



MURRUMBIDGEE TURF CLUB
PARTIES · FUNCTIONS · CONFERENCES · RACING

Hello,

Thank you for your enquiry regarding the Murrumbidgee Turf Club's Function Centres for your upcoming event.

There are three venues from which to choose from, the Members Lounge, Champagne Bar & Green Ridge Room.

The grounds and outdoor Deck area are also available for hire and offer an alternative to an indoor setting, or can be used in conjunction with the indoor venues.

Please take the time to peruse the enclosed information sheets for the variety of venues available. We are here to assist you in making your function a success and are able to discuss any queries you may have.

We recommend that you take the time to come and view our venues as they must be seen to be appreciated to their full extent. Please contact the MTC Office to arrange a time to view these venues.

The office hours are Monday to Friday 8.30am to 4.30pm.

Kind regards,

Michelle Blacklock
Events & Marketing Manager

Bookings: Tentative reservations can only be held for a maximum of 14 days.

Bookings are considered confirmed upon receipt of the required deposit which will be advised at the time of enquiry along with the original signed Terms & Conditions.





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MEMBERS LOUNGE

Function rooms can be viewed by appointment

Special Features

- Air Conditioned/ heated
- Elevator
- Tables – round (seat 8-10), rectangle (seat 6-8)
- Whiteboard
- Dance floor
- Lectern & PA system with microphone
- Projector and Screen

Seating – The Members Area seats up to 150 people for sit-down meals; or stands 350 for cocktails.

Bar Facilities

- Dry till and/or guests pay for their own – full bar must be paid for on the night
- Bar requirements must be finalised two weeks prior to function
- Last drinks at midnight
- Drinks on the lawn – extra fee of \$110. No glass outside. Drinks will be provided in cans or plastic cups.
- The MTC accepts Bankcard, Mastercard, VISA, EFTPOS, Cheque, or Cash.

Catering – via Castle Lane Catering or Lime Leaf Catering only

- Caterers provides table linen (including tablecloths, serviettes, bridal table skirting & cake table).
- Linen table cloths are **not** provided for **finger food**.
- Tentative bookings will be held for 2 weeks only
- A deposit of 10% must be paid on acceptance of quote provided from chosen caterer and is non refundable on cancellation. Date and price only guaranteed when deposit is paid and booking form signed.
- Menu requirements must be finalised with chosen caterer 4 weeks before function
- Final catering numbers to chosen caterer required 5 working days prior to function
- Catering to be paid to chosen caterer in full 5 working days prior to function

Decorations – Decorating time to be arranged with the MTC. Please be aware that no decorations are to be done on a permanent basis i.e. no drilling holes in the walls or ceilings. Please note that sticky tape is not to be used. The MTC requests that low stick masking tape or string be used in placing decorations. Please note that any damage must be paid for.

Costs

- Venue Hire - 6 hours or part thereof \$300. This amount is payable on booking confirmation.
- Venue hire includes setup, clean-up & bar staff for the evening.

Additional Costs

- Beverage table service - \$25 per hour per attendant (minimum 4 hours)
- Less than 60 persons – extra \$25 per hour for one bar attendant
- Additional hours (over the 6 hour period)\$25 per hour per bar attendant
- Additional costs apply to Sundays - \$60 extra and Public Holidays - \$150 extra
- Additional costs apply to use of entire grounds – price on application

Cancellation Policy – 50% refund if cancelled more than 3 months before function. No refund for cancellation within 3 months of function.





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CHAMPAGNE BAR INFORMATION

Function rooms can be viewed by appointment

Special Features

- Historic Building
- PA system
- Tables – round (seat 8-10)
- Whiteboard
- Air Conditioned/heated
- Lectern

Seating - The Champagne Bar seats up to 250 people comfortably with room for a dance floor or stands 400 for cocktails.

Bar Facilities

- Dry till and/or guests pay for their own – full bar must be paid on the night
- Bar requirements including alcohol must be finalised two weeks prior to function
- Last drinks at midnight
- Drinks on the lawn – extra fee of \$110. No glasses outside. Drinks will be provided in cans or plastic cups.
- The MTC accepts VISA, Mastercard, Bankcard, EFTPOS, Cheque, or Cash.

