



Corporate

Events

The Loft

Our stunning venue is the perfect place for your next Corporate Event.

Natural light floods the room, providing a warm and inviting atmosphere for your guests. Its open plan design is perfect for mingling, classroom and cabaret layouts. Also boasting it's own break out area for smaller group sessions and all your catering requirements,

The Loft is the perfect place for your next Corporate event.

Capacity -
Theatre Style - 150
Cabaret - 80
Classroom - 60
U-shape - up to 50

*Surcharge applies for Sundays and Public Holidays.



Room Hire

\$500*

includes access to The Loft for 5 hours, Microphone & lectern, Projector & screen.

*Room Hire includes access to The Loft for 5 hours, any extra time will incur a charge of \$50 per hour.

Catering Options

Tea and Coffee (single serve) - \$5 pp

Tea and Coffee continuous - \$10pp

Platters - please see selections below

Morning or Afternoon Tea - \$10 pp
please select 2 options from the menu below

Working Lunch - \$25 pp
includes selection of sandwiches, gourmet wraps and rolls, with fresh juice

Morning Meeting Package - \$50pp
includes Room Hire for 5 hours, Tea & Coffee on arrival, Morning Tea, Notepads, pens & bottled water

Half Day Delegate Package - \$60pp
includes Room Hire for 5 hours, Continuous Tea & Coffee, Morning Tea, Lunch, Afternoon Tea, Notepads, pens & bottled water

Full Day Delegate Package - \$70pp
includes Room Hire for 9 hours, Continuous Tea & Coffee, Morning Tea, Lunch, Afternoon Tea, Notepads, pens & bottled water



Morning OR Afternoon tea

\$10 per person

SELECT TWO FROM THE FOLLOWING OPTIONS

Mixed friands

Chef's selection of cakes (g/f options + \$2)

Banana bread with jam and butter

Mixed quiches with chutney

Fresh Fruit bowls

Greek Yoghurt with different toppings

Byron Bay Cookies - assorted selection

come individually wrapped - \$35 per 10 people



Day Delegate Packages

MORNING MEETING PACKAGE - \$50 per person*

includes Room hire of The Loft for 4 hours.

- Tea & Coffee on arrival with complimentary biscuits
- Morning Tea
- Note Pad & Pens
- Bottled water
- Room Hire

HALF DAY PACKAGE - \$60 per person*

includes Room hire of The Loft for 5 hours.

- Tea & Coffee on arrival with complimentary biscuits
- Morning Tea
- Lunch
- Note Pad & Pens
- Bottled water
- Room Hire

FULL DAY PACKAGE - \$70 per person*

includes Room hire of The Loft for 9 hours.

- Continuous Tea & Coffee with complimentary biscuits
- Morning Tea
- Lunch
- Afternoon Tea
- Note Pad & Pens
- Bottled water
- Room Hire



*Minimum 30 guests per package. Please inquire for groups less than this.

Platters

MIXED SANDWICH PLATTER

\$85 each - 10 people

Chefs Selection of mixed sandwiches.

SEASONAL FRUIT PLATTER

\$95 each - 10 people

Chefs Selection Of Seasonal Fruits.

CHEESE SELECTION

\$140 each - 10 people

Chefs Selection of Cheeses Dried Fruits and Assorted Crackers.

BREADS AND DIPS

\$55 each - 10 people

Grilled Flat Breads With Chefs Selection of 3 Seasonal Dips.

ANTIPASTO

\$140 each - 10 people

A Selection Of Gourmet Meats, Mixed Olives, Marinated Vegetables, Dips & Assorted Grilled Breads .

PETITE CAKES & SLICES

\$85each- 10 people

Chefs Selection Of Cakes And Slices Baked Fresh Daily.

JUICES & SOFTDRINKS

\$60 each- 10 people

A Selection Of Juices & Non Alcoholic Beverages.



Hints & Tips

PARKING

The Builders Club has its own free onsite parking with undercover options available. If you have an event starting before 9.30am, please check with the Function Manager to organise early access, a \$120 early access fee applies.

ACCOMODATION NEAR BY

The Builders Club are partnered with Argo Service Apartments, which are located right next door to The Builders Club on Church Street Wollongong.

Function T&C

DEPOSIT

Prices quoted are valid for 14 days. A non-refundable deposit of \$500 is required to secure your booking and prices quoted.

EVENT AGREEMENT FORM

Once you have confirmed your event, you will be sent an Event Agreement form to fill in. Please fill the form in ASAP and return to the Function Manager - kelly@thebuilders.com.au

FINAL PAYMENTS

Final Payment is due 7 days prior to the event. Final numbers for the event MUST also be provided at this time. If final payments are not made 7 days prior to the event, The Builders Club reserves the right to cease event co-ordination and your event may not run.

SPECIAL DIETARY NEEDS

Vegetarian ,vegan , gluten free and all other allergies can be catered for by prior arrangement with the Function Manager .



Function T & C

CANCELLATION POLICY

The deposit shall only be refunded with 28 days prior notice to the date of the function or upon re booking of the cancelled date with a similar /same function.

FINAL PAYMENTS

Final Payment is due 7 days prior to the event. Final numbers for the event **MUST** also be provided at this time. If final payments are not made 7 days prior to the event, The Builders Club reserves the right to cease event co-ordination and your event may not run.

FUNCTION DURATION

The function room /bar will remain open no later than 11.30pm and the music must cease at 11.30pm sharp. The function room closes at 12am sharp. Starting times will be mutually agreed and room access will be made available to the host on the day of the function /or by prior arrangement at an agreed time.

LIQUOR LAWS

All liquor licensing laws apply to functions including intoxication and proof of age alcoholic beverages must not be consumed by any person under the age of 18 years at any function on these premises. Failure to comply with the laws will result in the function being shut down and all fees forfeited.

SECURITY

Management reserves the right to order additional security to ensure the safety of staff and patrons. If an event requires additional security the host will be notified and charged accordingly.

BEHAVIOUR

Offensive behaviour will not be tolerated at any given time during a function on the club premises. Offensive behaviour may result in the guest being removed. Failure to comply, will result in the function being shut down and all fees forfeited.

Function T & C

CATERING

No food or drinks are to be brought onto the premises with the exception of a celebration cake all catering and drinks are to be supplied by the club .

DAMAGE AND LOSS

Management will not accept any responsibility for any loss or damage of property left on the premises prior during or after a function .

PUBLIC HOLIDAYS & SUNDAYS

Functions booked on any Public Holiday will incur a \$500 surcharge to cover the cost of kitchen staff, bar staff and security for the duration. If extra security is needed the \$150 fee will be raised to \$300. Sunday functions will incur a 15% surcharge to cover the extra cost of kitchen staff, bar staff and security for the duration, extra security on a Sunday will incur a \$200 fee

EXTERNAL SUPPLIERS

Any additional equipment /entertainment / decorations or props required other than those supplied /recommended by the venue must be confirmed two weeks prior to the date of the function the venue must approve any all equipment and decorations and reserves the right to dis allow any material not under code all external decorations /equipment must be removed from the venue at the completion of the function or as previously discussed with the Function Manager.

