

The secret is out

Set in the Flagstaff Gardens
our function room is the
perfect venue for your next
meeting

- Room set up with everything you will need
- Huge inbuilt LED screen
- Microphones
- Bose sound system
- Whiteboard
- Heating & Air-Conditioning
- Club staff onsite
- Room refreshed at breaks

Bookings & availability

To check availability, book, or to ask a question please contact the office by completing the [online enquiry form](#) on our website.

Citybowls.org

CONTACT US

BOOKINGS@CITYBOWLS.NET
CITYBOWLS.ORG
FLAGSTAFF GARDENS, WEST MELBOURNE
8329 0211

The City of Melbourne Bowls Club

MEETINGS & SEMINARS
2023 - 2024



INFO

Our Club is 156 years old and rising but you wouldn't know it. Built in 2009 our light filled function room features polished concrete floors, floor to ceiling windows and outdoor space.

Fully furnished and with modern audio visual equipment we've got everything you need.

Our professional staff are onsite for all events and will be happy to assist anyway we can.

AUDIO VISUAL EQUIPMENT

All our audio visual equipment is included in the room hire rates. No hidden fees here.

- HDMI compatible LED Screen | 2.8m x 1.6m
- Microphones | Lectern, Lapel & Handheld
- Bose Sound System
- Whiteboard & Flipchart Stand

LAWN BOWLS

Incorporate some team building lawn bowls into your event.

Bowls available for a quick activity or an extended afternoon session. Speak to the office about pricing.



CATERING & BAR ARRANGEMENTS

We offer great daily delegate and coffee break packages. Please refer to our catering menus on the following page.

Bar service available. Let our office team know if you would like post event networking drinks.

SELF-CATERING & EXTERNAL CATERERS

Self Catering and External Caterers are permitted at the Club. However they are required to abide by our Sustainability Policy. This includes no disposable plates and cutlery permitted and all food delivered needs to be delivered on reusable platters.

Crockery & Cutlery can be hired from the Club for \$2.50 per person, per break or \$5.00 per person for 3 breaks.

External caterers must remain onsite during food service times to manage the food service. Club Staff are unable to assist with catering arranged externally.

SPITTING IMAGE

Looking for a more substantial BBQ or Carvery Lunch? Contact [Spitting Image](https://www.spittingimage.com.au/) for a quote and availability - 9890 0123 or <https://www.spittingimage.com.au/>

Maximum Capacities

THEATRE

100 guests

CLASSROOM

50 guests

BANQUET

100 guests

BOARDROOM | U SHAPE

24 - 28 guests

CABARET

70 guests

COCKTAIL | STANDING

150 guests

ENTIRE VENUE HIRE | ALL DAY, RINKS PLUS ROOM

\$3000

Room Hire Rates

FULL DAY | 9AM - 5PM

\$800 Mon-Fri | \$900 Sat & Sun

HALF DAY | 7AM - 11.30AM | 12PM - 5PM

\$500 Mon-Fri | \$600 Sat & Sun

EVENING | 6PM - 11PM | 7PM - MIDNIGHT

\$500 Mon - Thurs | \$1000 Minimum Spend on Sun

FRIDAY + SATURDAY | 6PM - 11PM | 7PM - 12

FREE ROOM HIRE | \$1500 Minimum Spend

Reach the minimum spend on Beverages and Rink Hire and no room hire charges apply.

[Enquire Here](#)

Sustainability

We're on a mission to reduce our landfill waste by 70% and we need your support.

The biggest contributor to our landfill waste is single use plates and cutlery. To eliminate this all our catering packages are served with crockery and cutlery.

To minimise food waste ending up in landfill we have purchased a commercial composter. It can compost up to 25kg of food waste in 24 hours so all food waste can be composted onsite - how good is that!

All our catering is locally sourced. Our partners are Hillbilly Coffee Roasters, Yarra Valley Tea Company, Ivan's Bakery and Kartel Catering.

Disposable plates, cutlery and platters are not permitted at the Club.

CATERING

TEA & COFFEE STATION

\$3.50 per person | Per break
\$10 per person | All day (4 breaks)

Freshly brewed local coffee and Yarra Valley Tea Company Organic Tea

English Breakfast, Earl Grey + Organic Relax

COFFEE BREAK MENU

\$12 per person

Freshly Brewed Coffee & Tea and 2 items from the selection below

Assorted Cakes | Petit Breakfast Pastries |
Mini Crumpets | Assorted Brownies + Bars |
Assorted Home Made Biscuits | Teacakes |
Spinach & Cheese Quiche (v) |
Sundried Tomato & Feta Quiche (v) |

WORKING LUNCH MENU

\$17 per person

Freshly Brewed Coffee & Tea and 2 items from the selection below

Gourmet Mini Pies | Point Sandwiches |
Baby Baguettes | Mini Bagels & Rolls |

ADDITIONS TO YOUR MENU

Mineral Water & Juice | \$3.50 each
Mini Pies Platter | \$60 for 24 pieces
Mini Quiches Platter (v) | \$60 for 24 pieces

ALL DAY PACKAGE

\$50 per person (Includes Tea & Coffee Station)

ON ARRIVAL

- Freshly Brewed Coffee & Tea

MORNING TEA

- Freshly Brewed Coffee & Tea
- Select 2 items from the Coffee Break Menu

LUNCH

- Freshly Brewed Coffee & Tea
- Select 2 items from the Working Lunch Menu

AFTERNOON TEA

- Freshly Brewed Coffee & Tea
- Select 2 items from the Coffee Break Menu

HALF DAY PACKAGE

\$35 per person (Includes Tea & Coffee Station)

ON ARRIVAL

- Freshly Brewed Coffee & Tea

MORNING TEA OR AFTERNOON TEA

- Freshly Brewed Coffee & Tea
- Select 2 items from the Coffee Break Menu

LUNCH

- Freshly Brewed Coffee & Tea
- Select 2 items from the Working Lunch Menu

DIETARY REQUIREMENTS

All dietary requirements can be catered for. Dietary requirements must be arranged in advance as it is not possible to arrange special food on the day. Any surcharges from the caterer for specific dietaries will be passed onto the client.

FINE PRINT

Minimum numbers for all catering is 15 guests.

Menu selections, final numbers and dietary requirements are required 4 working days prior to your event.

MINIMUM NUMBERS FOR ALL CATERING IS 15 GUESTS