Catering – via Castle Lane Catering or Lime Leaf Catering only

- Caterers provides table linen (including tablecloths, serviettes, bridal table skirting & cake table).
- Linen table cloths are **not** provided for **finger food**.
- Tentative bookings will be held for 2 weeks only
- A deposit of 10% must be paid on acceptance of quote provided from chosen caterer and is non refundable on cancellation. Date and price only guaranteed when deposit is paid and booking form signed.
- Menu requirements must be finalised with chosen caterer 4 weeks before function
- Final catering numbers to chosen caterer required 5 working days prior to function
- Catering to be paid to chosen caterer in full 5 working days prior to function

Decorations – Decorating time to be arranged with the MTC. Please be aware that no decorations are to be done on a permanent basis i.e. no drilling holes in the walls or ceilings. Please note that sticky tape is not to be used. The MTC requests that low stick masking tape or string be used in placing decorations. Please note that any damage must be paid for.

Costs

- Venue Hire - 6 hours or part thereof \$300. This amount is payable on booking confirmation.
- Venue hire includes setup, cleanup & bar staff for the evening.

Additional Costs

- Beverage table service - \$25 per hour per attendant (minimum 4 hours)
- Less than 60 persons – extra \$25 per hour for one bar attendant
- Additional hours (over the 6 hour period)\$25 per hour per bar attendant
- Additional costs apply to Sundays - \$60 extra and Public Holidays - \$150 extra.
- Additional costs apply to use of entire grounds – price on application

Cancellation Policy – 50% refund if cancelled more than 3 months before function. No refund for cancellation within 3 months of function.





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GREEN RIDGE ROOM

Function rooms can be viewed by appointment

Special Features

- Air Conditioned/heated
- Lectern & PA
- Whiteboard
- Tables- round (seat 8-10)

Seating – The Green Ridge room is the perfect venue for your next function. This venue will hold 100 guests comfortably for cocktail style or 50 guests seated with ample space outdoors on the lawn also.

Bar Facilities

- Dry till and/or guests pay for their own – full bar must be paid for on the night
- Bar requirements must be finalised two weeks prior to function
- Last drinks at midnight
- The MTC accepts Bankcard, Mastercard, VISA, EFTPOS, Cheque, or Cash.

Catering – via Castle Lane Catering or Lime Leaf Catering only

- Caterers provides table linen (including tablecloths, serviettes, bridal table skirting & cake table).
- Linen table cloths are **not** provided for **finger food**.
- Tentative bookings will be held for 2 weeks only
- A deposit of 10% must be paid on acceptance of quote provided from chosen caterer and is non refundable on cancellation. Date and price only guaranteed when deposit is paid and booking form signed.
- Menu requirements must be finalised with chosen caterer 4 weeks before function
- Final catering numbers to chosen caterer required 5 working days prior to function
- Catering to be paid to chosen caterer in full 5 working days prior to function

Decorations – Decorating time to be arranged with the MTC. Please be aware that no decorations are to be done on a permanent basis i.e. no drilling holes in the walls or ceilings. The MTC requests that low stick masking tape or string be used in placing decorations. Please note that any damage must be paid for.

Costs

Venue Hire - 6 hours or part thereof \$200. This amount is payable on booking confirmation. Venue hire includes setup, cleanup & bar staff for the evening.

Additional Costs

- Beverage table service - \$25 per hour per attendant (minimum 4 hours)
- Less than 60 persons – extra \$25 per hour for one bar attendant
- Additional hours (over the 6 hour period)\$25 per hour per bar attendant
- Additional costs apply to Sundays - \$60 extra and Public Holidays - \$150 extra





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THE DECK

Located next to the Trainers Bar this is the ideal place for your pre-dinner drinks. This area has private bar facilities, TV's and can be utilized for seated or cocktail functions.

COSTING:

Hire of the Deck for pre -dinner drinks, where the Champagne Bar is being used in conjunction **\$180** (additional \$300 for the use of the Champagne Bar).

Hire of the Deck only as function area, not used in conjunction with Champagne Bar **\$300**

Hire of the Deck for sole use on a race day **\$1250**. Subject to availability. Excludes Gold Cup Carnival

(Table cloths and decorating not included. These can be hired at an additional cost)





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GARDEN AREAS

The **Garden Area** is becoming an ever increasingly popular venue whether for your wedding ceremony, or pre-drinks prior to moving into one of our indoor venues.

The options are many and varied whether held under the large trees or trackside in a marquee. The choice is yours.

If you are hiring the Members Lounge, you are welcome to use the grassed area out the front of the Grandstand for your ceremony at no additional cost.

If you are hiring the Champagne Bar, you are welcome to use the grassed area out the front of this venue for your ceremony at no additional cost.





