



Corporate
FUNCTIONS



Corporate Function Package 2019

Welcome to the Lithgow Workies, we will endeavour to take care of all of your business requirements. Our Culinary Team and Function Facilities will exceed your expectations and provide you with a high quality and 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 of your needs.

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

Here at the Workies we offer 5 Conference Rooms where all your needs can be taken care of by our friendly and experienced Staff.

Room Hire

We offer 5 Function Rooms

ShowRoom 1/2	\$160.00 per day
ShowRoom	\$260.00 per day
Millennium Room	\$160.00 per day
Tuscan Room	\$160.00 per day
Waratah Room (1 or 2)	\$80.00 per day
Waratah Room (1 & 2)	\$120.00 per day
Wattle Room	\$60.00 per day

Inclusions

Room Hire charges are inclusive of the following;

Dedicated Function Coordinator

Iced Water & Mints

Data Projector & Screen

Standard Sound Equipment

TV/Video/DVD

Lectern & Microphone

Data Table

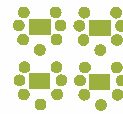
White Board

Wi-Fi

Background Music (if required)

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 and your guests to come and enjoy our beautifully appointed accommodation in our adjoining Motel.

Our Club Motel has been designed to ensure you and your guests can retreat to a relaxing environment only minutes away from your function. We offer a range of modern and 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 group.*

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 Coordinator or Head Chef and not through any other staff member. Failure to cancel within 14 days time will result in your account being charged.

Final Numbers

An approximate number of guests attending your function is required upon booking your event. Numbers must be confirmed and are finalised 21 days prior to your event.

Prices

All prices are valid 1st April 2019 – 31st March 2020. Every endeavour will be made to maintain prices printed, however, these are subject to alteration without notice.

All prices are inclusive of GST.

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 number 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 and can advise you of the account balance throughout the evening.

Our Events Coordinator can assist with your beverage requirements from our very extensive beverage list and we can even offer beverage packages to keep things simple.

Account

Payment of your event 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 and will be sent to you via mail or e-mail. Payment is required 14 days from date of invoice. No statements will be issued. Payment 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 confirming your booking, 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: _____