




EVERGLADES



FUNCTIONS



Everglades Country Club
Dunban Road, Woy Woy NSW 2256
P: (02) 4341 1866 F: (02) 4342 3840
www.everglades.net.au

Thank You for considering Everglades Country Club as the destination for your next function. Our friendly and experienced staff are ready to assist you in organising your day to make it truly memorable.

Everglades Country Club is located on the Peninsula of the Central Coast and is within one hour's drive from Sydney and Newcastle. We, at Everglades, pride ourselves on providing outstanding function facilities, menus and service. We can assist with organisation and finalisation of your function or event including accommodation, catering, beverages, entertainment, decorations and more.

The Club houses excellent facilities including Altro brasserie, cafe, bottle shop, TAB, Keno, bar facilities, three bowling greens, a challenging 18 hole golf course and a well-equipped Pro Shop. These facilities enable us to provide you with any other assistance in making your function a success.

Looking forward to hosting your next function,

Chantelle Perkins
Functions Coordinator
functions@evergladescc.com.au

Cocktail Menu

Minimum of 15 people

Includes Tea & Coffee

Includes

Assorted Mini Quiches

Assorted Gourmet Pies

Spinach & Feta Filo Pastry

Mini Sausage Rolls

Mini Spring Rolls

\$15.00 per person

Cocktail menu is served on a table for guests to help themselves.



Panapés

*Minimum of 20 people
Includes Tea & Coffee*

Please choose from the following selection:

Assorted Gourmet Pies
Prawn, Scallop & Lime Twisters
Assorted Mini Quiches
Sushi
Lamb Koftas
Spinach & Feta Filo Pastries
Tempura Prawn Cutlets
Smoked Salmon Bagels
Beef Dim Sims
Spring Rolls
Fish Cocktails
Mini Burgers
Tomato Boccocini Crostini
Avocado Mousse on Melba
Honey Soy Chicken Wings
BBQ Meat Balls
Spiced Crunchy Chicken Wings
Lamb & Rosemary Pies
Cocktail Bruschetta
Traditional Fish & Chip Boxes

*Selection of 7 items - \$18.50 per person
Selection of 9 items - \$22.00 per person
Selection of 11 items - \$25.00 per person*

Walked around waiter service.

You may choose to add on Dessert:

Petite Fours
Profiteroles
Fruit Platters
\$5.00 per person

All Occasions

*Minimum of 20 people
Includes Tea, Coffee & Fresh Bread Rolls
Meals served alternately*

Two or Three Course Menu:

Entrée

(selection of 2 items)

Mushroom & Asparagus Risotto

Chicken Caesar Salad

Tempura Torpedo Prawns towered over a Fresh Green Salad

Slow Cooked Pork Belly served on Celериac Mash with Maple Soy Dressing

Roast Pumpkin Risotto

Creamy Saffron Prawns on Scented Rice

Chargrilled Vegetable Stack

Slow Roasted Bell Pepper & Feta Tart

Smoked Salmon with French Toast

Main

(selection of 2 items)

Fresh Herbed Lamb Rack served with Minted Jus, Potato Gratin & Seasonal Greens

Atlantic Salmon served on Chef's Risotto topped with Asparagus

Lemon Thyme, Garlic infused Chicken Supreme with Bell Pepper Sauce
served on a Potato Stack & Seasonal Garden Vegetables

Grain Fed Eye Fillet Beef Medallions in a Red Wine Jus
served on a Creamy Pureed Potato & Greens

Dill Scented Pork Medallions with Rich Apple Compote served with Season Vegetables

Camembert & Prosciutto stuffed Chicken Breast in a traditional Mediterranean Sauce
served with Fragrant Rice & whole baby Beans

Wild Barramundi Fillet oven baked with Coconut & Lime glaze
Served with a Chef's Frittata

Dessert

(selection of 2 items)

Warm Apple & Berry Crumble

Caramel Forever (caramel heart shape cheesecake on a chocolate base)

