



HARMONIE GERMAN CLUB

FUNCTIONS PACKAGE & SPECIAL OCCASIONS



WELCOME

Welcome to the Harmonie German Club

Catering supplied by Caterade Pty Ltd

The Harmonie German Club is a cultural Club situated in the Inner South of Canberra, we are an extremely versatile Club with many function room options. We are in the perfect location for interstate visitors, surrounded by excellent quality accommodation houses including the:

- Garden City BestWestern 55 Jerrabomberra Ave Narrabundah
- The Ibis Styles 203 Goyder Street Narrabundah
- The Abode Narrabundah 61 Jerrabomberra Ave

Please use this guide to start the planning of your special event, we are available during business hours to help you with any enquiries or help tailor your function to suit your needs.

We look forward to speaking to you soon.

Sincerely,
Paul Berger
General Manager

6295 9853



FUNCTION PACK CONTENTS

FUNCTION ROOM CAPACITIES

Function Room	Round Table	Rectangle Table	Cabaret Style	Theatre Style	Stand Up
Auditorium	150	250	200	300	350
Half Auditorium w/stage	N/A	100	80	120	150
Half Auditorium w/bar	50	120	100	120	150
Keller Bar	N/A	80	50	60	100
Board Room	N/A	25	N/A	N/A	N/A
Outdoor Deck including biergarten	N/A	70	N/A	70	70



FUNCTION PACK CONTENTS

FUNCTION ROOM CHARGES

Function Room	Weekday Rate w/catering	Weekday Rate w-out/catering	Weekend Rate w/ catering	Weekend Rate w-out cateing
Auditorium	\$500	\$660	\$1000	\$1200
Wedding Packages	\$1000	N/A	\$1200	N/A
Half Auditorium	\$250	\$330	\$330	\$660
Keller Bar	\$200	\$250	\$300	\$330
Board Room	\$100	\$100	\$100	\$100
Outdoor Deck	\$100	\$250	\$250	\$300

ADDITIONAL HIRE CHARGES

Item	Daily Rate
Fixed overhead wireless projector w/130" 16:9 fixed screen	\$150
Portable data projector and screen	\$50
Sony GTK-X1BT USB and Bluetooth Music speaker system	\$50
Wireless twin hand held and lapel pin microphone	\$50



TERMS AND CONDITIONS

TENTATIVE BOOKING: All function room bookings are tentative until the room hire invoice has been paid in full plus, a signed copy of the terms and conditions is returned to the Club. The Harmonie German Club reserves the right to cancel the booking if confirmation is not received.

CANCELLATION: A minimum of 6 weeks' notice is required for the cancellation of an event. Failure to notify within the stated period will result in the loss of 50% of the room hire amount (cancellation Fee). If the function is cancelled within 3 weeks of the event, the respective room charge and 50% of the overall food and beverage costs initially booked will apply. Written confirmation of cancellations is required.

PRICES: Once a booking arrangement has been reached, the price will be honored for a 12-month period, after which time the Harmonie German Club reserves the right to alter the price in line with the club's normal annual price increases.

TRADING HOURS: The Harmonie German Club has a midnight Liquor License. All bar trading will cease at 23:30 and patrons will need to have vacated the premises by midnight. An additional \$150 will be charged for each hour or part thereof that staff need to be on premise after midnight while the party vacates.

FINAL DETAILS: Menus must be finalized two weeks prior to the event, table floor plan and seating must be finalized and cannot be changed up to four days prior to the event date.

FINAL NUMBERS: The guaranteed number of guests must be finalized at least four working days before the event, if less than the guaranteed number of guests attend the event, the guaranteed number will be charged. If the number of guests increases the client will then be charged the extra. \$2.50 per person cake-age fee applies.

DAMAGES AND LOSS: Clients are liable for any damages/loss an above normal cleaning costs which may occur as a result of the event. The cost of the damages/loss will be charged on the invoice. The Harmonie German Club holds no responsibility for items brought to the event by clients or other patrons.

PAYMENT: Full pre-payment is required four working days prior to the commencement of the event. Any additional event charges are required to be paid within 7 days.

SERVICE STANDARDS: The Harmonie German Club practices the responsible service of alcohol. Management reserves the right to refuse service of alcohol to intoxicated patrons.

ENTERTAINMENT: Any form of entertainment being used on the Club's premises must have prior approval by the General Manager or representative.

COMMENCEMENT AND VACATING ROOMS: The client agrees to commence and conclude the function at the scheduled times. If the event exceeds the booking times, additional charged will apply.

ROOM ALLOCATION: The Harmonie German Club reserved the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate.

SETUP, BREAKDOWN AND DELIVERIES: Clients are responsible for all costs associated with the setup and breakdown of display equipment. The Harmonie German Club must be advised of all deliveries and pick-ups prior to their arrival and collection. All items must be delivered marked with a name and date of the event. Collection times must be within the club operating hours or by prior arrangement.

SECURITY: The Harmonie German Club reserves the right to hire security staff at the client's expense if deemed necessary, subject to providing written notice to the client. All 21st Birthdays held at the club require security.

CONSUMPTION: No food or liquor of any description may be brought onto the premise of The Harmonie German Club without prior arrangement by the General Manager. **DISPLAY AND SIGNAGE:** There is to be no signage placed in any area of the club except in the designated area of the function rooms.

PAYMENT METHODS: Deposits and final payments may be made by the following methods:
EFTPOS - CASH - DIRECT BANK TRANSFER
All catering charges paid directly to Caterade Pty Ltd
All function room and equipment hire and beverage paid directly to The Harmonie German Club

Clients Name:

Signed and Dated:

Function Name and Date:

