



Functions Brochure

2024



Welcome ₄

Function Room ₅

To Hire ₆

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Frequently Asked Questions ₁₅

Terms & Conditions ₁₇

Function Room Floor Plan ₂₀

Welcome

For function room bookings or more information, please fill out a functions enquiry form on our functions page or scan our QR code and we will get back to you shortly.



Our functions room is easily adaptable to suit a variety of occasions including:

- **Engagement Parties**
- **Social Gatherings**
- **Baby Showers**
- **Birthday Celebrations**
- **School Formals**
- **Wakes and Memorials**
- **Corporate Functions**
- **Networking Meetings**
- **Seminars**

Our bowling greens offer the opportunity to add an element of fun to your function with barefoot bowls or even glow in the dark barefoot bowls.

Ask us for details, or see additional brochure on our website- your guests will love it.



Function Room

Our function room is located next to reception.

Capacity: 80

Duration: 5 hours

Rate: \$350

Inclusions:

- Room hire
 - Staffing
 - Seating & tables
 - Cutlery
 - Glassware
 - Serviettes
 - Jugs of iced water
 - 2 hours bump in time
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Function Space Facilities:

- Small portable sound speaker
- Microphone
- Free club parking
- 1 x wall mounted TV
- Projector & screen

To Hire

Easel • \$20
Light Wood • A1 Signage

Arbour • \$100
White Arch Frame • Undecorated • 2 Metres

Seat Covers & Sash • \$8 per table
White • Fitted To Function Room Seats • Lycra & Satin

Wishing Well Box • \$30
White • Gloss • Silver Locket • Fits 80 Cards

Traditional Wishing Well- Big • \$40
White • Scalloped-Edge Roof • Fits 150 Cards

Food Menu



Cocktail Style

Pricing

Cocktail Style 1
\$40 per person
Choice of 5

COCKTAIL STYLE 1

- Bacon & Pesto Halloumi Bites
- Sticky Teriyaki Chicken, Spring Vegetable Skewers
- Smoked Salmon, Avocado & Herb Tartlets
- Beetroot, Goats Cheese & Mini Blinis (V)
- Creamy Chicken & Mushroom Vol-Au- Vents
- Thai Fish Balls
- Pork & Chorizo Sausage Rolls
- Cajun Beef w/ Caramelised Onion On Toasted Crostini
- Marinated Prawns w/ Crème Fraiche On Pumpernickel
- Roasted Bruschetta & Feta On Toasted Crostini (V)

Wakes & Memorials

Pricing

Wake & Memorial Option 1
\$30 per person
Choice of 5

Wake & Memorial Option 1
\$35 per person
Choice of 5

WAKE OPTION 1

- Vegetarian Spring Rolls (V)
- Tempura Fish Cocktails
- Salt & Pepper Squid
- Party Sausage Rolls
- Party Pies
- Assorted Mini Quiches
- Spinach & Cheese Triangles (V)
- Falafel Balls w/ Yoghurt Dipping Sauce (GF)
- Tomato & Basil Bruschetta On Mini Toast (VE, V)

WAKE OPTION 2

- Panko Prawns
- Chicken Satay Skewers
- Beef Skewers w/ BBQ Sauce
- Chicken Wing Things
- Chicken Dim Sims
- Roasted Pumpkin & Feta Frittata (GF, V)
- Jalapeño Cheese Poppers (V)
- Beef Cheese Sliders

Course Meals

Pricing

2-Course Meal
\$45 per person

3-Course Meal
\$65 per person

ENTREE

- Satay Chicken Skewers w/ Jasmine Rice
- Goats Cheese, Onion & Tomato Tart (V)
- Coconut Prawns w/ Chilli Mango Salsa
- Creamy Chicken Marsala Macadamia Nut Filo Basket
- Roasted Vegetable Arancini Balls w/ A Tomato Pesto Cream Sauce (V)
- Potato & Leek Soup w/ Crispy Chorizo
- Beef Ragu & Pappardelle Pasta w/ Shaved Parmesan
- Pear, Beetroot & Feta Salad w/ Honey Walnut Dressing (V)

DESSERT

- Sticky Date Pudding w/ Butterscotch Sauce
- Orange Marmalade Cake w/ Chantilly Cream
- Profiteroles w/ Cream Anglaise
- White Chocolate Ricotta & Strawberry Parfait
- Death By Chocolate Cheesecake

Course Meals Cont.

