

# *function* PACKAGES



YOUR FUNCTION, YOUR WAY

CORPORATE | SOCIAL | WEDDINGS | PRIVATE PARTIES

Tracy Village Social & Sports Club  
28 Tambling Terrace, LYONS NT

Contact Us: (08) 8980 4777  
[functions@tracyvillage.com.au](mailto:functions@tracyvillage.com.au)



# FUNCTIONS & EVENTS

At Tracy Village Social & Sports Club, we cater for a variety of events from baby showers, wakes, birthday parties, kid's parties, weddings, presentations, graduations, conferences, seminars or AGMs.

## VENUE HIRE:

### Club Function Room

Full Day Hire - \$650 per day  
\*Day Rate - \$300 per day  
\*\* Night Rate - \$500 per day

### Bistro

Full Day Hire - \$700 per day  
\*Day Rate - \$400 per day  
\*\* Night Rate - \$600 per day

### Alfresco

Full Day Hire - \$400 per day  
\*Day Rate - \$200 per day  
\*\* Night Rate - \$350 per day

\*Day Rate times from 8:30am - 4:00pm

\*\* Night Rate times from 6:00pm - 11:00pm Monday to Wednesday  
and 6:00pm to 1:00am Thursday to Sunday

# FUNCTIONS & EVENTS

## FUNCTION ROOM CAPACITIES:

### Club Function Room

Theatre - 150

Sit-Down Dinner - 100

Cocktail Party - 200

### Bistro

Theatre - 150

Sit-Down Dinner - 100

Cocktail Party - 250

### Alfresco

Seated - 70

(Under Cover)

Covered & Lawn - 250

Audio Visual Equipment Inclusions:  
Data Projector | Whiteboard | Lectern

Please note that any audio-visual equipment should be tested prior to your function to ensure compatibility.

Something different in mind? Give us a call, we are happy to work with you to tailor a package to best suit your needs.

# TERMS & CONDITIONS

## MEMBERSHIP

It is a compulsory requirement of our license for at least one party of the event organisers who are attending your event to be a Financial Club Member. It's quick and easy to become a Club Member upon confirmation of your event. Membership is valid for 1 year (Financial Year - July 1 until June 30).

Membership Costs are:

Full Member: \$10

Senior Member: 5

## CONFIRMATION/DEPOSIT

Confirmation of a booking will only be accepted on payment of a Room Hire Cost, which is required 14 days after making a tentative booking.

Tracy Village Social & Sports Club may cancel unsecured bookings if no deposit is received within this required timeframe.

A tentative booking is held until Tracy Village Social & Sports Club has interest from a second party. If this occurs, the Function Manager will then give the first interested client a courtesy call to notify them of the situation and provide them with 24 hours to pay the required deposit.

# TERMS & CONDITIONS

## **CANCELLATION**

We understand that the cancellation of an event is something that may be unavoidable. Should you require to cancel an event you must do so in writing and as soon as possible to avoid any cancellation charges.

Charges for cancelling an event are as follows:

- 4 + Months Before the Event - Complete Refund of Deposit
- Less than 2 Weeks Before Event - No Refund

## **FINAL NUMBERS & CATERING ORDERS**

Anticipated numbers need to be indicated at the time of booking. Final Numbers and catering orders will be required 7 Days before the function.

Final Numbers will represent the minimum number of guests attending the function for which the client will be charged.

No Refunds are given after this time.

# TERMS & CONDITIONS

## **FOOD POLICY**

Tracy Village Social & Sports Club has the sole right to the supply and service of all food or beverages consumed on the premises.

Tracy Village Social & Sports Club has preferred and exclusive arrangements with selected companies and therefore serves their products exclusively.

No leftover food is permitted to be taken off premises as the lack of temperature during the transportation of food can allow for dangerous bacteria to grow.

Food that is not prepared in our Kitchen is not permitted to be consumed on premises, except for Specialty Cakes (Birthday, Wedding, Engagement etc).

Taking out of the food from the catering order is not allowed due to Health & Safety protocols.

## **BEVERAGE POLICY**

Tracy Village Social & Sports Club has the sole right to the supply and service of all beverages consumed on the premises.

Tracy Village Social & Sports Club has preferred and exclusive arrangements with selected companies and therefore serves their products exclusively.

Tracy Village Social & Sports Club staff adhere to the Responsible Service of Alcohol to all our Members and Guests.

Supply of alcohol to a minor is strictly prohibited. An approved identification must be provided if asked before the supply of alcohol should we deem the person not to be of legal drinking age.

# TERMS & CONDITIONS

## DAMAGES & CLEANING FEE

Clients/Persons organising the function will be held liable for any damage to property or equipment caused by any person associated with the function. In the event of any such damage occurring, financial compensation reimbursement will be required. Hanging decorations on the ceilings and walls are prohibited and the client will be charged extra fees (unless otherwise approved).

Confetti is strictly prohibited within the venue.

Cleaning Fee \$100

## PRICE & OTHER CHARGES

All menu prices and charges are based on current costs and are subject to increase at the discretion of venue management. There is a \$200 Security Guard Fee for an 18<sup>th</sup> or 21<sup>st</sup> Birthday Party.

## PAYMENT

- Full payment for room hire is required at the time of booking to secure the venue.
- All food-related payments must be made at least 48 hours prior to the function.
- Failure to make food payment within the required timeframe may result in cancellation of the booking, and the room hire fee will be non-refundable.

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