



GREENBANK
SERVICES CLUB

CELEBRATION *of Life*

FUNCTIONS AND EVENTS



Celebration of Life



At the Greenbank Services Club, we offer warm and welcoming spaces to honour the memory of your loved one in a meaningful way. Our Celebration of Life gatherings are designed to reflect the unique spirit of those we've lost—filled with stories, laughter, remembrance, and love. Whether you envision an intimate gathering or a larger event, our team is here to support you with care, sensitivity, and attention to every detail. Let us help you create a beautiful tribute that truly celebrates a life well lived.

Spaces available for viewings
by appointment only.
Please e-mail your interest to
functions@greenbanksc.com.au

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”





Top Deck

Capacity: 150
Bond: \$200
Room Hire: \$400
Food & Beverage
Minimum Spend: \$1000

Inclusions

- Exclusive hire of our Top Deck function space for 3 hours (upon availability)
- Microphone
- Projector and TV screens for slideshows, etc
- All tables and dry bars clothed in white linen
- Clothed trestle table for memorial items

Sun Room

Capacity: 30
Bond: \$200
Food & Beverage
Minimum Spend: \$750

Inclusions

- Deposit required (please read T&Cs for terms of bond refund)
- 4 hour hire
- Non-refundable \$750 Food & Beverage Credit

Barrel Room

Capacity: 50
Bond: \$200
Room Hire: \$350
Food & Beverage
Minimum Spend: \$600

Inclusions

- 4 hour room hire
- Standard room set-up
- Memorial barrel
- TV for use for photos on USB
- Staffed bar
- Clothed food table



Platters

Our Celebration of Life platter packages are designed to provide comfort and convenience during a time of remembrance. Each platter is thoughtfully curated with fresh, high-quality ingredients, offering a variety of options to suit all tastes. From elegant finger foods and savory bites to sweet treats and light refreshments, our catering allows family and friends to connect, share memories, and honour a life well lived—without the stress of planning. Let us help you create a warm, welcoming atmosphere with food that brings people together.





SKEWER GF, N \$120

Three skewers, endless flavour – lamb koftas, satay chicken, and marinated beef, grilled just right. Perfect for sharing

SAVOURY \$120

An indulgent assortment of savoury pastries featuring tender Angus beef pies, creamy gourmet chicken pies, and flaky mini sausage rolls – a timeless crowd-pleaser

GLUTEN FRIENDLY/ VEGAN GF, VG \$98

A vibrant selection of pumpkin arancini, sweet potato croquettes, falafels, and savoury pastry rolls – all gluten friendly and vegan for a wholesome, flavour-packed experience

TEMPURA PRAWNS SF \$120

Golden tempura prawns paired with teriyaki sauce and Japanese mayo, combining delicate texture with a touch of umami indulgence

SUSHI SF \$85

A chef's selection of freshly prepared sushi, showcasing a balance of traditional technique and fresh, delicate flavours

SANDWICH \$85 (GFO \$95)

A delicious variety of fresh sandwiches for every taste

SEAFOOD BASKET SF \$110

An assortment of crumbed prawn cutlets, crumbed seafood claws, and tempura lemon whiting, served golden and ready to enjoy

Optional:

Add a Tea & Coffee Station for \$2.50pp



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TERMS & CONDITIONS

TENTATIVE BOOKINGS A tentative booking will be held for four (4) days from the request to hold the date and/or until the viewing. If the viewing cannot be organised within a reasonable time frame and payment not made, management reserves the right to cancel the booking and allocate the space to another client.

CONFIRMATION A booking confirmation is upon receiving the \$200 bond payment in the above time period. An extra three (3) days is given after a viewing if client chooses to pay after the viewing. If payment is not made in that period, management reserves the right to cancel the booking and allocate the space to another client. Booking finish times cannot exceed 11.30pm daily.

BOND The host is responsible for any loss or damage to the premises caused by you or any of your guests during the event. The \$200 bond will be forfeited if there is any unlawful damage, missing property, or if excessive cleaning is required beyond the norm. The bond will be refunded upon return of the venue without damage and compliance with all terms and conditions.

BEHAVIOUR EXPECTATIONS Guests must behave in a respectful manner while on site. Illicit activities, rapid consumption, drug use, abuse or violent behaviour, congregating in amenities will not be tolerated and guests will be asked to leave.

FOOD SELECTIONS/ CATERING Clients are requested to contact Greenbank Services Club a minimum of three (3) weeks prior to their function to coordinate menus, beverage packages and final arrangements. All menus are guides and subject to availability. To ensure the health and safety of our guests, no food will be left out for more than 90 minutes and no food is to be removed from the premises during or after an event. The restaurant menu is not available for functions. All bulk food orders must be pre-ordered from the Functions menu only. Any food orders which are not finalised by their provided cut-off date cannot be guaranteed by the kitchen. If necessary, the chef will choose default platter options on behalf of the organiser to meet minimum requirements. No outside catering is permitted.

ALLERGENS Although every possible precaution has been taken to ensure that those menu items labelled as such as allergen free, certain items may still contain traces of allergens as they are prepared in facilities that also process products containing gluten, milk, egg, fish, crustacean, soybean, lupin, sesame seeds and nut products.

CANCELLATION Notification of 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:

- Notice of cancellation more than three (3) months prior - full refund will be issued.
- Notice of cancellation less than three (3) months prior, a refund will be issued less an Administration Fee of \$150.
- Notice of cancellation less than three (3) weeks prior - No refund will be given.

DECORATIONS Decorations and theming of functions are at the Function Coordinators discretion. When decorating, no hooks, screws or tape are permitted in any function space. We do not allow glitter, tinsel like or confetti. Please note any decorations left at the end of function will be disposed of unless stated in writing prior to event. No smoke devices are permitted.

