



Wake

West Pennant Hills Sports Club

Wake Package

West Pennant Hills Sports Club extends our condolences to you and your family and we are here for you during this difficult time. Losing a loved one is never easy so let our experienced Events Co-ordinator take the stress away with planning the details leaving you more time to say goodbye to a cherished one.

Package Includes;

3 hour complimentary room hire for club members

Choice of Lily or Rose package

Function room set with long tables and hi-cocktail tables

Memorabilia table

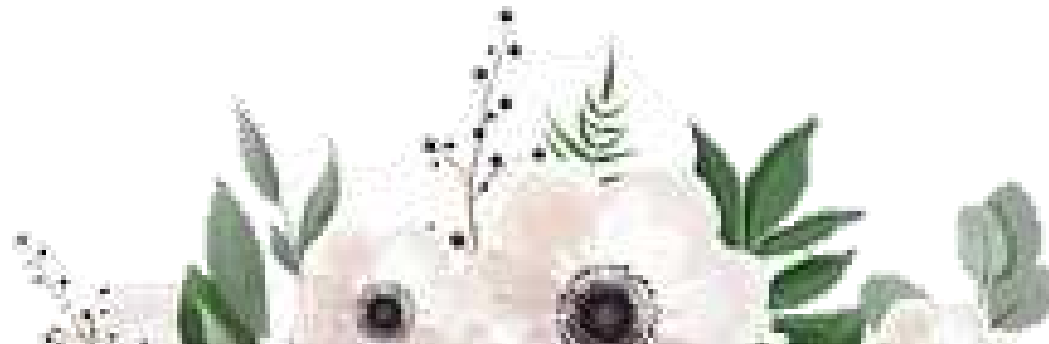
LED TV for photo slideshow

Tea & coffee station

Complimentary parking & wheelchair access

(all packages are a minimum 40 guests)

These inclusions are part of a package and are non-transferrable, non-refundable



Package Options

Lily Package

Selection of assorted sandwiches

Cocktail sausage rolls

Ricotta & spinach pasties

Assorted cakes and slices

Freshly brewed coffee and a selection of teas

\$28.00 per person

Rose Package

Selection of assorted sandwiches

Cocktail beef pies

Assorted mini quiches

Tempura prawns

Seasoned chicken skewers ***(GF)**

Assorted cakes and slices

Freshly brewed coffee and a selection of teas

\$36.00 per person

Add Share Platters

platters serve 10 people

Cheese & Crackers \$75

assorted selection of Australian cheeses & crackers

Mixed Antipasto \$95

selection of cold meats, marinated vegetables and olives

Seasonal Fresh Fruit \$75

Variety of seasonal and tropical fruit



Beverages

HOUSE BEVERAGE PACKAGE

3 HOURS - \$25 PER PERSON

Wines

WPH Sauvignon Blanc | WHP Chardonnay | WHP Shiraz | Yellow Tail Sparkling

House Tap Beers

Victoria Bitter | Carlton Draught | Tooheys New | Tooheys Old | XXXX Gold | Hahn Premium Light

Non-Alcoholic

Jugs of Juice – Orange & Pineapple

Softs – Pepsi, Pepsi Max, Lemonade, Ginger Ale, Soda Water, Creaming Soda, Solo

PREMIUM BEVERAGE PACKAGE

3 HOURS - \$35 PER PERSON

Wines

WPH Sauvignon Blanc | WHP Chardonnay | WHP Shiraz | Stoneleigh Sauvignon Blanc | Charlies Patch Pino Gris | Molly's Cradle Shiraz | Yellow Tail Sparkling

Beers

House Tap Beers | Kosciuszko Pal Ale | James Squire – 150 Lashes | Hahn Super Dry | Furphy Refreshing Ale

Non-Alcoholic

Jugs of Juice – Orange & Pineapple

Softs – Pepsi, Pepsi Max, Lemonade, Ginger Ale, Soda Water, Creaming Soda, Solo

Bar Tab

Advise what beverages you want served and what you wish to spend on the bar tab (i.e. beer, wine, soft's etc.). Coloured wrist bands or drinks ticket will be provided. Staff will advise when you are approaching your limit. (Credit card and current drivers licence will need to be provided at start of event).

Cash Bar

Guests can purchase their own drinks from the bar.



Terms & Conditions

Confirmation Bookings and Deposits

Booking confirmation is by payment equal to the amount of your room hire fee and a signed copy of the Functions Terms and Conditions agreement. An additional security bond may be required on top of the room hire fee. Our Functions Co-ordinator will advise if this is the case.

Membership

Membership of WPHSC is necessary for you to hold an event. The organiser of the event is required to become a member of the club. This member will sign a guest register which will allow your guests to enter once they complete with their name and address. All guests must provide ID i.e. licence, photo ID, pension card. The Events Coordinator will provide you with more information and a membership form. Whilst in WPHSC, all persons attending the event must observe all club rules and adhere to dress regulations and any person not meeting the requirements of membership will be refused entry. Persons under the age of 18 years are restricted to the event area.

Cancellations

All cancellations must be submitted in writing to the Functions Co-ordinator. Cancellation fees apply as follows:

Where cancellation is received within 90 days or more of the function date, room hire will be refunded minus a \$50.00 administrative fee.

Where cancellation is received within 60 days of the function date, 50% of the room hire fee will be forfeited and a \$50 administration fee will be charged. If an alternative date is booked for the function, the full value of room hire paid will be transferred to the new date. If this date is later cancelled at any time and all funds paid to the Club will be forfeited in full.

