

Weddings



enquire today

THE Ippy

Ipswich Sports Club

1a Samford Rd, Leichhardt QLD 4305

Ph: (07) 3812 0488 · www.ipswichsportsclub.com.au



“The Ipswich Sports Club is the perfect destination to create lasting memories of your dream wedding”

The surprisingly affordable perfect day is at your fingertips. Exchange vows on our perfectly manicured green, followed by pre dinner drinks and canapés enjoying the stunning backdrop that is Ipswich Sports Club, home of the Ipswich City Golf.

Where else can you hold your ceremony, photography and reception all in the one convenient location for a seamless hassle free day. While our location certainly makes for beautiful photography nothing beats the experience in person. Our Function room boasts floor to ceiling windows which showcase the rolling green lawns and fairways. Whether you decide to have a casual cocktail style reception or a more formal à la carte function, we have both the experience and facilities to cater for your specific needs.

Every Wedding Inclusions:

*Free ceremony rehearsal
(by appointment only)*

Ample car parking

*Exceptional service with dedicated
wedding coordinator*

Cake table with silver cake knife

And more...

However you decide to proceed we will endeavour to make your special day as unique and individual as you are. Our management and professional staff look forward to making your special occasion a most memorable one.

For further information or to view our facilities, call our friendly event staff on (07) 3812 0488.

“We do, your day, your way.”

THE Ippy
Ipswich Sports Club

Room and Ceremony Hire

Room and Ceremony Hire costings:

Ceremony Hire \$500

Ceremony hire includes:

Setting of the ceremony area
20 white ceremony chairs
Registry table and two chairs
Midweek ceremony rehearsal

Function Room Saturday and Sunday \$500 Week Day Room Hire \$250

Room hire includes:

White linen
Setting of the room
All cutlery, crockery and glassware
Dedicated wedding coordinator
Use of clubhouse and grounds for photography
Cake knife and cutting service

Additional Extras

Lycra chair cover and sash \$6.75 per chair
Dance floor (half size) \$150
Dance floor (full size) \$250
PA system with microphone and lectern \$25
Projector and screen \$50

**Pricing is subject to change upon confirmation of booking*

Here at Ipswich Sports Club we offer a variety of equipment to ensure all your requests are catered for. Should we not have what you are looking for, we are more than willing to go that extra mile to outsource it for you.

Simply speak to your events team member for more details.

Cocktail Style

Available for pre-dinner drinks or a cocktail style reception

Standard Platter

\$13 per person*

Mini gourmet pie
Mini sausage roll
Spring rolls
Salt and pepper calamari
Beer battered flathead
BBQ meatballs
Dipping sauces

Premium Platter

\$18 per person*

Mini gourmet pie
Mini sausage roll
Spring rolls
Salt and pepper calamari
Beer battered flathead
BBQ meatballs
Crumbed chicken strips
Prawn twisters
Dipping sauces

**Please note*

Minimum 10 people required with no private room hire

Minimum 40 people required with private room hire

Menus are subject to change

Sit Down Menu

Roast Sensation

\$21.90 per person*

Roast Dishes - Your choice of one (1) of the following:

Roast beef with gravy

Roast pork with crackling, apple sauce, and gravy

Roast chicken with gravy

All roasts are served with a variety of vegetables including:

Roast potato

Roast pumpkin

Seasonal vegetables

Dessert (served alternatively)

Apple crumble served with custard

Pavlova served with cream and seasonal fruit

**Please note*

Minimum 10 people required with no private room hire

Minimum 40 people required with private room hire

Menus are subject to change

*Additional selections will incur a \$3.00 per person fee and will be served alternate drop
Special dietary requirements such as Gluten Free (GF) or Vegetarian (V) options are available,
please discuss with your wedding coordinator*

Sit Down Menu

Three Course Set Menu

\$45 per person*

Entrée (served alternatively)

Salt and pepper squid with lime, ginger and honey soy sauce
Chicken skewers with satay coconut cream sauce and jasmine rice

Mains (served alternatively)

T-Bone steak with mushroom sauce served with chips and garden salad
Barramundi with cracked pepper and lemon butter served with chips and garden salad