CHILDREN Children's meals available on request. Children must remain in the function room at all times, under the supervision of their parent or guardian and may remain in the Barrel Room until the conclusion of the function.

PAYMENT Full payment of your account by cash, credit card or direct deposit is required when final numbers are confirmed 14 days prior to your function unless approved with less notice by Function Supervisor. Any prepaid amounts not spent will not be refunded.

PRICING & PACKAGE Whilst we endeavour to maintain all prices as printed, they may be subject to change at Management's discretion. Menu subject to seasonal changes. Public Holiday surcharges may apply.

FOOD SAFETY Please be advised that due to food safety practices (HACCP), no food or beverages are permitted to be brought onto Greenbank Services Club premises. Similarly, no food or beverages may be removed from the premises. Celebration cakes are exempt from this rule.

DRESS REGULATION Host and guests must comply with Greenbank Services Club dress regulations. Minimum requirements are smart casual wear. Any fancy dress or other requirements need to be agreed upon in writing prior to the event.

BALLOONS All balloons must be popped before departing the function. All companies that spray their balloons must provide at least two metres of sheeting around the entire base of the balloons to prevent any health and safety issues. Any third party equipment must be taken by the end of the event.

STAFFING If you wish to hire an extra staff member to serve your platters around the room, an additional cost of an additional staff will be \$40p/h (minimum 3 hours) each.

DAMAGES AND INDEMNITY Where a function has created cleaning over and above the normal cleaning of a function, a fee may apply. Please note that the organiser is financially responsible for any damage to Greenbank Services Club's property, equipment or any third-party items hired on your behalf. The use of walls for display material and nails, staples or tape attachments to floors or ceiling is not permitted. Greenbank Services Club will take all reasonable care with client, guests and third-party property, however, will not accept any responsibility for damages to, or loss of items whilst within the venue. Where matters beyond the control of Greenbank Services Club Management, impairs or prevents Greenbank Services Club from performing its obligations under the event order, Greenbank Services Club and Management will be released from all liabilities.

RESPONSIBLE SERVICE OF ALCOHOL Greenbank Services Club is a licensed venue, all function guests must meet the Club's requirements to enter or remain on the Club's premises under its House Policy and in accordance with Responsible Service of Alcohol and the Liquor Act 1992. Any person who does not meet these requirements, may be refused entry or be required to leave the premises. Management reserves the right to remove any guest from the premises if they are considered to be underage, intoxicated or behaving disorderly. If function activities are considered illegal, noisy or offensive, Management reserves the right to intervene or terminate the function early without compensation to the organiser.

IDENTIFICATION Greenbank Services Club are trained in the acceptable evidence of age. Only the following types of Government approved ID will be accepted for all patrons under 30:

- A physical or digital current Driver's Licence or Learner's Permit (valid with photo)
- A current Passport (from any country, valid with photo, writing must be in English)
- An Australian Government issued Proof of Age Card (18+ Card)
- Foreign Driver's licence with a photo and date of birth of license holder.

Where a foreign Driver's Licence is not written in English, an international Drivers Permit issued in the country of origin and including a photo of the licence holder (and translation) must be presented with the foreign Driver's licence. Anyone obtaining alcoholic beverages for consumption by minors will be removed from the premises. Management will support staff that enforce Responsible Service of Alcohol. **All guests must have their identification scanned on arrival to attend functions.**

SMOKING AND VAPING Smoking and vaping are strictly prohibited within the function space. Designated smoking areas are provided and may only be accessed by individuals aged 18 years of age and over, with valid identification. Guests caught smoking or vaping outside of the DOSA will be asked to leave.

FOOD SAFETY Please be advised that due to food safety practices (HACCP), no food or beverages are permitted to be brought onto Greenbank Services Club premises. Similarly, no food or beverages may be removed from the premises. Celebration cakes are exempt from this rule.

ENTERTAINMENT No smoke machines will be allowed due to fire regulations. It is the responsibility of the client to pay for any smoke alarms set off by the entertainer or clients.

CLAUSE When booking a function at the Greenbank Services Club, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on false pretences, Greenbank Services Club reserves the right to cancel that function without notice and at the expense of the host.

ANNULMENT OF AGREEMENT Should Greenbank Services Club be prevented from implementing its services due to circumstances beyond its control (such as power failures, fire, flooding, natural disasters, strikes or Acts of God) the said agreement or service will be made null and void at the discretion of Greenbank Services Club.

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BOOKING FORM

Contact Details

Full Name _____

Email Address _____

Mobile Number _____

Function Details

Enquiry Date: ____ / ____ / ____

Function Type (e.g., birthday, corporate, etc.): _____

Number of Guests: _____

Area of Interest (e.g., Marketplace Private Dining Room): _____

Additional Questions

Have you viewed the space? ☐ Yes ☐ No

Do you have any guests requiring wheelchair access? ☐ Yes ☐ No

Have you read and agree to our full terms and conditions? ☐ Yes ☐ No

Declaration

I, _____ (full name), have read and understood the Terms and Conditions for my function and acknowledge that this booking form represents a legally binding contract between myself and the venue.

I understand that:

- The venue reserves the right to refuse entry without exception.
- I share responsibility with the venue for ensuring the Responsible Service of Alcohol is enforced.
- I will not be compensated for any financial loss resulting from the actions or behaviour of my guests.
- This booking form does not secure my booking – a deposit is also required in addition to this signed declaration form in order to confirm the booking.

Signature: _____

Date: ____ / ____ / ____

OFFICE USE ONLY Has a deposit been paid? ☐ Yes ☐ No

Date of deposit received and form of deposit ____ / ____ / ____
(payment at reception, online, etc):