Mango & Coconut Mousse

Raspberry Burst (chocolate mud cake layered in mascarpone & fresh berries)

Pistachio Indulgence (pistachio & white chocolate mousse)

Chocolate & Coconut Island (coconut ice-cream with chocolate & coconut ganache)

Warm Sticky Date Pudding served with Creamy Ice-Cream

Gluten Free Jaffa Cake

Fresh Fruit Pavlova

2-Course Menu \$30.00 per person

3-Course Menu \$37.00 per person

Add a selection of 3 Canapés \$5.00 per person



Atlantic Salmon served on Chef's Risotto topped with Asparagus

Everglades Buffet

Minimum of 40 people
Includes Tea, Coffee & Fresh Bread Rolls

Buffet Selection

(selection of 4 items)

Roast Pork
Roast Beef
Sticky BBQ Chicken Wings
Honey Tempura Prawns
Lemon Thyme Barramundi Fillets
Yellow Prawn Curry
Beef & Burgundy Casserole
Lime infused Atlantic Salmon
Chicken Supremes
Veal Scallopini

All served with the following sides:

Steamed Greens
Roast Pumpkin
Roast Potato
Fried Rice
Garden Salad

Sides Selection

(selection of 2 items)

Pasta Salad
Coleslaw
Potato Salad
Thai Vegetable Salad

Dessert Selection

(selection of 2 items)

Black Forest Cake
Strawberry Cheesecake
Apple Berry Crumble
Gluten Free Jaffa Cake
Fresh Fruit Pavlova

\$40.00 per person

Children's Menu

Available for children 12 years of age & under

Main

Cheesy Napoli Pasta
Battered Fish served with Chips & Salad
Dino Nuggets served with Chips & Salad

Dessert

Creamy Ice-Cream served with
Chocolate, Strawberry or Caramel Topping

\$10.50 per child



Morning & Afternoon Tea

Tea & Coffee	\$2.50 per person
Tea, Coffee & Danish Pastries	\$5.00 per person
Assorted Sandwich Platter	\$4.50 per person
Fresh Season Fruit Platter	\$5.00 per person
Cubed Cheese & Cracker Plate	\$5.00 per person
Selection of Australian Cheese Served with Crackers	\$11.00 per person
Assorted Cake Platter	\$7.00 per person
Delicious Morning or Afternoon Tea <i>Includes Tea, Coffee, Fresh Fruit Platter & Danish Pastries</i>	\$10.50 per person
Gourmet Morning or Afternoon Tea <i>Includes Tea, Coffee, Fresh Fruit & Cubed Cheese and Cracker Platter</i>	\$12.50 per person
Exquisite Morning or Afternoon Tea <i>Includes Tea, Coffee, Selection of Australia Cheese served with Crackers, Fresh Fruit Platter and Sweet Danishes</i>	\$18.50 per person

Seminars & Conferences

*Minimum of 10 people
Available for business functions only*

Light Lunch Option One

Includes:

Sweet Danishes
Selection of Gourmet Sandwiches & Wraps
Assorted Biscuits

Beverages:

Orange Juice
Soft Drink
Tea & Coffee

\$23.00 per person

Light Lunch Option Two

Includes:

Cold Cuts Meats
Garden Salad
Potato Salad
Pasta Salad
Fresh Baked Bread Rolls
Selection of Cheeses

Beverages:

Orange Juice
Soft Drink
Tea & Coffee

\$23.00 per person

Booking Requirements

The following pages of the Everglades Functions package must be read thoroughly. The 'Function Agreement' must be signed and returned to the Function Coordinator when confirming a function or with the payment of room hire and deposits.

ROOM HIRE, DEPOSITS & ASSOCIATED COSTS

Tentative bookings will be held for up to 14 days only. To confirm a function booking, the room hire fee and deposit must be paid. All function rooms are subject to availability.

