



THE MUSICIANS CLUB

CORPORATE FUNCTION GUIDE

WELCOME TO THE MUSICIANS CLUB

Our Function Team has had many years of experience in catering for Corporate, Wedding and Sporting Events from an intimate Wedding to a large scale Expo.

We offer a creative and flexible approach to your needs.

Our professional staff will ensure your event is stress free and leaves your guests with a positive impression.



Michael Boland
Club General Manager

'Our event went very smoothly, thanks to you. we would be more than happy to hold our Tenant Luncheon there again.'

- Tammy
Compass Housing

Function Facilities

AUDITORIUM



Our largest single function room, ideal for any event ranging from 150 – 300 people. Suitable for wedding receptions, corporate conferences, concerts & functions. Featuring a large stage with a changing room either side and polished wooden floors perfect for dancing.

HIRE INCLUDES FULL EVENT
PLANNING AND COORDINATION BY
OUR PROFESSIONAL STAFF

*We offer discounts on room hire costs when packaged with our catering plans.
Talk to our Functions Manager about a tailored functions package.
Call (08) 8088 1777 or email functions@musiciansclub.com.au*

Function Facilities

AUDITORIUM

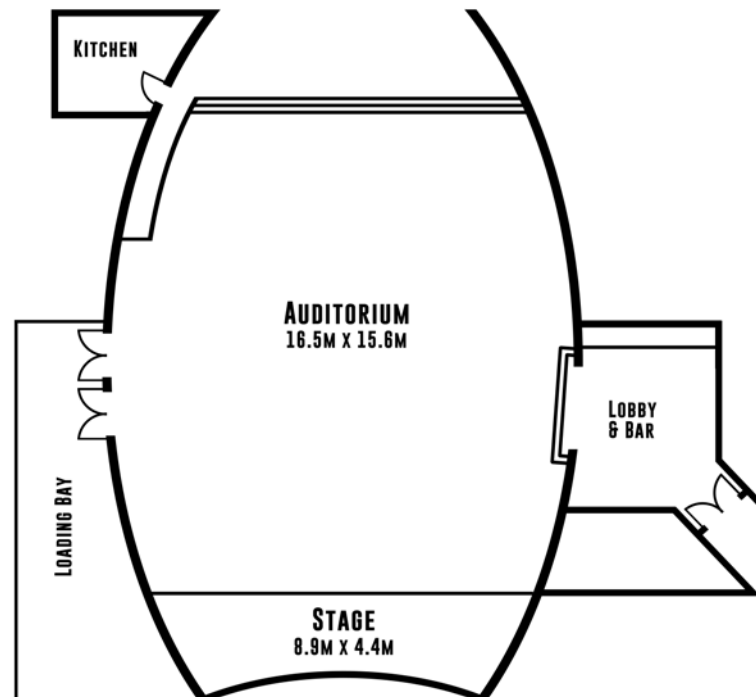
Built in the 1970's our Auditorium is truly a unique and marvellous addition to a club with such a grand history. With private bar facilities and its own modern catering kitchen attached any function can be easily arranged with the following guest guidelines in mind.

Classroom 150

Theatre Style 250

Sit Down / Banquet 200

Cocktail 300



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Function Facilities

IVORY



Formerly the high-end dining restaurant the Ivory Room is appointed with chandeliers and private amenities. With direct access from the kitchen and the private bar & lobby, any catered function will be second to none in the Ivory Room. On warmer nights enjoy access to your own private balcony.

