



FUNCTION & VENUE HIRE INFORMATION PACK

SERVICES & CITIZENS CLUB & GOLF SPORTS CLUB

Venue Hire, Booking Requirements and Conditions

Thank you for considering our venues for your upcoming event. We offer a range of versatile function spaces suitable for corporate events, conferences, community gatherings, celebrations, weddings, presentations, sporting functions, and private events.

Our venue options include:

Main Club Venue

- Auditorium
- Restaurant
- Back Sports Bar
- Meeting Rooms

Sports Club Venue

- Function Room
- Dining Room

Our team is committed to ensuring your event is professionally managed and tailored to your requirements.

VENUE OPTIONS

1. AUDITORIUM

Suitable For

- Conferences
- Seminars
- Awards nights
- Weddings
- Large celebrations
- Community events
- Funerals



Capacity

Total capacity: 400 ppl

Seating: 300 ppl

Features

- Stage area
 - Audio visual equipment
 - Microphone facilities
 - Dance floor
 - Air conditioning
 - Accessible amenities
 - Bar facilities and Catering Available
 - Entertainment can be requested
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2. RESTAURANT

Suitable For

- Private dining
- Business lunches
- Family celebrations
- Small functions

Features

- Fully serviced dining area
 - Bar facilities
 - Flexible table layouts
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3. BACK SPORTS BAR

Suitable For

- Intimate Sporting presentations
- Casual functions
- Birthday celebrations
- Small Club gatherings

Capacity



Total Capacity: 100 ppl

Features

- Television screens
- Casual seating arrangements

4. GOLF SPORTS CLUB FUNCTION ROOM

Suitable For

- Corporate meetings
- Workshops
- Community functions
- Private celebrations
- Presentations

Capacity

Total Capacity: 150 ppl

Features

- Presentation facilities
- Flexible seating arrangements
- Bar Facilities and catering available

5. GOLF SPORTS CLUB DINING ROOM

Suitable For

- Formal dinners
- Luncheons
- Wedding receptions
- Special occasions

Capacity

Total Capacity: 40 ppl

Features



- Dining facilities
- Bar access
- Golf course views

BOOKING REQUIREMENTS

Tentative Bookings

Tentative bookings may be held for up to fourteen (14) days pending confirmation.

Bookings are not confirmed until:

- Signed Venue Hire Agreement is received.
 - Required deposit is paid.
 - Club approval is granted where applicable.
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Deposits

A non-refundable deposit of \$50 is required to secure the booking.

The deposit will be deducted from the final event account.

Final Payment

Full payment must be received no later than seven (7) days prior to the event unless alternative arrangements have been approved and documented.



CATERING

Catering can be provided from external sources organised by the hirer upon approval by the Club.

Catering Options

- Morning tea
- Afternoon tea
- Buffet service
- Plated meals
- Cocktail menu
- Barbecue packages

Menus and pricing are available upon request.

Final catering numbers must be confirmed fourteen (14) days before the event.

Please be aware that you will be expected to pay for the full confirmed numbers even if people don't show.

BAR SERVICE

All alcoholic beverages must be purchased through the Club.

TABs can be put behind the bar.

No external alcohol is permitted on Club premises.

Responsible Service of Alcohol (RSA) legislation will be strictly enforced.

Club staff reserve the right to refuse service in accordance with licensing requirements.

EVENT SETUP

The hirer must provide final setup requirements no later than seven (7) days prior to the event.

Examples include:



West Wyalong S&C Club Functions

- Seating arrangements
- Table layouts
- Stage requirements
- Audio visual requirements
- Special accessibility needs

Staff can provide the set up upon request with 7 days notice otherwise it is up to the hirer.

DECORATIONS

Decorations are allowed

The following are prohibited unless approved.

- Nails, screws, staples or adhesives on walls
- Open flames without approval

All decorations must be removed within 1 day of conclusion of the event unless told otherwise.

AUDIO VISUAL EQUIPMENT

Available equipment may include:

- Data projector
- Screens
- Microphones
- PA system
- Lectern

Additional fees may apply.

HIRER RESPONSIBILITIES

The hirer is responsible for:

- Conduct of guests
- Compliance with venue rules
- Any loss or damage caused during the event



- Ensuring all attendees comply with Club policies
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CLEANING AND DAMAGE

Normal cleaning is included.

Additional cleaning charges may apply where excessive cleaning is required.

The hirer will be liable for the cost of repairing or replacing damaged property.

WORK HEALTH & SAFETY

All hirers, contractors and guests must comply with:

- Workplace Health and Safety requirements
- Emergency procedures
- Directions from Club management