



Waipa Workingmen's Club Inc.

FUNCTION PACK



Food By



Rafters Restaurant at the Waipa Workingmen's Club offer an exciting and exclusive range of catering options for your Special event or Company function. We are your friendly community club in the heart of Te Awamutu, offering a wide range of facilities, including regular live entertainment, an attractive restaurant, a great bar where you can watch the big match, and social and sports clubs to suit everyone and a large free carpark for Members and Visitors. The ideal venue for your Event or private function.

Talk to us now office@waipawmc.co.nz or phone 07 871 3923 and talk to the Food Manager.

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WAIPA WORKINGMENS CLUB FUNCTION SHEET		Special License required Y / N Amount for fee \$	Receipt Number
FUNCTION DATE		NUMBER OF PAX	
FUNCTION NAME			
Contact Name		Contact Phone	
Billing address			
Are any family members Waipa Workingmen's Club Members Y / N			
Member name		Member Number	
MENU	PRICE PER HEAD	ROOM REQUIRED	ROOM HIRE CHARGE
TIME ROOM REQUIRED		TIME FOOD REQUIRED	
EQUIPMENT	CHARGE	ROOM SET UP	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom <input type="checkbox"/> Tablecloths @12.00 per table
BAR REQUIRED	Y / N	TIME REQUIRED	
BAR TAB	Y / N	BAR TAB LIMIT	\$

BAR TAB TO INCLUDE:

WILL THERE BE ANY FORM OF ENTERTAINMENT

Y / N

BUFFET MENU'S - Price per person

FUNCTION MENUS – BUFFETS – Minimum numbers 20 people

- Bread roll and butter served at the table add .50c to each menu
- All buffet menus are served with tea and coffee

		\$32	\$38	\$43
CARVERY	CHOOSE	1	2	3
	Hot leg of champagne ham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Roast leg of pork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Roast rump of beef	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Roast lamb		<input type="checkbox"/>	<input type="checkbox"/>
	Roast beef w/ Yorkshire pudding			<input type="checkbox"/>

		1	2	3
MAIN DISHES	CHOOSE			
	Lemon Chicken braised rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chicken a la king	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Paella			<input type="checkbox"/>
	Sweet n' Sour Pork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Beef Stroganoff with Rice		<input type="checkbox"/>	<input type="checkbox"/>
	Chicken & Bacon Pasta		<input type="checkbox"/>	<input type="checkbox"/>
	Italian Beef Lasagne		<input type="checkbox"/>	<input type="checkbox"/>
	Beef <input type="checkbox"/> Chicken <input type="checkbox"/> Curry & Rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Beef Bourguignon			<input type="checkbox"/>
	Stir fry Teriyaki Beef with Udon noodles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SALAD BAR	CHOOSE	2	2	3
	Tossed green garden salad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Classic Coleslaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pasta Salad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traditional chunky Potato salad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traditional chunky Potato salad with bacon and ham		<input type="checkbox"/>	<input type="checkbox"/>
	Greek salad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Smoked Chicken Salad			<input type="checkbox"/>
	Mediterranean Cous Cous Salad with roasted vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Whole baby beet root with mint and basil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Caesar Salad			<input type="checkbox"/>
VEGETABLES	CHOOSE	2	3	3
	Roast medley of potatoes, kumara, pumpkin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Roast Potato	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medley of seasonal greens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Steamed mixed vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Steamed baby carrots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cauliflower and Broccoli Cheese		<input type="checkbox"/>	<input type="checkbox"/>
	Potato bake – with onion, bacon and vegetable stock		<input type="checkbox"/>	<input type="checkbox"/>
	Vegetable stir-fry with noodles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ratatouille			<input type="checkbox"/>
DESSERTS	CHOOSE	2	3	3
	Fruit salad –with whipped cream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Individual Pavlova with fruit and cream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cheesecake (GF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blueberry and Almond tart with berry fruit compote		<input type="checkbox"/>	<input type="checkbox"/>
Apple shortcake with ice cream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sticky date pudding with caramel sauce and whipped cream		<input type="checkbox"/>	<input type="checkbox"/>
Carrot cake with lemon cheese frost with whipped cream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chocolate Brownie w/ Whipped Cream		<input type="checkbox"/>	<input type="checkbox"/>
Brandy Schnapps served w/ fresh cream			<input type="checkbox"/>

