



Function Information Pack



MOSS VALE
SERVICES CLUB

Thank You for choosing us to hold your Function.



Function Information:

To ensure that everyone has an enjoyable time, it is important that the following information outlining the Rules, Regulations and Policy that govern the Club is read and understood.

Firstly, in order for persons to gain entry to the Club, they must meet one of the following criteria:

1. Be a member of the Club: membership card must be produced
2. Be a guest of a member. If you are a member, you are able to sign in non-members attending your function.
3. Live outside the 5km radius of the Club, proof of residency must be shown. I.e. License or Photo ID card.

To avoid disappointment, please ensure that all persons attending the function are aware of the entry criteria. A person who does not comply with one of the above conditions will be refused entry.

☐ Responsible Service of Alcohol Regulations are strictly enforced. We employ an 'off is out' policy, which means once someone is refused service, they must leave the premises immediately.

☐ Menu prices are subject to change and not guaranteed until your booking is confirmed and deposit paid.

☐ Any person under the age of 18 years must at all times remain under the supervision of a responsible adult

☐ No alcohol is to be taken from the premises.

☐ Strictly NO SMOKING within the Club. A smoking area is located adjacent to the main lounge area

If you require further on any of the above, please call the Club on

02 48681557.



The Facilities

The Acacia & Camellia room

Our recently renovated function rooms offer state of the art conferencing facilities, which include a built-in data screen & projector, microphone, and a whiteboard.

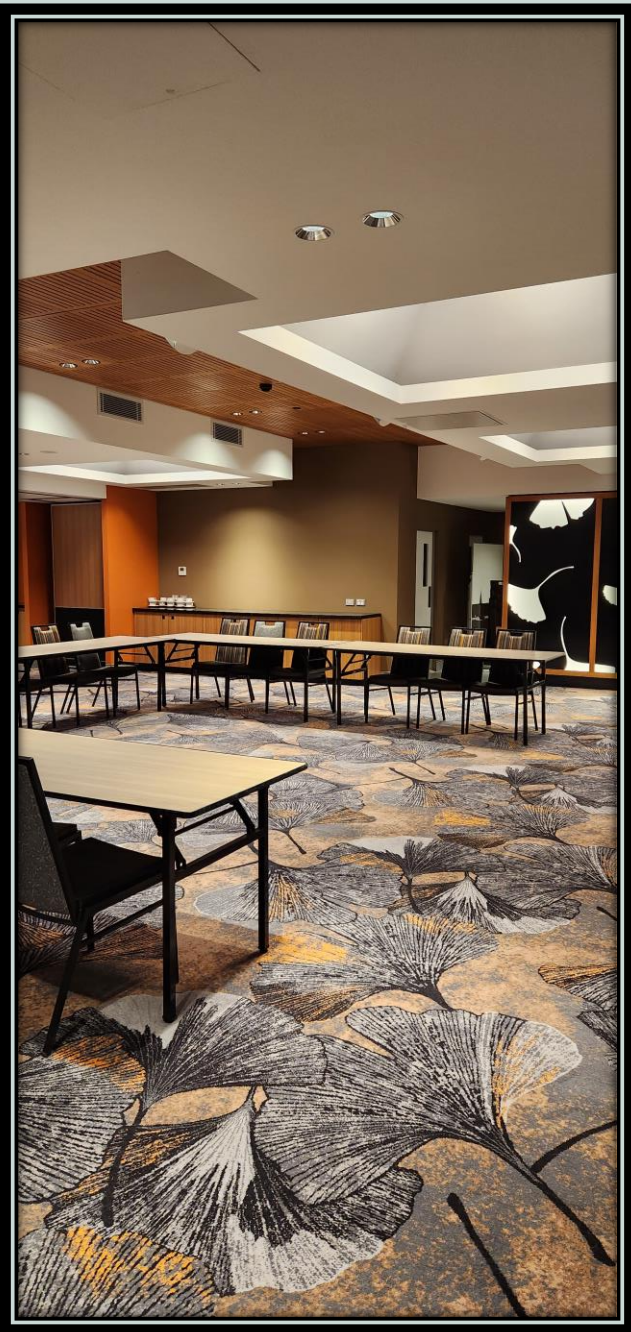
Using a HDMI port to connect your laptop directly to our projector & Bluetooth speakers.

These rooms can be offered separately, or can be merged into one Large room depending on your requirements.

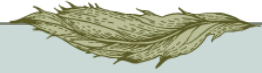
Bar Service is available in both rooms.



Acacia Room



Camellia Room





The Facilities

The Banksia room.

This is a break-out room which can be used in tandem with either the Acacia or the Camellia room for extra Space.

There are no conferencing facilities available in this room.

The Auditorium.

