

HIGHGATE FUNCTION ROOM

**Highgate Recreation Reserve
229 Grand Boulevard
Craigieburn 3064**



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The Highgate Function Room caters for 50-200 people in a range of settings. From formal sit down dinners to casual events, the function room allows for great versatility.

Please see below for further details on types of functions catered for.

Birthday Parties

The Highgate Function Centre comes alive at night with its beautiful views of the Melbourne skyline and modern function facilities. With a plasma screen TV and sound system for CDs & IPods, a party atmosphere is guaranteed. Experienced staff will assist you in making sure your birthday is the party everyone is talking about for the rest of the year.

16th - 18th Birthdays are not accepted.

Corporate Functions

The Highgate Function Centre provides a relaxing and flexible environment for work parties, corporate functions & Professional Development days. Providing a fresh take on board room style corporate functions, with access to a whiteboard, projector and screen, plasma screen TV, and a versatile space for any style meeting, the Highgate Function Centre is the ideal place for your next corporate function.

Christenings, Communions & Confirmations

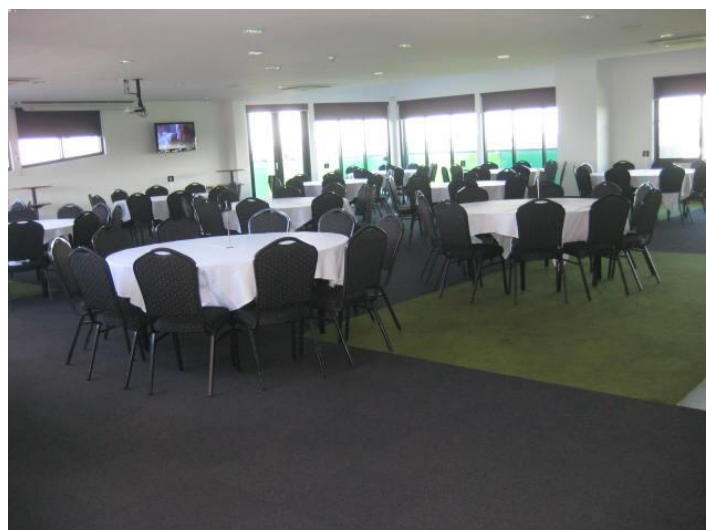
Highgate Function Centre provides a serene space for the commemoration of these special sacraments. Resplendent in the soft natural light from its wide windows and offering panoramic views of the Highlands estate and Melbourne skyline, Highgate provides the perfect atmosphere for your precious celebration.

Club Presentation Nights

Situated at the prime football ground of the North, RAMS Arena at Highgate Recreation Reserve, the Highgate Function Room is the perfect venue for your Sporting Club Presentation Night. With the option of cocktail style or sit down functions, our experienced staff will be able to tailor your night to suit your needs. With our plasma screen TV and sound system for CDs & IPods, the Highgate Function Centre has everything you need to make your night a success.

Wedding and Engagements

Highgate is the ideal setting for Weddings and Engagements with its elegant yet modern décor and beautiful panoramic views of Melbourne. Situated in quiet surrounds overlooking the Highlands estate, the Highgate Function Centre offers cocktail style and sit down function set ups, tailored to your wishes. With our experienced staff on hand to assist you, The Highgate Function Room will provide you and your guests with an evening to remember.





FEES

Function Room Hire \$550 - Inclusive GST

5 Hour function, with a 2 hour set up time. Further fees apply for additional hours.

Bond Required \$220 – Inclusive GST

Credit card details must be provided for security of bond. Bond will be returned within 5 days of the function on the proviso there is no damage to the property. Extensive damage to property may incur additional costs for repair.

Kitchen Hire \$110 - Inclusive GST

A full commercially equipped kitchen is available for all functions to hire for either personal use or to organise independent catering. Access available two hours prior to function, further fees if additional hours required. Not required if booking catering with partner caterer, Melbourne Metropolitan Hospitality.

(Please note, oil not always provided for use of deep fryers. Please confirm this on booking of kitchen if intending on using fryers.)

Security Fee – see details below

Required for all 21st birthday functions.

Catering -

Melbourne Metropolitan Hospitality provide numerous catering options for all event types. They specialise in catering for all tastes and budgets. If you choose Melbourne Metropolitan Hospitality for your function, no kitchen hire fee is charged. To discuss options with them, please obtain contact details from Highgate Function Room Management.



