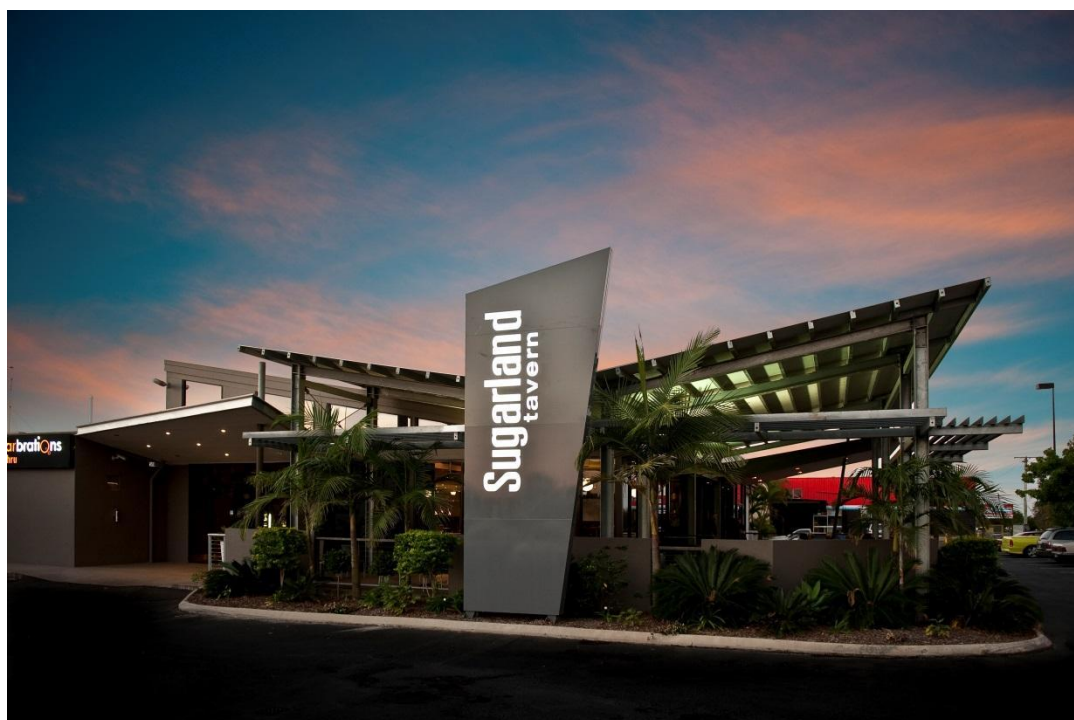


ONE NIGHT CLUB

COVID SAFE Function Pack
2021



SUGARLAND TAVERN



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ONE

Entertainment Centre



One Entertainment Centre is a multi-level venue that was renovated and refurbished in late 2011 with the sole purpose for entertaining.

One Entertainment Centre has a dance floor central to the two levels – walk up to the dance floor from the ground level or walk down to the dance floor from the first floor.

An upper dance floor can be used as a stage and has been used for large acts such as Australia's most well-known DJ's Bombs Away and Timmy Trumpet, and most recently we have hosted the Sydney Hotshots, Australia's number one male review show.

A DJ Booth is to one side of the Upper level, overlooking the Dance floor with views to the whole venue.

The Venue Consists of Two (2) Bars, an Outdoor Smoking Area, Male & Female Toilets (on First / Ground Level)

It is an Ideal venue for hosting, Hens, Bucks, Engagement Parties, Birthdays (EXCLUDING 18TH BIRTHDAYS AND UNDER STRICT CONDITIONS FOR 21ST BIRTHDAYS), Staff Parties, Christmas Parties, Wedding Receptions & Cocktail themed parties.

Some functions may require all drinks to be poured in plastic with the exceptions of premix cans and stubbys of any kind and wine. The manager will confirm prior to the event.

***All Food is required to be ordered
(with dietary requirements noted) a minimum 14 days prior to function.***

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Platter Menu

Platters serve approximately 10 people

Advise Staff of any Dietary Requirements 7 days PRIOR to Function

Bread & Dips **\$40**

Selection of crisp breads, garlic & pizza bread served w homemade dips

Sandwich Platter **\$45**

Standard white bread sandwiches with variations of ham, chicken, egg, salami and salad

