



The Armidale City Bowling Club wishes to congratulate you on your engagement and cordially invites you to celebrate your wedding in comfort and style at our award winning club. Relax and indulge as our experienced and qualified staff members ensure the success of your special day.

We are able to cater for any size or style of wedding and can tailor packages to meet your needs.

The club offers two main function rooms - the Tops function room and Auditorium have relaxed atmospheres and are well appointed. Both have large dance floors, private bar facilities and ample dining space, with each room offering guests privacy and comfort.

The following pages include detailed information about our function rooms and our specially created packages that can be altered to meet your needs.

We look forward to welcoming you and your guests to our club and being involved in helping you create the wedding of your dreams.



Function rooms

The Auditorium

The Auditorium is our largest function facility. This room caters for up to 250 people banquet style.

The room offers:

- A large central dance floor
- Private bar facilities
- Private amenities
- External access
- Catering facilities
- Stage
- State of the Art Lighting

Hire fee: \$200.00

The hire fee includes the use of the above facilities and the room for one (1) day, finishing no later than midnight. The club reserves the right to charge for excess time at a rate of \$100.00 per hour or part thereof

Tops Function room

The Tops is an ideal room for small to medium weddings seating up to 130 banquet style. The room boasts a view over the club's bowling greens and has its own private balcony.

The room offers:

- A large central dance floor
- Private bar facilities
- Catering facilities
- Private amenities
- Lift
- Private balcony

Hire fee: \$150.00

The hire fee includes the use of the above facilities and the room for one (1) day finishing no later than midnight. The club reserves the right to charge for excess time at a rate of \$50.00 per hour or part thereof.

Extras

The club is able to offer a range of extra equipment for hire

ITEM	PRICE
Data Projector & Screen	\$50.00
DVD player	\$10.00
TV	\$15.00
CD player	\$10.00
Wireless hand held microphone	\$10.00
Lectern & Microphone	\$30.00
Disco lighting (in the Auditorium)	\$50.00
Light board	\$200.00

We are also able to arrange the following options at an additional charge

- Drapes over the doors or from the ceiling : \$150.00
- Table runners
- Planter boxes : \$15.00 each
- Drapes and planter boxes with ivy & flowers - behind the bridal table: \$200.00
- Fresh floral arrangement on bridal table
- Wishing well: \$25.00
- Balloons
- Theming

The Armidale City Bowling Club has a range of wedding packages to cater for a variety of function styles and personal tastes. If these packages do not suit your individual requirements we can tailor a package for you. These may include a cocktail function or a relaxed reception in our BBQ area.

Classic Package

- 2 course alternate serve menu
- 5 hour beverage package consisting of beer, house wines by the glass and soft drinks
- Tea and coffee
- Chair covers with your choice of sash
- Skirted bridal table
- Skirted cake table
- Gift table
- Tablecloths
- Single serviettes
- Cutlery and glassware (water and wine glass)
- Professional bar and wait staff
- Personalised notice board at the door
- Room setup

Cost: \$60.00 per person



Elegance Package

- 3 course alternate serve menu
- 5 hour beverage package consisting of beer, house wines by the glass and soft drinks.
- 2 bottles of house red wine and 2 bottles of house white wine per table
- Tea and coffee
- Chair covers with your choice of sash
- Centre piece for each guest table
- Skirted bridal table
- Bridal table backdrop with fairy lights
- Skirted cake table
- Gift table
- Tablecloths
- Serviette double fans
- Cutlery and glassware (water and wine glasses)
- Professional bar and wait staff
- Personalised notice board at the door
- Room setup

Cost: \$70 per person



Exquisite Package

- Canapes on arrival
- 3 course alternate serve menu
- 5 hour beverage package consisting of draught beer, house wines by the glass and soft drinks.
- 2 bottles of house red wine and 2 bottles of house white wine per table
- 2 bottles of champagne per table
- Tea and coffee with chocolates
- Chair covers with your choice of sash
- Centre piece for each guest table
- Skirted bridal table
- Bridal table backdrop with fairy lights
- Skirted cake table with silver cake knife
- Gift table
- Tablecloths
- Serviette folding of your choice
- Cutlery and glassware (water, wine and champagne glasses)
- Personalised menu on each table
- Flower stands
- Professional bar and wait staff
- Personalised notice board at the door
- Room setup

Cost: \$80.00 per person



Terms and Conditions

In order to ensure the success of your function please read the following terms and conditions. Once you are fully aware of these terms and conditions please sign and return to the club with your deposit for confirmation of your booking.

