



# FUNCTION PACKAGE

~ CORPORATE FUNCTIONS ~

[FUNCTIONS@KNOXCLUB.COM.AU](mailto:FUNCTIONS@KNOXCLUB.COM.AU)

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# FUNCTION WITH US

*Welcome!*

*At the Knox Club we pride ourselves on offering the best facilities and personalised services to provide you with the perfect function. As every event is unique, our experienced chefs and dedicated function manager can provide multiple package options to suit your individual needs and suggest those special touches that make every event truly memorable!*

*We offer four function spaces that can cater to different events and requirements, which our team can help you decide when planning your next function.*



# THE ELMS ROOM

COCKTAIL: 180 | SIT DOWN: 120

*The Elms room is our main space for larger functions. This room is a completely private space with its own bar, toilets and a private beer garden for you and your guests. It is a versatile space that is perfect for any type of event.*



Private Bar



Private Beer Garden



Private Bathrooms



Audio Visual Capabilities

(Projector & Screen, Microphone, Bluetooth Connectivity)



Wheelchair Accessibility



Optional Stage





# THE DECK

COCKTAIL: 60 | SIT DOWN: 40

*The Deck is located off the bistro and is a great relaxed and casual space for your function. Please note with deck functions that times and days may vary due to availability.*



Private Bar



Wheelchair Accessibility



Heating & Cooling



Audio Visual Capabilities

(Wall mounted screen for visual display, Bluetooth Speaker with microphone,





# THE TERESA ROOM

COCKTAIL: 70 | SIT DOWN: 50

*A more intimate function space that can accommodate seated events up to 50 people or up to 70 people cocktail / standing. This space is suitable for corporate and social events.*



Private Bar



Semi-Private Beer Garden



Private Bathrooms



Audio Visual Capabilities

(Projector & Screen, Microphone, Bluetooth Connectivity)



Wheelchair Accessibility





# THE WEST ROOM

THEATRE: 60 | SIT DOWN: 50

*This space is best suited to corporate events and is great for meetings, product launches, presentations, seminars, training sessions and exhibitions.*



Optional Stage



Projector / Screen



Wheelchair Accessibility



Bluetooth Connectivity



Semi-Private Beer Garden



Microphone





# ROOM PRICING & INCLUSIONS

*MINIMUM SPEND ON CATERING IS REQUIRED*

## **Elms Room**

Hire Fee      \$400

## **The Deck**

Hire Fee      \$150

## **Teresa / West Room**

Hire Fee      \$250

*Full members receive tiering based discounts on room hire*

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## **Room Inclusions**

- 5 hour duration (4 hours on deck)
- White or Black Tablecloths
- Table Settings
- Choice of coloured napkins
- Dance floor & stage available in Elms room
- Bluetooth connectivity
- Microphone

## **Optional extras we can source for you**

- Balloons
- Chair covers / sashes
- Extra time
- And more! Just ask!

# CORPORATE PACKAGE

**Room Hire:** Half Day \$200 (maximum 4 hour duration) | Full Day \$300

**Includes:**

- Projector & Screen
  - Whiteboards & markers
  - Flip charts
  - Audio Visual Capabilities
  - Lectern
  - Free wifi
  - Iced water & mints
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*MINIMUM 10 GUESTS REQUIRED FOR CATERING*

**Option 1 | \$18.00pp**

choose 2 items from:

- bronze menu

**Option 2 | \$22.90 pp**

choose 3 items from:

- bronze menu
- silver menu

**Option 3 | \$26.90 pp**

choose 4 items from:

- bronze menu
- silver menu
- gold menu

**Bronze Menu**

- Scones with jam & cream
- Fresh baked fruit danishes
- Fresh fruit platter

**Silver Menu**

- Assorted sandwiches/wraps
- Assorted cakes
- Ham & cheese croissants (tomato optional)

**Gold Menu**

- Chef's selection of assorted hot food finger food
- Pulled pork sliders

Includes coffee station & biscuits

*please inform our functions manager of any dietary requirements prior to finalising catering*





# OPTIONAL EXTRA PLATTERS

*ONLY AVAILABLE TO ORDER AS ADDITIONAL EXTRAS TO ONE OF OUR OTHER CATERING PACKAGES. NOT AVAILABLE FOR INDIVIDUAL PURCHASE.*