MORNING / AFTERNOON TEA & PLATTERS

Note: Tea and Coffee included with all morning and afternoon teas only

Tea and Coffee Only	3.50 per person
W/ biscuits	4.50 per person
W/ Muffin	8.00 per person
Light	15.00 per person
<i>2 club sandwiches, selection of savouries, sweet slice</i>	
Peckish	17.00 per person
<i>2 club sandwiches, gourmet savouries, chicken skewers, chocolate brownie slice</i>	

PLATTER MENU'S – SERVES 10 PEOPLE

1 piece each (Sandwiches x 2 per person) does not include tea & coffee

Platter One - \$70.00 – Seafood Selection: Prawn twister. Tempura fish bites, battered mussels, crumbed prawns, squid rings, salt and pepper squid, tartare and aioli

Platter two – \$60.00 - Chatter Platter - Spring Rolls. Wontons, Money Bags, Samosas, Chicken tenders, onion rings, sweet chilli sauce

Platter three – \$65.00 - Hot Savoury selection – Assorted savouries and sausage rolls served with aioli and tomato relish

Platter four – \$70.00 - Sandwich selection – 2 club sandwiches per person, ham, egg & cheese and smoked salmon, salad & horseradish

Platter five - \$90.00 – Cheese Board – Selection of Brie, Blue and aged cheddar cheeses, grapes, dried apricots, gourmet cheese crackers

Platter six - \$75.00 –sweet muffins, selection of slices

The Waipa Workingmen's Club Inc.

Function Hireage Terms & Conditions

The Waipa Workingmen's Club Function Centre venue has a popular reputation for being one of the best locations in Te Awamutu for social gatherings, including 18th & 21st Birthday Parties and other social events.

The success of the venue has arisen from the Member adherence to a number of established requirements which provide for a comfortable, safe and enjoyable environment. Please take time to read these terms and conditions before you confirm your booking with us.

Bookings and Cancellations

- ❑ All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing. This can be done by email to The Waipa Workingmen's Club. office@waipawmc.co.nz. The booking is finally confirmed when the Club receives these terms and conditions signed by the client.
- ❑ **A pencilled or provisional booking** will only be held for a period of two weeks. If not confirmed by a booking form at the end of this period, the date **will be released without further contact**.
- ❑ If the function is for a **non-financial** member of the Club then we have to apply for a special license for the sale and supply of liquor. Under 100 people currently this charge is \$100.00 / over 100 people \$250.00 and we have to have a minimum of 5 weeks' notice to apply
- ❑ Upon receipt of the booking form, the details will be passed to our Manager / Secretary who will invoice the Hirer directly.
- ❑ Discounted prices may be available to registered charities, "not for profit" organisations and for multiple bookings. This is approached on a case by case scenario.
- ❑ For all events under \$500 - 100% of the booking fee will be payable on confirmation of the booking.
- ❑ For all events over \$500 - 50% of the booking fee will be payable on confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place.

- ❑ Major variations to the booking such as date change will attract a \$20 administration fee.
- ❑ A \$150 GST included payment as a private venue hire fee for a standard function for financial members of the Waipa Workingmen's Club. This is for the **Upstairs Lounge** areas only. For non-members this room hire fee is \$350 GST included.
- ❑ A further \$300 refundable bond is required to cover any damages or excess cleaning. This will be refunded in full subject to there being no damage to the Club's property or equipment.
- ❑ A \$30+gst per hour contracted security is required to be present for the duration of the event - minimum of 4 hours, if more than 100 guests then 2 security are required. This security is arranged by The Waipa Workingmen's Club
- ❑ Cancellation charges prior to the event booking will be applied as detailed below:
 - Up to 28 days No charge
 - 28 to 14 days 50% of the total cost will be charged
 - 14 days or less 100% of the total cost will be charged
- ❑ Notice of cancellation must be made in writing and will become effective on the date received by The Waipa Workingmen's Club.
- ❑ The Waipa Workingmen's Club reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Club. The Waipa Workingmen's Club will refund any monies paid.