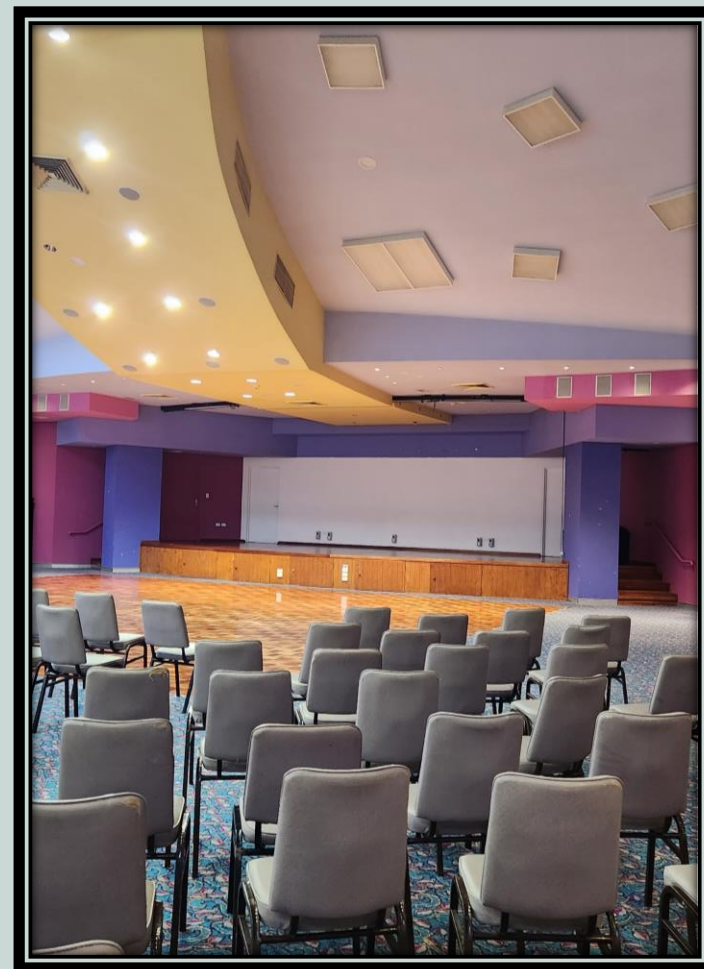
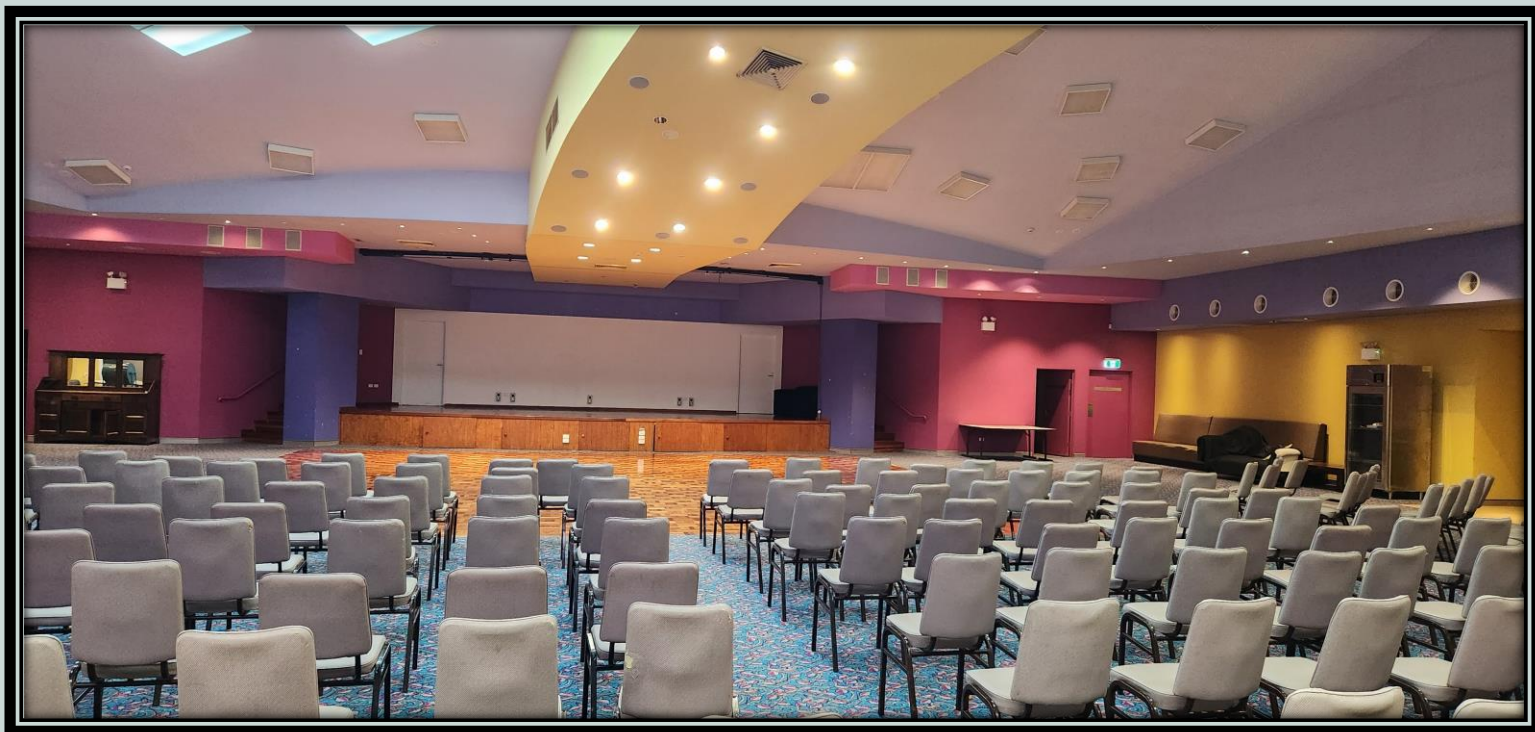
Our Largest function room, with a Stage & a dance floor, is ideal for functions of 150 plus persons.