HIGHGATE RECREATION RESERVE FUNCTION ROOM HIRE AGREEMENT & FUNCTION DETAILS

FUNCTION DETAILS

Date: _____

Host Name: _____

Host Contact Number: _____

Host Email: _____

Function Type: _____

Guests (approximate): _____

Guests Arrival Time: _____

Finish Time: _____

All evening functions must finish by 12 midnight, with cleaning to be completed by 12.30am.

All guests are to be out of the centre & car park by 12.30am

The bar will close ½ hour before the end of the function.

ROOM SET UP

Preferred set up date & time: _____

2 hours allocated

This will be confirmed on availability of the room & staff members

Furniture to be set up in room prior to your arrival

No table linen is provided

Round tables required: _____

Trestle tables required: _____

Chairs around tables: _____

Chairs around room: _____

Maximum 180 guests for a seated function

Will you be using decorations? _____

STRICTLY NO WAX CANDLES. Blue Tack **ONLY** to be used. Helium balloons need to be collected and removed from the room at end of the function.

BAR

Bar Open? _____

Tab or Cash Bar (\$20 Min EFT)? _____

What is the Tab paying for(Beer/ Wine/ Spirits/ Soft Drink)? _____

Special Beverage Requests: _____

ABSOLUTELY NO ALCOHOL OR SOFT DRINK is permitted to be brought into venue.



ENTERTAINMENT

Projector & screen required? _____

Personal laptop to be used for projector, cord supplied (Mac adaptors not supplied)

TV required? _____

No DVD player, HDMI cord available

Sound system required? _____

Additional entertainment equipment organised? _____

DJ / Band booked (please specify)? _____

Additional Entertainers booked? _____

No Adult Entertainment allowed

SECURITY

0 to 120 guests - \$380.00

120 guests and over – price on request

Security is required for all 21st birthday functions. Security booked only through Management’s partner company.

(Bookings as of 01.01.2017)

PAYMENT (Supply even if paying by Cash)

Credit Card Details: _____

Name on Credit Card: _____

Number on Credit Card: _____

Expiry Date: _____

CCV Number: _____

Signature: _____

Client Name: _____

Client Signature: _____

Date Signed: _____

Function Coordinator Name: _____

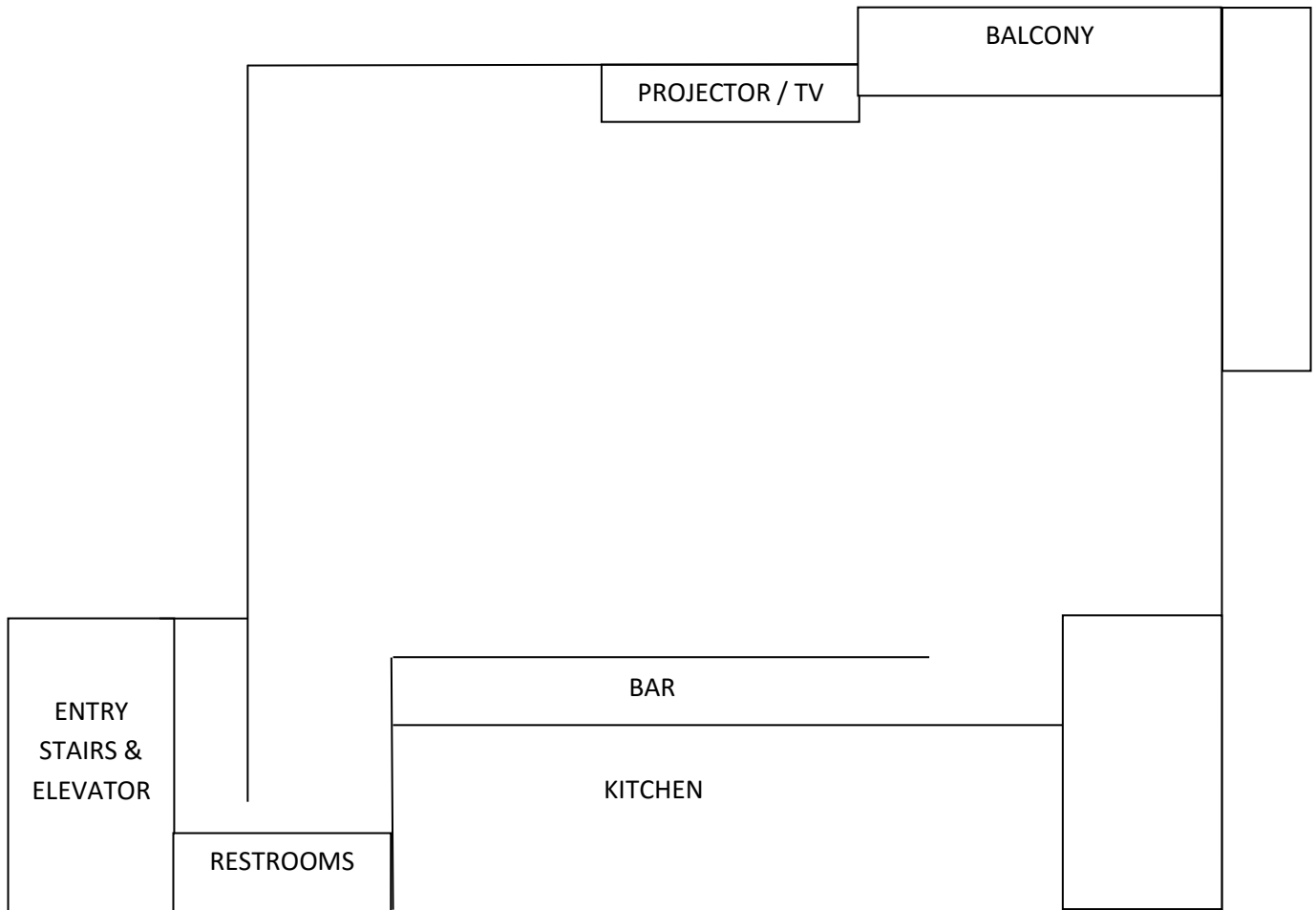
Function Coordinator Signature: _____

Date Signed: _____



FUNCTION ROOM PLAN

Please mark desired furniture set up below.





PAYMENT

Office use only

HIRE: _____

BOND: _____

KITCHEN: _____

SECURITY: _____

TOTAL: _____

Paid: \$ _____ Paid: \$ _____

Payment: _____ Payment: _____

Date: _____ Date: _____

Staff Sign: _____ Staff Sign: _____

Outstanding: \$ _____ Outstanding: \$ _____

Paid: \$ _____ Paid: \$ _____

Payment: _____ Payment: _____

Date: _____ Date: _____

Staff Sign: _____ Staff Sign: _____

Outstanding: \$ _____ Outstanding: \$ _____

Paid: \$ _____ Paid: \$ _____

Payment: _____ Payment: _____

Date: _____ Date: _____

Staff Sign: _____ Staff Sign: _____

Outstanding: \$ _____ Outstanding: \$ _____



TERMS AND CONDITIONS & AGREEMENT

To ensure the satisfaction of our guests, the following terms and conditions are applicable to your event.

Please read them carefully and do not hesitate to contact us if you have any queries.

Bond

Each function booking requires a bond of \$220.00. This must be paid with use of a VISA or Mastercard, with the card details held as security of any further damage. The bond will be refunded/released within 5 working days of the function date provided that the venue meets the management's standards at the conclusion of the function.

Payment

The estimated Function charge must be paid in full (less the amount of any deposit/bond already paid) at least seven (7) Business Days before the event.

Function Cancellation

The following cancellation fees apply if you cancel the event:

More than 14 days' notice - unless otherwise specified a deposit of \$100 will be forfeited.

Less than 14 days' notice - unless otherwise specified Highgate Function Centre require 50% of your event's full payment.

Conduct of the Function

Unless otherwise agreed by Highgate Function Room Management, your event must finish at the time specified in the Booking Form. Your event must be conducted in an orderly and lawful manner. Highgate Function Room Management reserves the right to end your event if it is believed that your event is not being conducted in an orderly and lawful manner.

Highgate Function Room Management takes no responsibility for any costs, damages or expenses that you may incur in relation to the cancellation of your event. Highgate Function Centre may remove or deny entry to anybody being disruptive or acting in a disorderly manner. No alcoholic beverages of any kind, other than those provided by Highgate Function Room, will be permitted onto the premises. Highgate Function Room practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

Cancellation of Function Room

Highgate Function Room Management reserve the right to cancel a function booking if required for Sponsor or Club use up to one month in advance of any function.

No Responsibility

Highgate Function Centre is not responsible for theft, damage or loss of any goods brought into the venue or cars parked in car parks.

These terms and conditions are accepted.

Client Full Name: _____

Client Signature: _____

Date Signed: _____

Function Coordinator Name: _____

Function Coordinator Signature: _____

Date Signed: _____