

# WestsideHQ

## FUNCTION PACKAGES

Thank you for considering WestsideHQ for your next function. We will provide a dedicated personal service to enhance your event and meet the expectations of you and your guests. Parking is available and a relaxed environment will enable you to conduct any type of function with great success.

### Function Room Options

#### TRAINING ROOM

Private and spacious, the training room provides an attractive space for guests, with internal tea and coffee facilities and washroom. The configuration is ideal for hosting your next meeting, group presentation, training or team brainstorming session. The space is easily transformed for morning tea or lunch, caters for up to 20 people and is available seven days a week.

With a range of catering options on hand, our training room is the perfect location to hold your next event.

**Room hire:**

- \$150.00 (up to 6 hours)
- \$250.00 (full day)

#### WESTERN ROOM

Private petite room with access to bar and espresso coffee. This modern room can create that small gathering atmosphere with dimmable chandeliers to create ambient lighting and low-lying seats to create an intimate setting. Perfect for groups up to 60 people. Room can be set up into seated tables or cleared for standing functions. Great for small birthday parties and baptisms or any intimate party. Catering options also readily available. Customise to however you would like your event to look

**Capacity:**

- Seated 45\*
- Cocktail 60\*

**Room hire:**

- \$200 (up to 6 hours)
- \$300 (full day)

#### CONFERENCE ROOM

Boasting an attached bar and open dance floor the auditorium is the best place for your function with the capacity to seat 200 people. The auditorium can also be decorated to cater to your individual style and needs. The large, polished dance floor and raised stage are complimented by floor to ceiling windows with city views which can be blackened out for a more private event.

**Capacity:**

- Theatre 190\*
- Cocktail 250\*
- Seated 200\*

\*Capacities noted are maximum and may alter based on your individual needs.

**Room hire:**

- \$450 (up to 6 hours)
- \$600.00 (full day)

**Room hire includes:**

- Access to background music
- Access to internal PA system
- Lectern and microphone
- Dance floor
- Projector and Sound System
- TV

Additional areas  
of the club are  
available  
on request.

WESTSIDE  
**HQ**  
*Eat • Drink • Enjoy*

# ALL OCCASION COCKTAIL PLATTERS

## HOT PLATTERS

### BOWL OF CHIPS

\$20

### BOWL OF SWEET POTATO CHIPS

\$28

### YUM CHA PLATTER- (V)

Vegetable spring rolls, samosa, money bags, wontons

\$80.00

### ASSORTED MIXED PLATTER

Assorted petite pies, quiches, spinach & ricotta rolls and sausage rolls

\$75.00

### SEAFOOD PLATTER

Calamari, flathead, prawns, and scallops

**\$120.00**

### CHICKEN SKEWERS

Choose 2 of the following:

Smokey BBQ | Honey Soy | Lemon Pepper | Cajun | Satay

\$110.00

### KIDS

Kids chicken nuggets and chips

\$60

1 platter is nibbles for 20 pax, platters are not designed to be a substantial meal.  
Please inform functions co-ordinator of any dietary needs

Price is inclusive of GST, and excludes beverages, please see beverage package.



# ALL OCCASION COCKTAIL PLATTERS

## COLD PLATTERS

### ASSORTED GOURMET SANDWICHES

A mixture of chef's selection gourmet sandwiches.

\$90.00

### MINI SCONES

Fresh baked scones served with jam and cream

\$52.00

### CHEESEBOARD

Trio of cheese with fresh fruit, nuts & crackers

\$80.00

### ANTIPASTO PLATTER

Mixed Deli meats (3), Grilled Vegetables, Marinated Olives, Water Crackers & Dips (2)

\$90.00

### SEASONAL FRUIT PLATTER- (GF & DF&VGN)

\$70.00

1 platter is 'nibbles' for 20 pax. Platters are not intended to substitute a main meal.

Please inform functions co-ordinator of any dietary needs

Price is inclusive of GST, and excludes beverages, please see beverage package.



# BEVERAGE OPTIONS

## STANDARD FOUR-HOUR PACKAGE

\$45.00 per person

## ADDITIONAL BEVERAGE OPTIONS

### LOCAL DRAUGHT BEER

WestsideHQ Crisp, WestsideHQ Lager

### RED WINE

Cabernet Merlot

### WHITE WINE

Sauvignon Blanc

Chardonnay

Semillon Sauvignon Blanc

### SPARKLING WINE

Premier house selection Sparkling Brut

### SOFT DRINK

Orange juice & post mix soft drinks

Please note prices and inclusions are subject to change.

You will be notified of any changes.

### CASH BAR

Each guest is responsible for covering the cost of their order when it is placed. Guests' may purchase any item from our extensive range of beer, wine, and premium spirits.

### BAR TAB LIMIT

You set the limit on the amount of money you wish to spend, and our bar staff advise you when your limit is approaching. Restrictions may be applied to control products purchased on the tab.

Please discuss options with functions co-ordinator.

The above packages will apply to all guests attending any function, excluding those under the age of 18 years.

Price is inclusive of GST, minimum spend of \$300 for all functions.

WestsideHQ Management reserves the right to withhold service of alcohol in accordance with Queensland Liquor Licensing Legislation.



## LINEN

Coloured linen is available at request. Adding linen to your event can easily set the mood and create elegance. Prices start from \$2pp with a wide range of colours available to suit any occasion.

### Pricing

Coloured/white Napkins - **\$2 pp**

Tablecloths - **\$3 pp**

Tablecloth & Napkin package - **\$4.50 pp**

Table Runners - **\$1.50 pp**

Overlays 90x90cm - **\$2 pp**

Chair covers - **\$4 pp**

## LINEN PACKAGE

Tablecloth, Napkin & Chair cover - \$6pp

All choice of colour, please discuss with functions co-ordinator for all options.