MAIN

- Crispy Salmon Fillet w/ A Creamy Mash, Greens & Hollandaise Sauce
- Lamb Rump Served On Sweet Potato Puree, Green Beans, Broccolini & Red Wine Jus
- Eggplant Stack w/ Avocado Cream & Crunchy Sweet Potato (V)
- Beef Wellington- Tender Beef w/ Mushroom Duxelles Wrapped In Puff Pastry Topped w/ Mushroom Sauce Served w/ Vegetables
- Chicken Breast Filled w/ Cream Cheese & Spinach Wrapped In Prosciutto Served In A Tomato & Pesto Cream Sauce

Platters

Our platters are an excellent choice for wakes, memorials, corporate and private functions.

Antipasto Platter \$170 • Serves 20 Guests

Assortment Of Meats, Olives, Fresh Fruit, Crackers, Cheeses & Housemade Dips

Mixed Assorted Cake Platter \$90 • 30 Pieces

A Selection Of Mixed Assorted Cakes Made In House

Mixed Fruit & Cheese Platter \$100 • Serves 7 Guests

Chef's Selection Of The Best Fresh Seasonal Fruit & Australian Cheese

Assorted Sandwich Platter \$42 • Serves 6 Guests

A Mix of Assorted Sandwiches

Please note vegetarian option only is available on request*

Mixed Hot Platter \$80 • 30 Pieces

A Variation of Sausage Rolls, Party Pies, Vegetarian Spring Rolls & Fish Pieces



Beverage Menu

Beverages

A bar tab can be arranged for functions or guests can pay for their own.

A bar tab can be arranged for private functions or guests can pay for their own. Beverages will be served from our bar for functions in the Function Room.

We serve a range of white, red & sparkling wine, beers, canned & bottled beverages and cocktails. Please visit our Kingston Street Brasserie page on our website for current beverage list or scan the QR code.

A tea & coffee station can be added at \$5 per person or a flat fee of \$70.



Frequently Asked Questions

DO YOU OFFER PARKING?

Free parking is available on club premises.

HOW LONG CAN FUNCTIONS GO FOR?

Our functions are based on a time limit of 5 hours. A charge of \$10 per guest, per hour or part hour will be payable for any function that continues beyond the agreed time. A maximum of 1 hour extension is allowed and must be pre-arranged. This per person charge is based on the full complement of guests. All functions must conclude by 11:00pm on Friday and Saturday evenings and by 10:00pm Monday to Thursdays.

DO I HAVE TO BE A MEMBER TO BOOK A FUNCTION?

Anyone is able to book our function room.

CAN I BYO ALCOHOL?

We are a fully licensed venue and therefore do not allow BYO alcohol.

All beverage options and selections are controlled by the club and subject to change. Pricing subject to change and availability. Oak Flats Bowling & Recreation Club reserves the right to deny entry to intoxicated persons.

DO YOU HAVE WHEELCHAIR ACCESS?

Yes, we do.

AM I ABLE TO BRING IN MY OWN DECORATIONS?

Yes of course! All decorations must be weighted and not stuck onto any walls or doors etc.

WHAT IF ONE OF MY GUESTS HAS FOOD ALLERGIES?

Please let our functions team know if any of your guests have food allergies or special dietary requirements.

We can cater for the following dietary requirements: gluten free, dairy free, vegetarian, vegan & nut allergy. However, please note that whilst all reasonable efforts are taken to accommodate guest dietary needs, we cannot guarantee that food is 100% allergen free as it is all prepared in the same kitchen that handles nuts, shellfish, gluten and eggs.