Where cancellation is received within 30 days of the function date any and all funds paid to the Club will be forfeited.

Hours of Duration

All Day Function booking - 8 hours

Half day Function booking - 4.5 hours

If a room is required for a longer period, an extra fee of \$80 per half hour will be charged.

Club Trading Hours

Monday 10am -11pm

Tuesday 10am - 11pm

Wednesday 10am - 11pm

Thursday 10am - midnight

Friday 10am - midnight

Saturday 10am - midnight

Sunday 10am – 11pm

Payment

West Pennant Hills Sports Club has a strict PRE-PAYMENT ONLY system for functions. Full payment of functions is required five (5) working days prior to the function date (excluding the *Bar tab*) Final balance, including the *Bar tab* MUST BE PAID prior to the

commencement of the function. West Pennant Hills Sports Club Limited reserves the right to cancel the function if payment is not received prior to the commencement of the function. Payment options include Cash, Credit Card, EFTPOS or direct deposit. Payments made by cheque must be received five (5) working days prior to the due date.

Final Guest Numbers

Final guest numbers for catering and beverage requirement are required seven (7) days prior to the function date.

No reduction of costs or refunds will be given after this time if the number of guest's decline.

In the event of extra persons attending the function the added costs per person will be payable on the day of the event. The Club reserves the right to restrict the increase of guests to 10% of the confirmed number.

Pricing

Prices are inclusive of GST. Whilst every effort is made to maintain prices as printed, they may be subject to change due to market conditions and at the discretion of Club Management.

Decorations, Suppliers and Subcontractors

Some items are not permitted on Club premises or grounds. These include confetti, rice, candles, sparklers and smoke machines. Please liaise with the Functions Co-ordinator over display arrangements to prevent any damage to the premises. Staples, sticky or masking tape, nails, glue or Velcro may not be used on any walls, doors or other surfaces within the Club.

The Club has no restriction on suppliers however you must advise the Functions Co-ordinator of any deliveries you have arranged. Suppliers, decorators and subcontractors must provide a copy of a current *Certificate of Currency* of their Public Liability Insurance prior to their attendance at the Club.

The Club must be advised of any entertainment/bands that the organiser has booked for a function where necessary.

Children of subcontractors are not permitted in the Club at any time during the set up or pack down.

Suppliers and subcontractors should be made aware that no food or beverages can be brought into the Club.

The Club will NOT accept any responsibility for damages or loss of materials, decorations or gifts left on the property prior to, during or after an event.

Damage to Property

The member is responsible for the conduct of all guests and will take full responsibility for any damage to persons or property caused. The member will be charged for any costs incurred to or by the Club as a result of the behaviour and/or actions of their function's attendees.

Responsible Service of Alcohol

West Pennant Hills Sports Club maintains strict guidelines for Responsible Service of Alcohol and operates a *Prevention of Intoxication on Licensed Premises Plan*. For more information on the plan please contact the Functions Co-ordinator.

Catering & Beverage

The Club can provide special catering for gluten free or specific dietary groups such as vegetarians, vegans and diabetics so please advise your Functions Co-ordinator prior to the event.

Children's menus are also available for all function types.

No food or beverages may be brought into West Pennant Hills

Sports Club (with the exception of an agreed *Celebration Cake*) Patrons may request to provide their own *Celebration Cake* to be served with dessert. A serving fee of \$3.00pp will be charged. Patrons are responsible for the pickup and delivery of the cake within the Club's guidelines.

No food or beverages provided by the Club may be removed from the function room upon completion of the Event.

Catering must be supplied for all guests according to the final number given for catered functions.

People providing professional services for your function (entertainers, photographers etc.) are usually provided with a meal by the function organiser. Allowance should be made for this in your booking numbers.

Personalised wait staff can be arranged for your function, POA, please discuss with our Functions Co-ordinator (minimum 3 hours per staff member).

Bar services will close 15 minutes prior to the end of the function

Seating Plan

A seating plan is to be provided to the Functions Co-ordinator seven (7) days prior to the date of the function.

Linen

Table Linen is not included in your room hire. Please request a quotation from our Functions Co-ordinator.

Car Parking

Free car parking is available on site to patrons and their guests.

Courtesy Bus the Club provides a free courtesy bus for members and their guests residing in a 5km radius of the Club. Guests of the function are encouraged to make use of this service.

Smoking

West Pennant Hills Sports Club function rooms are SMOKE FREE. Balcony areas & smoking terrace are available where your guests may smoke but these areas are food free.

Décor

For an additional fee West Pennant Hills Sports Club is able to organise a variety of room decorations. Please liaise with the Functions Co-ordinator for more detailed information and pricing.

Security

A security officer may be assigned to a function at the Clubs discretion to ensure the comfort and security of guests and members. Security is at the expense of the client. The Functions Co-ordinator will advise if security is required at your function and will provide a quotation.

A security bond of \$500 is required for all 21st birthday functions. The bond is refundable upon the completion of the function where there has been no damage or additional costs incurred by the Club.

Music & Noise Pollution

Whilst the Club allows music being played in function rooms, the Club also reserves the right to request music be turned down or off at any stage during the function. This is to ensure patrons within the Club and neighbours residing next to the Club are not disturbed. The local council has very strict rules with this regard.

Terms & Conditions must be agreed to when booking a function.

Thank you for considering
West Pennant Hills Sports Club to honor the life of a loved one

103 New Line Road, West Pennant Hills NSW 2125

ph: 9980 8500 | functions@wphsportsclub.com.au | wphsportsclub.com.au

The friendliest Club in the Hills