Requirements

- ❑ Parents and/or Legal Guardians and a Financial Member of the Waipa Workingmen's Club Inc. must be present throughout the function and up until closing time for any 18th or 21st birthday party held on these premises
- ❑ As a matter of Host Responsibility, there should be a minimum spend of \$10 per person on food. Any guests not included in catering numbers will be charged for. The number of attendees should be confirmed no later than **14** days prior to your function. Please talk to us about any dietary requirements.
- ❑ Birthday cakes may be purchased through The Waipa Workingmen's Club Inc or brought in from elsewhere. Due to strict food handling guidelines no other food or beverage may be brought onto the premises. The Food Control Plan (FCP) clearly sets out that uneaten served and prepared food that has been on the buffet for more than 2 hours is not permitted to leave the premises. The amount charged is per person and not for the food provided.

- ☒ The terms and conditions of our license means that **absolutely no beverage** can be brought onto the property. No Glassware or alcohol is to be taken outside any of the front doors of the premises.
- ☐ Spirit drinks will be available but are not to form part of any subsidised drink arrangement. We will not serve 'Shots' or 'Bombs' at these functions.
- ☒ The bar will close for drinks at 12:00am at the latest – or earlier if determined by the Duty Manager.
- ☒ Any hired equipment, decoration, hire equipment, lighting, sound system, band, staging brought in by the Hirer must be cleared away following the function and removed from the premises. The Club must be ready for opening that day.
- ☒ No pins, tacks, nails or other adhesives are allowed to be used in securing decorations to Club walls and surfaces. In the event that paint is pulled off by the removal of tapes etc, the Hirer will be charged for repairs and maintenance to repair the damage.

Payments

The following payments need to be paid in advance.

- ☒ The room hire and refundable deposit must be paid to confirm the booking for your function.
- ☒ Seven (7) days prior to the function - the final food, bar, laundry hireage, security charges and room hire are to be paid in advance.
- ☒ Payment for food and beverages over and above the prepayment amount are to be made on the night.
- ☐ We do not have charge back facilities – all accounts must be finally settled on the day of the function.

General

- ☐ A standard cleaning fee is included in the pre-paid venue hire charge however excessive soiling and/or commercial cleaning costs will be debited from the bond. Note there is an automatic \$150.00 additional charge for cleaning soiled club property i.e vomit in toilets, damage to Club property.
- ☐ If not required, the refundable bond will be direct credited to your bank account on the Monday following the event unless it is deducted from the final account on the instructions of the Client.
- ☐ Please be aware of our cancellation fees which can be up to the full venue hire plus any other charges should the event have taken place. When you confirm you would like to proceed with your booking by means such as such as email, you are then acknowledging acceptance of our terms and conditions.
- ☐ Children must be supervised at all times – they are not permitted to be unaccompanied in the Club – Health and Safety regulations prohibits playing and running on stairways and the mezzanine floor.
- ☐ Dress code applies in the Club at all times - No caps, hats, hoodies, bare feet, jandles, singlets and stubbie shorts. We ask you to advise your guests that we take pride in the appearance of the Club and that Club Member's expect a high standard of dress at all times.

Extra charges will apply for functions scheduled on Public Holidays.

I have read and agree to all terms and conditions as set out by The Waipa Workingmen's Club Inc. for my function.

Date of Function: _____

Signed: _____

Print Name: _____

Date these terms and conditions signed: _____