

# Vegas

WAVERLEY GARDENS

## FUNCTIONS PACK 2017



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Waverley Gardens, Police Rd

Mulgrave VIC 3170

## Welcome to Vegas

Thank you for expressing your interest in Vegas at Waverley Gardens for your upcoming function.

Vegas is well known club, situated in the convenient location of Waverley Gardens Shopping Centre in Mulgrave.

Our facilities are among the best and feature an elegant décor and stylish furnishings that are highlighted by our modern bar and polished dance floor.

The Vegas function room caters for all occasions with a seating capacity of between 60 to 200 guests. Our function packages allow you to decide on the best format and layout to best suit your occasion.

Our professional team will create an event that will surpass your expectations. Should you have any inquiries or to arrange a time to view the room, please do not hesitate to contact us.

We look forward to hearing from you and hope you enjoy celebrating your next event with us at Vegas.

### The Vegas Team

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## Cocktail Packages

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### Cold Canapés

Per Platter

<i>Mixed Danish Platter</i>	\$50
<i>Assorted Sandwiches</i>	\$55
<i>Trio of Dips w. toasted Turkish Bread (v)</i>	\$55
<i>Cheese and Fruit Platter</i>	\$75
<i>Antipasto Platter</i>	\$100

### Hot Canapés

#### Standard Platter

**\$85**

*Cocktail spring rolls, party pies, sausage rolls, popcorn chicken, chicken garlic balls, pasties and mini dim sims.*

#### Hot Gourmet Platter

**\$95**

*An Italian savoury collection:  
Spinach & fetta triangles, vol au vents, potato gems, petite quiches, calamari rings and sweet chilli chicken.*

#### Vegetarian Platter

**\$75**

*Available upon request.*

### Extras

<i>Tea &amp; Coffee Station</i>	\$35
<i>Chips, Dips &amp; Nibbles (on arrival)</i>	\$50

To ensure each event is an enjoyable and meets our RSA policies, we require a minimum of one (1) platter for every ten people (10) attending your event.

# Conference Packages

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Room Hire is a set price of \$100

## Option 1

Per Person

*Morning or Afternoon Tea with Lunch.*

\$25

## Option 2

*Morning and Afternoon Tea with Lunch.*

\$25

Tea, coffee and water is included in each package and is refilled throughout the day.

### Morning or Afternoon Tea

Your choice of the following per break.

- *Biscuits*
- *An assortment of Danishes*
- *A fresh fruit platter*
- *A cheese platter*

### Lunch Options

Select one choice from the following

- *Mixed sandwich platters*
- *Hot finger food platters*

### For Short-Break Conferences

Per Person

Continuous tea, coffee and iced water

\$25

Continuous tea, coffee and iced water with biscuits

\$35

Continuous tea, coffee and iced water with either a fresh fruit platter or an assortment of Danishes

\$35



# Conference Packages

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Minimum of 30 guests required with all Buffet Menus

## Buffet Menu 1

Per Person

Two meats, three salads and bread.

\$22.50

- **Meat:** *Roast Beef, Pork or Lamb.*
- **Salad:** *Greek Salad, Coleslaw, Garden Salad or Potato Salad.*

## Buffet Menu 2

Per Person

Three meats, potatoes, four salads and bread.

\$32.50

All served with gravy, butter, and fresh bread rolls.

- **Meat:** *Roast Beef, Pork, Lamb, Chicken or Honey glazed ham.*
- **Salad:** *Greek Salad, Coleslaw, Garden Salad or Potato Salad or Caesar Salad.*

## Buffet Menu 3

Per Person

Three meats, potatoes, four salads, bread and three desserts

\$35.00

All meats and salads served with gravy, butter, and fresh bread rolls.

- **Meat:** *Roast Beef, Pork, Lamb, Chicken or Honey glazed ham.*
- **Salad:** *Greek Salad, Coleslaw, Garden Salad or Potato Salad or Caesar Salad.*
- **Dessert:** *Baci Flourless Chocolate, Strawberry Cheesecake, Lemon Burst Cheesecake, Chocolate Mud Cake, Mars Bar Cake, Snickers Cake, Cherry Ripe Cake, Black Forrest Cake or Tiramisu.*

## Entertainment & Decorations

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### Entertainment

	Cost
DJ	\$450
Karaoke / Jukebox	\$275 <i>(may vary)</i>
Photo Booth	\$800
Candy Buffet	<i>Price determined by number of guests and the required quantity.</i>

### Decorations

	Individual Cost
Loose Helium Balloons	\$1.50 each
Silver Numbers with Helium	\$20 each
Table runners	\$3.00 each

For functions with over 60 guests, your room hire provides you with the following:

- ✓ Cordless Microphone
- ✓ CD / DVD Player
- ✓ Projector and Screen
- ✓ Table cloth and Napkins
- ✓ Staff

# Function Overview & Checklist

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## Getting Started

- Pay a deposit/security bond to secure the room & date of your function.
- Read and submit signed Terms and Conditions Agreement (see next page).
- Send out invitations remembering to inform all guests that Vegas requires Photo ID to be inspected by security upon entry. Minors must be accompanied by a legal guardian.

