



ST ALBANS SPORTS CLUB

Function Package

96A GILLESPIE ROAD, KINGS PARK 3021

03 9367 5956

Frequently asked questions

How many guests can I have?

Our Function Room comfortably accommodates:

- Up to 80 guests seated, with flexible seating arrangements available.
- Up to 120 guests standing for a cocktail-style reception.

For larger events, and by special request, we can combine our Member Lounge and Function Room to host up to 180 guests seated. Set menu functions are available for a minimum of 20 guests.

Will we have the room to ourselves?

Yes – the Function Room is fully private, offering you exclusive use for the duration of your event. You also have the option to include your own dedicated bar and service staff for a tailored experience.

Does the venue cater to children?

Yes – we offer a dedicated children's menu and provide access to a Kids' Play Room, making the venue ideal for family-friendly events.

Can I set aside a date while I decide?

Yes – we offer a no-obligation, tentative booking (subject to availability) that we can hold free of charge for up to 7 days.

How long can my function last?

Our standard function duration is a generous 5 hours. The Function Room is licensed until midnight, with last drinks served 30 minutes prior.

For luncheons or smaller daytime events, your function can begin any time after 10:00 AM.

What about the cake?

We'll store your cake, present it when required and cut it for you at no extra charge.

Are there additional services you offer?

St Albans Sports club can work with the Host to accommodate special requests.

Finger Food

READY-TO-GO PLATTERS

Favourites

(Pricing Per Platter)

- ☐ **Party Pies**
\$75 for 50 pieces.
- ☐ **Mini Sausage Rolls**
\$75 for 50 pieces.
- ☐ **Gourmet Party Pies**
\$90 for 50 pieces.
- ☐ **House made Sausage Rolls**
\$90 for 50 pieces.
- ☐ **Mini Pizza**
Vegetarian, Hawaiian or Chicken.
\$75 for 30 pieces.
- ☐ **Fresh Cut Sandwich Triangles**
Your choice of Ham, Cheese, Egg, Cucumber & Tomato combinations.
\$75 for 75 pieces.
- ☐ **Gourmet Sandwich Triangles**
With Chicken & Mayo.
\$90 for 50 pieces.
- ☐ **Fresh Made Mini Wraps**
Your choice of Ham, Cheese, Egg, Cucumber & Tomato combinations.
\$75 for 75 pieces.
- ☐ **Fried Mini Dim Sims**
\$75 for 150 pieces.
- ☐ **Fried Mini Spring Rolls**
\$75 for 150 pieces.
- ☐ **Dim Sims**
Steamed or Fried.
\$75 for 100 pieces.
- ☐ **Chicken Nuggets Platter**
\$75 for 100 pieces.
- ☐ **Salt & Pepper Calamari**
\$75 for 100 pieces.



*Minimum order applies.

Finger Food

YOU SELECT PLATTERS

Something Different

(Pricing Per Item)

- ☐ Mini Beef Burger
\$3 per item.
- ☐ Karaage Chicken
\$1 per item.
- ☐ Crispy Chicken Wings
\$1 per item.
- ☐ Dumplings
Prawn or Chicken, Steamed or Fried.
\$1.50 per item.
- ☐ Cup of Hot Chips
\$2 per item.
- ☐ Mini Fish & Chips
Served in a tray.
\$3.50 per item.
- ☐ Traditional Bruschetta
\$2.00 per item.
- ☐ Crumbed Spicy Prawn Cutlet
\$2 per item.
- ☐ Mini Noodle Box (Vegetarian)
Your choice of Rice or Noodles.
\$3 per item.
- ☐ Mini Noodle Box
Chicken or Prawn.
Your choice of Rice or Noodles.
\$4.50 per item.
- ☐ Bloody Mary Oyster Shooter
\$5 per item.



*Minimum order applies.

Finger Food

Something Sweet

(Pricing Per Item)

- ☐ Jelly Cup
\$1.50 per item.
- ☐ Custard & Jelly Cup
\$2 per item.
- ☐ Frog in a Pond
\$2.50 per item.
- ☐ Fresh Cut Fruit Salad
\$3 per item.
- ☐ Tiramisu Cup
\$5 per item.
- ☐ Crème Brûlée
\$4 per item.



