



BALLINA JOCKEY CLUB
AND FUNCTION CENTRE

EVENTS & FUNCTIONS KIT

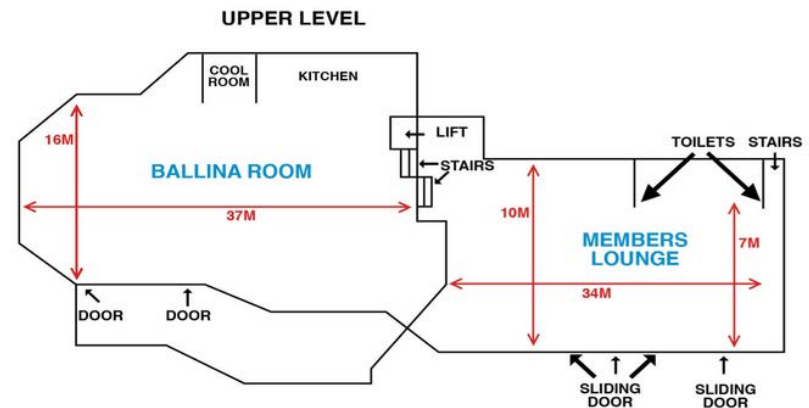
CONFERENCES / CHARITY EVENTS / WEDDINGS / AWARD NIGHTS SEMINARS / MEETINGS / WAKES / TRADE SHOWS
PRESENTATIONS / PARTIES / EXPOS SOCIAL EVENTS / TRAINING & OUTDOOR EVENTS / GRADUATIONS

Welcome to Ballina's Premier Function Centre

The Ballina Jockey Club offers the very best in facilities, services & catering options. With 3 well-appointed conference and function rooms as well an outdoor area with garden, lake & trackside views our Function Centre caters for up to 200 guests. From small meetings or parties to gala dinners, weddings, presentations, conferences & much more. The Ballina Jockey Club is one of Ballina's most exclusive and private venues, perfect for all occasions.



Venue Specifications



VENUE HIRE

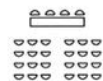
Full day Venue Hire - \$500

Half Day (3 hours or less) Venue hire - \$350

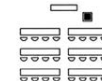
Our grounds may also be hired for Trade Show, Family Days & Events
(price dependant of event size).

VENUE CAPACITY

THEATRE
175



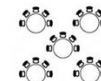
CLASSROOM
120



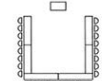
BANQUET
120



CABARET
80



U-SHAPE
90



*Room Hire pricing is negotiable and may change depending on the style of the Function/Event. Please note that Security Guards (if required) maybe charged at an additional cost. Room Hire includes available Ballina Jockey Club equipment; tables (round tables/clothes will need to be hired at your expense) , chairs, microphone, lectern, dance-floor and more. Additional required items will be charged at cost.

Facilities

BAR FACILITIES

- The function centre is fully licensed with well trained staff & professional staff
- We serve a full range of Full, Mid, Light & Craft Beers, a quality range of red & white wines & bubbles, plus a full range of spirits
 - Choice of dry till or pay as you go

FUNCTION FACILITIES

- Round guest tables seating 8 people, 10/12 seat tables are available on request - hired at cost price (round table cloths are extra)
- American style wedding chairs for hire for ceremony – hired at cost price
 - Microphone facilities and lectern are supplied free
- Whiteboard, Data projector screen, flip chart are available free of charge
 - Built in dance floor
- Chair covers are also available for hire at cost price.
- Room availability for set-up is offered 24-48 hours before event.

