



## FUNCTION INFORMATION SHEET

Thank you for your interest in booking your next function at Basement Brewhouse, Bankstown Sports.  
We look forward to hosting you.

Please review the following information to assist you in planning your event.  
We look forward to helping you confirm your event details.

### AREA INSIDE BASEMENT BREWHOUSE:

Function room 1

Function room 2

Sunken lounge area

Other areas may be utilised upon request, at management discretion

### FUNCTION CAPACITY:

Please note: min 11, max 25 per function room/area unless otherwise approved

### BOOKING TIMES:

Daytime bookings between noon & 5pm only, with evening bookings between 6:30pm till close

### FOOD:

\$35 per person.

Every event attendee must be allocated and paid for – dedicated set menu – alterations for allergies only.

Brewhouse Sharing Board

*San Daniel prosciutto, salami Norcia, cacciatorini, capocollo, pancetta, olive bread, baby radishes, cornichons, pane crocante, ajvar and pepe saya butter*

Mini Sunrise Burger

*Beef, crispy bacon, smashed avocado, butter lettuce, Spanish onion and our Brewhouse-made maple aioli*

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### Mini Zobra the Greek

*7-hour pulled Victorian lamb shoulder, halloumi, butter lettuce, red onions, parsley, roasted peppers and tzatziki*

### Mini Cheese Kransky Hot Dawg

*Grilled Kransky, sautéed onions, melted mozzarella and sriracha mayonnaise*

### Mini Weisswurst Dog

*Grilled veal sausages, sauerkraut, caramelized onion and sweet German mustard*

### Garbage Fries

*Served with pulled pork, sweet corn, shallots, crispy bacon, American cheese sauce and picco de gallo*

### The Brewhouse Cheese Board

*A variety of our gourmet cheeses served with guava paste, dried organic muscatels, Nigella Barossa Bark and our gluten free Larder and Co. sea salt wafers.*

## DRINKS:

Beverages will be payable at the bar, with an account set up against the same credit card that the function booking has been made on.

Contact information: [Brewhouse@bankstownsports.com](mailto:Brewhouse@bankstownsports.com) OR call 9722 9888.



## TERMS & CONDITIONS:

### General

- All food and beverages are subject to seasonal change. All quotes are valid for 7 days from the date of issue.
- Confirmation of the event, including final attendee numbers for catering purposes must be finalised at least 7 days prior to your event date.
- Payment of catering in full must be made 7 days prior to the event date.
- Should the Basement Brewhouse Booking Contract not be signed, and/or catering payment not made in full at least 7 days prior to your event date – Basement Brewhouse reserves the right to cancel the event and all tentative bookings made.
- No external food or beverages can be brought into Basement Brewhouse except cakes for celebration. Management must be notified if a cake is being brought into the Brewhouse.
- Basement Brewhouse reserves the right to cancel this booking if
  - Basement Brewhouse or any part of it is closed due to circumstances outside the venues control.
  - Catering bill has not been paid in full, 7 days prior to the event.

### Agreement

This agreement is made between Bankstown Sports Club and the 'client'. In the event that this agreement is signed in the name of a company, partnership, agency, firm, club or similar society, the person signing represents to Bankstown Sports Club that they have full authority to sign such a contract. If the person is not authorised, they will personally be liable for the performance of this contract. Any reference to the 'Manager' will refer to the person nominated by Bankstown Sports Club in all matters relating to the event.



Basement Brewhouse is for those 18 years and over only.



### **Tentative**

We will hold a tentative booking for a maximum of seven days. If the event is not confirmed with the receipt of the deposit requested by this time, we will release the space without notice.

### **Confirmation**

The confirmation of bookings must be made in writing together with the signed acknowledgement of the terms and conditions and the deposit debit approval. Bankstown Sports Club reserves the right to cancel any booking not confirmed within seven days without further correspondence. Short lead bookings will require immediate payment or deposit.

### **Payment Details**

All accounts are to be paid in full seven days prior to the event unless prior arrangements have been made with management. Outside this time the contract will automatically be terminated and cancellation charges will apply. Payments must be made by credit card or EFTPOS.

Direct Deposit Bank: Commonwealth Bank

Account Name Bankstown Sports

BSB 062 111

Account Number 232 620

Additional charges incurred on the day have to be settled on the day of the event.

### **Cancellation**

For cancellations of confirmed bookings the following conditions apply:

- All cancellations must be made in writing.
- Provided more than one month notice is given the deposit will be refunded less \$100 cancellation fee.
- If 7 days' notice is given and the room cannot be re booked an additional \$500 cancellation fee will apply.
- Notification of less than 7 days 100% of the estimated costs will be charged.

### **Special Effects**

No special effects, including smoke machines, special balloon effects and/or pyrotechnics, can be operated without prior written consent from Bankstown Sports Club. You will be liable for all claims, actions, suits, proceedings, demands, costs (including solicitor and client costs), expenses and losses sustained or incurred by the Event Department including any damage sustained to the property of Bankstown Sports Club due to, arising out of or in connection with the use of special effects.

### **Insurance/Damages/Liability**

Bankstown Sports Club requires that clients arrange their own insurance for events. The client will be responsible for the loss or destruction, or damage to, any Bankstown Sports Club property or any part of the venue or for any claim or loss, damage or injury however caused by the client or its employees, contractors, agents or guests. Should any damages occur, the patron will be charged for repairs accordingly. Bankstown Sports Club takes all possible care but cannot accept any responsibility for damage to or loss of, articles left on the premises by clients, their appointed agents or invited guests.