WHAT IS YOUR CANCELLATION POLICY?

Cancellations wont be accepted within 10 days of the function date.

WHAT IF I NEED TO POSTPONE OR CANCEL MY FUNCTION?

Please speak to our functions team or read our Terms & Conditions Document.

DO YOU ALLOW 18TH BIRTHDAY PARTIES?

We do not host 18th birthday parties.

DO YOU HAVE AUDIO AND VISUAL EQUIPMENT?

Our Function Room has 1 TV and Projector/Screen and also a cord for iPhone music.

WHAT IF I HAVE A QUESTION THAT IS NOT ON THIS LIST?

Please email our functions team at functions@ofbrc.com.au and we will assist you with any questions.

CAN I BRING MY OWN CATERING?

Oak Flats Bowling & Recreation Club is the sole caterer for all functions in the function room. No outside food is permitted other than birthday cake. Please speak to our functions team if you have any questions.

Terms & Conditions

DURATION

Our functions are based on a time limit of 5 hours. A charge of \$10 per guest, per hour or part hour will be payable for any function that continues beyond the agreed time. A maximum of 1 hour extension is allowed and must be pre-arranged. This per person charge is based on the full complement of guests. All functions must conclude by 11:00pm on Friday and Saturday evenings and by 10:00pm Monday to Thursdays.

BOOKINGS AND PAYMENTS

Confirmation by way of a non-refundable venue hire fee is required to secure the date and time of your function and must be paid within 3 days of receiving your invoice for payment. This venue hire fee is equivalent to the quoted room hire fee. We hold tentative bookings for 3 days, failure to pay will result in the termination of your tentative booking. Your booking is not confirmed until the room hire payment is received along with a signed copy of our Function Terms and Conditions. Deposits can be made via bank transfer, in person or over the phone via reception.

PAYMENT AND FINAL NUMBERS

Final guest numbers are required 21 days before the function date.

Final invoices/ accounts are sent to client 21 days prior to function date and monies are to be received 10 days prior to the function date. Payments can be made by cash, credit card (Visa or MasterCard only) or EFTPOS in person/over the phone with reception at your selected venue.

For beverage tabs a bar account will be made up at the end of the function and must be paid for in full at the conclusion of your function. Credit card details need to be provided on the day of your function to be able to open a bar tab. Acceptable forms of payment on the day include, cash, credit card (Visa and MasterCard only) and EFTPOS. Failure to make payment within this time frame, may result in the termination of your function.

MENU CHOICES

Menus must be finalised no later than 21 days prior your function. No changes will be accepted after this date.

CATERING

Oak Flats Bowling & Recreation Club is the sole caterer for all functions in the function room. No outside food is permitted other than birthday cake.

GUEST NUMBERS

80 guests maximum - Functions held in the Functions Room.

The final numbers are to be confirmed at least 21 days before the event.

SMOKING

Smoking is prohibited unless in the clubs designated smoking area located on the outdoor deck.

ADDITIONAL MEALS

Meals for entertainers and photographers are in the sole responsibility of the functions client.

CHILDREN'S MEALS

Children's meals are charged at \$12

We do request a maximum of 2 meal choice is to be selected for all children's meals.

BUMP IN AND BUMP OUT TIMES

Bump in (set up) is permitted 2 hours prior to the start of your function. Oak Flats Bowling & Recreation Club does not offer previous day or earlier room access. Bump out (pack down) is permitted for 2 hours after the conclusion of your function. All belongings of the client will need to be taken off premises on the date of your function, unless pre authorised with your functions manager. Oak Flats Bowling & Recreation Club reserves the right to take other function bookings up to two hours prior to your function and to hold functions simultaneously in other areas of the Club. We ask that you advise your guests to consider the residents and leave the Club and parking area as quietly as possible.

MINORS

Minors under the age of 18 years old must be offsite from 11:00pm unless pre-authorized by management.

FURNITURE, DECOR AND STYLING

Package pricing is based on the current tables and chairs at Oak Flats Bowling & Recreation Club. If you would like different furniture, you are welcome to source this at an additional cost with prior approval from Oak Flats Bowling & Recreation Club. All major furniture items, fixtures and fittings must remain as styled or positioned. If you require changes, this must be upon agreement with our functions manager.

Decorations and theming are the responsibility of the client.

Nothing is to be nailed, glued or taped in any wall, door or other part of Oak Flats Bowling & Recreation Club. Approval by Oak Flats Bowling & Recreation Club is required before attaching things to our walls or hanging items to the ceiling.

Any damage caused to the ceiling, will incur a \$12 fee per damaged tile. Any electrical lighting installation must be done by one of our recommended suppliers, or you must seek approval through Oak Flats Bowling & Recreation Club for any unknown suppliers that can provide a copy of their public liability insurance.

Any balloon decorations must be weighted to the floor or tables, individual ceiling balloons are not permitted.

All cakes and floral arrangements must be delivered on the day of the function in your allocated bump in time, we do not accept delivery of these items prior to your function date. Oak Flats Bowling & Recreation Club is not responsible for any items brought into our venue.

EXTERNAL CONTRACTORS

The names of all external contractors must be advised to the Oak Flats Bowling & Recreation Club prior the function. Oak Flats Bowling & Recreation Club management must approve all contractors. Oak Flats Bowling & Recreation Club reserves the right to apply limits/restrictions on contractors so as not to impact on the venue and surrounds.

DRESS REGULATIONS

Smart casual attire is recommended. Please see our website for our dress regulations.

ALCOHOL

Oak Flats Bowling & Recreation Club is a licensed venue and BYO alcohol is not permitted at the club.

All beverage options and selections are controlled by the club and subject to change. Pricing subject to change and availability. Oak Flats Bowling & Recreation Club reserves the right to deny entry to anyone intoxicated or remove off premises. Guests are to have valid ID on them at all times if consuming alcohol.

ENTRY REQUIREMENTS

All guests must adhere to the entry requirements of Oak Flats Bowling & Recreation Club.

COURSE MEALS

2-Course meals include 2 of the 3 categories: Entree, Main or Dessert. 3 course meals include all categories provided: Entree, Main and Dessert. All guests pick the same meal from each category or an alternation of 2 meals.

PAYMENTS

All payments are made via bank transfer or at reception either over the phone or in person. Charges may apply for all card transactions. Please refer to your invoice statement for further details.

TERMS AND CONDITIONS

Terms & Conditions document must be signed and completed prior to a deposit being made.

CANCELLATION POLICY

Cancellations received 10 days or more days prior to the function date will not be accepted and any monies will not be refunded. All cancellations must be in email to the functions manager. Any cancellations prior to 10 days are not entitled to a refund of the non-refundable deposit. Oak Flats Bowling Club reserves the right to cancel, amend or postpone any function within the club and reserves the right to reassign the function to another room if the room originally booked is not available or is not considered suitable in the opinion of the Club.

FUNCTION TYPES

Oak Flats Bowling & Recreation Club does not hold 18th birthday parties. For birthdays aged below 25 years of age, a security guard is required for the duration of the function at the client's cost. Oak Flats Bowling & Recreation Club has the right to cancel any function prior/on or during the function if these terms have not been met.

TERMS AND CONDITIONS

Oak Flats Bowling & Recreation Club Terms & Conditions document must be read, signed and agreed to prior to a deposit payment being made.

NON-REFUNDABLE DEPOSIT

Deposit must be paid within 3 days of receiving invoice for payment. Failure to do so, may result in the termination of the booking of your function.

All deposits are non-refundable.

CLIENT RESPONSIBILITIES

The client is expected to conduct their function in a legal and respectable manner and is responsible for the conduct of its guests and invitees.

DATE CHANGES

All clients are welcome to one (1) date change within a 6-month time frame from original function date.

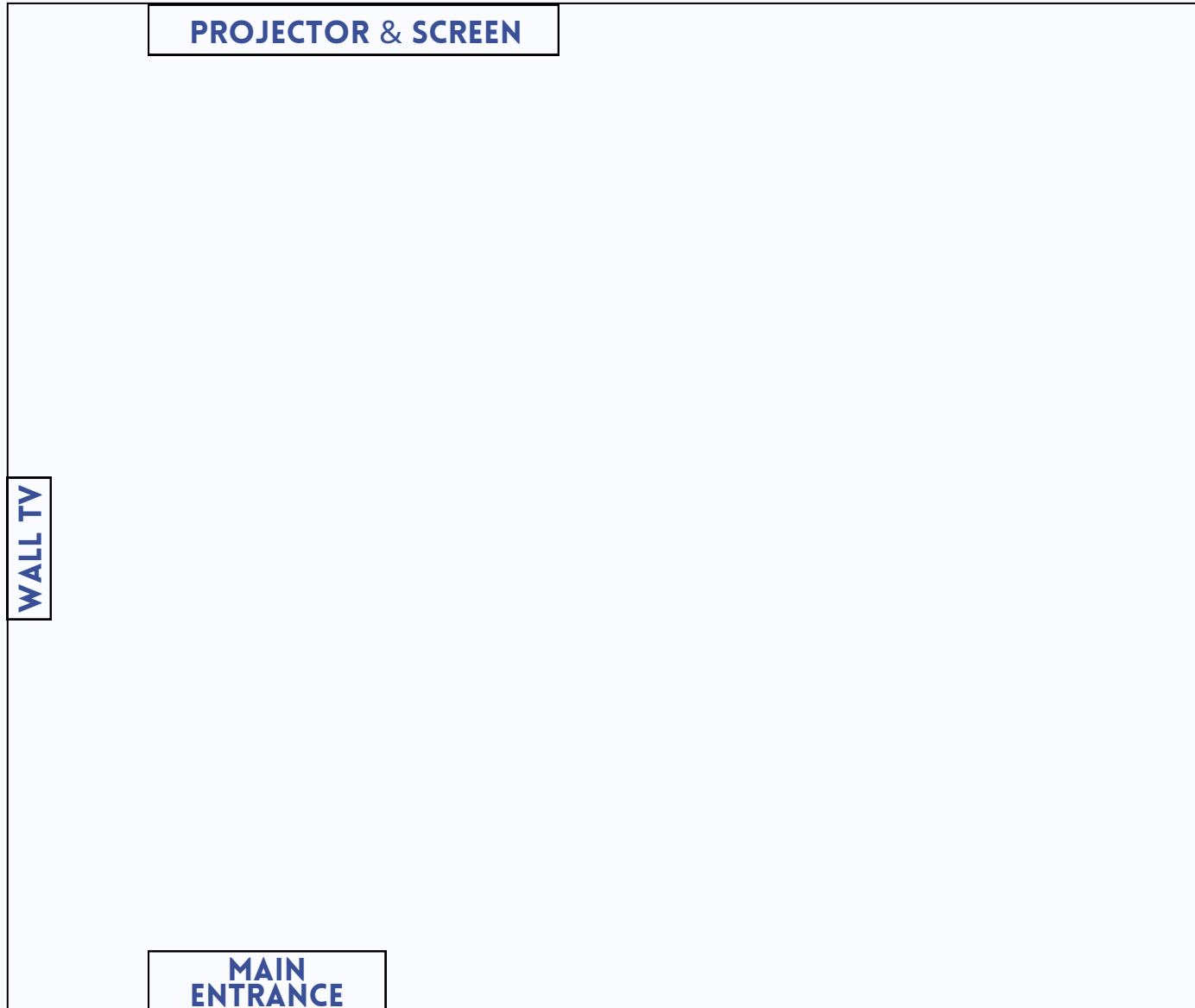
TICKETED FUNCTIONS

Oak Flats Bowling & Recreation Club prohibits clients from ticketing their functions in our club and function rooms.

PRICING

All prices are subject to change without notice.

Function Room Floor Plan





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