Dessert

Mud cake with cherries and cream

Coffee & tea station additional \$3 per person

**Please note*

Minimum 10 people required with no private room hire

Minimum 40 people required with private room hire

Menus are subject to change

*Additional selections will incur a \$3.00 per person fee and will be served alternate drop
Special dietary requirements such as Gluten Free (GF) or Vegetarian (V) options are available,
please discuss with your wedding coordinator*

Sit Down Menu

Premium Three Course Set Menu \$66 per person*

Entrée (served alternatively)

Asian Salad

Duck Spring Rolls

Mains (served alternatively)

Rib eye fillet with brandy and seeded mustard sauce served with chips and garden salad

Barramundi topped with prawn mornay served with chips and garden salad

Dessert

Crème caramel with strawberries and cream

Filtered coffee, tea and water inclusive

**Please note*

Minimum 10 people required with no private room hire

Minimum 40 people required with private room hire

Menus are subject to change

*Special dietary requirements such as Gluten Free (GF) or Vegetarian (V) options are available,
please discuss with your wedding coordinator*

Buffet Menu

Standard Buffet \$35 per person*

Dishes to be served with your Standard Buffet:

Select one (1) option:

Roast beef with gravy
Roast pork with apple sauce,
gravy and crackling

Select one (1) option:

Satay chicken
Beef stir-fry
Beef stroganoff
Sweet and sour pork
Beef lasagne
Pumpkin and spinach ravioli
Vegetarian penne

Select one (1) option:

Roast potato medley
Potato bake

Select one (1) option:

Stir-fry vegetables
Seasonal vegetables

Select two (2) options:

Coleslaw
Potato salad
Caesar salad
Garden salad

Select one (1) option:

Cold meat platter
Chicken platter
Small antipasto platter
Fresh seasonal fruit platter

**Please note*

Only available with private room hire

Minimum of 40 guests required

Menus are subject to change

*Special dietary requirements such as Gluten Free (GF) or Vegetarian (V) options are available,
please discuss with your wedding coordinator*

Buffet Menu

Premium Buffet \$49 per person*

Dishes to be served with your Premium Buffet:

Select one (1) option:

Roast beef with gravy
Roast pork with apple sauce,
gravy and crackling

Select two (2) options:

Satay chicken
Beef stir-fry
Beef stroganoff
Sweet and sour pork
Beef lasagne
Pumpkin and spinach ravioli
Vegetarian penne

Select one (1) option:

Roast potato medley
Potato bake

Select one (1) option:

Stir-fry vegetables
Seasonal vegetables

Select three (3) options:

Coleslaw
Potato salad
Caesar salad
Garden salad

Select two (2) options:

Cold meat platter
Chicken platter
Small antipasto platter
Fresh seasonal fruit platter

Dessert Table:

Dessert table of petit fours

**Please note*

Only available with private room hire

Minimum of 40 guests required

Menus are subject to change

*Special dietary requirements such as Gluten Free (GF) or Vegetarian (V) options are available,
please discuss with your wedding coordinator*

TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS

Tentative bookings will be held for a maximum of 14 days. If the function is not confirmed in writing and a deposit paid by this time we will release the space.

DEPOSIT

We request a deposit of \$500 at the time of confirming the booking. \$250 of this deposit is non-refundable. The same cancellation policy (below) will apply should the client wish to cancel the event due to a lack of support and ticket sales.

CANCELLATIONS

Functions cancelled by the Client;

- In excess of 6 months prior to the function, the deposit (less the \$250) is refunded in full;
- Between 1 month to 6 months prior to the function, the total deposit will be retained;
- Within 14 days of the function, due to costs incurred at this stage, you will be required to pay 75% of the total function account.
- Within 7 days of the function, you will be required to pay the full function account.
- Wedding dates may be able to be transferred at Ipswich Sports Club's discretion.

In the event Ipswich Sports Club is required to cancel an event prior to commencement, Ipswich Sports Club will refund the deposit in full to the client.

FOOD AND BEVERAGES

Please note it is the Ipswich Sports Club policy the bringing of external food and beverages (other than wedding cakes) to the function is not permitted. Wedding cakes are required to be delivered on the day of the function only.

MENU SELECTION

Confirmation of food and beverage menus and final guest numbers is to be made at least 14 days prior to the event, or as otherwise advised.

