



GREENBANK
SERVICES CLUB

SUNROOM

FUNCTIONS AND EVENTS

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



Our Sun Room is a bright and inviting function space



filled with natural light that creates a warm and welcoming atmosphere throughout the day. With a maximum capacity of 30 guests, it's the perfect setting for intimate gatherings, small meetings, or private celebrations. Whether you're hosting a brunch or a casual get-together, the Sun Room offers a comfortable and charming environment tailored for meaningful connection and conversation.

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Prepaid Optional Extras:

- Tablecloths on all tables \$75
- Balloons Package: 4x bunches of helium filled balloons in your choice of up to three colours \$180
- Extra hour of room hire \$50 per hour
- Coloured Linen Napkins \$1.50 each
- Cakeage \$60*
Celebration cake to be cut and served on plates

Booking terms:

- \$200 Bond Deposit required (please read T&Cs for terms of bond refund)
- Current Membership
5 hour hire (latest 11.30pm conclusion)
- Non-refundable \$750 Food & Beverage Credit
- Final platter and beverage inclusions finalised with full payment received no later than 3 weeks prior to event
- Maximum 30pax

Please read full Terms & Conditions before payment.



Sun Room CATERING

Indulge in a carefully curated selection of premium food offerings designed to complement the elegant atmosphere of our Sun Room function space. Our menu showcases high-quality ingredients, refined presentation, and a variety of gourmet options to suit a range of tastes and dietary preferences. Whether you're hosting a corporate gathering, private celebration, or special event, our elevated catering experience ensures every bite is memorable.



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

OYSTER GF, SF \$120

Australian oysters paired with a refreshing lime, chilli, and coriander dressing, crafted by our chef for the perfect balance of spice and citrus

MEZZE & CHARCUTERIE N, SF \$180

A generous mix of cured meats, cheeses, dips, marinated veggies, pita bread, dried fruits, and olives – the ultimate grazing platter for any occasion

CHILLED NZ MUSSELS GF, SF \$100

Succulent NZ mussels served on the half shell and finished with a zesty sweet Thai dressing – a refreshing fusion of coastal freshness and Asian flair

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

SEAFOOD BASKET SF \$110

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

Sun Room

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. Please note we do not accept bookings celebrating birthdays under the age of 21.

CONFIRMATION A booking confirmation is upon receiving the \$950 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 2 hours and no food is to be removed from the premises during or after an event. The restaurant menu is not available for functions or large group catering. 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:

- of cancellation more than four (4) weeks prior - full refund will be issued.
- Notice of cancellation less than three (3) weeks prior, a refund will be issued less an Administration Fee of \$150.
- Notice of cancellation less than two (2) week 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 Sun Room until 9pm Sunday - Thursday and 10pm Friday - Saturday.

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. 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.

CAKEAGE The function host is welcome to provide their own cake. We will store it and take every care; however, we can accept no responsibility to any damage that may occur. We will provide all private functions with a cake knife, napkins, plates and cutlery. If the host wishes to have the cake cut and served on platters, a prepaid a prepaid fee of \$60 will apply. Latest time for cake cutting is 9pm.

DRESS REGULATIONS 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.

Sun Room

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):