

Mareeba Leagues Club

Conference & Meeting Options

Doyle Street

**PO Box 613
Mareeba, QLD, 4880**

Phone: 4092 2922

Fax: 4092 2914

Email: functions@mareebaleagues.com.au

Function Terms and Conditions

IMPORTANT INFORMATION

Mareeba Leagues Club is a licensed venue and abides by the rules and guidelines of the Responsible Service of Alcohol. No BYO is permitted.

Note: requests for taking home left-over food will only be permitted with a la carte dining and will incur a surcharge for takeaway containers. Patrons are reminded that it is their responsibility to ensure the safe handling and storage of food upon leaving the premises.

PATRON CARE

All patrons, guests & visitors must sign in the Visitors Register before going into a function. Under the Queensland Liquor Act 1992, Mareeba Leagues Club has a duty of care to our patrons, guests, visitors, members and employees. Therefore, as stated in our House Policy, our aim is to minimise harm by refusing to serve minors, unduly intoxicated or disorderly patrons. No BYO permitted. Mareeba Leagues Club reserves the right to ask patrons to leave or have them removed from Club premises.

BOOKINGS

To secure your chosen date, please ensure that you confirm your booking as soon as possible. Any tentative bookings made will not be held after 14 days have passed.

FINALISATION OF NUMBERS & EQUIPMENT

Confirmation of menu selections and approximate guest numbers is required two weeks prior to your function. Room set-up and equipment requirements are required one week prior to function.

Confirmation of final guest numbers is required no later than 2 business days before function. In the event that guest numbers change significantly without adequate notice to the Club, we reserve the right to amend quoted prices and conditions. Club management will consider unforeseen circumstances at its discretion. A Function Agreement Form is required, and must be filled out and signed by organiser prior to the function.

EQUIPMENT LOSS AND DAMAGES

Unfortunately, we cannot take responsibility for the damage or loss of items before, during or after a private function or event. Please advise our Function Facilitator when anything is being delivered. Any damaged caused to Mareeba Leagues Club property during a function is the financial responsibility of the organiser.

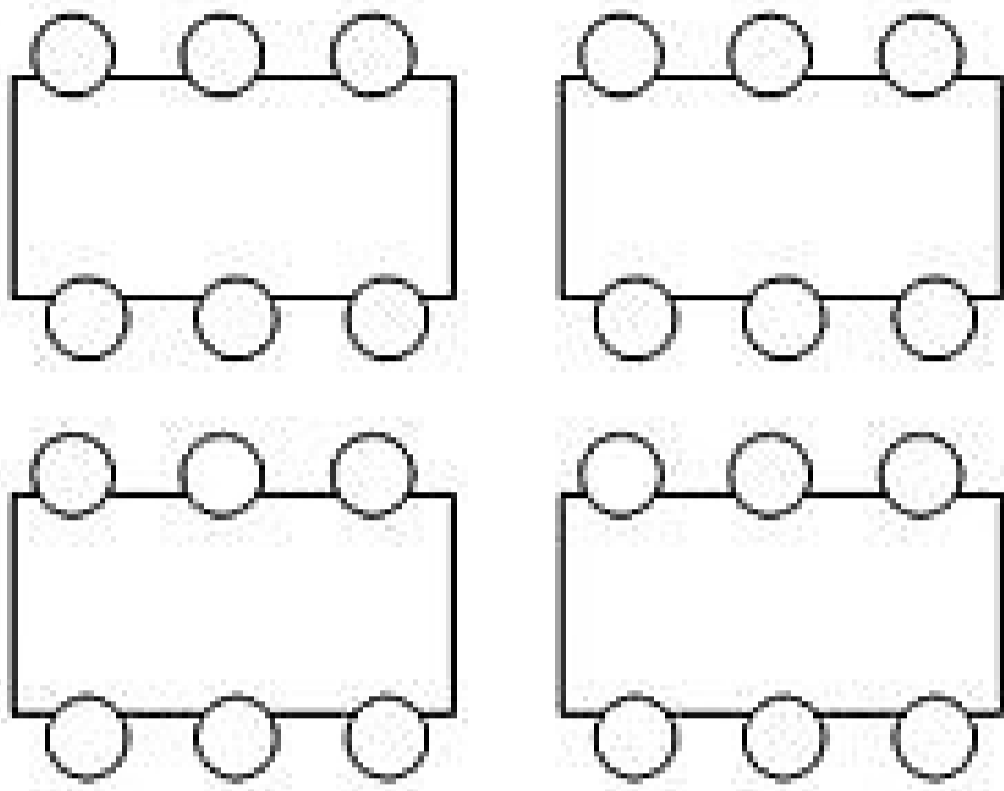
PAYMENT

Arrangements for function or event payments are to be made with the Club. Payment can be made by cash, EFTPOS, cheque or invoice (14 day trading terms).

