



BOARDROOM

The Boardroom is located on the first level of the Club. It is in a quiet, fully air-conditioned location suitable for meetings and seminars.

Room Hire Rate

Half Day (up to 4 Hours)	\$170.00
Full Day (up to 8 Hours)	\$220.00

Room Capacity*

Large Boardroom Table	16 seats
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*Please note, there is no wheelchair access for this room.

Room Hire Includes The Use Of:

- Projector and Screen
- Whiteboard
- Free Wi-Fi
- Chilled Water and Mints



Corporate Packages

Minimum 15 people

Half-Day Conference

\$35.00pp

- **Tea & Coffee Station, chilled water & mints on arrival**
(Unlimited filtered coffee and a variety of tea)
- **Morning Tea** – Mini Danish (1 per person) or Mini Muffins (2 per person)
- **Lunch**
Option 1 – Lunch Platters:
Assorted Sandwich Platter
Assorted Fresh Wrap Platter

**Finger Food Platters are available at extra cost, please refer to the menu*

Option 2 – Corporate Lunch Menu:

Big Bopper Burger

Beef patty, lettuce, tomato, cheddar, gherkins and our secret recipe mayo sauce
Vegetarian patty and GF bun available

Chicken & Avocado Salad

Crumbed chicken, lettuce, tomatoes, Spanish onions, roasted peppers, avocado, almonds & honey aioli dressing

Angus Rump 200g

Cooked medium with chips, salad & gravy

Vegetarian Stir Fry

Served with rice

**Corporate Lunch Menu is served in The Terrace Restaurant*

Full Day Conference

\$41.00pp

Including the above Tea & Coffee Station, Morning Tea,
Lunch Options (1) or (2) and Afternoon Tea

- **Afternoon Tea** – Assorted Petite Cakes or Seasonal Fruit Platter

Tea & Coffee Station Only

Unlimited Filtered Coffee and a Variety of Tea

Up to 20 people	\$70.00
Up to 40 people	\$90.00
Up to 60 people	\$120.00
Up to 100 people	\$150.00



Platters

Hot Platter (38 pieces)	\$75.00
Assorted mini party pies, assorted mini quiches*, and bite size sausage rolls	
Hot Platter Extra Large (54 pieces)	\$85.00
Assorted mini party pies, assorted mini quiches* and bite size sausage rolls	
Asian Hot Platter (90-100 pieces)	\$85.00
Spring rolls, curry puffs, samosas, dim sims and vegetarian money bags	
Assorted Sandwich Platter* (12 rounds)	\$80.00
Assorted Fresh Wrap Platter* (40 pieces)	\$90.00
Cheese Platter	\$60.00
Cubed mild cheese, sliced kabana and crackers	
Gourmet Cheese Platter	\$80.00
Assorted gourmet vintage cheese and crackers	
Antipasto	\$90.00
Dried fruit, stuffed olives, pickled onion, salami, ham, twiggy sticks, sweet peppers stuffed with feta, marinated antipasto assortment and crackers	
Seasonal Fruit Platter	\$80.00
Assorted Cream Cookies (60 pieces)	\$60.00
Danish Platter (30 pieces)	\$90.00
Mini Muffin Platter (60 pieces)	\$120.00
Assorted Petite Cake Platter (60 pieces)	\$120.00

**Gluten free option and vegetarian sandwiches are available on request.*



Terms & Conditions

Bookings

Tentative booking will be held for one week from the date of the booking. A written notice of confirmation will be required to confirm your booking. Please note confirmation on times for Morning Tea, Lunch and Afternoon Tea is required seven (7) days prior to the event.

Payment

A deposit equivalent to the room hire, unless specified otherwise, is required to confirm your booking along with a signed copy of this document. All fixed costs to the function are to be paid seven (7) days prior to the day of event, unless specified otherwise through the Function Coordinator. Please note that failing to make the final payment will result in cancellation of your booking.

Cancellation

We understand that circumstances may occur occasionally for cancellation. A written notice one month prior to the day of the event is accepted for full refund; or cancellation fee equivalent to 50% of the deposit may apply.

Guaranteed Numbers

Final guest numbers are required seven (7) days prior to the function. All charges will be calculated on this number and applied to all menus and packages.

Responsibilities & Damages

1. Every due care is taken, however Sunnybank Community & Sports Club cannot accept responsibility for lost or damaged goods.
2. No dangerous goods are to be brought into the Club. In accordance with the Work Health and Safety (WHS) Act 2011 (Qld), all visitors to the Club are asked to take reasonable care for their own health and safety and that of other persons who may be affected by their actions or omissions, whilst visiting the Club.
3. Visitors are asked to co-operate with any actions taken by the Club to comply with WHS Act and Regulation.
4. The client will be responsible for the loss or destruction of, or any damage to, any Sunnybank Community & Sports Club property or for any claim for any loss, damage or injury however caused by the client, its employees, agents, contractors or guests.
5. No items are to be nailed, screwed, stapled or adhered to walls, doors or other surfaces at the Sunnybank Community & Sports Club.
6. The Function shall commence and conclude at the agreed times, and guests and attendees shall conduct themselves in an orderly manner in full compliance with The Sunnybank Community & Sports Club Management Directions.

Access to Club

Government regulations require all guests attending a function or a meeting to complete a Visitor's Sign-in Slip upon arrival. A Sign-In Slip only allows the guests to attend the relevant function in the Function Room. Under Government regulations guests attending a function or meeting on site are not permitted to use any other club facilities; i.e. bars, gaming room, restaurant, coffee shop, etc. Alternatively, guests may be signed in by a member or reciprocal member, who is also in attendance of the meeting.

Conduct of Guests

The Organiser acknowledges that the Club reserves the right to remove or reject any Function guest who displays unreasonable behaviour or behaves in an inappropriate manner.

Minors Policy

The Sunnybank Community & Sports Club Policy states that persons under the age of 18 years must vacate the Club by 9.00pm on Sunday to Thursday and by 10.00pm on Friday and Saturday. However, persons under the



age of 18 years may remain within the confines of a private function area and under the care of a responsible adult, until the completion of the function. If any minor is observed leaving a function area unaccompanied by a responsible adult, the relevant responsible adult will be asked to remove the minors from the premises immediately.

Beverage Policy

Due to the nature of the License and Club Policy, bringing your own liquor and food into the Club is prohibited and will be confiscated.

Responsible Service of Alcohol

The Sunnybank Community & Sports Club practices Responsible Service of Alcohol in all areas of the Club. Organisers or guests who are unduly intoxicated, or act in a disorderly manner, will be refused service and may be asked to leave the premises.

Smoking

Government Regulations prohibit smoking in the Club. Designated Smoking Areas are available.

Fire Safety

The Organiser will make a short announcement indicating the Fire Exits in case of an emergency.

Photography and Filming

Requests for photography or filming in the Club will require prior approval/arrangement through the Function Coordinator.

Signing In (Important information)

All attendees at all functions must be correctly signed into the Club. For the details of the correct sign-in procedures please contact the Function Coordinator.

Disclaimer of Liability

I agree to the listed terms and conditions:

Name of Company:.....

Contact Person:..... Phone:.....

Email:..... Fax:.....

Postal Address:.....

Date of Function/...../..... Time:.....

Authorised Signatory

Payment Type: EFTPOS / Master Card / Visa Card / Cash

Payment by Cheque (Corporate Only) and Direct Deposit must be organized upon your booking.

Name:.....Signature:.....

Member Name;..... Member Number;.....