

Catering

- Tea/Coffee (\$2pp) ... Time.....
- Tea/Coffee/biscuits (\$3.50pp) ... Time.....
- Tea/Coffee/cakes (\$4.50pp) ... Time.....
- Tea/Coffee/Scones (\$4.50pp) ... Time.....
- Tea/Coffee/Sandwiches (\$6.50pp) ... Time.....
- Tea/Coffee/Sandwiches/fruit (\$8pp) ... Time.....

All catering served to room at time specified

- Bistro Meal Vouchers Value.....
- Other (please confirm with function co-ordinator)
- Orange juice -\$7.50 per jug

- All Day Tea and Coffee (minimum 20 pax)..... \$4.50pp include biscuits.....\$6.00pp
- Half Day Tea and Coffee (minimum 20 pax)..... \$3.00pp include biscuits.....\$4.50pp

- Fresh Scones..... \$3.00pp ..Time.....
- Gourmet Biscuits..... \$3.00pp ..Time.....
- Homemade Muffins..... \$3.00pp ..Time.....
- Corporate Lunch...(minimum 20 pax)... .
- Open French Rounds, Lavish Rolls and Fruit Platters...\$12.00pp ..Time.....

Please confirm numbers three working days prior to function

Fax 6622 1641 - email; donnap@lismoreworkers.com.au

Conference/Meeting booking form must be completed to confirm your booking. Function rooms booked by phone will be held tentatively for 1 week only

Trading Hours

- Sunday.....9.30am-9.00pm
- Monday..... 8.30am-10.30pm
- Tuesday..... .8.30am-10.30pm
- Wednesday..... 8.30am-11.00pm
- Thursday.....8.30am-11.00pm
- Friday.....8.30am-12.00am
- Saturday.....9.30am-12.30am

Terms & Conditions

Bookings

Tentative room bookings or bookings made by phone will be held for a maximum of 1 week. If the event is not confirmed within this time, we may release the space without notice.

A conference booking form must be completed to confirm your booking

Room Allocation

Rooms are set up daily according to the needs of those who are using the rooms

We reserve the right to allocate the most suitable room to your event. Should the unexpected occur, we reserve the right to hold the function in a space comparable to that originally allocated.

Equipment Hire Charges

Extra charges may apply for equipment or facilities provided. The patron assumes responsibility for any damage caused by attendees

Catering and Schedule

To ensure a smooth and successful function, all details relating to schedule, catering and room set up are required at 3 weeks prior to your event. **Final numbers and alterations must be confirmed no less than 3 days prior to your function** (this is for food ordering and final staffing) charges will be based on confirmed number, or if increased, whichever is the greater. All changes must be advised in writing.

Function organizers are not permitted to supply their own food or beverages.

Security and Damage

Lismore Workers Club will take all necessary care but accepts no responsibility for any damage or loss of items left in the function room, either prior to, during or after the event.

General cleaning is included in the room hire cost but additional charges may be payable if the function results in needs above and beyond normal cleaning practices.

Access

Please note club trading hours. Access outside of these hours will incur an additional fee. Please confirm with function co-ordinator

Cancellations

A conference room cancellation by you must be advised in writing. A cancellation with less than 7 days notice will incur a cancellation fee, unless the conference room can be rebooked.

Payment

Lismore Workers Club accepts payment by visa, MC or EFT. Terms are strictly 7 days.

Payment in advance, credit card details or purchase order number must be provided.

I have read and accept the above terms and conditions

Name.....Signed.....date of function.....