## **Platters cater for 8-10 guests**

Hot food platter | \$85

Sandwiches/wraps | \$95

Assorted cakes & slices | \$70

Assorted Dips | \$60

Baked fruit danishes | \$60

Fruit platter | \$80

Anti-Pasto platter | \$120

Scones with jam & cream | \$40

## **Kids Boxes \$15.00**

(aged 12 years & under)

Each box includes :

- x4 Chicken nuggets
- x2 Mac & cheese croquettes
- x2 Calamari rings

- Hot chips & tomato sauce
- Dixie Cup
- Kids activity pack



# TERMS & CONDITIONS

## Dress Code

Function patrons who do not meet the Knox Club dress code will not be permitted entry into Knox Club. All patrons must observe the Club's dress regulations. Neat and clean attire at all times. NO revealing, untidy or ripped clothing. Work boots, bare feet, moccasins, ugg boots & slippers are not permitted. Overalls, singlets, stubbie shorts, swimwear, lumber jackets, caps and head gear are not permitted.

## Confirmation of Booking

Tentative bookings are held for 7 days. To secure your booking, function clients are required to pay the associated room hire fee together with your completed booking form. The Knox Club reserves the right to cancel the reservation if the booking form and deposit has not been received within 7 days of the original reservation. If in the opinion of Management, a \$500.00 bond may be required to secure your booking. This bond will be held until the week following the function when it is fully refundable, unless damage has been caused by any person attending the function

## Security

Please note security may be required depending on function at additional cost.

## Cancellations

Cancellations or changes of date in excess of 60 days notice prior to the scheduled event will receive a full refund. Cancellations within 30-60 days will receive a 50% refund. Cancellations or changes of date within 30 days of the event will incur a loss of deposit. The organiser shall pay on demand any costs incurred for the said function.

## Final Details & Payments

A final and chargeable number of guests attending the function are required 14 days prior to your function. This number is not subject to reduction and no refunds will be given. Requests for increasing numbers will result in additional charges. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients are not permitted to bring any liquor into the venue. Sunday functions incur a 15% surcharge on food & room hire. Public holidays incur a 15% surcharge on food and room hire. Payment for function (excluding bar tab) is required 7 days prior to your function, the form of payment is cash, credit cards or electronic funds transfer only.

## Menus

Please note menus, prices and ingredients are subject to change due to seasonality and availability and may differ after making your booking. Due to the nature of restaurant meal preparation and possible cross-contamination we are unable to guarantee the absence of allergens in menu items. Food catering is required for all functions serving alcohol.

## Dietary Information

Please advise staff of any special dietary requirements when ordering. Please also be aware that while all care is taken when catering for special requirements, it must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products so there may be traces of these ingredients. Customers' requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner

VG - vegan, VGO - vegan option  
V - vegetarian, VO - vegetarian option

# RSA TERMS & CONDITIONS

## RESPONSIBLE SERVICE OF ALCOHOL

The Knox Club practices responsible serving of alcohol.

Our staff are trained in the responsible serving of alcohol and it is our duty to serve members and guests in a responsible manner and to provide a safe and friendly environment for our patrons and staff. We ask for the co-operation of our patrons to assist us in our aim to abide by our legal obligations under the Liquor Control Reform Act 1998.

Therefore we adopt the following practices for all functions:

- Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.
- Minors will be required to be identified. Under no circumstances are underage guests permitted to consume alcohol.
- Water and non-alcoholic beverages will be available at all times
- Food catering is required for all functions consuming alcohol
- Guests will be asked before glasses are topped up with any alcoholic drinks
- The Knox Club reserves the right to limit the quantity of alcohol consumed by any particular guest/s if it becomes apparent at anytime that the guest/s have breached RSA policy.
- Guests who breach the RSA policy will not be served any alcohol and will be required to leave the premises.
- The Knox Club reserves the right to close down the function if the behaviour of the guests/s becomes unacceptable.
- All guests are encouraged to ensure they have safe transport from the function and our staff can arrange a taxi for any guest/s they consider should not be driving.

We respect our neighbours and encourage our patrons to leave the premises in a manner that does not disturb the amenity of the area.

We know that you will agree with the sentiments of this policy, and it is understood when you book you function. Your co-operation with the objectives set out above is a term of the contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

Leigh Mountford  
General Manager



*Celebration of Life  
Package*

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