Aussie Platter **\$55**

Assorted mini quiches, beef party pies, sausage rolls & Pasties

Oriental Platter **\$60**

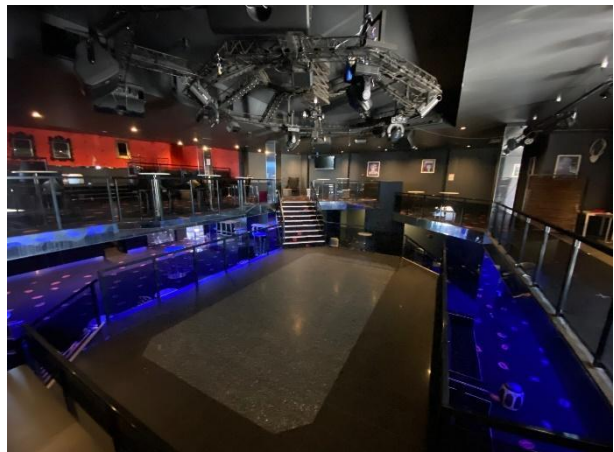
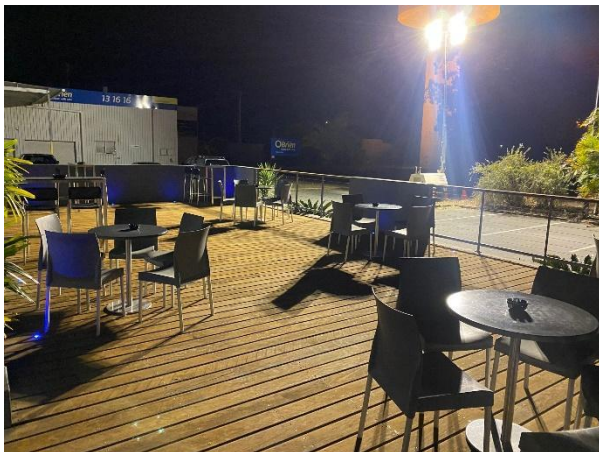
Crispy chicken wings, fried prawns, vegetable spring rolls w sweet chili sauce, crispy wontons & fried beef strips

Seafood Platter **\$80**

Beer battered fish bites, garlic butter prawns, Kilpatrick oysters & Smoked Salmon, salt & pepper calamari, Torpedo Prawns

Pizzas **\$12-\$20**

Smoked Chicken. Meatlovers, Margherita, Supreme, Garlic & 3 Cheese (gluten free bases available)



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Whole Venue Hire Package - \$800

Hire Includes:

- Two (2) Bars fully staffed
- DJ (Our In House DJ must be present at ALL times)
 - Security
 - Dance Floor
- Spacious DOSA (designated outdoor smoking area)
- **400** Persons Permitted In Venue Following COVID-19 Rules of one person per 2 square meters.

Downstairs Hire Package - \$500

Hire Includes:

- One (1) Bar fully staffed
- DJ (Our In House DJ must be present at ALL times)
 - Security
 - Dance Floor
- Spacious DOSA (designated outdoor smoking area)
- **230** Persons Permitted Downstairs Following COVID-19 Rules of one person per 2 square meters.

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FUNCTION & EVENT TERMS AND CONDITIONS

Confirmation & Payment (if applicable)

A booking is confirmed by signing the Terms & Conditions Form and forwarding the requested deposit within three (3) days of receiving this documentation. If the Terms & Conditions Form and requested deposit are not received within this timeframe, management reserves the right to cancel the booking and allocate the space for another function.

A deposit of \$250 is to be paid to confirm your date and the function space. For functions held in November and December, 50% of the estimated function charge is required as a deposit.

Deposits can be paid by credit card, cash, EFTPOS or Cheque (pending approval). A 1.5% surcharge applies to all credit card transactions.

Final numbers, menu, beverage details and room setup are required a minimum of fourteen (14) days prior to the function. The Sugarland Tavern is required to purchase catering for the confirmed attendance numbers and/or minimum numbers specified. Please note, you will be charged for the confirmed numbers or actual attendance, whichever is greater.

The balance of the estimated value of the function must be paid a minimum of two (2) days prior to the function. Full payment for the bar tab maybe made prior to or upon immediate conclusion of the function or by prior arrangement with Management. Company or personal cheques will not be accepted without approval from Management.

One Nightclub Hire

The One Nightclub incurs a room hire fee of \$500 for Downstairs and \$800 for the whole venue. This includes: bar staff, House DJ, cleaning costs, table cloths (Black or White), Tea & Coffee table and standard furniture set up. Larger functions however where furniture is required to be sourced will be responsible for the payment of said hired furniture – Quotes will be obtained prior to ensure all parties understand what is being charged.

Cancellations

Notification of a cancellation must be in writing to receive a refund of any prior monies paid. If you decide to cancel your function, the following conditions apply:

- Thirty (30) days or more, deposit refunded in full.
- Between thirty (30) and eight (8) days, 25% deposit is forfeited.
- Seven (7) days or less, 100% deposit is forfeited.
- No refund will be given for function cancellations during November and December.