## 4 — 6 Weeks Prior

- Decide, organise and book preferred entertainment option.
  - BYO laptop
  - BYO DVD slideshow
  - Book DJ/Jukebox through venue

## 2 Weeks Prior

- Confirm and pay for menu selections.
- Arrange time to come down and test your audio and/or visual compatibility with Vegas facilities.
- Confirm bar tab arrangements.
- Confirm layout of room or any specific requirements.

## The Day of your Function

- Access to the function room is after 12pm for the decorations, delivery for balloons, cakes, equipment etc.
- Finalize payment for bar tab arrangements.
- If you would like to include speeches, discuss what times are best suited.
- Nominate your RSA (Responsible Service of Alcohol) representative, we could Aid management in the effectiveness de-escalation of potential liquor licensing breaches. All guests must sign in on entering the venue.

## Upon Conclusion

- All guests to leave punctually and keeping noise levels down as a courtesy to other patrons.
- All personal belongings must be removed and taken from the function room. Nothing will be permitted to be left on the premises.

# Terms and Conditions

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## Payment

A deposit/security bond of \$300 is required to confirm your date along with our signed and completed booking agreement form. Tentative bookings may be taken but only deposits secure dates. Payments can be made by cash, eftpos or credit card when confirming final numbers and menu options or you can choose to pay the final balance on the night.

## Final Numbers

Final numbers must be confirmed 7 days prior to the day which the event is held. No refunds will be given for cancellation of numbers. Increases are acceptable with adequate notification and additional charges will apply.

## Cancellations

All cancellations must be made directly to the function manager. All cancellations that are made 4 weeks prior to your booking will be refunded in full. Any cancellations after this are non-refundable.

## Consumption

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other guest. Vegas does not permit BYO alcohol of any type. A cake can be brought into the venue.

## Decorations

No confetti, rice or metallic sprinkles are to be used in the venue or on surrounding footpaths – an addition \$150 cleaning fee will be incurred. Candles/tea lights are only permitted if they are contained in holders. No pyrotechnics, smoke machines, music speakers are to be brought into the venue without prior approval by Vegas Management.

## Damage to the venue

The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft which is caused by the client, guest or any other person attending the function. Vegas accepts no responsibility for the goods, gifts, equipment or personal items left on the premises. Vegas is entitled to debit the clients credit card for the cost of any repair as a result of damage to the venue. Your \$300 deposit/security bond will be returned to you and taken off the total of your function costs once the function has concluded provided no damage or loss has occurred. If any damage or loss has occurred from any person attending the function the security bond will be forfeited and the host will be invoiced for any further repair costs. No drinks aloud on the dancefloor.



## Responsible Service of Alcohol

All our staff members are trained in Responsible Service of Alcohol, and by law may refuse to serve alcohol to any person/persons that seem to be intoxicated or behaving in an offensive manner. If guest are drunk, violent or quarrelsome they must leave the premises upon request. It is against the law for anyone under the age of 18 to consume alcohol or enter the gaming area. Under no circumstances should they do so regardless of parental/legal guardian consent. If this occurs your function will be shut down immediately with no remuneration.

## Liability

If Vegas has a reason to believe that the function will affect the premises or its clients, business, security and reputation, Vegas reserves the right to cancel the function without liability and terminate any contracts and agreements with the client. Management has the right to evict any person or persons who exhibit any behavioral characteristics of intoxication, are under the influence of drugs, found to be aggressive, uncooperative towards staff or general unsocial behavior. While we will accommodate you to the best of our abilities, we do not take any responsibility for adverse weather conditions or anything beyond our control. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, Vegas or Management will not be held liable.

It is your responsibility to conduct the function with full compliance of the house policy and venue management rules with all applicable laws inclusive. We reserve the right to intervene if activities in the function room and throughout the venue are considered illegal, noisy, and offensive or interrupt other services within the venue.

## Security

Security is a requirement for all functions if external music is played or if deemed necessary and will be at the expense of the client. Depending on your numbers the cost will vary. Security cost is \$35 per hour and must be for a minimum of 5 hours. An additional guard is required for any functions with more than 100 guests.

## Dress Code

Neat casual, management reserves the right to refuse entry.

## Sign In

Vegas is a club and require everyone entering the venue to either be a member or sign in as a guest on arrival.

## Agreement to Terms and Conditions

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In signing this document, I agree to all the terms listed in the function package and understand that I am responsible to pay for any damage caused by any persons attending my function.

I \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

accept the function details, terms and conditions made on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (date) by Vegas at Waverley Gardens, shop 122, cnr Jacksons & Police Rds Mulgrave 3170.

Function Description: \_\_\_\_\_

Function Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Management/ Supervisor: \_\_\_\_\_

\$300 deposit/ security bond paid in via EFTPOS / CASH (please circle) on \_\_\_\_/\_\_\_\_/\_\_\_\_

**Thank you for choosing Vegas for your next function**