Tentative bookings- The Armidale City Bowling Club will tentatively hold any date for fourteen (14) days without a deposit. After the fourteen (14) days have elapsed the club will automatically release the date unless the booking has been confirmed.

Deposit- A booking will be confirmed only when the club has received a deposit along with a signed copy of these terms and conditions. The club will accept payment in the form of cash, cheque or credit card either in person or via the following:

Postal

PO BOX 251 Armidale NSW 2350

Electronic

BSB: 062 501 Account No: 00143754

Cancellations- The club will refund all of your deposit if you cancel your reservation within fourteen (14) days of your booking. If you cancel your booking within seven (7) days the club reserves the right to refund 50% of your deposit. If you give less than seven (7) days notice the club reserves the right to retain all monies paid.

Public holidays and Sundays- Please note that a 15% surcharge will apply to all items on all functions held on public holidays and Sundays.

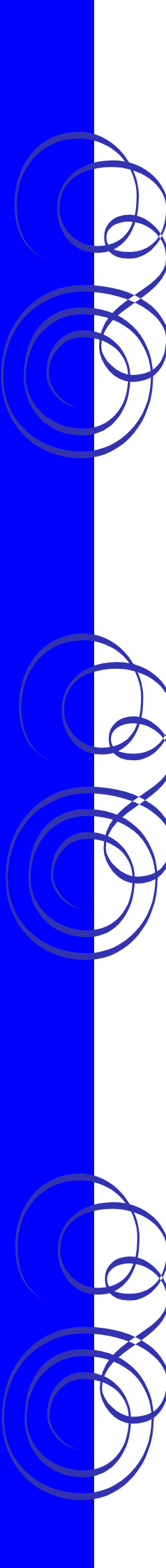
Final numbers- Final function numbers are required 3 days prior to your booking date. Any decrease in numbers after this date will be charged at the full amount.

Payment- The club must receive final payment for your function in full no less than three (3) days prior to your booking date. If function numbers change after three (3) days the Clubs management and Board of Directors will determine if a refund is applicable.

Prices- Whilst every effort is made to maintain prices, they may be subject to change without notice, prior to your event.

Access- The club is open from 9am- 11pm Monday to Thursday, 9am- 12pm Friday and Saturday and 9am- 9:30pm Sunday. If you require access to the club outside of these hours please speak with management. Any approved access before 8.30am will incur a \$50.00 fee. Functions which continue after midnight will be charged at \$50.00 per hour or part thereof.

Damage- The patron is to be aware that they will be held financially liable for any damages that the club sustains as a direct result from hosting the function. You are to be aware that you are also responsible for the behaviour of your invitees/guests and will be held liable for any damages that they may cause to club property. The club holds **no responsibility** for the loss or damage to items brought into the club by the patron or their guests.



Conduct- The Armidale City Bowling Club has a non-smoking policy. Smoking is only permitted on the balcony of the upstairs function room and in the main clubs designated outdoor smoking areas. Smoking will not be permitted in the main bar, lounge area, foyer or hallways. Please notify all guests of this requirement. The Armidale City Bowling Club is committed to responsible service of alcohol and adheres to this policy at all times.

Other functions- The club reserves the right to book other functions into the same function room the day before and after your booking. Additionally the club reserves the right to book other functions at the same time as your booking in adjoining function rooms.

Equipment/ decorations- All equipment and decorations brought into the club must have prior permission from management.

Minors- It is a requirement by the club's Board of Directors that the number of persons under the age of eighteen (18) attending the function must be confirmed with staff. This will be required in a written form addressed to the Board. Minors are **NOT** permitted in bar areas, must not consume alcohol, enter the clubs gaming lounge and are required to be with a parent or guardian at all times.

Catering- The club requires function menus to be selected and finalised one (1) week prior to your booking date. Due to market price fluctuations food payment will only be accepted ninety (90) days prior to a function. Alternatives to this condition may be requested by a written letter to the Clubs Board of Directors. Board decisions are final. Due to Legislative requirements food and beverages are not to be brought onto the Club premises.