### **Force Majeure**

Bankstown Sports Club will not be liable for any non-performance of its obligations under the contract in the event such non-performance is caused or contributed by riot, fire, war, terrorist acts, acts of God, labour disputes, government regulations, flood and other force majeure events.

### **Occupancies**

Due to fire/life/safety regulations, all maximum occupancy numbers must be adhered to at all times.



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### **Room Access & Bookings**

The Brewhouse Team reserves the right to book other functions in the same function room up to one hour prior to the scheduled function commencement time and one hour after the scheduled finish time. Room access 30 minutes prior to event start time, unless otherwise agreed.

### **Guaranteed Numbers**

An estimated number of attendees must be given at the time of booking. A guaranteed minimum number of guests are required seven days prior to the event. This will then be regarded as the minimum number of guests for catering purposes and also becomes the minimum charge to your event account. Numbers may only be increased after this in consultation with the Basement Brewhouse Team. Should there be a reduction in numbers inside the indicated time frames, the Basement Brewhouse Team reserves the right to charge the client for the number of people confirmed by the deadline.

### **Event Details**

Final details/selections for functions must be supplied at least 14 days prior to the event and confirmed by Bankstown Sports Club in writing. Should this deadline not be met Bankstown Sports Club cannot guarantee that all the clients' requests be fulfilled. A detailed run sheet must be provided to the venue at least 48 hours prior to the event taking place. If the event organiser will not be in attendance contact details of a nominated representative able to make key decisions during the event must be provided to the venue.

### **Conduct of Guests**

Should Bankstown Sports Club believe that any guest(s) may affect the smooth running of the Basement Brewhouse operations; the management reserves the right to remove the offending person(s) from the club premises and/or in extreme cases to terminate the function. Bankstown Sports Club is required by law to cease service of alcohol to guests displaying signs of intoxication.

### **Responsible Service of Alcohol (RSA)**

Alcohol will only be served during the allocated hours for the event in the designated event space. All events held at Bankstown Sports Club must adhere to the venues RSA policy as part of their contracting arrangements. It is the policy of this venue not to serve doubles, shots, jugs of alcohol or cocktails at any event.

### **Behaviour Expectations Statement**



Bankstown Sports Club is committed to minimising alcohol related harm to members, guests and employees. We do this by providing education and information to members, guests and employees about responsible alcohol use. When celebrating special occasions and events it's encouraged for you to:

- Be responsible to avoid the risk of injury and accidents associated with excessive drinking. It is possible to drink at a level that is less risky while still having fun.
- Be safe: Consuming alcohol will affect your concentration, physical co- ordination, alertness and judgement, which may leave you in situations where you feel unsafe or result in you taking risks you usually wouldn't take.
- Be respectful: Being affected by alcohol can impact your decision making and contribute to anti-social behaviour, violence and abuse. Don't let alcohol have an effect on your respect for others or yourself.

All incidents of personal injury must be reported to the Duty Manager and an incident report completed. All Duty Managers and team leaders are First Aid trained and available to assist guests.

### **Minors**

Persons under the age of 18 years will not be admitted to the Basement Brewhouse



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### **Supply of food and beverage**

We have a strict policy that all food and beverage be supplied by Bankstown Sports Club. Food or beverages, not supplied by Bankstown Sports Club are not to be brought onto or consumed on our licensed premises. Any person(s) not complying with our liquor licence or applicable regulations will not be permitted to remain in attendance at an event.

### **Smoking**

Bankstown Sports Club is a smoke free venue. Outdoors smoking areas are available throughout the venue.

### **Cleaning**

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in the instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

### **Damages**

Clients are financially liable for any damage sustained to the venue property whether through their own actions or through the action of their appointed agent or invited guests.

### **Entertainment**

Bankstown Sports Club retains the right to control the level of music/noise created if deemed necessary. All externally arranged entertainment needs to be approved in writing by Bankstown Sports Club prior to commencement.

### **Display/Signage and Decorations**

Nothing is to be nailed, screwed or adhered in any way to any wall, door or any other part of Bankstown Sports Club or its venues, unless granted prior permission. The use of confetti and glitter is not permitted and will incur a cleaning charge. All decorations are to be removed at the completion of the function.

### **Themed Events**

At any theme/dress-up event no form of replica weapon will be permitted into the venue. All items will be confiscated and returned to guests at the conclusion of the event before exiting the venue. Masks are permitted in the specified event room only and must be removed before entering any other venue space.

### **Car Parking**



A limited number of car parking is available within the Bankstown Sports Club. The entrance to this is off Greenfield Parade or Mona Street. Basement Brewhouse is not responsible for the availability of parking for clients or their guests at any time.

### **Deliveries**

Should you wish to have items delivered to Bankstown Sports Club in preparation for your event, these can only arrive onsite a maximum of two days prior to your event date. All deliveries should be made via the loading dock between 9am - 3pm and marked to the attention of the Basement Brewhouse. Please ensure that all deliveries are marked with both the event name and date.

### **Outside Contractors**

All plans must be approved by management not less than 14 days prior to the event. The outside contractors must liaise with the Basement Brewhouse Team in all matters of delivery, set up and break down in accordance with Bankstown Sports Club's workplace health and safety code and indemnify Bankstown Sports Club against any liability or injury arising from the contracted event. Any items not collected after the event will be disposed of within ten business days.



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