Room Hire & Deposit:

Auditorium	Capacity 250	\$250.00 + \$200 Deposit
Burgundy Room	Capacity 90	\$120.00 + \$100 Deposit
½ Burgundy Room	Capacity 45	\$70.00 + \$100 Deposit
Star Room	Capacity 75	\$120.00 + \$100 Deposit
Board Room	Capacity 16	\$11.00 per hour
21st Birthday Party Deposit		\$400.00
Private Function Security Guard		\$45.00 per hour per guard

18th Birthday Parties are not permitted at the Club.

21st Birthday Parties require a \$400 deposit and a security guard (\$45 per hour of the function). One security guard is required per every 50 guests. Coloured wrist bands will be allocated to guests to assist Club and Security Staff to confirm that guests are over 18 years of age.

Catering Deposit:

A catering and beverage deposit of **\$200.00** is to be paid 28 days prior to the function date. **Full settlement of the catering account is required no later than 7 days prior to the function date.** This \$200.00 will be deducted from the final catering and beverage account.

Wedding Receptions:

All wedding receptions are based on a 6 hour time frame. This commences from the confirmed arrival time of your guests to the function room (for example if the arrival time of your guests is confirmed at 5.30pm, the completion time will be 11.30pm). Each hour thereafter (or part thereof) will incur a \$150.00 surcharge and an invoice will be issued. Special arrangements can be made with the Function Coordinator no later than 28 days prior to the wedding reception.

CONFIRMATIONS

All menu selections, final attendance numbers, bar accounts, seating plans, function specifics and equipment requirements must be confirmed no later than 14 days prior to the function date.

CANCELLATIONS

All cancellations must be notified in writing:

- A cancellation more than 2 months prior to the function date will result in a full refund of any deposit paid (including the catering deposit).

- A cancellation less than 2 months prior to the function date will result in the loss of any deposit.
- Transferred or postponed functions are subject to availability. In the event of an approved postponement, all deposits will be transferred to the new agreed date and marked as paid. *Note: a function cannot be transferred or postponed more than once in any 12 month period.*

PAYMENTS

Full settlement of the catering account (less the \$200 catering deposit) MUST be paid NO LATER than 7 DAYS prior to the function date.

Note: a \$25.00 per hour staffing fee (minimum 3 hours) will be incurred for use of bar facilities. Functions with 100 guests or more will require two staff members per hour (minimum 3 hours).

If a “bar account” is required, the allocated amount must be paid no later than 7 days prior to the function date. Any funds not used from the bar account will be refunded by cheque (within 7 business days). In the event your bar account reaches the allocated amount, the function host will be notified and an extension can be made upon request with the Duty Manager. Any outstanding settlements or bar accounts must be paid prior to the completion of your function.

Accepted methods of payment include: cash, EFTPOS, MasterCard and Visa. We do not accept personal cheques, bank cheques, Diners Card or American Express.

Any refunds will be completed by cheque (within 7 business days of the function completion).

MEMBERSHIP

To hold a function at Everglades Country Club, the function host (person making the booking) must be a social member of the Club. Membership is \$5 for one year or \$10 for three years. Please inform our Function Coordinator at the time of tentative booking if you are not a member of the Club, as you will be required to join.

Due to government regulations, all guests who enter the Club (be it for a function or to utilise the Club’s facilities) must fall into one of the following categories:

- Current member (membership card must be shown upon entry), or
- Temporary member (those who live outside the 5km radius of the club), or
- A current reciprocal member of a Bowling or Golf Club, or
- Guest of a member (those who reside within the 5km radius who are not members of the Club or a reciprocal member of a Bowling or Golf Club) must be signed in by a member of Everglades Country Club.

Menu Requirements

To ensure your catering requirements are met, your selected menu is required no later than 14 days prior to your function.

Amendments to the menus can only be made to cater for special dietary requirements and allergies. Please speak to our Function Coordinator if special amendments are required.