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Function Facilities

IVORY

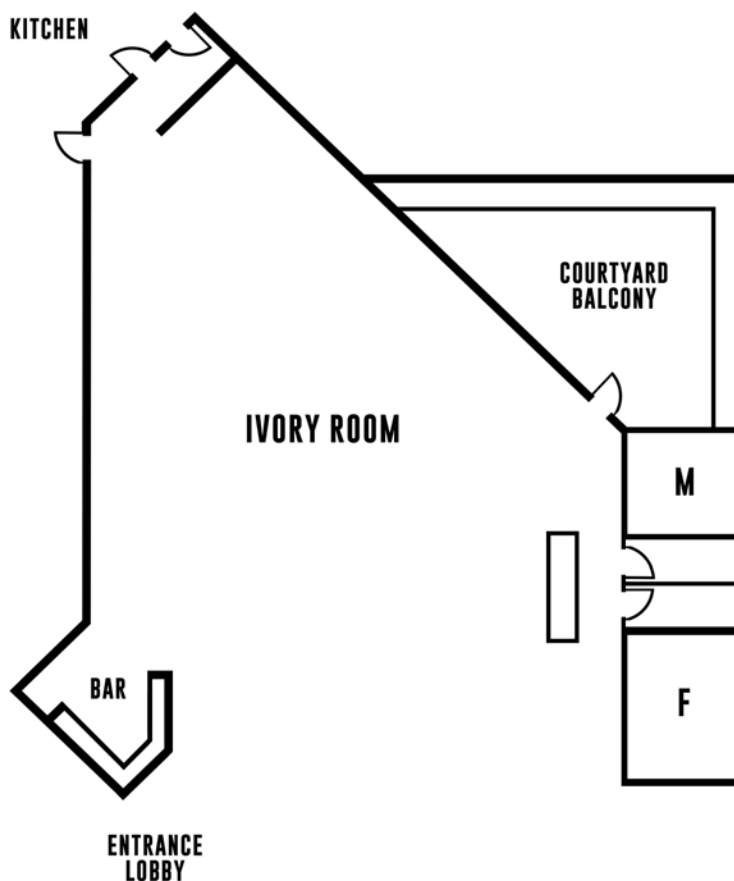
Perfectly suited for Club and Corporate dinner events, moderately sized lectures and presentations or family gatherings, The Ivory Room offers a fully self contained private function experience and can be easily arranged with the following guest guidelines in mind.

Classroom 60

Theatre Style 100

Sit Down / Banquet 80

Cocktail 120



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Function Facilities

TWILIGHT



The Twilight Room is our most intimate space. With a very large outdoor balcony space and floor to ceiling windows for ample natural light this space is perfect for those smaller private gatherings or training sessions.

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Function Facilities

TWILIGHT

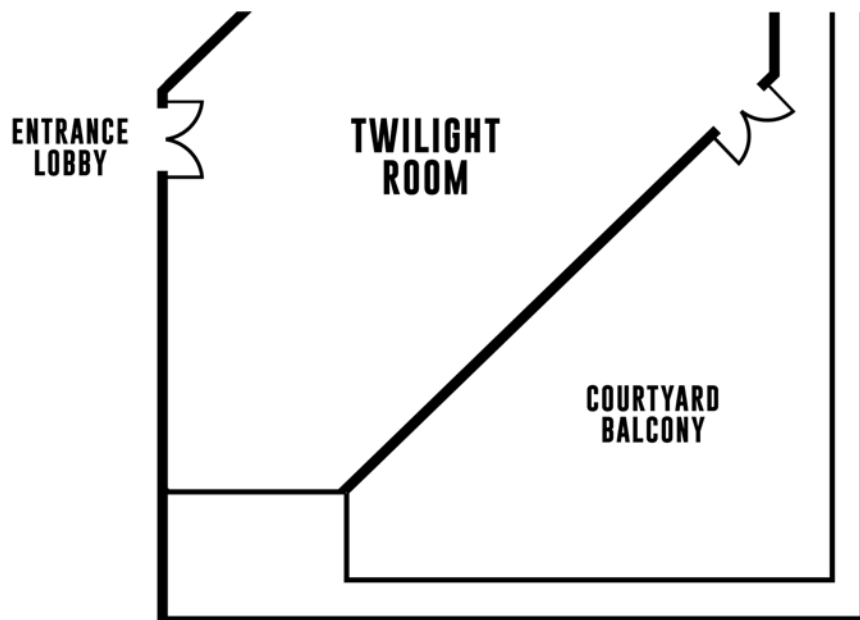
This room is well lit with natural light from the largest of the two balconies & is suitable for smaller gatherings and corporate events.

