

# The secret is out

Set in the beautiful 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](http://Citybowls.org)

### CONTACT US

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

# The City of Melbourne Bowls Club

MEETINGS &  
SEMINARS 2024



# INFO

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 on site 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

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

## FRIDAY + SATURDAY | 6PM - 11PM

\$1500 Minimum Spend

All card payments incur a 1.25% surcharge. Sunday Surcharge 10%, Public Holidays 15%

[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.

Minimum req. guest count for all catering is 15 guests.

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

# CATERING

## TEA & COFFEE STATION

\$3.50 per person | Per break

\$12 per person or \$150 flat rate | All day (4 breaks)

**Freshly brewed local coffee and Yarra Valley Tea Company Organic Tea**

English Breakfast, Earl Grey + Organic Relax

## COFFEE BREAK MENU

\$16 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 |

## WARM ITEMS

Spinach & Cheese Quiche (v) | Sundried Tomato & Feta Quiche (v) |

## WORKING LUNCH MENU

\$22 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

\$52 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

\$36 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.

**MINIMUM GUEST COUNT FOR ALL CATERING IS 15 GUESTS**