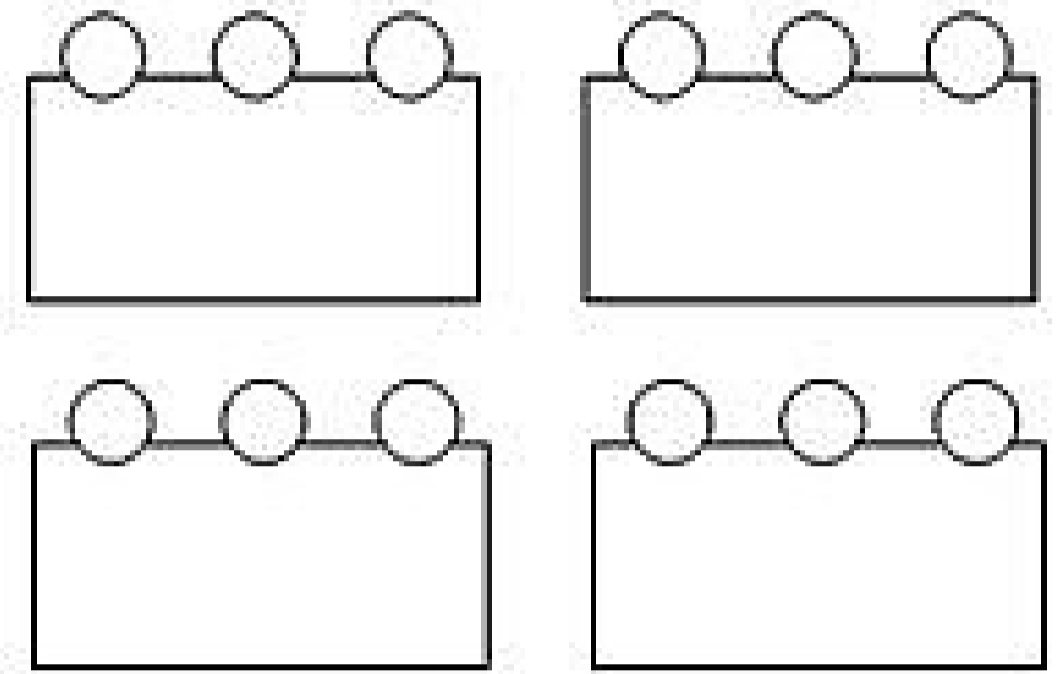
CANCELLATIONS

It would be disappointing if it was necessary for you to cancel your function or event and we understand sometimes unforeseen circumstances arise. All cancellations need to be directed to Management. A minimum of 4 days prior is required for cancellations.

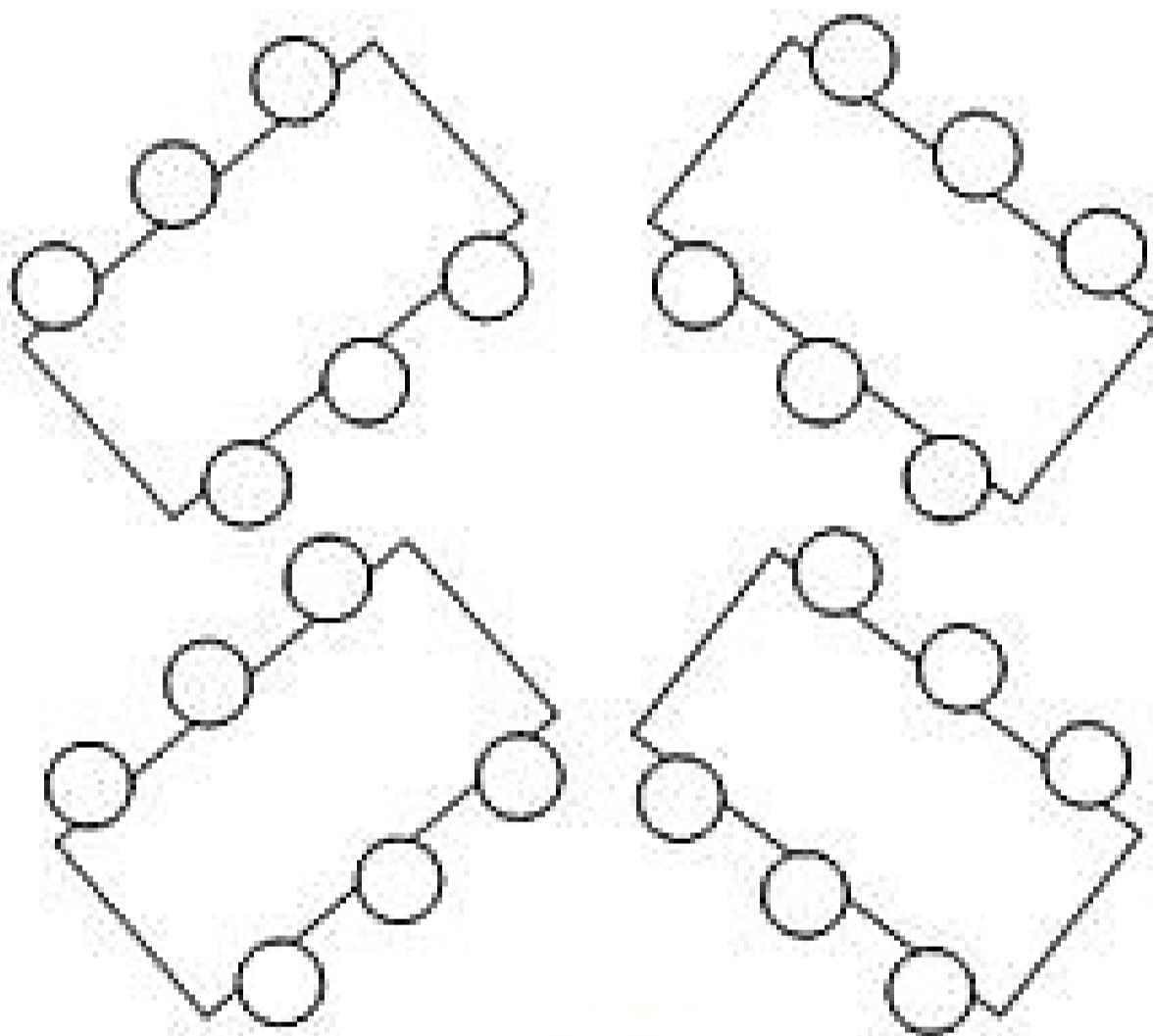
Room Set-Up



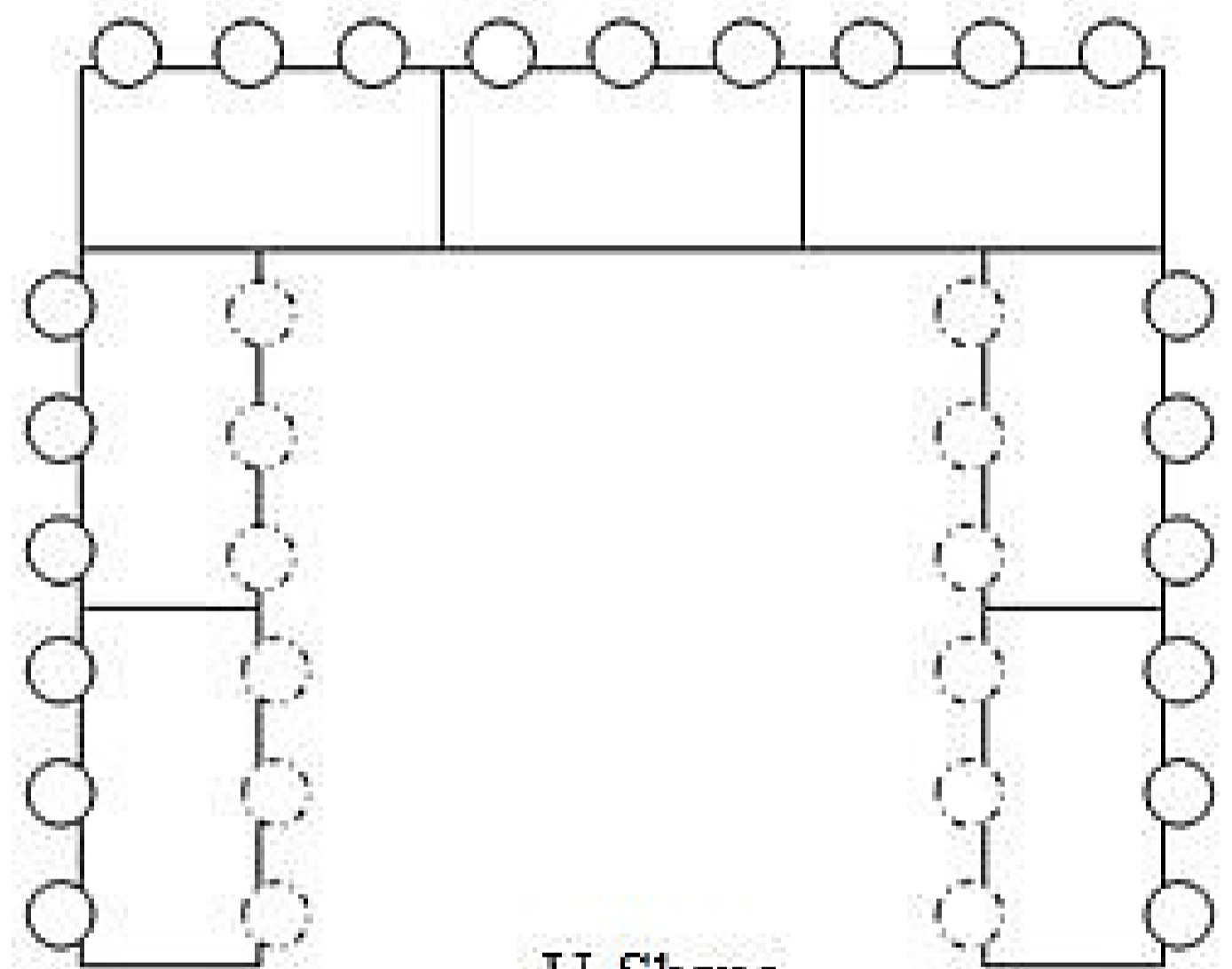
Banquet



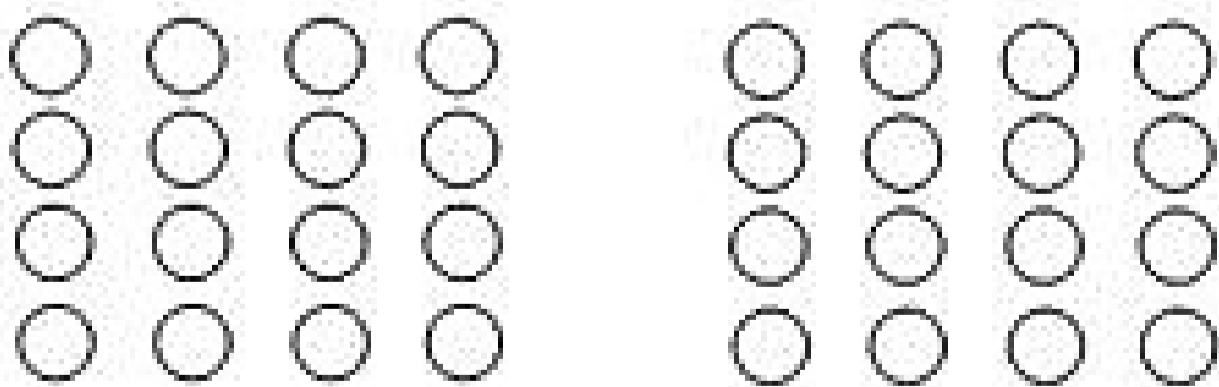
Classroom



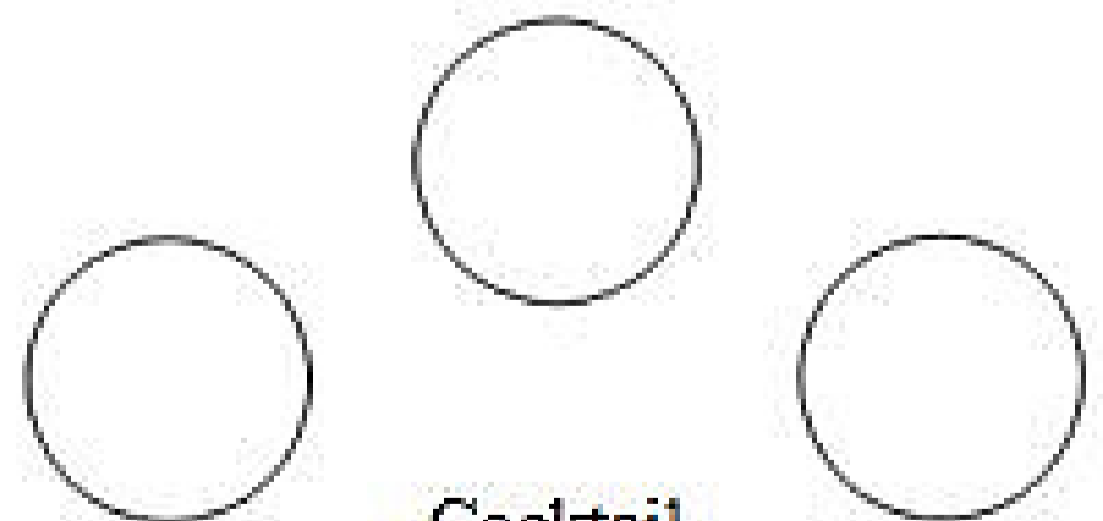
Herringbone



U-Shape
inside seating optional



Theatre



Cocktail


Rates & Equipment

Room Hire

Half Day (3hours or less)	\$25.00
Full Day (more than 3hours)	\$50.00

Equipment

Wifi	Free
Lectern	Free
White Board	Free
Projector Screen	Free
Butcher's Paper	Free
Microphone & PA	Free
Iced Water	Free
Stage	POA
Mints	\$1.00 per person
Data Projector	Half Day: \$25.00 Full Day: \$50.00
Tablecloths	\$6.00 per cloth



Catering Options

Any terms and conditions, deadlines for ordering etc.

Morning & Afternoon Tea Options

Scones with Jam & Cream

\$7.00 per person

Freshly baked scones with delicious jam and fresh cream

Assorted Savoury Muffins

\$5.00 per person

Freshly baked selection of savoury muffins

Assorted Sweet Muffins

\$5.00 per person

Freshly baked selection of sweet muffins

Assorted Sweet Cakes & Slices

\$5.00 per person

Freshly baked assortment of delicate cakes & slices

Cheese, Crackers & Crudites

\$7.00 per person

Assortment of hard cheese, crackers, celery sticks and carrot sticks

Seasonal Fruit, Dried Fruit & Nuts

\$7.00 per person

Fresh seasonal fruit with an assortment of dried fruits and nuts

Assorted Sandwiches

\$5.50 per person

Assorted sandwiches with fillings of chicken, egg, ham, cheese and salads

Assorted Wraps

\$7.00 per person

Assorted wraps with fillings of chicken, egg, ham, cheese and salads

Hot Finger Food

\$6.00 per person

Assortment of mini spring rolls, Thai combos, sausage rolls, mini quiches and wedges

Please Note: All items used in platters are subject to availability

Platters

Brunch Platter

\$45 serves 10 \$67.50 serves 15

Fresh fruit, selection of muffins & Danishes

Savory Brunch Platter

\$50 serves 10 \$74.00 serves 15

Ham & cheese croissants, mini quiches & savoury muffins

Sandwiches Platter

\$55.00 serves 10 \$82.50 serves 15

Assorted sandwiches with fillings of chicken, egg, ham, cheese & salads

Sandwiches & Wraps Platter

\$60 serves 10 \$90 serves 15

Assorted sandwiches & wraps with fillings of chicken, egg, ham, cheese & salads

Sweet Cakes & Slices Platter

\$40 serves 10 \$60 serves 15

Baker's selection of fresh cakes & slices

Antipasto Platter

\$70 serves 10

Sliced salami, olives, cheese, sundried tomatoes & marinated capsicum

Hot Platter

\$60 serves 10 \$75 serves 16 \$90 serves 20

Assortment of mini spring rolls, Thai combos, sausage rolls, mini quiches & wedges

Hot Seafood Platter

\$70 serves 10 \$85 serves 15 \$100 serves 20

Assortment of mini spring rolls, battered fish bites, prawn cutlets & calamari rings

Cheese Platter

\$70 serves 10

Assortment of hard & soft cheeses, dried fruits & crackers

Please Note: All items used in platters are subject to availability