GUARANTEED NUMBERS

Changes to final guest numbers are required in writing (mail, fax or email) no later than seven working days prior to the function (minimum numbers based on adults). Payment for minimum guest numbers is required for both food and beverage component of the event. This guest number will form the basis for the minimum amount to be charged. Special dietary requirements to be advised a minimum of 7 days in advance.

ROOM HIRE AND MINIMUM NUMBERS

Events held on a Friday, Saturday or Sunday require a minimum of 40 paying guests.

The following room hire fees apply: Friday, Saturday and Sunday \$500, Monday to Thursday \$250. Ceremony hire is \$500 Monday to Sunday.

PREPAYMENT

Ipswich Sports Club will provide the Client with an estimate of the cost of the function no later than 14 days prior to the event. Full payment of this estimated cost is required by cash, credit card, direct transfer or bank cheque no less than seven (7) working days prior to the commencement of the function. Additional costs generated on the day must be settled by credit card or cash at the conclusion of the function. No outstanding balance will be held on account.

PRICES

Function prices are current at time of presentation to Client, however may be subject to change. These prices are subject to change up to 4 weeks prior to the function and any changes will be notified in writing.

TERMS & CONDITIONS (CONTINUED)

ACCESS AND SETUP

Room access for daytime and evening functions is available 2 hours prior to the reception commencing. Room access at other times and the use of any other area within the property is subject to the Function Coordinator's discretion and subject to the contracted reception times. Function guests will be limited in their access to certain areas of the property and within certain times (including the function area for setup purposes as above). Access times are confirmed with external suppliers seven (7) to fourteen (14) days prior to the function. All setup requirements (including setup times) must first be agreed with the Function Coordinator and must not interfere with any other Ipswich Sports Club trading. All photographic requests must be discussed and agreed prior to the function.

EXTERNAL SUPPLIERS

Ipswich Sports Club reserves the right to restrict access times for external suppliers (other than 2 hours prior to the function commencing). Removal of all decorations supplied from external suppliers is required at the conclusion of the event (including vases, chair covers and sashes). Fog and smoke machines, jelly balls and sparklers are not permitted for use in function areas. Tea lights are able to be used for decoration purposes but will be required to be placed in holders. No Confetti or any product deemed unsafe to wild life.

PHOTOGRAPHY

Clients having a function on-site are able to utilise most areas of the property for photography purposes. Please speak to your Function Coordinator for any restrictions that may apply. Photography restrictions will apply to smaller functions not having exclusive use of the venues. Prior approval may be required in certain areas.

DELIVERIES

Prior notice of all deliveries to Ipswich Sports Club must be given to the Function Coordinator. Please supply the Function Coordinator with contact details of your suppliers for our reference.

CLIENT RESPONSIBILITY

It is your responsibility to ensure that all guests/attendees behave in an orderly manner during the event. You hereby accept responsibility for any and all damage howsoever caused by guests/attendees. Responsible Service of Alcohol standards are applicable at all times. Ipswich Sports Club reserves the right to refuse service of alcohol to any guest/ attendee or ask them to leave if their manner is not in accordance with the above policy or otherwise acceptable to Ipswich Sports Club. Alcohol will not be served to guests under the age of 18 years.

INSURANCE

We cannot take responsibility for damage to or loss of items before, during and after an event. All items left behind after the conclusion of the event must be collected no later than close of business the following day unless alternative arrangements are agreed with the Function Coordinator. Ipswich Sports Club accepts no responsibility for items left on the premises during this time.

DAMAGE

Please note, you are financially responsible for any damage sustained to Ipswich Sports Club property during the event if damage is caused by the Client's wedding party, guests or suppliers, including the club and golf course surrounds, buildings, furniture and fittings in relation to the event. No attachments are to be used on the walls and building without prior arrangement with Function Coordinator.

SECURITY

Arrangements for security can be made at an additional charge. Ipswich Sports Club reserves the right to hire security for the function at the client's cost if deemed necessary.

WET WEATHER / UNFORESEEN EVENTS

As Ipswich Sports Club has a duty of care for all persons on the property, management reserves the right to change the location of a function due to unforeseeable weather or events unplanned at the time of the guest's booking.

RESPONSIBLE SERVICE OF ALCOHOL

Ipswich Sports Club is licensed to provide alcohol until 12 midnight, with last drinks being offered at 11.30pm.

No alcohol beverages will be served to guests after this time.

