



**4240 Murray Valley Hwy, (PO Box 436)
Robinvale, VIC 3549**

Phone: 03 5026 3286 Fax: 03 5026 1669

Email: admin@robinvalegolfclub.com.au

www.robinvalegolfclub.com.au

Welcome,

Robinvale Golf Club is one of the Regions premier venues. Whether it is for a birthday, reunion, wedding, christening, or just a party, we will make sure your function runs smoothly and is a success. We also cater for wakes, corporate meetings/seminars/luncheons/presentations & golf events.

Our function Room seats up to 160 and we have a range of menu packages that are sure to suit your needs. Our Car park is safe & secure with ample spaces, flood lighting & 24/7 CCTV.

Our conference Room seats up to 12 around a conference table or up to 20 theatre style. The room has a white wall for projecting onto & a whiteboard. For larger conferences, meetings or workshops; our Bistro is available for hire. Microphone & Speakers are available in this room & a projector screen is also available if needed. A Projector & Lectern are available for use in either room & is included in your room Hire. Free Wi-Fi is also available throughout the building.

Our friendly and dedicated staff are committed to ensuring your function runs hassle free.

Whatever you would like, just let us know and we will work towards achieving that vision.

Gourmet Finger food – Minimum of 80 adults required.

Please choose 6 items from the list below \$26.00 per head

Additional items \$4.00 per item. (*Vegetarian Options available, GF- gluten free)

- Bruschetta*
- Crumbed Whiting Fillets
- Marinated Chicken Drumsticks GF
- Asparagus Wrapped in Prosciutto GF
- Marinated Lamb Skewers GF
- Beef & vegetable Kebabs GF
- Savoury Pin wheels*
- Savoury Tartlets/Vol u vents*
- Stuffed Mushrooms*
- Chicken Rice Paper Rolls GF
- Home-made Meatballs in honey, garlic & chilli sauce
- Smoked Salmon & crème fraiche on cucumber rounds GF
- Tempura Prawn Twisters
- Homemade Quiche*
- Satay Chicken Skewers GF
- Risotto Balls*
- Pulled Pork Steamed Bao Buns
- Vegetable Frittata*GF
- Salt & Pepper Squid
- Garlic & Chilli Prawns GF
- Mini Lamb Souvlaki's
- Gourmet Chipolata's GF

Buffet Option

3 Hot Selection/4 Vegetable or Salad Option - \$35.00 per head

4 Hot Selection/5 Vegetable or Salad Option - \$40.00 per head

Add Dessert Buffet for \$8.00 per person

Hot Selection

- Butter Chicken with Saffron Rice
- Honey Soy Chicken Drumsticks
- Creamy Chicken, bacon & Mushroom Pasta Bake
- Beef Red Wine & Mushroom Casserole
- Semi-dried Tomato & Spinach Stuffed Beef Olives
- 2 minute steaks with a creamy mushroom sauce
- Beef/Spinach & Ricotta Tortellini in Nap Sauce
- Chicken Thigh Cacciatore
- Lasagna
- Roast Beef
- Roast Lamb
- Slow Roasted Pork Belly
- Roast Pork
- Slow Cooked Sticky Pork Ribs

Vegetable/Salad Selection

- Corn on the Cob
- Mixed Roasted Mediterranean Vegetables
- Cauliflower & Broccoli in White Sauce
- Roasted Potatoes with olive oil, rosemary & garlic
- Buttered & Garlic Green Beans
- Roasted Pumpkin & Beetroot on Baby Spinach Salad
- Asian Crunchy Noodle & Cabbage Salad
- Tomato, Basil & Torn Mozzarella Salad
- Quinoa, Green Bean & Slithered Almond Salad
- Rocket, Pear, Walnut & Parmesan Salad
- Feta, Kalamata Olive & Cherry Tomato Pasta Salad with Pesto Dressing
- Cous Cous Salad with oven roasted vegetables & chickpeas
- Caesar Salad with croutons, Crisp Bacon, Egg & Parmesan
- Potato Bake
- Honey Carrots
- Fried Rice
- Peas, Corn & Carrot
- Potato Salad
- Creamy Coleslaw
- Mixed Garden Salad

Dessert - Choose 4 selections from:

Fruit Cups, Cheesecake, Pavlova, Chocolate Mousse, Jelly Cups, pannacotta or trifle cups.