Note: If you supply a celebration cake such as a wedding or birthday cake you agree to take full responsibility for that cake.

Appointments and meetings- Visits to any members of the club's function team is preferred by appointment.

Unforeseen circumstances- Due to any unforeseen circumstances or accidents the club reserves the right to cancel any booking and refund any deposits at any time.

Wedding Booking Form

Please read and complete the following. Please ensure all details are correct. Bookings cannot be accepted unless it is signed. We would appreciate notice being taken of the final payment date. If you have further enquiries please contact the club's friendly function team.

Wedding date: _____

Name of Bride: _____

Address: _____

Telephone: Home: _____ Mobile: _____

Email: _____

Club membership number: _____

Name of Groom: _____

Address: _____

Telephone: Home: _____ Mobile: _____

Email: _____

Club membership number: _____

Room required: _____

Number of guests (including bridal party):

Adults: _____ Minors: _____

Colour theme: _____

Wedding package chosen: _____

Reception Details

Timings

Guests move into room: _____

Canapes served (where required): _____

Bar to open: _____ Bar to close: _____

Bridal party arrives at reception: _____

Dinner service: _____

Other details:

Setup

Location of bridal table: _____

Number of chairs at bridal table: _____

Number of round tables (approx. 8 per table): _____

Cake table Gift table High chair/s __

Bar requirements

Beer that is required on tap (select 3 from our draught beers):

1. _____ 2. _____ 3. _____

Equipment requirements

- Data projector Screen TV DVD player CD player
 Wireless hand held microphone Lectern Lectern & microphone
 Disco lighting

Other requirements

- Drapes over the doors or from the ceiling Table runners
 Planter boxes Drapes and planter boxes with ivy & flowers - behind the
bridal table
 Fresh floral arrangement on bridal table Wishing well
 Balloons Theming



****Please complete the following if you have selected a Wedding Package**

Catering

Please see our function menus. If you have any queries or special requests please contact us so you can discuss them with our catering staff.

Canapes: (Only included in Elegance package)

- Hot
- Cold
- Mixed

Package 1- select either entrees/mains OR mains/desserts

Elegance or Equisite package – select entrees, mains & desserts

Entrees: Please select either one or two

Entrée 1: _____

Entrée 2: _____

Mains: Please select either one or two

Main 1: _____

Main 2: _____

Desserts: Please select either one or two

Dessert 1: _____

Dessert 2: _____

Special dietary requirements- _____

Children's meals: Please select one _____

Number required: _____



Please complete the following section if you have not selected a Wedding Package

Catering

Please see our function menus. If you have any queries or special requests please contact us so you can discuss them with our catering staff.

A Buffet menu Buffet 1 Buffet 2 Buffet 3

Or

B Function Menu

Canapes: Hot

Cold

Mixed

Entrees: Please select either one or two (if required)

Entrée 1: _____

Entrée 2: _____

Mains: Please select either one or two

Main 1: _____

Main 2: _____

Desserts: Please select either one or two (if required)

Dessert 1: _____

Dessert 2: _____

OR

Wedding cake to be served as dessert

Special dietary requirements- _____

Children's meals: Please select one _____

Number required: _____

C Finger Food Platters

Platter 1 – number required _____

Platter 2 – number required _____



D. Other menu items

- Fruit platter – number required _____
- Cruditt platter(salsa, cheese, vegetable sticks, dip & corn chips) – number required _____
- Platter of nuts, chips & pretzels – number required _____
- Tea & coffee

E. Bar

Dry till: Yes No Amount: \$ _____

Dry till to start at: _____pm

Drinks required in dry till:

Beer

- Light Mid strength Full strength
- Schooners Middies

Wine

- Red White

Spirits

- ½ nips Full nips

Other requirements: _____

Additional setup requirements

Chair covers & sashes - \$6.50 per chair

- Yes No Sash colour - _____

Other requirements- _____

Upon signing these Terms and Conditions and Booking Form you are stating that you have read and fully understand the contents. You are agreeing that you will abide by these conditions and take full responsibility of your guests and their actions.

Date of wedding: _____

Name of Bride: _____ Name of Groom: _____

Signature _____ Signature: _____

