



THE Ippy

Ipswich Sports Club

Thank you for considering the Ipswich Sports Club to host your upcoming conference or event.

Our team at Ipswich Sports Club will work hard to ensure that your expectations are exceeded!

To make a booking contact our friendly staff:

Phone:
07 3812 0488

Email:
dm@ipswichsportsclub.com.au

Address:
**1A Samford Road Leichhardt,
Queensland 4305**

Room Hire & Facilities

The Ipswich Sports Club is the perfect destination to create lasting memories of your dream event.

Our spacious function room can accommodate almost any sized event, is fully air-conditioned and the club offers plenty of car parking for your guests convenience.

Our experienced functions team is dedicated to providing exemplary service. Excelling in their ability to provide a great attention to detail they are able

to tailor make functions to cater for your every need.

Our beautifully manicured championship golf course offers sophisticated surrounds and spectacular views for a relaxed event or function.

Function Types:

- Corporate, Business and Training seminars
- Cocktail Style events
- Weddings (Seating 60 comfortable with dance floor)
- Birthdays or reunions
- Charity events
- Themed events
- Christmas parties
- Launches (Promotional)

Room Capacities:

Seated: 80 people
(room can be extended to cater for parties of up to 180 people)

Cocktail Style: 120 people
(room can be extended to cater for parties of up to 220 people)

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Room Hire & Facilities

Room Hire Costings:

Room hire includes:

- White linen napkins
 - All cutlery, crockery and glassware
- Dedicated functions co-ordinator
 - Full set up

FUNCTION ROOM (MONDAY TO THURSDAY)	\$250	SIX (6) HOURS OR LESS
FUNCTION ROOM (FRIDAY, SATURDAY & SUNDAY)	\$500	SIX (6) HOURS OR LESS

*Pricing is subject to change upon confirmation of booking. Please note a security charge may be applicable to some events.

Equipment Hire:

Here at the Ipswich Sports Club we offer a variety of equipment for hire to ensure that all your requests are catered for. If we don't have what you are looking for on venue, we are more than willing to go the extra mile to outsource it for you. Please ask our Functions Manager for further details and pricing.

- Dance floor (half size) \$150
- Dance floor (full size) \$250
- PA System with microphone and lectern \$25
- Projector and Screen \$50
- Whiteboard \$10

* Pricing is subject to change upon confirmation of booking



Function Menu

Morning and Afternoon Tea

Basic Package \$6.00 per person

- Freshly baked scones with jam and cream
- Freshly baked sweet biscuits

Standard Package \$7.50 per person

- Mixed sandwich platter with various fillings

Premium Package \$10.00 per person *

- Freshly baked scones with jam and cream
- Freshly baked sweet biscuits

Including your choice of one (1) of the following:

- Mini fresh baked muffins in a variety of flavours
- Croissants
- Seasonal fresh fruit

Platinum Fresh Package \$18.00 per person *

- Mixed sandwich platter with various fillings
- Mixed fruit platter

Tea and filtered coffee station available upon request:

\$3.50 per person (minimum of 10 people required)

*Please note that premium and platinum packages require a minimum of 10 people. Menus are subject to change.

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Function Menu

High Tea

\$34.00 per person

- Available weekly on Friday, Saturday and Sunday
- 3:30pm to 5:30pm
- Includes tea or espresso coffee
- Bookings Essential
- Treat yourself to a glass of Sparkling Brut with your high tea for only \$6 per glass

*Please note that High Tea requires a minimum of 2 people.

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Function Menu

Celebrate Cocktail Style

Standard Cocktail Platter \$13.00 per person *

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

Premium Cocktail Platter \$18.00 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 that all available platter options require a minimum of 10 people. Menus are subject to change.



Function Menu

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 of 10 guests required. Menus are subject to change.

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Function Menu

Sit Down Menu - Alternate Drop

Premium Set Menu – 3 Course \$45 per person* – 3 Course \$66 per person*

\$45pp 3 Course Set Menu

Entrée (served alternatively)

- Salt and pepper squid dusted 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 burro served with chips and garden salad

Dessert

- Mud cake with cherries and cream
- Filtered coffee, tea and water inclusive

\$66pp Premium 3 Course Set Menu

Entrée (served alternatively)

- Duck spring rolls
- Pumpkin and spinach ravioli

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 of 10 guests required. Menus are subject to change.



Function Menu

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.

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Function Menu

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.

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Terms & Conditions

DEPOSITS

Confirmation and a deposit of \$500 is required within 14 days of making the reservation. Ipswich Sports Club has the right to cancel any reservations not held with a deposit by the required date. If this is a ticketed event, the same cancellation policy (below) will apply should the client wish to cancel the event due to a lack of support and ticket sales.

PAYMENT TERMS

Full payment is required seven working days prior to the event. Payment can be made by cash, cheque, credit card or direct deposit. The balance of the beverage and miscellaneous charges must be finalised on the conclusion of the event and all payments must be made by cash or credit card/eftpos. Prices valid from 1 July 2018.

GUEST NUMBERS & CATERING

Events held on a Friday, Saturday or Sunday require a minimum of 70 paying guests. Final numbers are required seven days prior to the event and numbers will be charged accordingly. Charges will be based on the number of people that attend the function or the final given number, whichever is the greater. There is no Sunday surcharge and only a 5% increase on Public Holidays. Menu and beverage details are required 14 days prior to the event along with special dietary requirements. Children 12 and under are charged at half the adult price menu. A children's menu is available on request from \$15 per child.

We are unable to permit clients to provide their own food and beverage and any food not consumed remains the property of Ipswich Sports Club.

PRICES & GST

All prices shown are current but may change on seasonal availability and may be subject to alteration prior to your event. All prices quoted are inclusive of GST.

CANCELLATION POLICY

All cancellations must be received in writing. In the event of a cancellation a \$250 administration fee will be retained and the balance of your deposit refunded if the written statement was received 6 months prior to the event. If less than 6 months, a balance refund will only be given should the room be rehired. Ipswich Sports Club reserves the right to cancel an event should the event be seen to prejudice the reputation of Ipswich Sports Club.

Security

For any 18th or 21st birthday party, security will be required, no exceptions. Arrangements for security can be made at an additional charge. Ipswich Sports Club reserves the right to hire security for any function at the clients cost if deemed necessary.

*Pictures shown are for illustration purpose only, actual product may vary.

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.

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.

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.

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 _____ CCV _____

Name of Card Holder _____ Amount _____ Signature of Card Holder _____

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 _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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