Club Maitland City

Phone (02) 4939 1200 | 14 Arthur Street, Rutherford, NSW 2320
Facebook: Visit our Facebook Page | www.maitlandcity.com.au

Planning a conference?

You've come to the right place. Club Maitland City is the perfect venue for you. With all the conference facilities you'll need, we pride ourselves on our conference experience and professionalism.

Contact our Function Co-ordinator at heveleigh@maitlandcity.com.au

Our Rooms

Ruby Room
Cost to hire: $250.00

100 - 450 Guests

The Ruby Room is our largest function room. For large conferences and summits this room can comfortably accommodate up to 200 seated and 450 theatre style. It has its own bar, amenities and stage.

Diamond Room
Cost to hire: $300.00

50 - 150 Guests

This room is situated on the mezzanine level. It has elevator access and can seat up to 150 guests. It has its own bar and amenities.

Emerald Room 1 & 2
Cost to hire room 1 OR 2: $100.00
Cost to hire full room: $200.00

This room can be used as a large room or divided into two rooms.
Each room can accommodate up to 70 people and combined up to 140 depending on seating arrangements.

Opal Room
Cost to hire: $50.00

This room is perfect for smaller meetings and training sessions. This room can sit 25 people at tables or 50 theatre style

Board Room
Cost to hire: $100.00

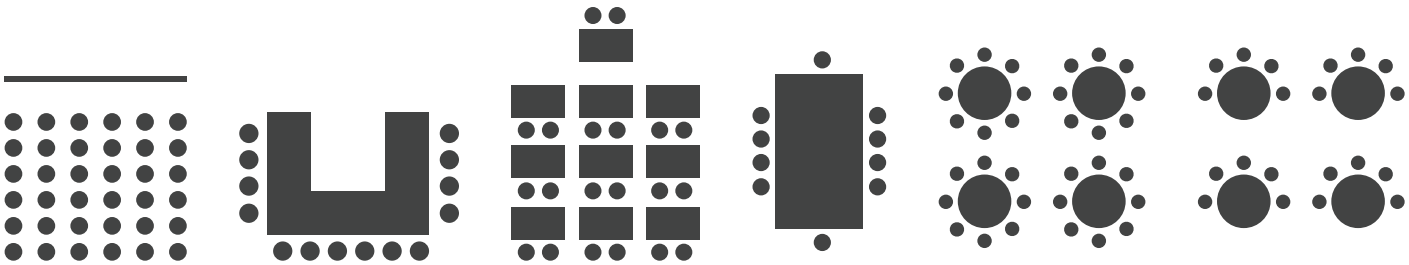
Our Board Room is ideal for conference calls, meetings and smaller corporate conferences. The board room desk seats 10 and the room comes with the latest technologies and audio visual equipment.

All of our function rooms come equipped with a projector, screen and audio visual equipment.

Club Maitland City

Room Configurations

For any type of conference, whether large or small, we can accommodate you. Each room hire cost includes room set up and pack up.



Theatre | U-Shape | Classroom | Boardroom | Banquet | Cabaret

Equipment Hire

The following is included in the room hire upon request:

- Lectern
- Microphone
- Whiteboard and Markers

Projector:	*Up to 5 hours $20* *5 hours+ $25*
Linen:	*Crisp white table cloths $6.50 Rectangle - $8.50 Round*
Table Skirting Hire:	*$12.00 per skirt*
Stationary (pad & pen):	*$2.50 per person*

Conference Menu

Tea and coffee on arrival with biscuits.

