

Celebration of Life

Chifley
Room

247 Woodstock Ave, Dharruk NSW 2770

T (02 9675 1099 | E functions@westtradies.com.au

www.westtradies.com.au

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Wake Packages

Chifley Room features natural lighting with floor to ceiling windows with elegant & contemporary features. Bathroom facilities are in the room with access to a private outdoor terrace.

If the Chifley Room does not suit your needs West Tradies offers the Conference Room and Auditorium, should these spaces better suit your needs

All packages include:

Service staff
3 Hour exclusive use of room facilities
Black Linen on all tables
Continuous tea & coffee
Use of equipment including data projector,
microphone and in house audio
Memorial table

Room Hire \$700*

Memorial Package

Service staff
1.5 Hour exclusive use of room facilities
Black Linen on catering tables
Use of equipment including data projector,
microphone and in house audio
Memorial table
Theatre style setup
Use of Lectern

Light refreshments - x2 Assorted sandwiches & x2
Hot food Platter

\$450

\$5pp for tea &
coffee services

Private bar is not included in this package

Platter Options

HOT FOOD PLATTER \$80 Hot chips, chicken nuggets, fish cocktail, spring rolls, mini pies & mini sausage rolls	50 PIECES	SANDWICH PLATTER \$85 Assortment of sandwiches	40 TRIANGLES
SEASONAL FRUITS \$100 Assortment of fruits in season	FEEDS APPROX 8 -10 PAX	EASTERN PLATTER \$110 Samosas, fried dim sims, dumplings, prawn cutlets & spring rolls	40 PIECES
DESSERT PLATTER \$110 Assortment of mini desserts	30 PIECES	CHEESE & DIPS PLATTER \$100 Cabanossi, assortment of cheeses, strawberry & grapes, crackers & homemade dips	FEEDS APPROX 8 -10 PAX

Beverages

You and your guests pay as you go by have a cash bar

Set a spending limit and specify what your guests can purchase through a bar tab

Tab Options:

OPEN BAR:
All wine, tap beer, soft drink, juice, bottled alcohol, spirits and cans.

DELUXE:
House wine, tap beer, house spirits, bottled alcohol, post-mix soft drink and Juice

CLASSIC:
House wine, tap beer, post-mix soft drink and Juice

NON-ALCOHOLIC:
Cans or post-mix soft drink and juice

*THIS IS A GUIDE ALL OPTIONS CAN BE ALTERED TO YOUR NEEDS.

Price is for weekday only | Weekend bookings require additional surcharge |

Terms & Conditions

Deposits, confirmations, payments, and tentative bookings will only be held for a period of **2 days**. To secure your event, we kindly request that you complete and return the booking form, make the necessary deposit for room hire, and provide your membership number and credit card details.

Cancellations all deposits are non-refundable. In the event of a cancellation, we kindly request that you provide written notice to the club at least **5 days** prior to the scheduled event. Cancellations made out of the 5 days will be asked to make full payment. However, we understand that unforeseen circumstances may arise, and we are open to considering a postponement of the event date, subject to availability.

Staffing All function hires include staffing. Our dedicated functions coordinator will engage in a detailed discussion with you to determine and confirm whether additional staff is necessary to ensure the success of your event at \$35 an hr.

Decorations The club permits decorations; however, certain restrictions are in place to prevent any potential damage, which may result in a fee of \$200. West Tradies strictly prohibits the use of nails, glue, velcro, sticky or masking tape on walls, doors, and any club property. Additionally, the use of silly string, confetti, rice, or similar items is strictly prohibited. We kindly request your cooperation in adhering to these guidelines to maintain the integrity of our club.

Room hire The pricing for all rooms includes a standard duration of 3 hours for wakes and 1.5 hours for memorials. The extension of time is subject to the discretion and approval of the function coordinator and will result in an additional fee for both the extra time, security (if applicable) and staffing required. Our function room/wake packages are available for booking from Monday to Friday 10am - 6pm

Payment & Final Numbers Payment for the event must be made in full **5 days** prior to the scheduled date. Final guest numbers, menu choices, and beverage selections should be confirmed no later than **2 days** before the event. We accept various payment methods, including Mastercard, Visa, Amex, cash, and bank transfer. If you require alternative payment options, please let us know, and we will gladly accommodate your request.

Pricing All food and beverage packages are subject to potential changes or price adjustments.

Noise Levels Unnecessary noises will not be permitted in the function room or carpark.

Please respect our neighbours and leave the club in an orderly manner.

Security A fee for security guards may be required based on a risk assessment completed by the club. The fee per guard is \$310 for a 3 hour engagement.

Compliance Patrons who are 18 years of age or older are required to present a valid, up-to-date photographic identification upon their arrival, as requested by our staff members or security personnel. Failure to provide the required identification will result in denial of entry or removal from the premises of our club.

Guests residing within a 5km radius of the club will need to join our exclusive membership program. This program offers a range of benefits and privileges.

Food Selection At the conclusion of the event, it is strictly prohibited to take any food off the premises. We are legally obligated to refrain from offering takeaway function food. Additionally, West Tradies does not permit external catering; all food must be sourced from the Club.

Failure Major In the event of unforeseen circumstances, the Club retains the right to cancel the function without prior notice or explanation. A refund of the deposit will be provided. No additional compensation will be offered, except for the option to reschedule the function for another date and time.

Bar Services A bar tab can be arranged before the event. All tabs must be settled with cash or credit card on the night of the event. Bar service will conclude 15 minutes before the agreed finishing time. Please note that bar tabs are finalised with member pricing; however, no points will be accumulated.

Damages and Cleaning As the organiser, it is your responsibility to promptly address any damages caused by your guests, for which you will be held accountable. You will be expected to cover the costs associated with damages to third-party services. Additionally, please note that any extra cleaning required or disposal of large rubbish items will incur an additional fee.

Minors are allowed in the venue until 10pm. Prior to the event, please ensure you confirm the number of minors attending with the function coordinator. It is mandatory for all minors to be accompanied by an adult or a responsible guardian throughout the duration of the event. Please note that siblings, family members, or friends under the age of 25 do not qualify as responsible guardians.

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