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## **General Function & Events Enquiry Form**

**COMPANY/ORGANISATION:** \_\_\_\_\_

**OCEAN SHORES COUNTRY CLUB SPONSOR:** YES or NO

**FUNCTION TYPE:** (e.g. wedding, seminar, birthday party, training)

\_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **CONTACT PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **START TIME:** \_\_\_\_\_ (\*must be within club trading hours)

**NUMBER OF ATTENDEES:** \_\_\_\_\_ **NUMBER OF MINORS:** \_\_\_\_\_

(Please note there are special rules for functions attended by minors)

**CATERING REQUIRED:** YES please complete catering requirements section attached.

**All catering is to be discussed and organised with "The Shores Bistro" [accounts@2fbcatering.com](mailto:accounts@2fbcatering.com)  
deposit will be required to confirm all catering**

**BAR ARRANGEMENTS:** (All accounts to be settled at end of function)

BAR TAB: \$ \_\_\_\_\_

Drinks Included \_\_\_\_\_

JUGS - JUICE/WATER/SOFTDRINKS/BEER: \_\_\_\_\_

WINES: \_\_\_\_\_

**SPECIAL REQUIREMENTS (please include room layout for table & chairs, attach diagram if required):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>ROOM</u>	<u>OPTIONS*</u>	<b>All room hire is + GST</b>
The Front Deck	\$300	Full Front Deck (seat up to 80 ppl)
	\$100	Half Front Deck (seat up to 40 ppl)
The Pacific Room	\$550	Full Room and Full Front Deck (seat up to 180 ppl)
	\$300	Full Pac Room (seat up to 100ppl comfortably)
	\$150	½ Pac Room (seat up to 60 ppl)
The Sunset Lounge	\$60	Seat up to 40 ppl
The Board Room	\$50	Seat up to 12 ppl
Lawn Bowls	\$300	Full Green Hire
	\$10	Green Fee per person (potentially sharing with other group)
Wedding Ceremony (Golf Course)	\$300 (+ gst)	

\* Access for decorating is 2 hours prior to function

\*\* Existing chairs in all of the above areas must remain....no hire chairs to brought in the club house

\*\* Seating capability may vary slightly depending on your functions requirements (ie if theatre style set up or tables and chairs required – please contact the office on 6680 1008 to discuss your specific needs

**OTHER SERVICES:**      *All other services are available for hire . Please discuss further when booking your function.*

<b>IPOD SPEAKER</b>	<b>\$20.00</b>
<b>TABLE CLOTHS</b>	<b>\$12.00</b>
<b>TABLE RUNNERS</b>	<b>\$3.00</b>
<b>SEAT COVERS</b>	<b>\$5.00</b>
<b>ROUND FUNCTION TABLES</b>	<i>included in room hire</i>
<b>TELEVISION/DVD PROJECTOR</b>	<b>\$50.00</b>

***Inclusive of room hire***

WhiteBoard  
Projector Screen  
Lecturn  
Microphone

**PLEASE NOTE ALL CATERING ENQUIRIES & CATERING PAYMENTS GO THROUGH "THE SHORES BISTRO"**

## **TERMS & CONDITIONS:**

### **Bookings and Deposits**

- Full room hire fee and signed agreement is required to confirm your booking.

### **Confirmation of numbers**

- Agreed minimum catering numbers are to be confirmed fourteen (14) days prior to the event, at which time numbers can only be increased, should numbers decrease after this date minimum numbers will be charged.
- Final numbers are to be confirmed seven (7) days prior to the event with full payment required at this time. Increase to minimum numbers will need to be paid for on the day of the function.

### **Cancellations**

- Notification of cancellation of room hire up until 2 weeks prior to the scheduled event – full refund.
- Notification of cancellation after 2 weeks prior to the scheduled event – 50% refund room hire full refund on catering ordered.
- Notification of cancellation within 1 week prior to the scheduled event – no refund on room hire and a 50% fee charged on all catering ordered.

### **Food and Beverage**

- Special Dietary requirements - Should you require special meals, please notify the Functions Department prior to your function. As you can appreciate there are now several types of meal requirements and these cannot be produced on demand unless specifically ordered prior to your event. We require seven (7) days' notice for ALL dietary requests.
- Menu Pricing - Every effort is made by the Club to hold menu prices as printed, however menu prices may vary slightly on occasion at the discretion of management.
- Due to health regulations, Ocean Shores Country Club does not permit patrons, guests or invitees to bring items of food and beverage on the premises. Likewise, no food or beverages can be removed from the premises. Cakes for special occasions are exempt from this rule. Please provide prior notice if bringing a cake. A charge of \$2.00 per person applies if you require staff to cut and serve your own cake as dessert.
- Costs of meals for DJs, bands, entertainers etc. will be added to the client's account and these are not automatically included in your function. Should you require meals for such, the Club requires seven (7) days' notice. These meals will not be produced on demand.
- Liquor - The Club does not permit alcohol to be brought in from outside of the Club. Should you have any special liquor requirements, our Beverage Manager would be happy to discuss your needs.
- Alcohol is not permitted to be taken off the premises after 11pm. This includes alcohol provided as prizes or gifts.
- Responsible Service of Alcohol - Serious fines are in place for minors who obtain alcohol on a licensed premise to both the venue and the minor. Sufficient photo identification must be produced to provide evidence of age. Fines are also in place for people who buy or supply minors with liquor. Management and Staff are required by law to refuse you liquor service if you are under 18 years of age or unduly intoxicated, and/or creating a disturbance. All guests under the age of 18 years must have their legal guardian remain on the premises at all times during the visit to the Club. For further information, please visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)

### **Floor plans**

- Seating plans must be provided seven (7) days prior to the commencement of your function. The Functions Department is more than happy to advise on function room specifications.
- Ocean Shores Country Club reserves the right to rearrange or adjust specified room set-ups to ensure Workplace Health and Safety Regulations are adhered to.

### **Audio Visual**

- The club provides in house audio visual equipment, charges usually apply for all special equipment or facilities provided for each function – please discuss costs and needs with Functions Coordinator.
- Should you wish you to bring in an outside contractor, please liaise with the club to arrange delivery and set up.

### Delivery and Collection of Goods

- The Club may accept delivery of goods for conferences, exhibitions and events, no more than 2 working days prior to the event and must be collected within 2 working days after the conclusion of the function or event. Please confirm details prior to delivery.

### Private Property/Outside Contractors

- Outside Contractors are required to liaise with the Functions Manager to ensure WH&S or other permissions are adhered to.
- The Club will take all necessary care but will not accept responsibility for damage or loss of any client's, guests or contractors property in the Club before, during or after a function.

### Client Responsibilities

- General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The patron is responsible to conduct the function in an orderly manner. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
- The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the Club.
- The use of pyrotechnic equipment including smoke machines or any device which may be a source of ignition (including naked flames and incense burners) is **strictly prohibited**. The client will be responsible for all costs which may be incurred as a result of the unauthorised use of such equipment / devices or potential sources of ignition.

### Privacy

- Ocean Shores Country Club is committed to the privacy of your personal information such as your name, address, gender etc supplied by you in your interaction with the Club under the Privacy Act 1988 (Commonwealth and the Privacy Amendments Act 2012).

### Credit Card Payments

- Surcharges will apply to clients using credit cards for payment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

OFFICE USE ONLY:                      *Staff Member taking booking:.....*

Total Room Hire Amount \$ \_\_\_\_\_                      Invoice No: \_\_\_\_\_

Invoice Date: \_\_\_\_\_                      Paid on: \_\_\_\_\_

Deposit Amount\$ \_\_\_\_\_





**Kitchen open Monday to Sunday**  
**Lunch: 12PM – 2PM Dinner: 5:30PM – 8PM**  
**To reserve a table, or to book your next function**  
**02 6680 1008**

## **PLATTER MENU**

### **Italian Antipasto \$65**

Selection of cold cuts, olives, marinated veg, 2 styles hard cheese, spiced nuts, dried & fresh fruit, warm breads, house made dips & crackers

### **Deep Fried Bites Platter \$65**

S&P calamari strips, spring rolls, samosas, dim sims, chips & sauces

### **Vegan Platter \$65**

Marinated grilled veg, olives, herb pickled peppers, sun dried tomatoes, falafels & veg curry samosas, dips, rice crackers, warm breads

### **Asian Feast Platter \$65**

Thai fish cakes, chicken satay, crispy honey and soy chicken wings, mini curry samosas, vegetable spring rolls and sweet soy & mild chilli dipping sauce

### **Savoury Pastries Platter \$65**

Assortment of gourmet mini pies and sausage rolls, sauces & chips

### **Oven Warm Breads & Dips \$50**

Rustic warmed breads & house made dips

### **Gourmet Deli Sandwich Platter \$50**

Chef's selection of freshly made mini deli subs.  
Veg options also available

**Public Holiday trading may vary, please contact the Club for details. Some dishes may contain nuts & other ingredients which may not be listed, please let our staff know if you have any food intolerances or allergies. All prices include GST.**





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## FUNCTION MENU

**Choice of 2 mains & 2 desserts @ \$28 per person**

### **Rosemary & garlic lamb loin chops**

With herb roasted potatoes, fresh greens & peppercorn sauce

### **Crispy skin Barramundi**

With asian veg, jasmine rice, light red curry sauce & pickled asian veg

### **Chicken breast**

With pumpkin puree, steamed greens, mash potato & dark jus

### **12 hour slow-roast pork**

With herb baked veg, steamed seasonal greens, gravy & crackling

### **Crispy pork belly**

With potato bake, pan seared asparagus, pickled onion & dark ale gravy

### **Sticky date pudding**

With butterscotch sauce & ice cream

### **Chocolate fudge brownie**

With chantilly cream & berry

### **Apple pie**

With vanilla ice cream

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# **Low & Slow BBQ Function Menu**

**\$40 Per Head**

**Wagyu Brisket MB6+ Texas Style Brisket**

**Memphis Dry Rubbed Pulled Pork**

**Beef Salsa Hot Link Sausage**

**Smoked Chipotle Aioli Slaw**

**Smoked Mac & Cheese**

**Collared Greens**

**Brioche Slider Buns**

**Homemade Pickles & BBQ Sauce**



# The Shores Bistro Function Request

<b>Date:</b>		<b>Taken By:</b>		<b>Contact:</b>	
<b>Date of Function:</b>		<b>Pax:</b>		<b>Contact Number:</b>	
<b>Function Options:</b>				<b>Email:</b>	
<b>Platter:</b>		<b>Alternative Drop:</b>		<b>Dietary:</b>	
Antipasto:		Fish:		Vegan:	
Deep Fried:		Chicken:		GF:	
Vegan:		Pork:		Shellfish:	
Breads & dips:		Lamb:		Tree Nut:	
Asian Platter:		Roast:		Soy:	
Savoury Pastries:		Veg:		Dairy:	
Sandwiches				Eggs:	
				Peanut:	

**NOTE:** BOOKINGS WILL ONLY BE CONFIRMED ONCE DEPOSIT HAS BEEN RECIEVED

Special Requests: