

Draught Room Terms and Conditions

- A minimum spend of \$2,500 is required for food and drinks for your event. If this minimum is not met the difference will be charged to your account.
- A deposit of \$500 to secure your booking is required on receipt of T&Cs, should you decide to proceed with the booking. This will be returned at the conclusion of your function if the 2 clauses regarding damage and cleaning are met.
- **You will be charged for your final confirmed numbers.** In the case that numbers increase you will be charged for these at the agreed per head price. You will be invoiced for the final chargeable numbers and final payment immediately after the event.
- Final Payment for your function is required no later than 7 days before the function/event has taken place.
- **Please note that a 10% surcharge will be applied to the final account for any function or event that falls on a public holiday or Sunday.**
- In the event of cancellation of your function less than 8 weeks in advance, your deposit will be forfeited.
- Due to an agreement with the Ballarat City Council. Please note the following conditions apply.
 - The finishing time for any music/entertainment will be no later than 11.30pm.
 - The closing time for the function bar is no later than 11.45pm.
 - Patrons are required to have exited the venue no later than 12.00am.

It is the responsibility of the organiser to convey the above information to all guests in attendance.

- Security is required at your function and will be in attendance at the request of the BDTC which is included in your quote. Should additional security be required which is at the discretion of the BDTC then this cost will be on charged to you the client in your final bill.
- The duration of the hire of the room is for a **5-hour period** and can start anytime after 6.00pm and must end at 11:30pm with all guests to have exited the venue by 12.00am midnight.

- Entry for your event will be via Gate 2 on Sutton Street, Redan. There will be signage placed for guests to follow.
- The Client must nominate a representative (Go to Person) who the supervisor on day of the event will coordinate and take instructions.

Name _____

Mobile _____

➤ **Canape & Grazing Packages → Please select from the below options:**

Canape Cocktail Package One

\$27pp

Four item menu

Select (4) Standard canapes – 2 hot, 2 cold

This selection allows guests four items of food per person served for one hour

Canape Cocktail Package Two

\$42pp

Eight item menu

Select (8) Standard canapes – 4 hot, 4 cold

This selection allows guests eight items of food per person served for one and half hours

Canape Cocktail Package Three

\$52pp

10 item menu

Select (10) Standard canapes – 5 hot, 5 cold

This selection allows guests ten items of food per person served for two hours

Platinum Cocktail Package

\$77pp

Eight item menu plus platters

Select (6) Standard canapes – 3 hot, 3 cold

Select Two (2) Food Bowls 50/50 drop

Anti pasto platter

Dessert Platter

This selection allows guests ten items of food per person served for 3 hours

Standard Savoury Canapes

Please select your Canapes from the following standard selections

Cold

- Maple Roasted Pumpkin salad tart with toasted walnuts and Meredith Feta
- Chicken and avocado rice paper rolls with a Vietnamese dipping sauce
- Roast beef with seeded mustard aioli and crisp fried onions en croute
- Tortilla Tart with roasted corn and bean salsa with guacamole
- Chicken, bacon and semi dried tomato salad tart
- Cucumber and smoked salmon roulade with dill, capers and cream cheese
- Prawn, Mango and avocado salad on tortilla crisps
- Moroccan pumpkin and cashew mash on crisp toasts
- Prosciutto, cherry tomato, and bocconcini skewers with fresh basil
- Medium rare lamb rump with pesto and roasted capsicum on Turkish toasts

Hot

- Lamb Kofta with Minted Garlic Yoghurt
- Hoi Sin Pork Belly Bao Buns
- Southern Fried Chicken bites with a chipotle mayo
- Prosciutto wrapped prawns with a semi dried tomato aioli
- Fish tacos with a corn, lime, and coriander salsa
- Felafel bites with hummus and tzatziki
- Chicken Satay skewers with a peanut dipping sauce
- Dumpling assortment a mixture of Prawn, Pork and Vegetarian dumplings
- Pork, apple and caraway rolls with tomato relish
- Sweet potato, pine nut and pesto mini pizzas
- Pumpkin arancini with aioli dip

GRAZING PLATTERS

Grazing platters can be added for an additional cost to any canape package for \$10 per head for each option or all 3 options for \$17.

Anti Pasto Platter
Cheese Platter
Dessert Platter

FOOD BOWLS

Food bowls can be added to any canape package for an extra
\$14.00 Per Guest – Per Item

- Italian Meatballs with cheesy garlic toast
- Lamb curry with basmati rice, mango chutney and papadums
- Lemon pepper seafood and chip plate with a lemon and caper mayo
- Loaded Fried rice - your choice of meat or vegetarian
- Spinach and Ricotta Ravioli with a char grilled vegetable cream sauce
- Hungarian Beef Goulash with Buttered Noodles

DESSERT PLATTERS

Dessert Platters can be added to any canape package for an extra
\$60.00 Per Platter select 4 from below

(40 pieces per platter)

- Mini Lemon Tarts with Cream and blueberries
- Mini meringues with berries and cream
- Mini lemon and passionfruit meringue tarts
- Mini cheesecakes
- Jelly Slice
- Brownie Slice
- Hedgehog Slice

SANDWICH PLATTERS

\$60 per platter 10 rounds - Serves 10 people

These prices do not include roaming service

*Dietary requirements will be catered for separately unless otherwise discussed

- Finger food serviettes
- Tablecloths (as required around the room)
- Private Carpark with entry via Bell Street Gate 2
- Cordless microphone x1
- Full use of BDTC stereo system
 - USB port (connection cord required)
 - Aux port (connection cord required)
 - Personalised signs to direct guests

ADDITIONAL 'OPTIONAL' EXTRAS

<input type="checkbox"/> Use of additional Microphones	\$30.00 each
<input type="checkbox"/> Black tablecloths	\$4.00 each
<input type="checkbox"/> Coloured linen serviettes	\$0.70 each
<input type="checkbox"/> Additional Electrical requirements	Electrician Quoted
Use of <u>one</u> Microphone	Complimentary
BDTC AV equipment	Complimentary

Please choose one of the following bar options applicable:

- Cash bar only**, no Tab
 - Cash bar and Tab** with the following inclusions:
 - Beer, house wine and soft drink only.
 - or
 - Full access to all drinks available including spirits and pre-mixed drinks.
 - Paid on the night of event by representative of function
 - Dollar limit
 - No dollar limit
- Menu prices are confirmed once a deposit has been paid, however menu selections are subject to change at the discretion of the head chef, this is a result of seasonality of goods.
 - Final chargeable numbers and dietary requirements are required **7 days** prior to the function. If your final numbers increase outside of this 7-day period, your additional catering menu selection may be at the chef's discretion. ****Please see the club's Food Allergy Policy listed at the end of the document.**

- We are a fully licenced venue, and all your alcohol requirements can be met, **under no circumstances will BYO be permitted**. The BDTC does not permit any beverages not supplied by the club to be served. In accordance with our responsible service of alcohol policy, we reserve the right to refuse the service of alcoholic beverages to any guest deemed to be intoxicated or under the age of 18 years old.
- The BDTC will take all possible care but will not be responsible for damage or loss to merchandise or personal property prior, during and after a function.
- Other Fees and Charges: For security and our Occupational Health and Safety Management System it is the BDTC's policy that any time required for; equipment drop off; pick up; set up and rehearsal, a BDTC staff member must be present. Start and finish times must be communicated to the BDTC in appropriate notice. It is recommended that these times are to occur during office hours (9am -5pm Monday – Friday) to minimise cost. An hourly fee may be charged to your account. Confirmation of the fee applicable will be communicated at request.
- The BDTC continues to focus on our health and safety management through our Occupational Health and Safety Management System. We aim to provide an environment which is safer for our staff, customers, patrons, and industry participants and ensures our Club is compliant with Occupational Health and Safety legislation and requirements. It would be appreciated if you could advise or confirm with external contractors e.g. Stage hire, lighting, bands etc that **all electrical equipment is tested and tagged. In the case that this is not done the BDTC electrician will be advised to complete this requirement with the associated costs on charged to the client.** This is a Club policy and is strictly enforced.
- Any equipment hired by your organisation needs to be covered by that company's Public Liability Insurance Policy (A copy of the current Policy is required to be provided to BDTC prior to the event). If equipment is provided by yourself, a copy of a current Public Liability Insurance Coverage relating to your Business/Group is required to be provided.
- **Clients are financially responsible for any damage or loss caused to the property or facilities during a function.**
- **Any additional cleaning costs incurred by BDTC associated with the event will be charged to the client.**

Please return these signed Terms and Conditions to the BDTC along with your deposit (Paid) to secure your date.

I hereby agree to conditions set out in the Ballarat and District Trotting Club terms and conditions.

Printed Name:

Organisation:

Signature:

Date:

Food Allergy Policy

Food allergen management

- Ballarat and District Trotting Club will provide appropriate menu options for customers with food allergies. A separate dietary menu with options in each course will be provided to the client for the client to select dishes. Each dish on the menu will be free from the 12 most common allergens.

Communication and documentation

- Customers will be asked to disclose their food allergies or special dietary requirements when booking for a function/event
- Allergy information will be received by the Function Co-Ordinator and discussed with the function chef prior to as well as on the day of the function to ensure all are on the same page. A copy of allergy information will also be given to the function supervisors on the night, so they are aware of what allergies are at what table. Function supervisor will confirm dietary with guest's verbally on the night once seated, please allow 15-30 minutes before formalities begin for this to happen.

Meal preparation, provision and execution

- Meal preparation processes will be undertaken wearing non-latex gloves, if gloves are used
 - Different colored and shape plates will be used to identify standard meals and meals for customers with food allergy
 - All 'allergy meals and drinks' are delivered to the customer without other meals in order to minimise the risk of providing the wrong meal to the customer with food allergy.
 - All 'allergy meals' will be prepared and plated by a food handler who has completed the required food allergen management training National Allergy Strategy:
 - Menu items are prepared following standardised recipes approved by Head Chef and Function Chef. Any changes to standardised menu items or recipes must be authorised by Head Chef and Function Chef.
 - All allergy meals will be clearly labeled on the function attendance sheet as well as the Function Floor plan by the Function Co-Ordinator to ensure all meals are delivered correctly by staff on the night.
- *Note: A full copy of the Ballarat Trotting Clubs Food Safety Policy is available upon request*