Morning Tea - $12 per person

Assorted mini Danishes
Mixed quiches
Scones, jam and cream
Banana bread
Mini crossiants

Tea and coffee replenished if required

Afternoon Tea - $10 per person

Assorted slices
Mini muffins
Cakes

Tea and coffee replenished if required

Lunch Option 1 - $19 per person

Breadrolls

Cold - choice of two

Ham
Corned silverside
Chicken
Roast beef

Salads - choice of two

Garden salad
Caesar salad
Pasta salad
Sundried tomato salad

Frittata- choice of one

Pumpkin, feta and baby spinach Cherry tomato, shallot and mozzarella

Fruit Juice

Tea and coffee replenished if required

Lunch Option 2 - $22 per person

Breadrolls
Lemon pepper poached chicken
Cajun beef skewers
Pumpkin, feta and baby spinach frittata
Jacket potato, sour cream and chives
Moroccan chicken and cous cous salad
Thai beef and crisp noodle salad

Fruit Juice

Tea and coffee replenished if required

If you do not require catering but would like tea, coffee and biscuits on arrival $3.50/head

Dietary requirements can be catered for.
Please ensure to notify us of any dietary requirements at least 3 days before the function.

Club Maitland City

Terms & Conditions

Confirmation

Tentative bookings must be confirmed within ten (10) days. To confirm and secure your function a signed Terms and Conditions form accompanied by the requested deposit must be received within ten (10) days of the initial booking. Club Maitland City reserves the right to cancel any bookings not confirmed after ten (10) days without any further correspondence.

Payment

Full payment can be made prior to the function and must be paid at the time of your function. Payments can be made by cash, credit card or EFTPOS. Bank account details may be requested if you wish to pay by EFT. Credit card details may be required to hold the booking (please see acceptance form for details).

Deposit

Bookings require the room hire cost to be paid to confirm your bookings.

Cancellations

For cancellations the following conditions apply;

- All cancellations must be notified in writing.
- Cancellations more than sixty (60) days prior to the function date will result in a full refund of any deposit.
- Cancellations less than sixty (60) days prior to the function date with result in the forfeit of any deposit.

GST

All prices quoted are inclusive of GST.

Quoted Prices

Every effort will be made to maintain the prices originally quoted however they are subject to market conditions and may change. All prices are confirmed three (3) months prior to the event.

Sundays & Public Holidays

A surcharge of $4.00 per person applies

Confirmation of numbers

Menu selection, beverage arrangements, seating plans and accurate attendee numbers must be confirmed at least seven (7) days prior to the function. This will be the minimum number of guests that will be catered and charged for. We bill the guaranteed numbers or final head count on the day, whichever is the greater.

Dietary Requirements

We will be happy to cater for any special dietary requirements, prior notification is necessary to prepare these meals.

Additional Meals

If meals are required for photographers and entertainers they are to be included in the final confirmed numbers at the cost of the client.

Food & Beverage

It is prohibited for any food or beverage (alcoholic or otherwise) to be brought into the club's premises. Celebration cakes are permissible. To ensure food safety, food cannot be removed from the club's premises.

Responsible Service of Alcohol Policy

In accordance with legislation, alcoholic beverages will not be served to persons under the age of 18 years, or to any person considered to be intoxicated. Club Maitland City is committed to the responsible service of alcohol and our policy is to serve our members and our guests in a responsible, friendly and professional manner. Valid photo identification may be requested to verify proof of age.

Damages

The organiser of the function is financially responsible for any damages sustained to the club or any club property during the function. The organiser will have to liaise with the function staff over the display arrangements to prevent any damage to the premises. Excessive use of confetti or similar items will incur a minimum $200 cleaning fee.

Securities and Insurance

Club Maitland City does not accept responsibility for the loss or damage to any property left on the premises prior to or after a conference.

Club Policies

All club policies, including dress code, must be adhered to by all guests.

Guest Sign In

The person booking the function is responsible for their guests and anyone under the ages of 18 years. All guests entering into the club must sign in at reception or sign a function attendance register provided by the club.

Acceptance of Terms & Conditions

By signing below I acknowledge that I have read and agree with the terms & conditions set out by Club Maitland City.

Function Date

Function Room

Client Name

Function Type

Company

ABN

Postal Address

Client Contact:

Name

Phone

Mobile

Email

Signature

Date

Credit Card details:

This information is strictly confidential and is only used to secure the booking. The credit card may be used for function charges if the event is not paid in full after the event has been held and invoiced to the client.

Cardholder:

Credit Card Number:

Expiry:

C/V: