



Thank you for choosing the Armidale City Bowling club as the venue for your next conference. We are able to offer an extensive range of facilities to help with the success of your event.

The Club is located in Dumaresq Street, within walking distance of the city centre and accommodation.

We are able to cater for any size or style of conference and we can tailor packages to meet your requirements.

The Club offers five function areas, each area is well appointed to allow for guests privacy. Our areas are suitable for; training days, product launches, small or large seminars and conferences, corporate meetings or business planning. We can adapt our rooms and services to meet with your requirements.

We look forward to welcoming you and your guests to our club and being involved in helping you in the success of your conference.



Room Rates & Capacities

Room	Theatre	U-Shape	Class Room	Cocktail	Banquet	1-4 hours	4-8 hours	Over 8 hours
Boardroom 1	30	20	20	N/A	N/A	\$25.00	\$50.00	\$60.00
Boardroom 2	20	20	N/A	N/A	N/A	\$25.00	\$50.00	\$60.00
BBQ area	N/A	N/A	50	70-100	N/A	\$30.00	\$60.00	\$60.00
Tops	150	45	40	150	130	\$50.00	\$100.00	\$150.00
Auditorium	280	60	80	280	250	\$100.00	\$150.00	\$200.00

- Maximum capacities may vary subject to staging and audio visual requirements
- If you require a combination of rooms, please talk to our friendly function team

Conference Rooms

The Armidale City Bowling Club offers five conference areas, each area with its own unique features.

Auditorium

The Auditorium is our largest function facility. This room is able to cater for up to 280 people theatre style or 250 people banquet style.

The room offers:

- A large central dance floor
- Private bar facilities
- Private amenities
- DVD player
- CD player
- External access
- Catering facilities
- Data projector
- Stage
- State- of- the art lighting

Tops Function room

The Tops is an ideal room for small to medium functions seating up to 150 people theatre style or 130 banquet style. The room boasts a view over the club's bowling greens and has its own private balcony.

The room offers:

- A large central dance floor
- Private bar facilities
- Private amenities
- Catering facilities
- Lift
- Private balcony
- DVD player
- CD player
- Data projector

Boardroom 1

Boardroom 1 is the Club's larger boardroom with the capacity to cater for up to 25 people.

The room offers:

- Large Leather high back chairs
- Long business table
- Audiovisual equipment

Boardroom 2

Boardroom 2 allows guest an intimate space for small gatherings.

Boardroom 2 is located near the front of the club.

The room offers:

- Long business table
- Audiovisual equipment

BBQ area

The Club's BBQ area is an ideal venue for people that are looking for a unique and relaxed atmosphere to host their function. The BBQ area is located at the back of the club offering a private and secluded place to host small to medium functions.

The area offers:

- Catering facilities
- Full roof
- Amenities
- Television
- Bar facilities (if required)
- Alfresco fenced area

Room inclusions

The Armidale City Bowling club has designed room inclusions to make your conference more affordable. When you make a booking with us we will include the following in your conference package:

- Cutlery and glassware (if required)
- Jugs of iced water
- Serviettes
- Ample car parking for your guests
- A supportive function team working for you
- Professional bar staff (if a bar is required)

Equipment for hire

ITEM	PRICE
Data Projector & Screen	\$50.00
DVD player	\$10.00
TV	\$15.00
CD player	\$10.00
Wireless hand held microphone	\$10.00
Lectern & Microphone	\$10.00
Standard whiteboard, pens & screen	\$10.00

Please advise us of your requirements when booking. All equipment is subject to availability.

Where Are We

If you have any inquiries about the Club or questions regarding our location please feel free to contact us on **(02) 6772 5666**.

Physical Address: 92-96 Dumaresq Street, Armidale, NSW, 2350.

Postal Address: PO BOX 251, Armidale, NSW, 2350.

Telephone: (02) 6772 5666.

