

# The secret is out!

Nestled in the lovely Flagstaff Gardens, our event space is the ultimate spot for your upcoming gathering

- 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 unravel availability, lock in your spot, or simply drop a question, reach out to our office by filling in the online inquiry form on our website.

[Citybowls.org](http://Citybowls.org)

# Info

Constructed in 2009, our sun-soaked event space boasts sleek concrete floors, towering windows, and for a breath of fresh air - sweeping garden access.

Decked out with current furniture and modern audiovisual gear, we've got all that it takes to create a unique event.

Our team is always around during events, ready to lend a hand and sprinkle extra magic wherever needed!



## The City of Melbourne Bowls Club

**MEETINGS & SEMINARS 2024**

### CONTACT US

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



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

## Maximum Capacities

Cocktail  
| standing  
150 guests

Boardroom  
| U shape  
100 guests

Classroom  
50 guests

Cabaret  
70 guests

Banquet  
100 guests

Theatre  
100 guests

## 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.

## CATERING & BAR ARRANGEMENTS

We've got fantastic break options for your team. Check out our catering menus on the next page. Oh, and did we mention we've got a bar? Just give our office crew a shout if you fancy some post-event mingling over drinks!

## SELF-CATERING & EXTERNAL CATERERS

Feel free to bring your own snacks or hire external caterers for your event at the Club. Just remember to party in style with our eco-friendly rules - no throwaway plates or cutlery allowed, and all food must arrive on reusable trays. Need some fancy plates and silverware? Rent them from the Club at just \$3 per person!

## SPITTING IMAGE

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

Entire Venue Hire |  
All Day |  
Rinks plus room |

## 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-Fri | \$600 Sat & Sun

Additional Hour  
Monday to Thursday \$100  
Friday to Sunday \$150

MINIMUM SPEND- \$30 per person

50>80 \$2400  
80>100 \$3000  
100>120 \$3600  
120>150 \$4500  
150>200 \$6000

[Enquire Here](#)

# Sustainability

We're crusading to slash our landfill waste by a whopping 70% and we're recruiting you to join our eco-squad!

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 Dropbox Coffee Roasters, Yarra Valley Tea Company, Ivan's Bakery and Kartel Catering.

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

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

## 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  
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