# Terms and Conditions

**To ensure the smooth operation of your event, we ask that you read the following terms and conditions. Should you have any questions please feel welcome to contact us for assistance**

## SURCHARGES

- A surcharge of 10% will apply to the total food, beverage & room hire account on Sundays
- A surcharge of 15% will apply to the total food, beverage & room hire account on Public Holidays (You will be advised of the cost prior to your event)

## TENTATIVE BOOKINGS

We are happy to place a tentative hold on your desired date for a period of 14 days, after which time a deposit will be required to secure the booking. Failure to provide a deposit within this period may result in the booking being cancelled.

## PAYMENT SCHEDULE

1. A deposit equivalent to the room hire (unless otherwise specified) is required to confirm your booking within 14 days (as detailed above) along with a signed copy of the terms and conditions.
2. Final payment is required 14 days prior to the event date. Please note that failure to make final payment prior to the event date will result in the cancellation of your booking.
3. Where necessary and at management's discretion a specified venue bond may be required for payment prior to the event. This bond amount will be refunded post-event, minus any additional charges incurred (including any cleaning or other maintenance as a result of the event).



# Terms and Conditions

## CANCELLATION

We would be disappointed if you were forced to cancel your booking, however we understand that circumstances occasionally make this necessary:

1. If notification of cancellation is received up to 2 months prior to the scheduled event a full refund of the deposit will apply.
2. If notification of cancellation is received up to 30 days prior to the scheduled event the deposit will only be refunded upon successful re-booking of the venue.
3. If notification of cancellation is received up to 30 days prior to the scheduled event the deposit will be forfeited.
4. If notification of cancellation is received within 1 week prior to the scheduled event the client is required to pay 100% of the anticipated food, beverage and outsourced costs.

## FINAL GUEST NUMBERS/MINIMUM SPEND

- A minimum guest number will be required no later than 14 days prior to the event date, after which time, only increases in guest numbers will be accepted.
- A surcharge may apply if minimum guest numbers are not met.
- Please note where a bar tab is selected a minimum spend of \$500 applies (based on 40 guests).
- All final payments are to be paid for no later than 14 days before the event. The function account must be paid in full, either in person, over the phone or via EFT.

## FINAL DETAILS

Menus, beverage arrangements, entertainment, audiovisual requirements, room set up and running schedule must be confirmed no later than 14 days prior to the event date.

## DAMAGES/INDEMNITY

- Where a function has created additional cleaning over and above the normal cleaning function a cleaning fee may apply. Please note that the organizer is financially responsible for any damage to property/equipment and any third party items hired on your behalf. The client agrees that any payment of damages will be made within 7 days of the date of invoice. Under no circumstances are items to be glued, pinned or attached to the property without prior permission.
- WestsideHQ will take all reasonable care with client/guests and third party property, however will not accept any responsibility for damages to, or loss of items whilst within the venue.
- Where matters beyond the control of WestsideHQ Management impair or prevent from performing its obligations under the event order, WestsideHQ and Management will be released from all liabilities.

## HACCP

Please be advised that due to HACCP accreditation, no food or beverages are permitted to be brought onto premises without prior written approval. Similarly, no food or beverage may be removed from the premises. Celebration cakes are exempt from this rule.



# Terms and Conditions

## RESPONSIBLE SERVICE OF ALCOHOL

- WestsideHQ is aware of and practices Responsible Service of Alcohol to all patrons including those attending events with the venue. While we are here to ensure you and your guests are enjoying the facilities at the event, when deemed necessary venue staff are bound by Liquor Licensing Laws to refuse alcohol service to patrons.
- No alcohol may be brought into the venue or taken from the venue. Should any type of alcohol be brought into the venue, the Manager on duty has the right to call off the function at full cost to the organiser.
- If minor/s are found in possession of alcohol, the Manager on duty has the right to call off the function at full cost to the organiser.
- Management reserves the right to refuse entry or service of any patron or guest who fail to adhere to Liquor Licensing Laws.

## ENTERTAINMENT

Management reserves the right to control the quality, style and volume of any entertainment booked. A certificate of currency is required from the entertainers for public liability insurance, this needs to be sent to the venue a minimum 7 days prior to the event.

## DJ OR BAND

Please notify the coordinator of the following information regarding entertainers:

Certificate of Currency  
Arrival time  
Pack done time  
Furniture requirements – tables, chairs etc.  
Power requirements  
Space requirements  
Number of band members  
Number and type of instruments/equipment

## ROOM ALLOCATION

- Should guest numbers decrease significantly from the minimum numbers advised, management reserves the right to re-allocate the function to a more appropriate area.
- The client agrees to commence and conclude the function at the scheduled times agreed upon. Failure to do so may result in a surcharge being applied (\$200/hour)

**To confirm your booking, please read the Terms and Conditions carefully, sign below and return this page to WestsideHQ within 14 days of making your booking.**

Box 214 Corinda, QLD, 4075  
[functions@westsidehq.org.au](mailto:functions@westsidehq.org.au)



Your booking will be confirmed on receipt of this form together with your deposit payment.

### Terms and Conditions agreement

*I have read and accept the conditions stated in this agreement.*

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Function Details

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Occasion: \_\_\_\_\_  
(e.g - corporate, wedding, birthday, etc.)

### Contact Details

Organiser Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Work PH: \_\_\_\_\_

Email: \_\_\_\_\_

### Bank Payment Details

Account Name: Sherwood Services Club Inc.  
BSB Number: 034 087

Bank: Westpac  
Account Number: 010 839

Payment Reference: \_\_\_\_\_

(Please quote your surname/organisation as a reference when transferring monies)

### Office Use Only

Invoice/Receipt Number: \_\_\_\_\_

