

**FUNCTION
INFORMATION**

**BERWICK
GOLF**

**MONTUNA
CLUB**

Berwick Montuna Golf Club

...the perfect location for your special event...

Why you should choose Berwick Montuna Golf Club for your next event...

Berwick Montuna Golf Club, established in 1947, offers a fantastic venue boasting superb views of the surrounding hills and beyond...

Quality food and friendly service combined with our picturesque location ensures you and your guests will have a memorable evening...

Our packages are tailored to suit your needs and we provide options that will meet every budget...

Let us show you why ours is the perfect location for your special event...



Just a couple of comments from our very happy clients...

"Food was fantastic, service was great and the room was clean & organised...couldn't of asked for anything more"

Ashlee Robertson (August 2018)

"Wonderful venue...great feedback received from guests. Thank you to all for making it a great engagement party."

Kylie & Paul (August 2018)



"The whole experience at the Montuna Golf Club, from the moment we walked through the door on visiting the venue, through to the end of the party, was terrific for us. We have already recommended the venue and hope in the future we can return for another celebration. Thanks to all involved for a very memorable and fantastic night. Great job!"

Kelly Wilson (June 2018)



"Overall great experience. Staff were great! Very helpful! We had a great night!"

Breanna & Ross (February 2018)






A great venue for a 1st Birthday party!



Club Details

-  Address: 335 Emerald Beaconsfield Road, Guys Hill (Melways Ref. – 212 B4)
 Phone: (03) 9707 1887
 Web: www.berwickmontuna.com.au



Contact Details

-  Arrangements for the hire of the Function Room can be made directly through our:
 **Bar Supervisor** - Sue Long functions@berwickmontuna.com.au
 **General Manager** - Sean Constable manager@berwickmontuna.com.au




Availability

-  The Function Room is available for hire:
- ✓ Saturday nights **from 7.30pm** all year round
 - ✓ Friday nights **from 7.30pm** 1st May to 30th September
-  Other days / nights are available upon application
-  The Function Room is available for "Life Celebrations":
- ✓ Monday to Friday **from 1.30pm** 1st May to 30th September
 - ✓ Mondays & Fridays **from 1.30pm** 1st October to 30th April

Costs

-  ALL Room Hire charges include our standard security surcharge **for events of 100 guests or less**. An additional charge of \$250 applies for events where guest numbers exceed 100.
-  ALL 21st Birthday Parties require an attendance list itemising all guests for the evening. Must be received a minimum of 3 hours prior.

Non Member Functions




 Room Hire	\$600.00	Bond	\$300.00
 Room Hire (21 st B'days)	\$800.00	Bond (21 st B'days)	\$500.00
 Room Hire (Life Celebrations)	\$300.00	Bond (Life Celebrations)	\$300.00

Note: Tea & Coffee Station included in Room Hire for Life Celebrations

 Table Cloth Hire **\$15 ea**

Member Functions

Note: To be eligible for Member's Rates, a minimum of 12 months' continuous membership is required & Social Members do not receive the discounted Room Hire rate

 Room Hire	\$400.00	Bond	\$300.00
 Room Hire (21 st B'days)	\$600.00	Bond (21 st B'days)	\$500.00
 Room Hire (Life Celebrations)	\$100.00	Bond (Life Celebrations)	\$300.00


Note: Tea & Coffee Station included in Room Hire for Life Celebrations

 Drinks All drinks at standard member's bar prices




 Band / DJ Is the responsibility of the person hiring the room

We recommend - Jay Marcon 0400 039 657 or Ian Wagner 0432 440 737



Table Seating Arrangements

-  A number of options are available. Please feel free to contact our Bar Supervisor to discuss the most suitable option for your event.

Capacity

-  Seated Up to a maximum of 135
-  Unseated Up to a maximum of 160
-  *Note: The dance floor size, band, and / or DJ used may affect the actual capacity.*



Surcharges

-  Wedding Ceremonies - **Additional \$150.00** if Club's undercover Patio area adjoining function room is required to conduct Wedding Ceremony commencing at 5.30pm – earlier ceremony time will attract additional charge of \$50 per half hour prior to 5.30pm
-  Sit Down Functions (where meals are served to seated guests) - **Additional \$2.50 per guest**





Food & Beverages

-  Must be supplied by the Berwick Montuna Golf Club and its representatives.
-  Menus - See **Catering Options** attached
-  *Note: Excludes celebration cakes (ie. Wedding / engagement)*

Smoking

-  The Club is a smoke free venue in all internal areas
-  Smoking is only permitted OUTDOORS. Our patio area adjoining the function room provides smokers with an undercover area.

Decorations

-  Access to the room for decorating purposes is permitted after 3.30pm on the day of the event.
-  Under NO circumstances may any item be attached to walls, ceilings, or fittings
-  Failure to comply may result in loss of bond
-  Table decorations are the preferred option of the Club.



Booking Confirmation

-  The booking is not confirmed until confirmation sheet and bond payment is returned.




18th Birthday Parties

-  Berwick Montuna Golf Club **does not** cater for 18th Birthday celebrations.


PA System

-  The Club has a fully operational PA System ideal for speeches on the night
-  The system does not have the capability for musical entertainment.




Projector

-  The Club has a projector & screen that can be hired for visual presentations
-  A laptop computer must be supplied by the Hirer
-  The cost to hire the Club's projector & screen is \$150



Cancellation Policy

 A minimum of 2 months written notice for cancellation is required for the refund of all Hire Fees and / or Bond charges remitted to the Club.

Return Of Bond

-  The Bond will be returned within 7 days of the event being held provided no cost has been incurred for extra cleaning required or damage caused as a result of the event.
-  Any costs incurred for damage or extra cleaning will be deducted from the bond prior to its return.
-  In the event the cost of the damage / cleaning incurred exceeds the bond, an invoice will be raised and sent outlining costs, with full payment required within 7 days.





Payment

-  Payment in full is required a minimum of 10 days prior to the function.
-  A hand written receipt will be provided upon payment of the account on the evening. If any further proof of payment is required, it will be forwarded by mail within 7 days.



Clubhouse & Bar Services

-  **21st Birthday Parties**
Room Hire includes full use of the facilities **until Midnight** – Extension of opening times for 21st Birthdays are not available.

All Other Functions

-  Room Hire includes full use of the facilities until **12.30am**.
-  All patrons are required to leave the venue within **30 minutes** of the conclusion of the function.
-  All catering and beverage requirements are to be arranged and finalised a minimum of **10 Days** prior to the function.
-  For all functions there is a minimum **bar tab levy of \$500**


Bar Tab

-  The use of a bar tab is recommended for the convenience of all patrons.
-  Our Bar Tabs can be tailored to suit your needs - please discuss your requirements with our Bar Supervisor.

Contract

-  By signing the **FUNCTION CONFIRMATION** on the reverse side of this page you agree to all the terms and conditions as outlined in this document.

Waiver

-  BMGC reserves the right to alter the operating times & security requirements depending on the nature and style of function required.

Taxis

-  We recommend that all guests requiring Taxis book their pick up times before 10.30pm on the night - bookings can be made through the Bar.

