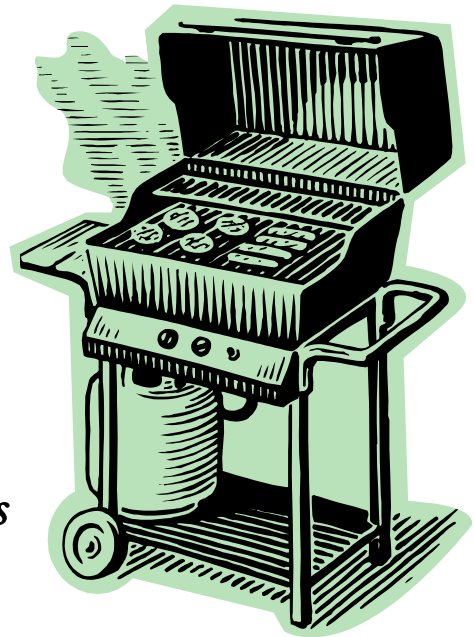
Hokkein noodle w/ lime chilli dressing

Rice salad

Freshly baked rolls

Apple strudel and cream

Baked cheesecake



DINNER MENU –

\$35 PER HEAD 2 Courses & \$40 for 3 Courses

Choice for 2 courses of Entrée & Main or Main & Dessert

ENTRÉES-

- *Wild rocket, avocado & crisp prosciutto salad w/Balsamic virgin olive oil dressing.*
- *Salt n pepper Squid Caesar. Tender squid on romaine lettuce w Garlic parmesan aioli dressing*
- *Mediterranean Bruschetta. Grilled Turkish bread topped vine ripened tomato Spanish onion & basil.*
- *Creamy chicken, sun dried tomato ribbon pasta. Fettuccini with seared chicken creamy tomato, spinach & toasted pine nuts.*

MAINS-

- *Pan fried barramundi fillet w/ asparagus spears champagne butter sauce.*
- *Rosemary Pesto crusted Rack of lamb on creamy sweet potato mash & red wine jus.*
- *Eye Fillet of beef Mignon. Tender fillet wrapped in bacon served on thyme & shiraz reduction*
- *Tuscan supreme breast of chicken set on Napolitano sauce w/ eggplant & zucchini fritters.*

ALL MAINS SERVED BREAD ROLL & SEASONAL VEGETABLES

DESSERTS-

- *Chocolate coated profiteroles filled w/ rich custard on a ganache sauce & ice-cream.*
- *Baked lemon & passionfruit Cheesecake served w/ Chantilly cream & raspberry Coulis.*
- *Warm petite apple pie set on confit of sweet blueberries & rhubarb.*
- *Crème Bruleé, toffee glazed rich vanilla scented creamy custard w/ marinated strawberries & ice cream*

