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CONFERENCES

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## Conferences at Redbank Restaurant and Function Centre

Thank you for choosing Redbank Restaurant and Function Centre as a possible venue for your upcoming Conference.

Mudgee is a scenic 3.5 hour drive North West of Sydney. The region is filled with historic buildings, Award winning wineries, picturesque parks and boutique accommodation.

With floor to ceiling windows overlooking our magnificent golf course, Redbank Restaurant and Function Centre provides the perfect backdrop for your conference. Our facilities can cater for up to 250 guests in style, offering a range of menu options to suit your specific requirements and budget.

Our purpose built function rooms and club house is perfect for all types of Conferences, Seminars and Meetings. We have 6 different sized function spaces to choose from, all with breathtaking views across our magical golf course.

Our location offers convenient access to all local attractions including, Mudgee Golf Course, Glen Willow Sports Complex, AREC and the local wineries. The venue is easily accessible with complimentary car parking, disabled access and function room bathrooms. We supply WiFi, built in ceiling projectors, large retractable projector screens, microphones, lecterns and a wide range of the latest audio-visual equipment.

Delicious food, a modern venue and professional, friendly staff guarantee you a well-managed event with the finest quality in catering and services. Our experienced function staff are here to help you co-ordinate every aspect of your function and make sure your event runs smoothly and stress free, whether it is a smaller meeting for 20 or a large conference for 200. At Redbank Restaurant and Function Centre, we have something for everyone!

If you would like to make an appointment to view our function room or if you require any further information please don't hesitate to contact your Function Coordinator:

Phone: 02 6372 1811 (ext 3)  
[functions@mudgeegolfclub.com.au](mailto:functions@mudgeegolfclub.com.au)

We look forward to welcoming both you and your guests, to a truly successful and memorable event.

Yours Sincerely,  
The Team Redbank Restaurant and Function Room  
Mudgee Golf Club

## Our Conference Rooms

### Room Hire Rates

ROOMS	ROOM HIRE		ROOM CAPACITY (APPROXIMATE)			
	Mon - Thu Hire	Fri - Sun & P/H Hire	Room Minimums*	Banquet Style**	Conference Style	Cocktail Style
Redbank Room	\$350.00	\$370.00	180	210	175	400
Cudgegong Room	\$250.00	\$270.00	130	150	133	260
Cudgegong Room with Extension	\$300.00	\$330	150	170	150	280
Lawson Room	\$125.00	\$145.00	40	60	63	130
Lawson Room with Extension	\$175.00	\$195.00	80	100	84	160
Burrundulla Room	\$125.00	\$145.00	40	60	63	130
Burrundulla Room with Extension	\$175.00	\$195.00	60	80	70	140

The Redbank Room is a large open plan room framed by floor to ceiling windows, with views across the manicured fairways of Mudgee Golf Course. This is our largest function room with a dimension of 17m x 16m.

The Cudgegong Room is on the Eastern side of the Golf Club, looking over the tree covered fairway and the green of the 10th hole. With floor to ceiling windows across two of the walls, this room has breathtaking views over the lush grounds of the Golf Course. This room has a dimension of 12m x 16m.

The Lawson Room runs down the North Eastern windows of the Golf Club taking in the views of the 10th hole and the 18th fairway. This room has a dimension of 12m x 8m and can be extended to accommodate an additional section (Lawson Extension) to a dimension of 17m x 8m.

The Burrundulla Room has great views from the Southern corner of the Club House and is ideal for smaller conferences, family gatherings, birthday parties, sporting dinners and intimate events. This room has a dimension of 12m x 8.8m. This room can be extended to accommodate an additional section (Burrundulla Extension).

### All Packages Include:

- Full function room set up
- Built-in ceiling projectors with VGA or HDMI attachments
- 100 inch retractable projector screens
- Built in Sound System/PA
- Ice water, glasses and mints on the tables
- Function Room Cleaning
- Cordless and cabled microphones
- Wireless internet access for presenters/hosts/attendees
- Whiteboard

## Conference Packages

### Full Day Delegate Package

**\$45.00 per person per day**

- Continuous Tea & Coffee
- Arrival Biscuits
- Morning Tea of Two Sweet Or Savoury Items
- Working Lunch of Gourmet Sandwiches, Wraps & Rolls
- Fruit Platter
- Juices or Soft Drink
- Afternoon Tea of Two Sweet Or Savoury Items

### Half Day Delegate Package

**\$35 per person per day**

- Continuous Tea & Coffee
- Morning Tea or Afternoon Tea with two Sweet or Savoury items
- Working Lunch of Gourmet Sandwiches, Wraps & Rolls
- Fruit Platter
- Juice or Soft Drink

### Working Lunch Package

**Cost \$25.00 per person per day**

- Arrival Tea & Coffee
- Working Lunch of Gourmet Sandwiches, Wraps & Rolls
- Fruit Platter
- Juices or Soft Drink

### BBQ Buffet Lunch Package

**Cost \$25.00 per person per day**

- Hot BBQ Buffet served with Salads, Rolls and Condiments
- Juices or Soft Drink

### Morning or Afternoon Tea

**Cost \$10.00 per person per day**

- Tea & Coffee
- Two Sweet or Savoury Bakery items



### **Optional Conference Extras**

Lectern - \$10.00

Laptop - \$40.00

Flipchart - \$5.00

Black/White Copying Services - \$0.10 per sheet

Colour Copying Services - \$0.20 per sheet

### **BEVERAGE EXTRAS**

Continuous Tea and Coffee Service - \$2.50 per person

Arrival Tea and Coffee - \$2.00 per person

All Day Espresso Coffee Machine Service - \$10.00 per person

Espresso Coffee Machine Drinks - \$3.50 per person

### **PLATTERS OF COLD FOOD**

Platter of Packet Biscuits - \$1.50 per person

Fresh Fruit Platter - \$35.00 per platter

Mixed Cheeses/Antipasto Platter - \$50.00 per platter

Mixed Triangle Sandwiches - \$25.00 per platter

Mixed Cakes (14) - \$35.00 per platter

Mixed Slices (20) - \$40.00 per platter

### **PLATTERS OF HOT FOOD**

Home-made Chicken Tenders (30) - \$40.00 per platter

Freshly Beer Battered Fish Cocktails (25) with Lemon & Tartare - \$40.00 per platter

Wedges with Sour Cream & Sweet Chilli (small platter) - \$15.00 per platter

Chips (small platter) - \$10.00 per platter

Home-made Spring Rolls and Dipping Sauce - \$40.00 per platter

Calamari Rings (30) - \$40.00 per platter

Mini Chipolata Sausages on a Roll topped with Caramelised Onion (16) - \$40.00 per platter

Beef & Cheese Sliders (10) - \$40.00 per platter

Chicken Skewers/Beef Skewers (30)- \$40.00 per platter

Selection of Mini Quiches (18) - \$40.00 platter

**Should you wish to have a themed menu please let your functions coordinator know and we can ask our chef to do a special menu for you.**



### **Allergies/Food Intolerance/Vegetarians**

Please advise our functions team at least one week before your function of any guest that has a food allergy/intolerance or if there are any Vegetarians attending your event, so that appropriate menu items can be arranged. If the functions team is not notified in advance, appropriate food items may not be available for these dietary requirements for your function.

### **Beverage Packages**

Beverages are usually supplied by consumption at normal club prices. Beverage packages may be available on application. A Beverage Account will require a limit and which drinks are allowed on the account. Payment will need to be made by the end of the function. A form will need to be filled in and credit card details provided or licence number for security purposes.

### **Details required for making a booking**

- Date of function
- Type of function
- Start time and Finish time
- Approximate guests
- Room setup requirements
- Contact person, contact number, email address, address
- Equipment required
- Catering requirements

### **Facilities**

Mudgee Golf Club has easy access for all members and guests, including ramps and disabled bathrooms. There is a large car park with complimentary parking for all guests. The Club House has two Bars, a Restaurant, Gaming Room, TAB, Keno, Televisions, ATM and Member Facilities.

### **General Club Policy**

It is policy of the Club that no food or beverages be brought onto Licensed Club premises. This is in compliance with the Liquor Administration Board of NSW legislation and the Public Health Act. Any food not consumed remains the property of the Club.

### **Intoxication and Bad Behaviour**

The Club will refuse service to any intoxicated persons and they will be asked to leave the building immediately, failure to do so will result in police action and a fine for the individual. Bad behaviour will not be tolerated and the Club may close down your function if it gets out of control.

### **Location**

Mudgee Golf Club and the Redbank Restaurant is located at 21 Robertson Street, Mudgee NSW 2850. Your functions coordinators are Elaine Nash and Kristie Waite who can be contacted on 02 6372 1811 or via email [functions@mudgeegolfclub.com.au](mailto:functions@mudgeegolfclub.com.au) For more information on our venue visit our website [www.mudgeegolfclub.com.au](http://www.mudgeegolfclub.com.au)

### **Responsibility**

You are financially responsible for any damages or breakages sustained to the Club by yourself, your guests, invitees or persons attending the function. Any damages or extra cleaning will be charged to you and an account will be forwarded within 7 days. The Club will not accept any responsibility for damage or loss of equipment left behind after the function.

### **Room Hire**

A room hire fee is charged for each of the rooms, prices are as listed in the above information.

### **Room Setup**

You will be asked to do up a floor plan so the room can be setup for you.



## Function Booking Form

Terms and Conditions:

Mudgee Golf Club and Redbank Restaurant and Function Centre

### 1. Deposit:

Tentative bookings are held for a period of two weeks. To secure your booking we require a signed copy of our Terms and Conditions consent form along with 50% payment of your relevant room hire. At this time you will be required to inform us of your estimated numbers.