Decoration & Theming

If you would like to undertake your own decorating, access to the nightclub can be arranged with our Functions Coordinator. Table scatters and glitter need prior approval before use. The client is liable for any damages incurred during your function and set up period.

Theme nights and dress up parties are to be approved by our Functions Coordinator at least 7 days before the function to ensure costumes meet the required dress code standards.

Dress Code

A strict dress code policy applies and is to be followed by clients and their respective guests. Failure to comply with this policy may result in being evicted from specific areas of the Hotel. No thongs, singlets or industrial work wear are permitted after 9pm each night.

Entertainment & Equipment

Management does not accept responsibility for damage or loss of any property left on the premises prior to, during or after a function. Please advise our Functions Coordinator of any deliveries being made for your function and safe storage will be arranged.

Any damage caused to the hotel property of fittings during a function is the financial responsibility of the client. Use of walls

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for display material is okay however NO nails, staples, pins/tacs or tape attachment to floors or ceiling, this is not permitted. Any extra entertainment must be approved by the general manager.

Venue Access & Curfew

All functions will be issued with an approximate curfew time for guests to leave the function area. The venue hire allows you access to the function room prior to your function, depending on other functions booked. It is the responsibility of the client to advise our Functions Coordinator of any additional access requirements in writing prior to the function. Management reserves the right to cease trading if he/she chooses to.

Responsible Service of Alcohol

All guests must adhere to the current laws of the Queensland Liquor Licensing Act. The Sugarland Tavern management and staff, including our contracted crowd controllers, support the responsible service of alcohol. Licensing Laws prohibit liquor supply to disorderly, unduly intoxicated and underage persons. Patrons showing signs of undue intoxication or disorderly behavior will be refused service and will be asked to leave the premises. Management will not tolerate any harassment of patrons or staff of any kind and offending patrons will be asked to leave the premises. Management supports staff refusing service for unduly intoxicated patrons.

Minors

It is Hotel policy that minors are allowed to attend a function until 10pm, or prior to the start of live entertainment. We require notification at the time of booking of any minors attending your function. Clients are to complete and return to us a Minors Agreement Form prior to the function date.

Minors must be accompanied by their parent or legal guardian at all times. Minors will not be served alcohol and service of alcohol will be refused to any person who cannot produce appropriate ID where there is any doubt that a person is under 18. Management will support staff that practice and enforce ID checking. Acceptable ID:

- A current Australian or International driver's licence or learner's permit (valid with photo)
- A current passport (from any country, valid with photo)
- An Australian Government issued Proof of Age card (18+ card)
- Victorian Key Pass

Anyone found obtaining alcoholic beverages for consumption by minors will be asked to leave the venue immediately.

Conditions for 18th & 21st Birthday Parties

Please be advised that we **DO NOT** host 18th birthday parties in the One Nightclub.

Please be advised that we do have the following conditions for hosting 21st Birthdays in our venue:

*When hiring out 'The One' Nightclub the client must pay for **one** additional security guard for the duration of their function.*

*When hiring out The Venue Package for 'The One' the client must pay for **two** extra security guards for the duration of their function.*

Note: We subsidise the cost of security to \$45 per hour, per guard with a minimum shift of 4 hours (at a minimum additional cost of \$180).

Prices

All prices are inclusive of GST and are valid to 05/05/2021. Every possible effort is taken to maintain prices, but these are subject to change at the Management's discretion to allow for market cost variations and the introduction of any statutory taxes.

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MINORS AGREEMENT

If Management are not notified of any minors attending a function, the Sugarland Tavern can refuse entry even if the minor is with their parent(s) or legal guardian(s). To allow a minor to attend a function, please complete and return this form to the Functions Coordinator at least 48 hours prior to your function. The Sugarland Tavern has the final right of refusal in any situation.

I understand and agree with the above policy and will provide the names and ages of all minors attending our function. I agree to the policy that all minors are not allowed to consume alcohol. If a minor is caught consuming alcohol or entering a prohibited area of the Hotel, I agree that he/she and their parent(s)/legal guardian(s) will be asked to leave the premises.

We require a full guest list 24 hours prior to the event. Clearly stating if a "Plus One" is allowed by each guest's name.

Minors Details

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

Name : _____ Age : _____

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Name : _____ Age : _____

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I, the undersigned, confirm that I have read and understood the terms and conditions for holding a function at the Sugarland Tavern. I acknowledge the conditions and accept full responsibility for the function.

Client Name (please print) _____ Date _____

Client Signature _____ Function Date _____

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