The final adjustment of guest numbers must be made no later than 7 days prior to your function. A decrease in guest numbers (including no shows) will not be refunded. Increases will be accepted, however, they are subject to availability.

Note: menu prices may be subject to change, and in such cases every effort will be made to inform customers at the earliest given opportunity. Please contact our Function Coordinator if you have any questions regarding price changes.

The Cocktail and Canapé menu prices include table cloths and paper napkins (colour of your choice) for your function table requirements.

All sit down menus (alternate served and buffet style) include white linen table cloths and white linen napkins.

Extra items such as a portable dance floor, projector screen, whiteboard and markers, data projector, Wi-Fi internet access, jugs of soft drink, orange juice and water can be arranged at your request. Please speak to our Functions Coordinator regarding any request you may have about any associated costs.

Club Information

CLUB TRADING HOURS

Club trading hours are as follows:

Sunday, Monday & Tuesday	9am until 9.30pm
Wednesday	9am until 10.30pm
Thursday & Friday	9am until 11.30pm
Saturday	9am until Midnight

Note: Bar trading will cease 15 minutes prior to Club closing time.

CLUB FUNCTION POLICY

Everglades Country Club does not accept responsibility for any damage to or loss of any property that is left on the premises prior, during or after your function. Depending on the size and nature of the function, the Club may advise organisers and function personnel that a licensed security guard may be required and this fee will be incurred in the function costs.

The Club expects that the equipment and the room will be left in the same state in which it was provided. In the event of any damage to the function room or if any excessive cleaning is

required, the deposit will be forfeited and an invoice will be issued to cover the costs of repair and cleaning.

All fire exit doors must be free of blockage such as display stands, screens and any other items that may block these exits. Exit doors must not be locked and the exit sign must be clearly visible at all times. Highly flammable materials are not permitted. The use of open flames, heaters, lamps, smoke machines, dry ice or any other pyro techniques are not permitted on the Club premises.

All guests and function personnel attending a function are asked to use the car park spaces adjacent to and behind the Club. Please do not block or use any disabled or clearly marked car parking spaces without the use of a valid permit or prior approval from management.

A courtesy bus is available from Wednesday to Sunday 4pm until close of trade. For details and courtesy bus bookings please see our friendly receptionist or phone the Club on (02) 4341 1866.

Any advertising concerning Everglades Country Club must be approved by the Marketing Manager and must comply with the Registered Clubs Act.

“BYO” alcoholic beverages, non-alcoholic beverages and food is not permitted under any circumstances (this excludes wedding cake, engagement cake and birthday cake). Any breach of this rule contravenes with Legislation and the Public Health Act and hosts can be subject to prosecution.

Please ensure that guests respect our neighbours when arriving and leaving the Club premises by being as quiet as possible. We have a concern and a responsibility to our neighbours and reserve the right to limit noise levels.

Decorations are permitted to be used for your function. However, face paint, glitter, tiny scatters, confetti and objects stuck to the walls are not permitted. Function signage can be displayed on the glass doors and panels (excluding the fire exit doors) with the use of blu-tack only.

CLUB RESPONSIBLE SERVICE OF ALCOHOL POLICY

Everglades Country Club Responsible Service of Alcohol Policy is to serve our members and their guests in a responsible, friendly and professional manner. Everglades Country Club upholds the Responsible Service of Alcohol Laws at all times. It is an offence to supply liquor to person(s) under 18 years of age. Members and their guests are asked to ensure that under age person(s) amongst the function are not to be supplied liquor. Everglades Country Club staff will refuse to serve liquor in any case where the person is suspected to being under age and will request that the person produce suitable identification.

Service will be refused to any person who shows any signs of intoxication or offensive behaviour. A responsible person attending the function is to be nominated by the client and introduced to the Function Coordinator and Duty Manager to assist in the event of any problems arising from the Responsible Service of Alcohol. The function may be terminated if the offenders are not removed from the premises by the said nominated responsible person (a function termination will result in all catering and deposits being forfeited).