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AVAILABLE FOR HIRE

The MTC has a range of products available for hire, prices are as below.

- White Chair Covers \$3.30 each
- Black Chair Covers \$3.30 each
- Red Chair Sash \$1.20 each
- Silver Chair Sash \$1.20 each
- White Chair Sash \$1.20 each

(The above prices do not include the covers or sashes being put on. The cost includes all laundry)

- Black Table cloths \$15 each
- Black Easel \$40 (2 available)
- Glass Cake Domes \$15 each (25 available. Flowers not included)
- Silver table number stand \$3 each





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MTC Wine List

	<i>Glass</i>	<i>Bottle</i>
<u>SPARKLING WINES</u>		
<i>House / Classic Range</i>	\$6.00	\$25.00
YELLOW GLEN - JEWEL PINK/YELLOW (Low alcohol)		
HAREFIELD COTTONTAILS BUBBLES		
WOLF BLASS YELLOW LABEL SPARKLING + MOSCATO		
YELLOW GLEN - YELLOW (NV)		
<i>Premium Range</i>	\$7.00	\$30.00
JULIET MOSCATO		
SEPPELT FLEUR DE LYS (NV)		
<i>Other</i>		
SALINGER VINTAGE	\$8.50	\$45.00
GEORGE JENSON HALLMARK CUV'EE	\$10.00	\$55.00
HEEMSKERK SELECT RESERVE	N/A	\$80.00
<hr/>		
<u>WHITE WINES</u>		
<i>Classic Range</i>	\$6.00	\$25.00
<i>Lindemans Early Harvest (Low alcohol)</i>		
WOLF BLASS YELLOW LABEL - CHARDONNAY		
UPSIDE DOWN SAV BLANC		
<i>Premium Range</i>	\$7.00	\$30.00
FIFTH LEG - CHARDONNAY		
SECRET STONE MARLBOROUGH - SAV BLANC		
<hr/>		
<u>RED WINES</u>		
<i>Classic Range</i>	\$6.00	\$25.00
WOLF BLASS YELLOW LABEL - CAB SAV		
HAREFIELD COTTONTAILS - SHIRAZ		
<i>Premium Range</i>	\$7.00	\$30.00
WYNNS COONAWARRA - SHIRAZ		
WYNNS GABLES COONAWARRA - CAB SHIRAZ		
<i>Other</i>		
PENFOLDS BIN 28 RANGE SHIRAZ	\$10.00	\$55.00





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MTC Beverage List

BEERS

Beers – On Tap

MIDDIE HAHN PREMIUM LIGHT	\$3.20
MIDDIE XXXX GOLD	\$3.80
MIDDIE TOOHEYS NEW	\$4.00
MIDDIE TOOHEYS OLD	\$4.00
MIDDIE TOOHEYS EXTRA DRY	\$4.00

Beers- Cans/Stubbies

HAHN PREMIUM LIGHT	\$4.50
XXXX GOLD/HAHN 3.5	\$5.50
TOOHEYS NEW	\$6.00
TOOHEYS EXTRA DRY/ HAHN SUPERDRY	\$6.00
TOOHEYS OLD	\$6.00
SUMMER BRIGHT	\$6.00
BOAGS PREMIUM	\$7.00

SPIRITS

The MTC stocks a full suite of spirits, available as listed below:

FULL NIP (INC MIXER)	\$8.00
HALF NIP (INC MIXER)	\$4.50
RTD FULL STRENGTH BOTTLES	\$8.00
RTD MID-STRENGTH CANS	\$7.50

NON ALCOHOLIC

SOFTDRINK – GLASS/CAN	\$3.00
BOTTLED WATER	\$2.50
ORANGE JUICE	\$2.50





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FUNCTION CENTRE AGREEMENT

I, the undersigned, hereby agree to abide by the following rules set by the Murrumbidgee Turf Club Ltd for hire of the following venue:

Date of function:		Date of booking:	
Contact Name:			
Address:			
Suburb:			
State:		Postcode:	
Phone Number:		Mobile Number:	
Email:			

Venue/s: (Please circle)	Members Lounge	Champagne Bar	Green Ridge Room
	Outdoor Ceremony	The Deck	
Start:		Finish: (no later than midnight)	
Guest Numbers:			
Adults:		Children: (Under 12)	
Set-up/ decorating access times (no access before 10.00am)			
Next day car pick up times: Monday to Friday (Business Days) 6.00am – 4.30pm Saturday: 6.00am-9.30am Sunday: No access – car park open 9.00am – 12noon (\$50 <u>cash</u> call out fee applies)			