Children

12 & under - \$12.00 each – Selection of nuggets, pizza, fish, chips & cocktail franks

Platters & Finger food Options - (suitable for 8-10 guests)

Finger food platters - \$65.00 per platter - Example of food Supplied - Cocktail Spring Rolls, Mini Dim Sims, Calamari Rings, Fish Pieces, Chicken Strips, Party Pies, Party Sausage Rolls, Potato Wedges, Pizza etc. **GF Option - \$80.00 per platter**

Sandwich platters - \$65.00 per platter - Assorted sandwiches, rolls or wraps.

Antipasto platters - \$85.00 per platter - Assorted cold deli style meats, char grilled vegetables, cheese, olives etc.

Gourmet Finger food platters - \$ P.O.A

Kiddie's platters - \$75.00 per platter - Chicken Nuggets, Chips, Pizza, Fish bites & Cocktail Franks

Fruit platters - \$75.00 per platter - A selection of seasonal fruit

Cheese platters - \$80.00 per platter - A selection of cheeses, dips, crackers, fresh & dried fruit, fruit paste & nuts

Cakes/Slices/Biscuits - \$70.00 per platter - A selection of Cakes, Slices, Biscuits, Mini Muffins or bite size sweets

Scone Platter - \$55.00 per platter - Scones served with Jam & Fresh Cream

Using your Celebration Cake as Dessert

- No charge will be applied for guests using your cake as dessert.
- If you require Staff to cut & plate your cake the cost will be \$2.50 per person.
- If you require Staff to cut & plate your cake & have it served with cream & coulis or berries the cost will be \$5.50 per person.
- **Strictly no other food is to be bought into the club** - a Cake for your celebration is the only exception!

Hot Beverage Station

- Tea/Coffee Station (with brewed coffee) - \$3.85 per head
- Tea/Coffee Station (instant coffee) - \$2.75 per head
- Tea/coffee (with brewed coffee) with Biscuits - \$6.60 per head

Room Hire Charges

Bistro Room Hire	- Full Day hire	- \$385.00	- Half Day hire - \$275.00
Board Room Hire	- Full Day hire	- \$275.00	- Half day hire - \$165.00

Table Dressings

- If using the Clubs tablecloths, an additional fee of \$8.80 per cloth must be charged to cover hire, cleaning and laundry costs.

EVENTS & FUNCTIONS TERMS & CONDITIONS

The following terms and conditions (Agreement) are designed to ensure that your Event runs smoothly. Should you have any queries regarding any aspect of these terms and conditions, please contact the Robinvale Golf Club Administration Team.

Function Quotes

- Quotes for each event will remain valid for 21 days from the date of quotation.
- If the Club has not received a tentative booking by close of business (5.00 p.m.) on the 21st day, the quote will lapse.

Deposit & Confirmation

- Any tentative booking will be held secure for a period of 7 days. You must confirm your booking by close of business on the 7th day. If you do not confirm your booking by this time, the Club will understand that you no longer require this date and that this date can be made available to others.
- A deposit of \$500.00 (which will be deducted from your final account if no damage has occurred) is required to be paid on confirmation of the event.
- If the deposit is not received when confirmation of booking is made, the Club reserves the right to release the booking without further notice to you. To avoid disappointment please send through your form & deposit ASAP.

Confirmation of numbers

- You will be charged for the number of guests you confirm.
- Numbers are to be confirmed by you 14 days prior to your function due to rostering & ordering process, 50% of the estimated food costs must be paid at this time.
- Remainder of food costs must be paid 7 days prior to your function.
- Minimum number charges apply for functions in order to have the private dining room for exclusive use and are as follows: 80 Adults Tuesday to Saturday & 50 Adults Sundays & Mondays.

Payment

- Payment for food portion of event must be made in full 7 days prior to your function
- Remainder must be paid on the day of the function using cash or credit/EFTPOS.

Children

- A set children's menu for children 12 & under will be available also. It will be at a cost of \$12 per child & includes bowl of ice cream for dessert.
- Please note that children are not included in the minimum numbers required to book the private dining room.
- Children must remain under the direct supervision of their parents at all times. Minors must not obtain, consume or carry away alcohol from the licensed premises, or attempt to do so.

Function cancellations

- For Cancellations made 30 days or more prior to your function date, your deposit will be fully refunded.
- If your function is cancelled within between 14 - 30 days prior to your function, your deposit is non-refundable but any payment made for food costs will be refunded.
- Functions that are cancelled within seven (7) days of the scheduled function date will not receive any refund of deposits or up front charges that have already been paid to the Club.