Function Agreement

An attendance of 50 or more guests is required for a catered function to be held in the Auditorium. An attendance of 20 or more guests is required for a catered function to be held in the Burgundy or Star Function rooms.

Organisers of functions will be held at all times, responsible for the conduct of their guests and must also be a Club member. All Club internal rules must be strictly adhered to (i.e. dress code, trading hours, standard of behaviour, sign-in requirements for entry into the Club, etc.). Any specialised cleaning or repair due to damage cause to any of the function rooms will incur a cost to the individual responsible for the function as well as a forfeit of the room deposit.

Organisers must also be responsible for person(s) under the age of 18 years. Illegal alcohol consumption will not be tolerated. The Responsible Service of Alcohol (intoxication) Legislation must be adhered to. Failing to control intoxicated person(s) or those person(s) under the age of 18 years could result in the termination of the function or offenders being removed from the premises. The Duty Manager has complete authority over this matter at all times.

The Club will take all necessary care and attention, but accepts no responsibility or liability for damage or loss of merchandise or equipment left at the Club prior, during and after any function or exhibitions on its premises.

“BYO” food, alcoholic and non-alcoholic beverages are not permitted on the premises (excludes wedding cake, engagement cake and birthday cake).

All menu and beverage prices are inclusive of GST which follow the guidelines as set by the Australian Federal Government.

The completion of the function will coincide with the closing hours of the Club as outlined in the Booking Requirements of this function package.

I hereby state, that I have read the above information and agree with the terms and conditions as set by Everglades Country Club.

Name: _____

Signature: _____

Date of Function: _____ ***Type of Function:*** _____

Function Room Hired: _____

Staff Signature: _____ ***Staff Date:*** _____

Function Agreement Customer Copy

An attendance of 50 or more guests is required for a catered function to be held in the Auditorium.
An attendance of 20 or more guests is required for a catered function to be held in the Burgundy or Star Function rooms.

Organisers of functions will be held at all times, responsible for the conduct of their guests and must also be a Club member. All Club internal rules must be strictly adhered to (i.e. dress code, trading hours, standard of behaviour, sign-in requirements for entry into the Club, etc.). Any specialised cleaning or repair due to damage cause to any of the function rooms will incur a cost to the individual responsible for the function as well as a forfeit of the room deposit.

Organisers must also be responsible for person(s) under the age of 18 years. Illegal alcohol consumption will not be tolerated. The Responsible Service of Alcohol (intoxication) Legislation must be adhered to. Failing to control intoxicated person(s) or those person(s) under the age of 18 years could result in the termination of the function or offenders being removed from the premises. The Duty Manager has complete authority over this matter at all times.

The Club will take all necessary care and attention, but accepts no responsibility or liability for damage or loss of merchandise or equipment left at the Club prior, during and after any function or exhibitions on its premises.

“BYO” food, alcoholic and non-alcoholic beverages are not permitted on the premises (excludes wedding cake, engagement cake and birthday cake).

All menu and beverage prices are inclusive of GST which follow the guidelines as set by the Australian Federal Government.

The completion of the function will coincide with the closing hours of the Club as outlined in the Booking Requirements of this function package.

We thank you for taking the time to review the booking requirements of functions being held at Everglades Country Club. For more information please do not hesitate to contact the Function Coordinator on (02) 4341 1866.

Name: _____

Signature: _____

Date of Function: _____ **Type of Function:** _____

Function Room Hired: _____

Staff Signature: _____ **Staff Date:** _____

EVERGLADES

FUNCTIONS

Star Room
Burgundy Room
Auditorium
Board Room
Golf Course
Bare Foot Bowls

Everglades Country Club
Dunban Road, Woy Woy NSW 2256
Po Box 297, Woy Woy NSW 2256

Phone: (02) 4341 1866

Fax: (02) 4342 3840

www.everglades.net.au
functions@evergladesc.com.au

ABN 86 000 196 501