CATERING

- Choice of served meals, smorgasbord or canapés
 - All meals are served with dinner rolls
- Choice from our extensive menus to suit all tastes & budgets
- Catering for guests with special dietary requirements are available upon request (at an extra coast of \$10% per person.
 - Prices include set-up of tables & chairs, crockery, cutlery, glassware, tablecloths & serviettes (quality 3-ply paper of a chosen colour).
- A minimum number of 30 guests apply to all catered functions and the Function Centre can accommodate seated meals for up to 200 people





Conference & Meeting Packages

FOR GROUPS OF 30 OR MORE
MORNING TEA - SELECT 3 \$25 PER PERSON

SWEET

Scones with jam and cream
Home made muffins and cakes
Home made biscuits and slices

OR

SAVOURY

Mini ham cheese croissants
Warm individual savoury quiches
Assorted mini pies
Homemade mini pizza (mixed)

AFTERNOON TEA - \$15 PER PERSON

Salada cheese and tomato
Kabana, cheese, grapes and crackers

All menu's can be tailored to suit your conference and meeting needs. A surcharge of 10pp is added to any special dietary needs. Numbers and menu to be confirmed 7 days prior to function. Please discuss your options with our friendly staff.

Conference & Meeting Packages

LUNCH OPTIONS - SANDWICHES & WRAPS \$30 PER PERSON
(INCLUDES FRESH FRUIT & JUICE)

A selection of mixed platters and freshly made sandwiches
and wraps (chefs selceton).

OR

HOT LUNCH BUFFET - \$40 PER PERSON

SELECT 3

Home made beef lasagne

Curried chicken & rice

Fish and chips

Beef, veg and noodle stir fry

Lightly dusted calamari and chips

SELECT 2

Wombok cabbage and noodle salad

Green Salad

Roasted chats with herb & garlic

Bread rolls with butter, or garlic bread is available with buffet.

All menu's can be tailed to suit your conference and meeting needs. A surcharge of 10pp is added to any special dietary needs. Numbers and menu to be confirmed 7 days prior to function. Please discuss your options with our friendly staff.





Conference & Meeting Packages

FOR GROUPS OF 30 OR MORE
BREAKFAST OPTIONS - \$15 PER PERSON
BUFFET HOT

Ham and cheese croissants
Bacon and egg muffins
hash browns
Sausage with onion gravy roll

BUFFET COLD

Fresh muffins
Warm mixed pastries

SIT DOWN MEAL - \$35 PER PERSON

Cereal selection (help yourself) with either milk or greek yoghurt
Bacon, egg, tomato and hash browns
Eggs, Sausages and mushrooms
Scrambled eggs on toast

All meals served with toast and juice.

All menu's can be tailored to suit your conference and meeting needs. A surcharge of 10pp is added to any special dietary needs. Numbers and menu to be confirmed 7 days prior to function. Please discuss your options with our friendly staff.

Terms & Conditions

· Tentative bookings will be held for 30 days only, and then a booking deposit of \$200 is required to confirm your booking. This deposit is non-refundable. If the event is not confirmed within 30 days, we may accept another booking without notice. Cancellation of a function must be received in writing from the person who made the original booking.

· An indicative number of guests attending the function are required 2 weeks prior to the event. The confirmed number of guests is required 1 week prior to the function. This is the minimum number for which you will be charged.

· All details in relation to menus, timing schedules, room setups etc. are required 2 weeks prior to your function.

· Function organisers are not permitted to supply their own food or beverages with the exception of celebratory cakes.

· Any food consumed within the function centre remains the property of the function centre.

· The function centre reserves the right to refuse entry to persons under 18 at certain functions such as 21st Birthdays.

· The function organiser acknowledges that the Ballina Jockey Club fully endorses the practises of Responsible Service of Alcohol, and agrees to abide by and accept the directions of the BJC Management and security with regard to alcohol consumption and guest behaviour.

We look forward to further contact from you regarding your special function. To make a booking or if you require any further information or wish to inspect the facilities, please contact:

Matthew Bertram
Ph. 6686 0333
Mob. 0438 102 278
Email. generalmanager@ballinajockeyclub.com.au





Booking Confirmation

In signing this form, I agree that I have read & understand the terms and conditions and the minimum requirements to book Ballina Jockey Club for an exclusive event.

Name/s:

Address:

Phone:

Email:

Event date:

Type of Event:

Start time:

Approximate numbers attending:

Signature:

Date:

Thank you for choosing the ballina jockey club function centre as your event Venue