Security & Damages

- The Club takes all reasonable care but no responsibility for damage, loss or injury to person or property while at the Club.
- Damage to Club property by the hirer or their guests, will result in repair/replacement costs being billed to the hirer

Security & Damages cont.

- At the Clubs discretion, a fee for security personal will be demanded as part of the conditions of holding your function/event at the Club. If the Club has made this decision, it will be a non-negotiable policy including the excess fees charged by the Club.
- At the Clubs discretion, a bond (generally \$500) may be requested to cover damages to the club's amenities. The refunding of any such bond will be dependent on if the club's management have agreed that damage has not occurred at the hands of your or your guests wither before, during or after the event. If damages are found to have occurred during your event the entire bond will be retained by the Club to cover the cost of repairs or replacements and if the bond amount does not cover costs, the Club may take legal action to recover any shortfalls.

Responsible service of Alcohol

The Club practices & supports responsible service of alcohol. By law, we must ask any person displaying signs of intoxication or acting irresponsibly to leave the Club immediately. Under section 77 of the liquor act, any person who fails to leave when asked is committing an offence & Police will be called. Management may find it necessary to limit service to one drink per person, restrict service of particular products, or close the event.

Outside Food & Beverage

No outside food or beverage may be brought into the Club with exception of a Cake for your celebration only if a prior arrangement with Management has been made. If any other food is found to have been brought into the club; you will be asked to remove it immediately or you will be charged a \$5.00 per person surcharge.

Decorations

We do not provide flowers or table decorations for functions; however, you are more than welcome to arrange your own flowers and/or decorations and bring them on the day. Please use bluetac only to fix decorations to walls. Nothing is to be affixed to the wallpaper. Repair/replacement necessary due to damage to Club property that occurs due to decorations or their removable will be charged to the Host.

Dress Regulation

The Club applies a 'common sense' approach dress regulation. Guests will be refused entry if they attire is: untidy/ripped/unclean, offensive or otherwise deemed inappropriate by management. The Club welcomes 'fancy dress' parties, however all themes must be approved by management.

Changes

Prices, products & menus are subject to change. All prices include GST

Equipment & Decoration Delivery & Pickup

The club must be advised of all deliveries and collections made on behalf of the client. All costs associated with deliveries must be met by the client. Assistance for moving equipment will only be possible if staff are available but is not our responsibility. All equipment must be removed from the club on conclusion of the function unless approved by management earlier.

Duration of Function/Opening & Closing Hours

Prices quoted include staffing for your function for the agreed schedule/running time included in your function agreement during normal Club operation hours. For night functions, last drinks will be called at 11.30 pm with the function concluding at 12.00 am unless arranged with management prior to the function – extra charges may apply for this service & for functions out of normal club operating hours to cover staffing costs.

FUNCTION AGREEMENT

Thank you for your function booking. Please read the conditions above and check the details below for your event making note of the dates for confirmation of numbers, deposit and payments.

Name of Function holder _____

Date of function _____ Type of function _____

Contact Person _____ Phone _____

Number of Guests - Adults _____ Children _____ Arrival Time _____

Room Requirements- Conference Room / Bistro.

Time Required- _____

Room Hire \$ _____

Bar Requirements: (Payment required on completion of function) _____

_____ **BAR Limit \$** _____

Tea/Coffee Station: Amount _____ @ \$ _____ per person = Total \$ _____

Table Cloths: Amount _____ @ \$8.80 each \$ _____ = Total \$ _____

Special dietary requirements - _____

Platters Service Time: _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Platter type _____ Amount required _____ @ \$ _____ \$ _____

Children's Meals - Service Time: _____ No. _____ @ \$12.00 = \$ _____

Adult Meals- No. _____ @ \$ _____ = \$ _____

Entrée - Service Time: _____

Main - Service Time: _____

Dessert - Service Time: _____

Room Layout -

TOTAL DUE FOR CATERING - \$ _____

I _____ (Print Name)
understand & agree to all the terms and conditions and details outlined above in relation to my function.

Signature: _____ Date: /...../.....

Accepted on behalf of Robinvale Golf Club Inc. _____

Deposit of \$ _____ due by: / / Confirmation of numbers due by: / /

Balance of Catering Amount of \$ _____ due by: / /