Guests attending a private function must comply with Liquor Licensing sign in procedures.

Ipswich Sports Club promotes responsible service of alcohol and abides by the rules and regulations outlined in the Liquor Act 1992.

Under 18's are not permitted to drink at an event even with parents present.

Management support staff who practice Responsible Service of Alcohol.

Any guest under the age of 18 must be accompanied by a parent or legal guardian unless pre-organised with the event department. This is a liquor licensing law.

Any guest without legal photographic identification will not be permitted entry. This includes a current passport, current drivers licence or an 18+ card.

Live entertainment i.e. band, DJ cannot exceed noise levels of 110 DB and smoke machines are not permitted.

Management have the right to refuse entry to any persons in accordance with Club by-laws and liquor licensing regulations.

Management reserve the right to restrict entry to the premises even under the Contract to supply the service.

DAMAGES & INSURANCE

The customer is financially responsible for any damages sustained to Ipswich Sports Club throughout the duration of the event and any damages will be billed to the hirer within seven days of the event.

Ipswich Sports Club management and staff will take all responsible care to protect guest property but will accept no responsibility for any loss or damage incurred in Ipswich Sports Club prior to, during and on the conclusion of the event.

Guests attending the event must conduct themselves in an orderly manner complying with all reasonable direction from Ipswich Sports Club staff. Ipswich Sports Club reserves the right to remove any persons whose behaviour is deemed objectionable, improper or undesirable.

If a guest attending the event becomes aware of a dangerous or broken item they should report it immediately to the manager in charge.

Please nominate a responsible adult in your party to act as a contact person for any issues that may arise during your function.

Ipswich Sports Club operates in residential areas. We request that you and your guests are considerate of local residents when leaving the premises.

PRIVACY

All information provided by you will be protected and will only be used for the purpose of conduction of your event, however in the case of a wedding reception you give authority for Ipswich Sports Club to provide the Australian Bridal Industry Academy with your contact details for nomination into the annual bridal awards.

BOOKING SHEET

Each wedding and event is individually planned and executed with unassumed attention to detail.

Please present your completed booking sheet with your deposit payment and enjoy your event at Ipswich Sports Club.

Ipswich Sports Club reserves the right to use any image or photograph taken of the room from your event or taken by Ipswich Sports Club for the purpose of any legitimate advertising, marketing or media. Please advise if you would prefer otherwise.

IPSWICH SPORTS CLUB

EVENT BOOKING SHEET

Name(s) _____

Company (Where applicable) _____

Address _____

Phone Home () _____ Work () _____

Mobile _____ Mobile _____

Email _____

Event Date _____ Event Style _____

Estimated Numbers _____ Estimated Time _____

Credit Card Bookings: Visa / Master Card (Please Circle) _____

Credit Card No. _____ Expiry _____

Name of Card Holder _____ CCV _____

Signature of Card Holder _____ Amount _____

Deposit Enclosed & Form of Payment _____

Direct Deposit Details: XXXX Bank BSB 000 000 Account # 123 456 789 _____

I, the undersigned, agree to abide by the terms and conditions as outlined herein

Signed _____ Date _____

FIRE EMERGENCY PROCEDURES

BUILDING WARDENS

Will be in control of any emergency situation. Patrons should follow any instructions issued by area wardens or other staff acting on their behalf.

EMERGENCY EXITS

Are located through the foyer and out the front entry or alternatively the exit at the back of the dining room.

ASSEMBLY POINTS

The main assembly point for the building is located in the carpark adjacent to the front entrance. Any patrons evacuating through the dining room exit should only attempt to make their way around to the front carpark assembly area if it is safe to do so. Once at the assembly area please await instruction from area wardens.

IN THE EVENT OF A FIRE

Anyone discovering a fire should alert staff immediately.

Only attempt to control a fire if you are competent with the appropriate fire fighting equipment, have backup and it is safe to do so.

Patrons should endeavour to remain calm and evacuate using the nearest safe exit, following any instruction given by area wardens or staff. Patrons should ensure that they move swiftly away from the exits once outside the building to allow room for others evacuating.

Once safely evacuated from the building patrons should make their way to the assembly point where they should remain until the Chief Warden has indicated that leaving is allowed.

Any patron feeling unwell or in need of medical attention should alert staff immediately so that First Aid trained staff can attend.





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