

• LITHGOW WORKIES •

Corporate Packages



2023

Corporate Function Packages

2023

For all your corporate needs...

Welcome to the Lithgow Workies, we will endeavour to take care of all your business requirements. Our culinary team & function facilities will exceed your expectations & provide you with a high quality & professional function.

Organisation is our business, so let us help organise your conference, meeting or event. Whether you are planning a seminar meeting or gathering, our rooms can be set up to suit all your needs.

A dedicated Events Coordinator will assist you with all aspects of your event, from planning through to execution; leaving you free to achieve your event goals.

Here at the Lithgow Workies, we offer 5 Conference Rooms where all your needs can be taken care of by our friendly & experienced staff.

Room Hire

We offer 5 Function Rooms:

• Showroom 1/2	<i>per day</i> \$160.00
• Showroom	\$260.00
• Millennium Room	\$160.00
• Tuscan Room	\$160.00
• Waratah Room (1 or 2)	\$80.00
• Waratah Room (1 & 2)	\$120.00
• Wattle Room	\$60.00

Inclusions

Room hire charges are inclusive of the following:

- Dedicated Function Coordinator
- Iced Water
- Data Projector & Screen
- Standard Sound Equipment
- TV/Video/DVD
- Wireless microphone, lectern & AV equipment.
- Free Wi-fi.
- White Board
- Background music (if required)

(All inclusions are subject to availability and will be discussed prior to booking)

Flexible Room Formations

The function rooms at the Lithgow Workies offer maximum flexibility with a minimum of fuss. We have no hesitation in setting up rooms to meet your individual needs.



Theatre Style



Horse Shoe



Class Room Style



Tables & Chairs



Boardroom Style

ShowRoom 1/2	70	20	-	80	20
ShowRoom	300	40	50	170	40
Millennium Room	200	40	50	170	40
Tuscan Room	100	30	40	90	25
Waratah Room (1 or 2)	25	12	10	20	12
Waratah Room (1 & 2)	40	20	25	50	20
Wattle Room	12	10	-	-	15

Accommodation

Award Winning 4 Star Accommodation right in the heart of Lithgow.

We welcome you & your guests to come and enjoy our beautifully appointed accommodation in our adjoining Motel.

Our Club Motel has been designed to ensure you & your guests can retreat to a relaxing environment only minutes away from your wedding. We offer a range of modern & affordable accommodation that can sleep up to 5 guests. You can rest assured that your stay in Lithgow will be memorable.

- *Luxurious King Beds
- *Air-Conditioning
- *Free Wi-Fi
- *Free Foxtel
- *Flat Screen TV
- *On-site Parking
- *Tea & Coffee facilities
- *Charge back facilities from Club to Room
- *Separate Bathroom
- *Accessible Rooms available

Special Offers

- *Special Accommodation rates for group bookings for your guests.

Please discuss these with our Events Coordinator who will arrange pricing based on your needs.

Event Information

Cancellations

Cancellations must be made directly through the Events Manager or Head Chef and not through any other staff member. Failure to cancel within 14 days of the events date will result in your account being charged.

Final Numbers

An approximate number of guests attending your wedding is required 4 weeks prior to your wedding day. Numbers must be confirmed and are finalised 21 days prior to your event.

Prices

All prices are valid 1st April 23 – 31st March 24. Every endeavour will be made to maintain prices printed, however, these are subject to alteration without notice.

All prices are inclusive of GST.

Floor Plans

Our Events Manager will assist you with a detailed floor plan, enabling you to organise seating arrangements with ease. This also assists us in setting up your function room to suit your needs,

Surcharges

A \$4.00 per person surcharge is applicable on total numbers charged on a Public Holiday or Sunday.

Catering Details

We offer a very comprehensive choice of menus. Vegetarian, Vegan & Allergy Free dishes or individual preferences can be catered for (if notified in advance). Our Events Coordinator and Head Chef are more than happy to discuss menu options with you.

All menus have minimum numbers, but small numbers can be catered for at an extra charge per head. If you have any further enquiries, please contact our Chef.

Bar Facilities

All beverages can be charged on a consumption basis and you are more than welcome to establish a bar account with set limits and conditions if desirable. Our staff will adhere to your conditions & can advise you of the account balance throughout the event. Our Events Coordinator can assist with your beverage requirements from our very extensive beverage list and we can offer beverage packages to keep things simple.

Account

Payment of your function can be made several ways. Pre-payment in instalments or lump sum can be made at your convenience through Reception (9am – 5pm) or Direct Deposit. Accounts may be established & will be sent to you via mail or email. Payment is required 14 days from date of invoice. No statements will be issued. Payments can be made via direct deposit, cheque, eftpos or cash (at Club Reception).

