



A.B.N. 93 065 545 815

18TH & 21ST BIRTHDAY PARTIES

Turning 18 or 21 can be a big milestone in a young adult's life, a cause for celebration. In deciding to celebrate this happy event the big question then becomes where do we hold the party? Coffs Harbour Racing Club has the ideal venue, a variety of menu and beverage packages to suit, and the ability to secure the whole property including car park from unauthorised access. Why risk having your celebration anywhere else.

Our venue can cater from 50 to 150 guests depending on your needs - **Price on application** for specialty themes, unique arrangements, pending suitability and availability. Venue hire includes all crockery, cutlery, glassware, linen and cleaning services plus one security guard, extra security as indicated being required by the Club will be at the clients cost.

THE VENUE

THE CORPORATE LOUNGE

Located on ground level, this lounge comfortably seats 100 guests (or more) on round tables OR is well suited to casual cocktail style setting for in excess of 130 guests. The Corporate Lounge is air – conditioned with a fully equipped bar, amenities and a paved secure courtyard alongside racecourse surrounds. Easily themed, this room lends itself for the perfect special occasion with all amenities close at hand.

100+ guests Seated Dinner 130+ guests Cocktail Party
(16m x 11.5m) **ROOM CHARGE \$475**

Please note – the Coffs Harbour Racing Club is a non-smoking venue although smoking is permitted on the outdoor courtyards and balcony areas.

DAMAGE / INSURANCE

The Coffs Harbour Racing Club requires a \$1,000.00 security bond deposit prior to the event. This money is fully refundable or deductible off your final account after the event.

Function organisers are legally & financially responsible for **any loss or damage to the Club's equipment or property during the event**. Should there be any repairs or replacements required, the CHRC will make every endeavour to ensure the best possible price is obtained to repair or replace Club equipment or property on behalf of the client. The Club does not permit anything to be attached or fixed onto or into walls. Coffs Harbour Racing Club will take the utmost care but NO RESPONSIBILITY will be taken for any loss of or damage to guest property prior to or during the event.

SECURITY

Patron safety is very important to the club, with this in mind the Coffs Harbour Racing Club requires the client to engage security personnel for the event as deemed by the club relative to the number of guests attending the event. The club supplies the one security guard inclusive in your package. Security ratios:

up to 100 guests – 2 security personal (1 of which is inclusive in your package)

101 to 150 guests – 3 security personal (1 of which is inclusive in your package)

151 to 200 – 4 security personal and so on. (1 of which is inclusive in your package)

Only invited guests will be admitted to the venue. All uninvited guests will be asked to leave the property including car park areas immediately. Client is required to provide a guest list and the club will assist in providing invitation only security measures.

So as to maintain the security and safety of your guests, the Club will employ a lockdown system for all guests. This means that once a guest leaves the venue where the event is being held, they will not be allowed back in.



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VENUE OPERATION TIMES

Our birthday package operates for 5 hours. Bar and music cease operation at 11.00pm. All guests must depart the property by 11.30pm. Clients may be able to have access to the venue earlier by prior arrangement.

LIQUOR

Due to licensing laws, alcoholic beverages cannot be brought onto the Club property by any party. We are fully licensed for your convenience and our facilities are open until 11.00pm. Being an outdoor and indoor facility, our terms are flexible but must take account Responsible Service of Alcohol, therefore our bars normally cease operation at 11.00pm. Equally we are in a residential area and we kindly request that all our patrons be considerate of our neighbours with noise when arriving, during and departing any event. Any extension must be requested in writing stating reasons and times required. This decision will be referred to the licensee of the facility and if granted additional charges may apply.

MINORS

Persons under the age of 18 are allowed on the property but must be accompanied by a responsible adult at all times. Any person under the age of 18 drinking on property or suspected of consuming alcohol before coming onto the property will be asked to leave immediately with no exceptions.

FOOD

As part of the Club's Responsible Service of Alcohol it is a requirement that food be served at any event held at the club. The following food options are available.

Pizza and Nibbles package (2 sessions)	\$9.90 per person
Finger Food Package 1	\$13.50 per person
Finger Food Package 2	\$19.50 per person
Gourmet Finger Food Package	\$23.50 per person
Buffet (from casual Barbecue to VIP)	From \$33.50 per person
2 Course Dinner	From \$37.00 per person

ENTERTAINMENT, LIGHTING & TECHNICAL SERVICES

Through our in-house AV supplier, we are able to place a tentative booking of a D.J.'s services for the night on your behalf. We use them devotedly for Weddings, Year 12 Formals, Birthdays and other parties at the club. They offer an extensive range of around 20,000+ songs on their playing list. They are also able to provide a quality arrangement of lighting and effects as well. Please advise us as soon as possible of any requirements. We will organise for them to contact you directly. Alternatively you may organise your own band, DJ or for a nominal fee our internal PA system is also available.

Payment

We require a \$500 deposit at the time of booking. Half of all anticipated charges must be paid 30 days in advance. Any remaining money including the \$1000 security deposit must be paid 7 days prior to the event. Extra charges incurred on the night will be invoiced and payable within 7 days.

MENU OPTIONS

Prices based on a package with a minimum of 50 guests

PIZZA & NIBBLES

\$9.90 per person

(Dip plates on arrival – hot food served over two sessions during your package)

Choice of **TWO** gourmet dips from the following selection:
smoked salmon and cream cheese; guacamole; spicy red tapenade;
ham, corn and cheese; hommus; or warm Mexican bean & mild chilli

served with crisp vegetable batons, savoury cracker biscuits,
assorted cheeses, cabanossi and salami

Baskets Garlic bread

Platters of assorted pizza fingers, mini spring rolls & BBQ chicken pieces



FINGER FOOD PACKAGE 1

\$13.50 per person

(Dip plates on arrival – finger foods served staggered during your event)

Choice of **TWO** gourmet dips from the following selection:
smoked salmon and cream cheese; guacamole; spicy red tapenade;
ham, corn and cheese; hommus; or warm Mexican bean & mild chilli

served with crisp vegetable batons, savoury cracker biscuits,
assorted cheeses, cabanossi and salami

Platters of assorted hot & cold finger foods

Cold – Choose Two

Smoked ham with dijon mustard
Cajun beef fillet with mango chutney
smoked chicken & pineapple salsa in pastry boats
assorted sushi

Hot – Choose Four

Lebanese meat balls
chicken & mushroom vol au vents
BBQ chicken pieces
spinach & fetta triangles
assorted mini quiches
mini spring rolls
assorted pizza fingers



FINGER FOOD PACKAGE 2

\$19.50 per person

(Dip plates on arrival – finger foods served staggered during your event)

Choice of **TWO** gourmet dips from the following selection:
smoked salmon and cream cheese; guacamole; spicy red tapenade;
ham, corn and cheese; hommus; or warm Mexican bean & mild chilli

served with crisp vegetable batons, savoury cracker biscuits,
assorted cheeses, cabanossi and salami

Platters of assorted hot & cold finger foods

Cold – Choose Four

Smoked ham with swiss cheese
Cajun beef fillet with mango chutney
smoked chicken & pineapple salsa in chinese spoons
Vietnamese rice paper rolls of chicken and vegetables
assorted sushi
smoked salmon pate on chabbata pastry boats

Hot – Choose Six

chicken & mushroom vol au vents
Lebanese meat balls
BBQ chicken pieces
spinach & fetta triangles
assorted mini quiches
fried whiting fillets
satay chicken skewers
mini spring rolls
assorted pizza fingers
crumbed calamari



FINGER FOOD PACKAGE 3

Prices based on a minimum of 50 guests

\$23.50 per person

(Dip plates on arrival – finger foods served staggered during your event)

Choice of **THREE** gourmet dips from the following selection:
smoked salmon and cream cheese; guacamole; spicy red tapenade;
ham, corn and cheese; hommus; or warm Mexican bean & mild chilli

served with crisp vegetable batons, savoury cracker biscuits,
assorted cheeses, cabanossi and salami, semi-dried tomatoes and marinated olives

Platters of assorted hot & cold finger foods

Cold

Smoked ham with swiss cheese
Cajun beef fillet with mango chutney
Marinated prawns with guacamole
smoked chicken & pineapple salsa in chinese spoons
Vietnamese rice paper rolls of chicken and vegetables
assorted sushi
Smoked salmon pate on chabbata pastry boats

Cold – Choose Eight

chicken & mushroom vol au vents
Lebanese meat balls
BBQ chicken pieces
fried whiting fillets
spinach & fetta triangles
Moroccan chicken balls
assorted mini quiches
satay chicken skewers
champagne seafood vol au vents
mini spring rolls
assorted pizza fingers
crumbed calamari



Noodle Boxes or Tapas selections available on request



TERMS AND CONDITIONS

Tentative Bookings

We will hold a tentative booking for a maximum period of 14 days, after which time the space will be released.

Confirmation

You are requested to confirm in writing a booking within 14 days of the booking being made.

Deposit

We request a deposit of 25% of the total estimated event price or \$500.00 (whichever is greater) at the time of confirming the booking, unless otherwise agreed with us. Total event price includes food, beverage, room hire, AV.

Cancellations

The following conditions apply to cancelled events:

- Written notice of 6 months or more prior to the event - deposit is refunded less 10% processing fee.
- Written notice of 6 months to 90 days - 50% of deposit refunded.
- Written notice of less than 90 days but greater than 30 days – 100% of deposit will be forfeited.
- Written notice of less than 30 days – all monies will be forfeited

Menu Selection

Please confirm your menu selection at least 14 days prior to the event.

External Contractor Hospitality

The club is able to provide hospitality for external contractors if pre arranged by the client. The club will provide client with discounted pricing for main course only. Alcoholic beverages will be charged at full price.

Guaranteed Numbers

A guaranteed minimum number of guests attending the event is requested four full working days prior to the event, or as otherwise advised. Charges will be based on the number of people attending the function, or the guaranteed number, whichever is the greater.

Once the booking is confirmed by your deposit, the club allows a reduction of up to 20% of the number of originally booked guests, without penalty.

Account Settlement

All event accounts are to be paid in full by the date specified by us. Any additional charges are asked to be paid for at the conclusion of the event, which will include any charges not authorised in the original contract.

Please note that conference/function space reserved during the days is subject to re-letting for evening functions, unless alternative arrangements have been agreed.

Function Rooms

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. We will discuss any changes with you when the decision is made. This re-allocation shall be deemed by the patron as full performance of the Club's obligations under this agreement.

Prices

The prices are current at the time of quotation. Every effort is made to maintain prices as printed but these may be subject to change at management discretion to meet rising costs.

Surcharges

If the function room is not vacated at the scheduled time a \$400.00 per half hour fee may be applicable. A surcharge will be applicable for events held on Sundays and Public Holidays. General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred by you in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning.



Insurance

Whilst our staff will make every effort in the care of your goods we cannot take responsibility for damage to or loss of items before, during or after an event, and recommend that you arrange appropriate insurance cover.

Damage

You are financially responsible and agree to indemnify Coffs Harbour Racing Club Ltd for all damages sustained to the club property and fittings during an event as a result of any actions by you, invitees/guests or outside suppliers hired by you.

Responsibility

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than an entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

Client Responsibility

It is your responsibility to ensure that all attendees behave in an orderly manner during the event.

Beverage

The Club upholds the principle of Responsible Service of Alcohol and in accordance with the liquor license applicable to these premises; the club reserves the right to refuse service to persons suspected of being under the age of 18 and to any person who shows signs of intoxication. The club also reserves the right to remove the offending guest/s from the premises or to close the bar/service of alcohol entirely.

Alcoholic beverages cannot be brought onto the club premises.

Other Functions

The Club reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time.

Additionally the club reserves the right to book another function in adjoining rooms at any time where the club feels it will not adversely affect either party.

Advertising

Prior permission is required to use the Club name and/or logo in print and/or audiovisual display. All proposed artwork must be approved by club management prior to publication.

Additional Services

The club is able to arrange a variety of additional services upon request, such as entertainment, technical equipment, specialty theming etc. A charge may be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

Delivery and Collection of Goods

The Club will only accept delivery of goods two (2) working days prior to the Event and all goods (including banners) must be collected within two (2) working days following the conclusion of the Event. Please contact the club should you require extensions to this arrangement.

The Club accepts no responsibility for any items delivered or left for collection.

Venue Access

The Club allows access to a booked venue for external operators/contractors prior to operating times – **subject to prior arrangement**. Guest access and departure to main building is via the Main Entrance (Northern entrance) of the Merv Mercer Auditorium between 8.00am and 10.00pm. Exit access after 10.00pm from the Main Building will only be via the Western exits so as to ensure minimal disruption to our neighbours (we are in a residential zone). Arrangements outside of these conditions must be made by application in writing and subject to licensee and board approval.