Bar service, and conferencing facilities available.

This room is well suited for shows, corporate & community events.



Auditorium



Room Capacities

Set-Up	Camellia	Acacia	Auditorium
U- Shape	24	21	N/A
Theatre Style	90 approx.	40 approx.	300
Round Tables	70 approx.	32 approx.	260 comfortably 300 maximum
Rectangle tables	60 approx.	40 approx.	150
Classroom Style	40 approx.	25 approx.	N/A

AV Set- Up



	HDMI	Mic	Projector & Screen	Bluetooth Speakers
Camellia Room	Yes	Yes	Yes	Yes
Auditorium	Yes	Yes	Yes	Yes
Acacia Room	Yes	Yes	Yes	Yes

We advise persons using the AV to test the Equipment in the Club, pre-event, using their own laptop, compatible with HDMI.

We offer the HDMI cable for the duration of your function.



Room Hire Pricing

The Camellia & Acacia room

- Individual room \$ 300
- With Bar open for 4 hours \$450 (staff only)
- The Banksia room (Used in tandem with either the Acacia or Camellia rooms)
- The Acacia, Banksia & Camellia rooms \$650 (Combined)
- With Bar open for 4 hours \$800

The Auditorium

- \$300
- With Bar open for 4 hours \$450 (staff only)

All rooms can be utilized for any event using in-house catering.

Our extensive menu selections are available separately upon request.

Please note that any food or drink not purchased at the Club, must not be consumed on Club Premises.

All catering must be provided by our Contract Catering Team headed by Kul, trading as TAJA Brasserie

Contact: tajmossvale@gmail.com

Mobile: 0466 429 457

Function Terms & Conditions

Your booking will not be considered as confirmed unless this page is signed and returned with your room hire payment.

(a copy will be issued to you at the time of confirmation).

* All function bookings are to be made during office hours, 10am-5pm Monday to Friday

* Tentative bookings will be accepted but will only be held up to 6 weeks from the planned date, or sooner if other inquiries are forthcoming for the same date.

* Deposits of \$150 is required to secure the booking of your function. This will be deducted from the total hire fee of your function, the remaining amount is to be paid before the commencement of your function.

Cancellation within 48 hours of your function will forfeit your deposit amount.

* EARLY ENTRY: Club trading hours are from 10am, but earlier access from 9am can be organised by special arrangement for Certain rooms, at an additional cost. Should you take this option, you must advise all attendees to enter the Club via the back entry on Yarrawa Street. Attendees should be advised that this back entry is for early entry only. Not accessible throughout the day. Access to any other areas of the Club is not permitted until 10am.

* Bear in mind that all emergency exits must remain unencumbered by your room setup. You will be required to sign-off on this sheet to avoid any miscommunication.

* For catered functions, confirmation of numbers is required five clear days prior to the function. Note: the confirmed numbers are the minimum number you will be charged (extras may be added, within reason). Catering accounts must be paid 24 hours prior to your function.

* Prohibited: nothing is to be adhered to any wall surfaces, no glitter/confetti/table scatter of any description, and no smoke machines to be used in the rooms.

* The Club will not accept responsibility for the loss or damage of any property brought in, used or left in the Club.

* Organisers will be financially liable for any damage to the Club or Club property which is caused by the organiser or invited guests.

* The organiser is responsible for any guest under the age of eighteen (18) years of age. You are required to notify the Club of their intended presence and ensure they are supervised at all times and do not consume alcoholic beverages.

I, _____ agree to comply with the above Terms and Conditions relating to the function to be held at Moss Vale Services Club on _____



Thank you

MVSC Functions team

dm@mvsclub.com.au

www.mossvaleservicesclub.com.au

(02) 4868 1557