Fax: (02) 6772 3811

Email: admin@armidalebowl.com.au



Terms and Conditions

In order to ensure the success of your function please read the following terms and conditions. Once you are fully aware of these terms and conditions please sign and return to the club with your deposit for confirmation of your booking.

Tentative bookings- The Armidale City Bowling Club will tentatively hold any date for fourteen (14) days without a deposit. After the fourteen (14) days have elapsed the club will automatically release the date unless the booking has been confirmed.

Deposit- A booking will be confirmed only when the club has received a deposit along with a signed copy of these terms and conditions. The club will accept payment in the form of cash, cheque or credit card either in person or via the following:

Postal

Elec-

tronic

PO BOX 251 Armidale NSW 2350 BSB: 062 501 Account No: 00143754

Cancellations- The club will refund all of your deposit if you cancel your reservation within fourteen (14) days of your booking. If you cancel your booking within seven (7) days the club reserves the right to refund 50% of your deposit. If you give less than seven (7) days notice the club reserves the right to retain all monies paid.

Public holidays and Sundays- Please note that a 15% surcharge will apply to all items on all functions held on public holidays and Sundays.

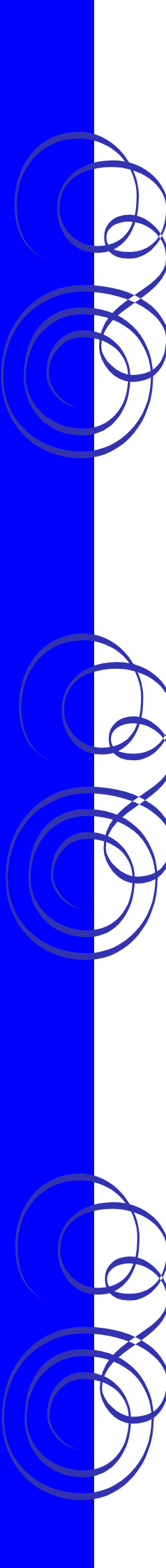
Final numbers- Final function numbers are required 3 days prior to your booking date. Any decrease in numbers after this date will be charged at the full amount.

Payment- The club must receive final payment for your function in full no less than three (3) days prior to your booking date. If function numbers change after three (3) days the Clubs management and Board of Directors will determine if a refund is applicable.

Prices- Whilst every effort is made to maintain prices, they may be subject to change without notice, prior to your event.

Access- The club is open from 9am- 11pm Monday to Thursday, 9am- 12pm Friday and Saturday and 9am- 9:30pm Sunday. If you require access to the club outside of these hours please speak with management. Any approved access before 8.30am will incur a \$50.00 fee. Functions which continue after midnight will be charged at \$50.00 per hour or part thereof.

Damage- The patron is to be aware that they will be held financially liable for any damages that the club sustains as a direct result from hosting the function. You are to be aware that you are also responsible for the behaviour of your invitees/guests and will be held liable for any damages that they may cause to club property. The club holds **no responsibility** for the loss or damage to items brought into the club by the patron or their guests.



Conduct- The Armidale City Bowling Club has a non-smoking policy. Smoking is only permitted on the balcony of the upstairs function room and in the main clubs designated outdoor smoking areas. Smoking will not be permitted in the main bar, lounge area, foyer or hallways. Please notify all guests of this requirement. The Armidale City Bowling Club is committed to responsible service of alcohol and adheres to this policy at all times.

Other functions- The club reserves the right to book other functions into the same function room the day before and after your booking. Additionally the club reserves the right to book other functions at the same time as your booking in adjoining function rooms.

Equipment/ decorations- All equipment and decorations brought into the club must have prior permission from management.

Minors- It is a requirement by the club's Board of Directors that the number of persons under the age of eighteen (18) attending the function must be confirmed with staff. This will be required in a written form addressed to the Board. Minors are **NOT** permitted in bar areas, must not consume alcohol, enter the clubs gaming lounge and are required to be with a parent or guardian at all times.