*Minimum order applies.

Set Menu

2 Courses

Entree & Main or Main & Dessert from \$25 per person

3 Courses

Entree, Main & Dessert from \$32 per person

Please ask you Function Host for menu options.



MENU SAMPLES

Entree: Seafood, Pasta or Noodle.

Main: Chicken, Beef, Pork or Fish.

Dessert: Fruit Salad, Crème Brûlée, Tiramisu, Apple Pie or Custard Waffle.

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Terms & Conditions

Dietary Requirements:

All dietary requirements are to be submitted and confirmed at the time of the final food payment, 14 days prior to the event. All food and beverages consumed during the function must be supplied by the St Albans Sports Club, with the exception of a celebration cake.

Price & Minimum Spends:

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. There is a minimum spend required for the function room. The minimum spend is restricted to food and beverage only. Any costs outside of this (e.g. additional security, entertainment) are not included in the final calculation. If the minimum spend quoted for the room is not met, a room hire fee will be added. Minimum Catering quantities required.

Final Payment:

All catering requirements are to be made at least fourteen (14) days prior to the date of your function. Final numbers are required seven (7) working days prior to the event. Please note that this number will form the basis for final charging. If payment is not received, the venue reserves the right to cancel the function. Any drink tab must be paid in full upon conclusion of function.

Confirmation of bookings:

Due to demand, tentative bookings can only be held for up to seven (7) days. Once this period has lapsed, the venue reserves the right to release the tentative reservation. To confirm a booking, a minimum deposit of \$200 is required. This payment should be made within seven (7) days of booking to secure the date; this can be made using a credit card, eftpos or cash. A driver's license is also required to confirm the booking and is photocopied as security. The \$200 deposit will be used as the bond.

Guest Entry:

Guest entry to the function will only be permitted in accordance with agreed start and finish times. St Albans Sports Club is a licenced venue that requires all Non-Members to sign in upon entry. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Minors are welcome to attend functions only when accompanied by a Legal Guardian. ID is required for every guest attending any private function at St Albans Sports Club. Anyone unable to provide proof of age - 18+ years with the approved forms of ID (Key Pass, Driver's License and Passport) or who is NOT accompanied by a parent/ legal guardian may not be permitted entry.

Decorations:

Any additional equipment/ decorations or props required, other than those supplied by the venue, must be confirmed with the function coordinator a minimum of two weeks prior to the date of the function. Please note that the venue must approve all equipment or decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure additional equipment and or decorations are removed from the venue at the completion of the function. Unauthorised decorations include: Glitter, scattered foil, confetti and sparklers. No adhesive is to be used on the walls of the venue.

Damage:

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of personal property of function guests left at the venue prior to or after the function. The bond will be re-funded within a 48 hour period after the function, if it has not been forfeited. The bond will also be forfeited if there is any damage to the club caused by any guests of the function

Music & Entertainment:

Strict conditions apply to entertainment volume, in consideration of the club's patrons. Solo, duo or trio acts along with DJ's and Juke Boxes are permitted. All entertainment must be authorised by the club Functions Coordinator and equipment inductions are welcome prior to the function date. Should the venue request the volume of the music be reduced it is expected that this will be changed immediately.

Security:

All functions with fifty (50) or more guests require an additional security guard at a cost of \$50 per hour. If the function exceeds one hundred (100) guests two (2) security guards are required. Guests must depart in an orderly and timely manner which is respectful to our neighbours.

Equipment & Audio Visual:

A large projector and screen with HDMI and USB ports is available. Microphone is also available upon request.

Cancellations:

Cancelling a function after the deposit has been paid can only be done by consulting directly with the function coordinator, and only the person who paid the initial deposit. In the event of a cancellation the following terms will apply regarding refunds: 4 weeks prior: Full refund Within 14 days: 50% refund Within 7 days: No refund

By signing this form, you confirm that you have read, understood and accept the terms and conditions set by St Albans Sports Club as outlined in the Function Pack provided.

Client Signature:

Client Name:

Function Date:

Function Coordinator:



96a Gillespie Road, Kings Park 3021



03 9367 5956



Functions@stalbanssportsclub.com.au