

# *FUNCTIONS*

*@ Berwick Montuna Golf Club*



**BERWICK MONTUNA**  
GOLF CLUB & DRIVING RANGE

*...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...





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

"The day was excellent!! Everything went perfectly and the food was great! Shalini and Vic did a great job, and I would highly recommend Montuna Golf Club. Everybody loved the venue and Mum can't stop saying how much she enjoyed it."  
**Steven Padovan (August 2023)**

"On behalf of the Gembrook Cockatoo Football Netball Club we would like to thank you for a great evening. The food and service were the best that we have experienced for a long time. The members enjoyed the night, and several have already requested to me that we need to book you in again for our function next year. We are more than happy to recommend them to anyone who requires their services."  
**Ross Hubbard – President  
Gembrook Cockatoo Football Netball Club  
(October 2019)**

"Well, what can I say.... What a fantastic night we had for my Daughter's 21<sup>st</sup>. The Staff were tremendous, no requests too big or small. The food was absolutely amazing and plenty of it. Our party guests had only wonderful things to say about the night. The staff made the night so great, for everyone there. I was so pleased that we chose the Berwick Montuna Golf Club for the 21<sup>st</sup>. I have and will continue to highly recommend to all those who require an event. Thank you all very much!"  
**Lenise Brady (September 2019)**




## Club Details




 Address: 335 Emerald Beaconsfield Road, Guys Hill  
 Phone: (03) 9707 1887  
 Fax: (03) 9796 1917  
 Web: [www.berwickmontuna.com.au](http://www.berwickmontuna.com.au)





## Contact Details

 Arrangements for the hire of the Function Room can be made directly through our **General Manager** Sean Constable (Monday to Friday) on the number above or via email: [manager@berwickmontuna.com.au](mailto: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** ALL year round
  - ✓ Other days are available upon application
-  The Function Room is available for "Life Celebrations":
- ✓ Mondays and Fridays **from 11.30am** ALL year round
-  The Function Room is available for Kid's Birthday Parties (Ages 1-5):
- ✓ Sundays **from 11.30am** ALL year round

## Costs

-  **ALL** Room Hire charges include our standard security surcharge **for events of less than 100 guests**. An additional charge of \$300 applies for events where guest numbers are 100 or more.
-  **ALL 21<sup>st</sup> Birthdays Parties** require an attendance list itemising every guest attending for the evening. This **MUST be received a minimum of 24 hours** before the function commences.

### Non Member Functions

 Room Hire	<b>\$600</b>	Bond	<b>\$300</b>
 Room Hire (Wake / Life Celebration / Kids Parties)	<b>\$300</b>	Bond	<b>\$300</b>
 Room Hire (21 <sup>st</sup> Birthdays)	<b>\$800</b>	Bond	<b>\$500</b>
 Drinks	All drinks at <b>Non-Member bar prices</b> .		
 Table Cloth Hire	<b>\$15 ea</b>		

### Member Functions



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

 Room Hire	<b>\$400</b>	Bond	<b>\$300</b>
 Room Hire (Wake / Life Celebration / Kids Parties)	<b>\$100</b>	Bond	<b>\$300</b>
 Drinks	All drinks at standard <b>Member bar prices</b> .		
 Table Cloth Hire	<b>\$12 ea</b>		

## Band /DJ


 A Band or DJ is the responsibility of the person hiring the room

## Surcharges

-  Wedding Ceremonies – **additional \$150** is payable if the Club's undercover balcony area adjoining the function room is required to conduct your Wedding ceremony from 5.30pm. If you would like your ceremony to start earlier, a further \$50 per half hour prior to 5.30pm is payable.
-  Sit Down Functions (where meals are served to seated guests) – **additional \$2.50 per guest**



## 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 – Maximum 80 guests

 Unseated - Maximum 150 guests

## Cancellation Policy

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

## Food & Beverages


 Must be supplied by the Berwick Montuna Golf Club and its representatives

**Note:** Excludes celebration cakes (ie. Wedding / Engagement / Birthdays)


 Menus – see Catering options attached

## Smoking

 The Club is a smoke free venue in all internal areas


 Smoking is only permitted OUTDOORS. Our balcony 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 the completed **FUNCTION CONFIRMATION** sheet has been returned and the payment of the BOND has been made


## 18<sup>th</sup> Birthday Parties

 Berwick Montuna Golf Club **does not** cater for 18<sup>th</sup> Birthday celebrations

## PA System

 The Club can provide a mobile PA System for speeches on the night if required




## Projector

 The Club has a projector & screen that can be hired for visual presentations – a laptop computer must be supplied the Hirer


 The cost to hire the Club's projector & screen is \$150







## 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 your function


## Clubhouse, Bar & Catering Services

-  All catering and beverage requirements are to be arranged and finalised a **minimum of 10 Days** prior to the function
-  For all evening functions there is a **minimum bar tab levy of \$500**
-  For all evening functions there is a **minimum catering charge of \$1250**
-  **All Functions** – Room Hire includes full use of the facilities **until 11.30pm** – Extension of opening times are not available. All patrons are required to leave the venue within **30 minutes** of the conclusion of the function



## 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** (next 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
-  BMGC reserves the right to alter any arrangements without notice based on any State Government restrictions imposed or in place at the time

## 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



# FUNCTION CONFIRMATION

## Contact Details:

Full Name of Person Responsible for Hiring Facility:

\_\_\_\_\_

Phone Numbers: Home/Bus.: \_\_\_\_\_ Mob: \_\_\_\_\_

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

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

## Function Details:

Type of Function:

Wedding                  Engagement                  Birthday                  Life Celebration / Wake

Other (Specify): \_\_\_\_\_

Wedding Ceremony required: YES / NO    If YES, specify start time: \_\_\_\_\_

Number Attending: \_\_\_\_\_ (Seated / Unseated)    Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Note: A surcharge of \$2.50 per guest applies to seated functions where meals are served to guests

## Payment Details:

Deposit / Bond: Payable within 7 days of booking being made \$ \_\_\_\_\_

Payment Method:                  Cash                  Cheque                  Credit Card

Card Holder Name: \_\_\_\_\_

Credit Card Number:

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Expiry Date: \_\_\_\_\_                  CCV: \_\_\_\_\_

I \_\_\_\_\_ agree to abide by all the Terms and Conditions as stipulated in the **FUNCTION INFORMATION** provided.

Signature of Person Responsible for Hiring facility: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Office Use Only:

Booking taken by: \_\_\_\_\_                  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Booking Confirmed: YES / NO                  Confirmed by: \_\_\_\_\_                  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

BOND Payment Processed by: \_\_\_\_\_                  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ROOM HIRE Processed by: \_\_\_\_\_                  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_