TEA COFFEE STATION-

- *Buffet style served w/ dinner mints*

BREAKFAST MENUS

\$20 PER HEAD INCLUDES ROOM HIRE

MINIMUM 15 PAX

BUFFET STYLE PRESENTATION

HOT-

RASHERS OF BACON

HERBED GRILLED TOMATOES

COUNTRY STYLE BEEF CHIPOLATAS

SCRAMBLED EGGS

GOLDEN HASH BROWNS

SAUTEED MUSHROOMS

COLD-

*CHEFS SELECTION OF MUFFINS AND DANISH
PASTRIES*

FRESH FRUIT ARRANGEMENT

SELECTION OF CEREALS

DRINKS

TEA COFFEE

JUICE

MILK

CONFERENCE MENU NO 1

*\$26 PER HEAD + Room hire rates
MINIMUM 25 PAX*

All day Tea coffee station with biscuits & mints

MORNING TEA-

Chef's selection of Danish pastries and banana cake

Beef Lasagne

Thai spiced Chicken Thigh fillets

Braised steak tomato & bacon

Sweet n sour fish cocktails

Creamy potato bake

Chefs toss salad

Pumpkin, roasted tomato & spinach pasta salad

Fruit platter

Apple strudel

Dinner rolls

Tea coffee station with mints

CONFERENCE MENU NO 2

\$20 PER HEAD + Room hire rates

All day Tea coffee station with biscuits & mints

MORNING TEA-

*Chef's selection of Danish pastries and banana cake
Fresh orange juice*

LUNCH-

Chef's selection of finger sandwiches

Hot Cocktail selection of

- *Vegetarian spring rolls & Somasas w/ sweet chilli sauce*
- *Sausage rolls w/ tomato sauce*
- *Crumbed calamari & tempura fish goujons Tartare sauce*

Fruit platter and slice

Jugs of lemonade and orange juice

CONFERENCE MENU NO 3

\$15 PER HEAD + Room hire rates

All day Tea coffee station with biscuits & mints

MORNING TEA-

Chef's selection of Danish pastries and banana cake

LUNCH-

Chef's selection of finger sandwiches

Hot Cocktail selection of-

- *Mini assorted quiche*
- *Party pies and sausage rolls*
- *Seasoned wedges*

Fruit platter and slice

Jugs of lemonade

CONFERENCE MENU NO 4

\$20 PER HEAD + Room hire rates

All day Tea coffee station with biscuits & mints

MORNING TEA-

Chef's selection of Danish pastries and banana cake

LUNCH- Served in Jaspers by the Green Bistro

Alternate service of -

Chefs pie of the day w/ vegetables

Tempura battered fish fillets w/ chips & salad

*ROOM HIRE RATES-MEETINGS
AND CONFERENCES*

CONFERENCE MEETING ROOM-

2HRS \$40

½ DAY 4 HOURS \$65

FULL DAY \$90

MAXIMUM OF 25PAX

AUDITORIUM FUNCTION ROOM-

½ DAY \$100

FULL DAY \$180

MAXIMUM OF 150 PAX

- *Tea & Coffee station w/ biscuits and mints \$4.50 per person*
- *Tea coffee station w/ Danish pastries, fruit platter & jugs of orange juice \$8.50 per person*
- *Linen table cloths can be arranged cost TBA*

SOCIAL and CORPORATE BOWLS DAYS

Dress and Footwear: *casual wear as per clubs dress policy, barefoot, thongs or flat soled shoes (no heels).there are chemicals used on greens so foot wear is advisable*

Format: *2 hrs of fun includes equipment and tuition. Drinks and catering can be arranged and brought out onto greens during play. Function packages are available for after play.*

Costs: *\$15 per player (deposit of \$100 required)*

Meeting Point: *main lounge area of club.*

Play subject to greens availability & weather

Phone- *9484 2433*

Email - [*functions@phbc.com.au*](mailto:functions@phbc.com.au)

*CORPORATE
and
SOCIAL BOWLS DAYS AT
Pennant Hills Bowling Club LTD
52 YARRARA RD, PENNANT HILLS
PH. 9484 2433 FAX. 9484 3310
EMAIL. functions@phbc.com.au*

WELCOME TO LAWN BOWLS

Your day will include

- ◆ *2 hrs of lawn bowls*
- ◆ *Includes lesson and assistance throughout,
by a bowling member of the Club*
- ◆ *Bowls hire included*
- ◆ *Social and friendly environment, to impress
your clients, staff and friends with food
and beverages to complete your game.*

Social and corporate packages

BREAKFAST BOWLS \$22 per person

*Continental cold buffet with-
(Served in the sports lounge area)*

- *Light Danish pastries & croissants.*
- *Tea & coffee station.*
- *Fresh fruit arrangement.*
- *Assortment of juices.*

BOWLS and LIGHT LUNCH \$28 per person

Buffet style service in the Alfresco area

- *Platters of assorted sandwiches*
- *Chefs selection of cocktail food*
- *Platter of slice*
- *Drink voucher to the value of a schooner of tap beer. (\$3.60)*