Classroom 20

Theatre Style 50

Sit Down / Banquet 30

Cocktail 60



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Function Facilities

TWILIGHT & IVORY

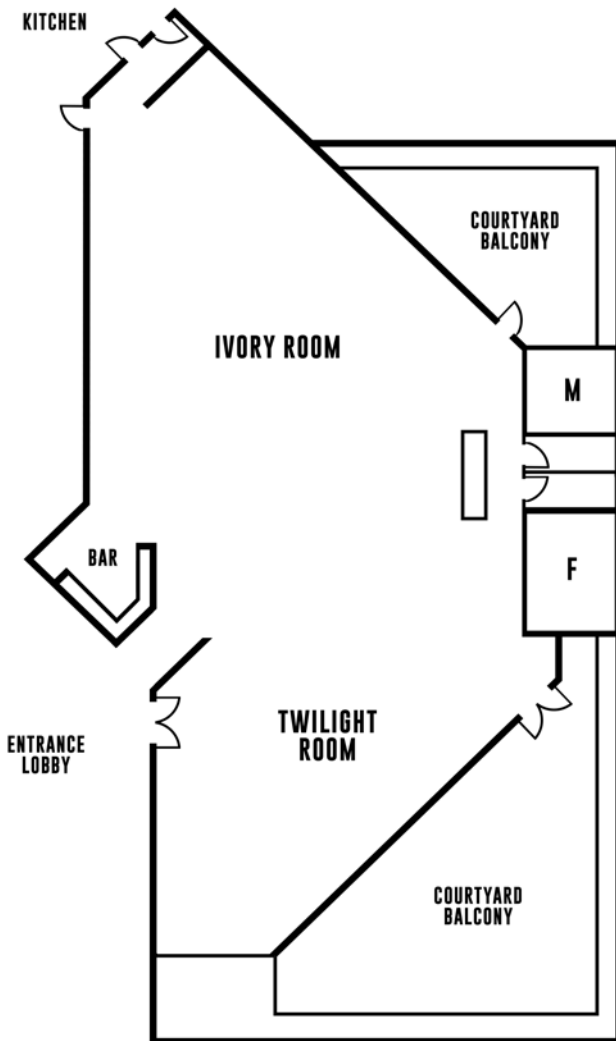


The Twilight Room & Ivory Room are easily combined into one large space offering access to all amenities, bar & kitchen facilities and two private outdoor balconies.

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TWILIGHT & IVORY



Combining both Twilight & Ivory into one large space makes the perfect venue for a formal dinner, cocktail party or wedding reception.

Classroom 80

Theatre Style 150

Sit Down / Banquet 120

Cocktail 200

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The Musicians Club

CORPORATE FULL DAY PACKAGE



FULL DAY PACKAGE

Tea & Freshly Brewed Coffee
Continuously served throughout the day.

Juice or Soft Drink
served with lunch.

Morning Tea
Select from the Morning Tea Menu.

Lunch
Select from the Lunch Menu.

Afternoon Tea
Selection from the Afternoon Tea Menu.

Water & Mints on all tables

Pens & Notepads for each attendee

INCLUSIONS

Table Linen

Data Projector

P/A Equipment

Laptop

Whiteboard

Lectern

Additional equipment may be available on request at additional charge.

You may opt to have the individual menus rather than a package to further tailor your event.

The Musicians Club

CORPORATE HALF DAY PACKAGE



HALF DAY PACKAGE

Tea & Freshly Brewed Coffee
Continuously served throughout the day.

Juice or Soft Drink
served with lunch.

Morning Tea or Afternoon Tea
Select from the optional menus.

Lunch
Select from the lunch menu.

Water & Mints on all tables

Pens & Notepads for each attendee

INCLUSIONS

Table Linen

Data Projector

P/A Equipment

Laptop

Whiteboard

Lectern

Additional equipment may be available on request at additional charge.

You may opt to have the individual menus rather than a package to further tailor your event.

The Musicians Club

MORNING & AFTERNOON TEA MENU



MORNING TEA

- House made scones
served with raspberry jam & fresh cream
- Assorted Mini Muffins
- Banana Bread
served with butter (Gluten Free Option)
- Orange & Almond Cake
(Gluten Free)
- Assorted Danish Pastry's
- Sweet & Savoury Croissants
- Bacon & Egg Baguettes
(Vegetarian Option Available)
- Fresh Seasonal Fruit Slices
(Vegetarian)

Selection of Tea, Freshly Brewed Coffee
& Juice provided.

SELECT 2 ITEMS

AFTERNOON TEA

- Gourmet Biscuits
- Cheesecake Slice
- Chocolate Cake
- Carrot Cake
- Crudites & Dip
(Vegetarian Option)
- Fresh Seasonal Fruit Slices
(Vegetarian)

Selection of Tea, Freshly Brewed Coffee
& Juice provided.

SELECT 2 ITEMS

LUNCH MENU



LUNCH

- Bakers Platter
with mini pies, mini pasties & sausage rolls
- Home Made Mediterranean Quiche
(Vegetarian)
- Home Made Lasagne
(Vegetarian Option Available)
- Steamed Dim Sum
with dipping sauce
- Vietnamese Cold Rolls
(Vegetarian Options Available)
- Fresh House made Soup
Choose; Pumpkin & Ginger (V)
or Potato, Bacon & Leek
- Finger Sandwiches
Select 2 sandwich fillings
- Wraps
Select 2 sandwich fillings
- Baguettes
Select 2 sandwich fillings

SELECT 2 LUNCHES
& 2 SALADS

SANDWICH FILLINGS

- Gourmet Ham & Cheese
double smoked ham, mature cheese, sweet
mustard pickles & greens.
- Italian
salami, roasted capsicum, spanish onion
& tomato.
- Mediterranean Vegetables
roasted eggplant, pesto, mushroom, spinach,
tomato (v).
- Pumpkin & Fetta
marinated fetta, roasted pumpkin, basil & greens (v).
- Roast Beef
roast beef, horseradish, dijon mustard & rocket.
- Chicken & Avocado
shredded bbq chicken, avocado, matured cheese,
garlic aioli & greens.