Responsibilities

The Lithgow Workies does not allow food (except Celebratory Cake) or beverages to be brought onto the premises for consumption. Leftover food is not to be taken from the premises (except Celebratory Cake).

The Lithgow Workies does not accept liability nor does our insurance cover loss or damage to personal items or property that is brought on to Club Premises.

In accordance with Lithgow Workies Responsible Service of Alcohol (RSA) Policy, we reserve the right to cease the supply of liquor to any guest that is in breach of this policy.

Club Entry

We would ask that you please remind your guests that entrance to the Lithgow Workies is subject to Club Rules whereby identification or a membership card must be produced upon entry.

Fire & Safety

Smoke machines, heaters, open flames, sparklers or pyrotechnic devices can not be operated on our premises. In the event an alarm is triggered by you or your guests, the fee may be passed on to the organiser of the function.

Damages

Clients are financially responsible for any damage sustained to the Lithgow Workies and its contents. No items are to be adhered to any wall, door or club structure.

Confirmation of Booking

By paying your deposit, you are agreeing to the Terms & Conditions set out above in this package.

I have read and agree to the terms and conditions.

Signature: _____

Date: _____

Corporate Function Menu's

Please find the following various Corporate Function Menus valid until 31st March 2024.

All menus include GST. Every endeavour will be made to maintain prices printed; however, these are subject to alteration without notice.

We assure you that no effort will be spared in making this occasion a most pleasant & memorable one for you.

If you are having difficulty with your decision, the Menu Lists can be discussed with our team, so please do not hesitate to ask for our suggestions.

In addition to the following menus catered for you within your Function Room, we have the Bistro & Cino's Cafe located on our main trading floor for your use also.

Please note that we are more than happy to discuss alteration to this package.

Vegetarian, Vegan & Allergy Free dishes are available upon request.

Our experienced chefs & event team will work with you to create a menu that will happily accommodate all of your needs.

Light Snacks

(Minimum 12 people)

Tea & Coffee	1 serve	\$4.50 per head
Tea & Coffee	All day	\$7.00 per head
Biscuits	1 serve	\$3.50 per head
Cakes & Slices	1 serve	\$5.50 per head
Sandwiches	1 serve	\$6.50 per head
Sandwiches & Cakes	1 serve	\$10.50 per head
Muffins	1 serve	\$6.30 per head
Orange Juice		\$11.90 per jug
Soft Drink		\$10.70 per jug

Platters

(Snack for 10 served Buffet style)

Cheese Plate

OPTION 1

\$55.00

Tasty cheddar cubes served with jatz biscuits & a duo of dips

Cheese Plate

OPTION 2

\$85.00

Tasty cubes, brie, camembert, blue vein & marinated fetta served with jatz biscuits, crostini & fruit chutney

Antipasto Platter

\$85.00

Marinated peppers, aubergine, mushrooms & courgettes w/ Spanish salami, cabanossi & pepperoni, fetta, vine ripened cherry tomatoes, spicy avocado dip, crostini & water crackers

Fruit Platter

\$60.00

Watermelon, rockmelon, honey dew, pineapple, orange, strawberry & kiwi fruit

***Items provided are subject to seasonal availability*

Platters

(Snack for 10 served Buffet style)

Hot Food Platter

OPTION 1

\$65.00

Party pies, sausage rolls, spring rolls, samosas, fish cocktails, sauces & condiments

Hot Food Platter

OPTION 2

\$85.00

Gourmet pies, battered fish fillets, calamari, chicken wings, quiches, sauces & condiments

Sandwich Platter

OPTION 1

\$65.00

An assortment of sandwiches such as egg, silverside & pickles, salmon w/ lettuce, ham cheese tomato & chicken salad

Sandwich Platter

OPTION 2

\$85.00

An assortment of sandwiches such as char-grilled veg & fetta, marinated chicken, lettuce & cheese, leg ham pickles & curried egg

***Items provided are subject to seasonal availability*

Catering Packages

Bronze

\$20.00 per person

Tea & coffee on arrival

Morning tea including tea, coffee, cakes & slices

Lunch including fresh sandwiches & fruit

Afternoon tea including tea, coffee & biscuits

Silver

\$26.00 per person

Tea & coffee on arrival

Morning tea including tea, coffee, cakes & slices

Lunch including hot food platters, fresh sandwiches & fruit

Afternoon tea including tea, coffee, fruit & biscuits

Gold

\$35.00 per person

Tea & coffee on arrival

Morning tea including tea, coffee, scones w/ jam & cream

Lunch including hot food platters, fresh sandwiches & fruit

Afternoon tea including tea, coffee, fruit, cakes & slices