Catering- The club requires function menus to be selected and finalised one (1) week prior to your booking date. Due to market price fluctuations food payment will only be accepted ninety (90) days prior to a function. Alternatives to this condition may be requested by a written letter to the Clubs Board of Directors. Board decisions are final. Due to Legislative requirements food or beverages are not to be brought onto the Club premises.

Commercial functions – If your function is for capital gains and your organisation is not a 'not-for-profit' organisation the following information must be given to the Armidale City Bowling Club before the function.

Ticket prices

A copy of all advertising material

The distribution of funds which may result from the function

Appointments and meetings- Visits to any members of the club's function team is preferred by appointment.

Unforeseen circumstances- Due to any unforeseen circumstances or accidents the club reserves the right to cancel any booking and refund any deposits at any time.

Conference Booking Form

Please complete the following Booking Form. Please ensure all details are correct. Bookings cannot be accepted unless it is signed. If you have further enquiries please contact the club's friendly function team.
Conference title: (for signage)

Conference date: _____ Number of guests: _____
Room required: _____

BUSINESS DETAILS

Business Name:

Street Address:

Town/Suburb: _____ State: _____ Postcode: _____

Postal Address:

Telephone: _____ Fax: _____

Email : _____

Contact Person: _____ Mobile: _____

Alternate Contact Person: _____ Mobile: _____

CONFERENCE DETAILS

Contact on the Day

Who will be the person that will be on-site during the conference?

Contact name: _____ Mobile: _____

Type of function (please tick)

Meeting Training Presentation Networking Workshop

Other:

Actual timings for your function

Organiser's arrival time: _____ Arrival tea/coffee: _____

Function starting time: _____ Morning tea: _____

Lunch: _____ Afternoon tea: _____ Finishing time: _____

Room set-up

- Theatre U-shape Cabaret Classroom Hollow square
 Boardroom Other (please specify): _____

Additional tables

Please indicate the number you will require:

Registration of guests: _____ Table for brochures: _____ Other: _____

Are you having any brochures/equipment delivered prior to the conference? Yes No

Give details of what is being delivered: _____

Please address your deliveries to: **Conference Organiser**

Do you require set-up time prior to your function? Yes No

(Please note that access before 8.30am will incur a \$50.00 surcharge. For prior access at other times additional charges may apply)

Date: _____ Time: From _____ am/pm To _____ am/pm

Equipment requirements

(Please indicate the number required)

- Data projector
- Screen
- TV
- DVD player
- CD player
- Wireless hand held microphone
- Lectern
- Lectern & microphone
- Whiteboard, screen & pens
- Internet access – number required _____

Catering

Tea and coffee on arrival

Tea and coffee all day

Morning Tea Options: Please select 1 item for this break

- Tea and coffee only
- Tea and coffee with biscuits
- Tea and coffee with scones
- Tea and coffee with scones, slices, danishes and biscuits

Lunch: Please select 1 item for this break

- Assorted fresh sandwiches
- Assorted fresh sandwiches with tea and coffee
- Assorted fresh sandwiches, hot finger food, tea and coffee
- Ploughman's lunch
- Fruit platters Number required
- Cruditt platters Number required
- Platter Number required
- Guests to order and pay for their own meal from the restaurant
- Guests to order from the restaurant – organiser to pay for meals

Afternoon tea options: Please select 1 item for the break

- Tea and coffee only
- Tea and coffee with biscuits
- Tea and coffee with scones
- Tea and coffee with scones, slices, danishes

Special requirements: Please indicate any special dietary requirements (eg. Vegetarian, gluten free, dairy free, etc) _____

Other catering requirements:

- Jugs of water
- Jugs of juice Number _____ Time required: _____
- Jugs of soft drink Number _____ Time required: _____
- Mints

Upon signing these terms and conditions you are stating that you have read and fully understand the contents. You are agreeing that you will abide by these conditions and take full responsibility of your guests and their actions.

Final payment due: _____

Name (please print): _____

Signed: _____

Date: _____