SALAD SELECTION

- Greek Salad
- Potato Salad
- Pasta Salad
- Roast Pumpkin, Lentil & Rocket Salad
- Traditional Garden Salad



ADDITIONAL CATERING

For additional catering of your corporate event try our range of platters. They're of the highest standard and sure to please.

PLATTERS

EACH PLATTER SERVES 10

- 1. **Trio Cheese Platter**
A selection of three gourmet cheeses (200gm each) served with dried fruits, water crackers, roasted nuts & accompanying fruit paste
- 2. **Sandwich Platter**
5 assorted sandwiches & 5 assorted wraps using seasonal fillings
- 3. **Yum Cha Platter**
20 curry samosas
20 vegetable spring rolls
20 dim sum
- 4. **Crudites, Dips & Flat Bread**
Trio of dips, with grilled flat bread & julienne vegetables
- 5. **Satay Chicken Skewers**
25 pcs
- 6. **Bakers Pastry Platter**
15 cocktail sausage rolls
15 cocktail pies
15 cocktail pasties
- 7. **Fisherman's Platter**
15 cocktail fish
25 salt n pepper squid
15 prawn twisters
- 8. **Fresh Fruit Platter**
assorted seasonal fruits
- 9. **Assorted Petit Fours**
a selection of cakes & slices
- 10. **Chargrilled Vegetables**
25 veggie skewers
- 11. **Hot & Spicy Chicken Wings**
50 pcs
- 12. **Moroccan Lamb Skewers**
25 pcs



DESSERT CATERING

Something sweet to compliment your dinner or round out your function.

DESSERT CANAPES

SELECT 3 OPTIONS

- 1. Fruit Tartlets
- 2. Cheesecake Bites
- 3. Chocolate Mousse Cups
- 4. Passionfruit Panna Cotta
- 5. Frangipani Tart
- 6. Seasonal Fruit Skewers with vanilla yogurt

DESSERT PLATTERS

EACH PLATTER SERVES 10

- 1. Fresh Fruit Platter
assorted seasonal fruits
- 2. Assorted Petit Fours
a selection of cakes & slices



FUNCTION EXTRAS

LINEN

Linen is available for all function room hire in either black or white and is included in our room hire fee. Additional Linen can be hired on request at \$7 per sheet.

MARKETING

Talk to us about your function displays & Marketing requirements. Hosts are welcome to bring their own Marketing Banners and Stands for their event once discussed with our functions manager.

OUTSIDE CATERING

We do make exceptions on our outside food policy when it comes to pre-arranged celebration cakes. However we ask that you and your guests do not bring any food onto the club premises as it is a breach of our food health and safety policies.

SERVICE STAFF

Additional food and beverage staff can be hired for your event. Talk to us about a competitive staffing package.

AUDIO VISUAL EQUIPMENT

We can provide projectors and accompanying cables to plug your laptop into as well as wireless microphones and independent speakers on request. However this must be organised on booking as we cannot guarantee availability if requested on the date.

MUSIC & ENTERTAINMENT

Private bookings for entertainment can be accommodated. Please talk to our functions manager who can help offer recommendations or ensure our space is suitable for your chosen performers.



TERMS & CONDITIONS

EVENT BOOKING AGREEMENT

To avoid any misunderstandings we ask that you read through our event terms & conditions before confirming your booking.

It is the event hosts responsibility to make further enquiries with our functions manager if any of our terms and conditions are not fully understood.

TENTATIVE & CONFIRMED EVENT BOOKINGS.

Tentative bookings will be held for seven (7) days and are not guaranteed. Should the booking confirmation form not be received within seven (7) days, we reserve the right to cancel the tentative booking at any time, without further notice.

A signed booking form with valid credit card details is required to secure your chosen event date and venue.

FINAL NUMBERS & CATERING

Final numbers and catering must be confirmed fourteen (14) days prior to your event date. This final number will be the amount charged regardless of how many guests arrive on the day. Last minute changes with no less than 24 hours notice before your event may be considered but cannot be guaranteed.

Catering will not be confirmed until payment is received by our accounts department. To assist with this please ensure your payment details are correctly printed on the booking confirmation form.

PRICES

All prices quoted are inclusive of GST. Prices are correct at the time of printing and are subject to change without notice.

PAYMENT

Full payment of room hire, catering and pre-arranged bar tabs is due fourteen (14) days prior to your event. All prices are inclusive of GST. Large scale events may require a 10% deposit upon confirmation.

Payments are accepted via Invoice payment either Cash, Cheque or EFT or via EFTPOS or Credit Card charge.

REFUNDS & CANCELLATIONS

Any Cancellations must be made in writing to our functions manager fourteen (14) days prior to your event date, to avoid being charged the full payment. Cancellations within the fourteen (14) day time period will forfeit their deposit and any cost for catering that has been incurred.

Non-appearance without said notification will not be acceptable for a refund. Full event payments are not refundable & are not transferable for any other product or service.

COMPLIANCE

If management has reason to believe that the behaviour of your guests or purpose of your function will or could affect the smooth running of our business or reputation, we reserve the right to remove the individual(s) from the premises or cancel the event at any point, including during or after.

DRESS REGULATIONS

Event guests are still subject to the same dress code policy the entire club requires as a condition of entry. Please discuss with us what our dress code rules are to avoid any of your guests being refused entry.

TERMS & CONDITIONS

RESPONSIBILITY

We do not accept responsibility for damage or loss of any guests property brought onto or left on the premises. Hosts of events are financially responsible for any damages sustained to our venue, property, fittings, fixtures or equipment. Credit card details are taken as a precaution before your event and any damages will be charged if applicable.

FORCE MAJEURE

Where matters beyond the reasonable control of the Broken Hill Musicians Club prevent us from fulfilling our obligations under this contract, the host agrees to release the Broken Hill Musicians Club from any liability or loss incidental or consequential to such matters.

MINORS

Persons under the age of 18 years must be accompanied at all times by a parent or legal guardian. Most areas of the club outside of our private function rooms are restricted and under no circumstances should minors be allowed in these areas.

SECURITY

Security guards may be required for large functions and costs maybe incurred. Security guards, if required will be set at 1 guard per 50 guests at the contracted cost.

ALL PRICES ARE SUBJECT TO CHANGE UNTIL FINAL PAYMENT IS RECEIVED.

LICENSED PREMISES

The Broken Hill Musicians Club is a fully licensed registered club. All persons under the age of 18 must be supervised at all times by a legal guardian and are not permitted in restricted areas of the club. All guests must provide satisfactory ID upon entry to the club. Non-Members and guests are permitted into private function rooms however it is a legal requirement for all patrons to be correctly signed in as or by a member in-order to access the public areas of the club.

Under no circumstances is any member or guest permitted to bring food or drink onto the premises.

The Registered Clubs Act 1976 states 'Any person who sells or supplies liquor to an intoxicated person on Registered Club Premises is guilty of an offence. Maximum Penalty \$5,500. The Responsible Service of Alcohol is supported by the Broken Hill Musicians Club Ltd staff and Management. We thank you in advance for your understanding and co-operation in ensuring your function is enjoyable and not disrupted by any anti-social behavior. As organisers of this event, you are responsible for any damages that may occur and we reserve the right to charge back any ancillary costs incurred.

BOOKING CONFIRMATION

BOOKING DETAILS

HOSTS NAME: HOSTS PH:
EVENT TITLE: HOSTS EMAIL:
BOOKING DATE: BOOKING TIME:

VENUE		REQUIRED		GUESTS
AUDITORIUM:	<input type="checkbox"/>	PROJECTOR	<input type="checkbox"/>	NO# OF GUESTS:
TWILIGHT ROOM	<input type="checkbox"/>	P/A EQUIP	<input type="checkbox"/>	CATERING: Y / N
IVORY ROOM	<input type="checkbox"/>	WHITEBOARD	<input type="checkbox"/>	PRIVATE BAR: Y / N

COMMENTS

DECLARATION

I have read through the terms & conditions stated within this document and understand that it is a legally binding contract and that the Broken Hill Musicians Club reserves the right to refuse entry without exception.

.....
SIGNATURE

.....
DATE

.....
PRINT NAME

CREDIT CARD DETAILS

.....
NAME ON CARD

.....
CARD NO#

I authorised the Broken Hill Musicians Club to debit this credit card for the agreed deposit.

.....
EXP DATE

.....
CVC

.....
SIGNATURE