### 2. Cancellation:

Cancellations must be in writing and posted, faxed or emailed to Mudgee Golf Club. In the event of a function cancellation the deposit will be refunded if the room is re-booked. If cancellation occurs 3 weeks or less before the event you will forfeit the deposit of your function.

### 3. Confirmation and Final Numbers:

All catering and beverage requirements, seating plans and final guest numbers must be confirmed 7 days prior to your function. Any decrease in guest numbers within 7 days of your function will incur a fee and possibly be charged at the full rate. Adjustments to increase numbers must be given and paid for no later than 48 hours prior to your function. Any changes to set up within 24 hours may incur a fee.

### 4. Payment:

3 months prior to your function a 20% deposit of all catering and beverage requirements will be required. Balance of payment for room hire and all catering and beverage requirements is required 7 days prior to your function. Payment can be made by cash, eftpos or credit card (surcharge applies). Personal cheques will only be accepted by prior arrangement with management.

### 5. Bar Account:

If you wish to run a bar account, you will need to supply credit card details prior to your function to allow for the processing of your account at the end of the night. Beverages will be charged on a consumption basis and payment is required on the night. Please feel free to set a bar limit. If paying your bar account by cash you must set your limit prior to your function and supply that cash to Mudgee Golf Club 24 hours prior to your function. If you do not reach your bar limit the balance will be refunded on the night to a nominated person who must sign to receive this refund.

### 6. Price Changes:

Every endeavour is made to maintain prices originally quoted to you, but they are subject to change particularly where bookings are made well in advance. Price rises can be influenced by product, wage or increase in government duties, taxes or levies. Confirmation of your prices will be given 3 months before your function.



### **7. Damage or Loss:**

No blue tack, sticky tape, drawing pins, glitter etc, are to be used anywhere in function rooms including walls and ceilings. The person signing the booking form will be financially responsible for any damage or extra cleaning sustained to the premises during the function. Mudgee Golf Club will take all necessary care, but does not accept responsibility for damage or loss of merchandise during your function. Mudgee Golf Club reserves the right to charge a bond for any events. \*Please note, we only allow Float candles and Tea light candles. Any other candles and candle holders will need to be approved in writing by the functions coordinator or Club Management prior to use.

### **8: Security Guards:**

Mudgee Golf Club reserves the right to request a Security Guard/s to supervise any events at Mudgee Golf Club. This will be a cost to the event organiser. All security guards must hold suitable qualifications and be approved by the Operations Manager or General Manager prior to the event.

### **9: Membership:**

Owing to Government Regulations, all guests entering Mudgee Golf Club Ltd must fall under one of the following categories:

- i. Financial Member (membership card must be shown)
- ii. Temporary member (card must be shown)
- iii. Signed in by a member (visitors who reside within the 5 km radius who are not a member of Mudgee Golf Club Ltd must be signed in by a full member)

All attendees of your function who are not members of Mudgee Golf Club and live within a 5 km radius must sign on the appropriate function sheet. The member who booked the function will then be required to register their guests by signing alongside each name on the sheet to use Mudgee Golf Club facilities. Any guest leaving the function will be required to sign in at reception when entering any other part of Mudgee Golf Club facilities.

### **10: Responsible Service of Alcohol:**

Mudgee Golf Club fully supports the responsible service of alcohol and we reserve the right to refuse service of alcohol to anyone who we believe is intoxicated. Mudgee Golf Club reserves the right to ask for identification of any person we believe to be under the age of 18 years. Your co-operation to ensure that underage drinking does not occur at your function is required.

### **11. Changes on the Day:**

Mudgee Golf Club reserves the right to decline any changes on the day that may be requested, DJ's etc. Only the person who has booked the function has the authority to make any changes on the day. Please make sure your family and guests are aware of this condition so our employees are not placed in embarrassing positions.

**IMPORTANT NOTE: AT NO TIME CAN FOOD OF ANY DESCRIPTION BE BROUGHT ONTO THE PREMISES OF MUDGEE GOLF CLUB FOR CONSUMPTION, EXCEPT FOR CELEBRATION CAKES THAT HAVE BEEN ORGANISED WITH THE FUNCTIONS COORDINATOR PRIOR TO THE FUNCTION.**



**Terms & Conditions Functions Booking and Consent Form**

Please complete this form and return to Mudgee Golf Club with your deposit to secure your booking.

I, \_\_\_\_\_ Have read and agree to the Terms and Conditions of Mudgee Golf Club.

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

Full Name of person holding the function: \_\_\_\_\_

OR

Full Name of Company holding the function: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you find out about Mudgee Golf Club? \_\_\_\_\_

**OFFICE USE ONLY:**

Total Deposit Paid: \$ \_\_\_\_\_ Date of Deposit Payment: \_\_\_\_\_

Total Balance Due: \$ \_\_\_\_\_ Date of Balance Due: \_\_\_\_\_

Other Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

Please circle payment type: CASH EFTPOS CREDIT CARD CHEQUE

Payment received by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit  
Card

Details: Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CCV \_\_\_\_\_