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Type of function (please tick box)		
<input type="checkbox"/> Wedding Ceremony	<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Wedding outdoors
Special Requirements: (Please tick box & number when required)		
	Yes/ No	Number Required
Round Tables	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Cake Table	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Gift Table	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
High Chairs	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Microphone	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Lectern	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Additional Staff	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Set up Style	Theatre/classroom/boardroom	
Other Requirements:		





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Bar Staff Instructions:		Contact Person:	
Opening Time:		Dry Till:	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Dry Till Limit:	\$		

	TAP	BOTTLE/CANS
Heavy beer	<input type="checkbox"/>	<input type="checkbox"/>
Light beer	<input type="checkbox"/>	<input type="checkbox"/>
Mid beer	<input type="checkbox"/>	<input type="checkbox"/>
Spirits	<input type="checkbox"/>	
Soft drink	<input type="checkbox"/>	
	BOTTLES ON TABLE	BRAND/TYPE
White wine	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Red wine	<input type="checkbox"/> Yes <input type="checkbox"/> NO	
Champagne	<input type="checkbox"/> Yes <input type="checkbox"/> NO	

Bar Tab

Staff will advise you when your bar tab has almost reached its limit. The amount will be charged to your account the next business day if payment is not made on the day of the function.

Name on Card:	
Credit Card Number:	
Expiry Date	
Signature	





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I agree to pay the \$_____ venue hire charge and understand that payment of this amount secures my booking. Until payment is made this booking is not guaranteed. If I cancel my booking within three (3) months of the function date I understand that there will be no refund of this deposit. For bookings cancelled more than three (3) months from the function date a 50% deposit refund will be made.

I understand that payment for all alcohol and beverage sales and any additional costs is required at the completion (or prior to) the function. I understand the MTC will not invoice for the above. All alcohol must be purchased through the MTC.

All hiring equipment is to be hired through Jaegers Event Hire.

I understand that all catering is to be provided by either Castle Lane Catering or Lime Leaf Catering only

I agree that if there is less than 60 persons – extra \$25 per hour per bar attendant will be payable. (minimum 4 hours)

I agree to pay for any damages incurred as a result of the function.

I agree that all patrons will vacate the premises upon closing of the bar (finishing time) and/or as instructed by MTC staff.

I agree that all vehicles on the premises are parked at their owners' risk.

I understand that no responsibility will be accepted for any goods left on the premises.

I will advise the MTC of final number of guests and alcohol requirements four weeks prior to the function.

I understand that access to the venue for decorating is at times agreed by MTC as stated on page one of this agreement.

I understand that the gates to the car park will be open for removal of cars between the hours of 6.00am and 4.30pm Monday to Friday (business days), Saturday 6.00am to 9.30am and Sunday 8.30am – 12 noon as stated on page one of this agreement.

I understand there will be no access to the venue on Sundays. A \$50 cash call out fee is payable if staff are required to open the venue. Anything left behind can be collected on the following business day between 9am – 4.30pm.

Should the client or management feel that additional security is required for the event; the additional cost involved are those of the client

Signature: _____

Print Name: _____

Date: _____

All Murrumbidgee Turf Club personnel abide by Responsible Service of Alcohol regulations.





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CATERING FORM

CATERER SELECTED: **Castle Lane Catering** or **Lime Leaf Catering** (please circle)

MENU SELECTED: _____

OPTION SELECTION: _____

APPROX NUMBER OF GUESTS: _____ (Please confirm 5 days prior)

SERVICE TIME TO START: _____

Canapes (If applicable)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____





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CATERING FORM

ENTREE

1. _____
2. _____

MAIN or CARVERY/BUFFET SELECTIONS

1. _____
2. _____
3. _____
4. _____

DESSERT

1. _____
2. _____

ADDITIONAL PLATTERS OR PETIT FOURS

1. _____
2. _____
3. _____
4. _____





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DIETARY REQUIRMENTS:

CATERING INVOICE TO BE SENT TO:

NAME: _____

ADDRESS:

PHONE: _____

EMAIL: _____

OPTION TO PAY VIA CREDIT CARD:

VISA MASTERCARD BANK CARD Amount Payable: \$ _____

Card Number: _____ Expiry Date ____/____

Cardholders Name: _____ Cardholders Signature: _____

