

CLUB
SUNBURY

*Memorial
Gatherings*





A Celebration of Life

Saying goodbye to your loved one is a time of deep sorrow, but at Club Sunbury we aim to bring care, warmth & support to the day. We have two function rooms available providing a private space with a designated bar in each. For a more relaxed gathering, our Concourse is available. Ideal for a casual celebration of life.

Each space is perfect for your guests to gather, share stories & celebrate the wonderful memories of your loved one's life.

We understand that this is a challenging time & our compassionate team are here to support you & your family in every way possible. Whether you are planning a large celebration or a more intimate memorial, we will go above & beyond to ensure the day is as stress-free as possible.

From recommending local florists to arranging audiovisual equipment for speeches, music & slideshows we offer comprehensive assistance to help you create a heartfelt & respectful tribute.

At Club Sunbury we are dedicated to creating a serene & welcoming environment for your service, providing a beautiful setting where family and friends can gather to reflect & celebrate a life well-lived.

Jess Bonanno

Functions Co-ordinator

03 9744 1211

functions-coord@clubsunbury.com.au

Memorial Gathering Package

3 Hour Duration

Memorial Gathering Catering Package - \$25pp

Room Hire \$200

Room Hire Inclusions:

Fixed Wall Projector Screen or Lounge TV

PA System with Cordless Microphone

Bluetooth Music System in Function Room

Lectern Stand

Artificial Flower Center Pieces

Dedicated Bar

Knowledgeable & Compassionate Staff

Welcome & Directional Signage for Guests

Optional Extras Available on Request

Tablecloths on Round Tables - \$5 each

Large Bluetooth Speaker - \$60

Laptop Hire - \$50

Bingaroo Interactive Games Table - \$100

Full Payment for food and additional options are due 3 working days before the booked date.

Adding the funeral service at Club Sunbury will incur an additional fee of \$150. No casket.

We can cater for dietary requirements with 5 days notice.

10% surcharge applies to public holidays.

No food or alcohol is permitted from outside the venue.





Memorial Gathering Menu

Memorial Gathering Catering Package - \$25pp

Mixed Gourmet Sandwiches

Chefs Selection of Hot Gourmet Finger Foods

Chefs Selection of Cakes and Slices

Self-Serve Tea & Coffee Station

Self-serve Water Station



Room Hire Options



CONCOURSE

Capacity Seated:	50
Capacity Standing:	80
Hire:	\$200
Hire Duration:	3 Hours



FUNCTION ROOM

Capacity Seated:	200
Capacity Standing:	300
Hire:	\$200
Hire Duration:	3 Hours



THE LOUNGE

Capacity Seated:	80
Capacity Standing:	120
Room Hire:	\$200
Hire Duration:	3 Hours

Additional room hire can be added for an extra \$50 per hour subject to venue availability

Frequently Asked Questions

Is there parking on site?

Yes we have parking facilities onsite

Do you have wheelchair access/facilities?

Yes our venue is wheelchair friendly

How do I book my event at Club Sunbury?

Contact our Functions Co-ordinator who will support you from the beginning of your booking process through to the conclusion of your hire. A signed booking agreement is required.

What if we have dietary requirements?

Dietary requirements need to be confirmed 5 days prior to your event

Club Sunbury Contact Details?

Functions Co-ordinator Email: functions-coord@clubsunbury.com.au

Phone Number: 03 9744 1211

Can the room hire be longer than 3 hours?

Additional hire can be added for an extra \$50 per hour subject to venue availability

— TERMS & CONDITIONS —

Please ensure you read and understand the terms and conditions listed.

FULL PAYMENT is required 3 days before your function. Late payment fees may apply.

CANCELLATIONS must be confirmed in writing. A non-refundable booking/administration fee of \$200 applies if the booking is cancelled within 3 days of the event.

We require a Driver's License & credit card at the beginning of your function to be held in our function till, as a security guarantee and will only be charged in the unlikely event of any **UNPAID CATERING, BAR TABS** or **DAMAGES** to the property. These will be returned at the conclusion of the function.

OUTSIDE FOOD, CATERING & BEVERAGES are not permitted on our premises.

MEMBER DISCOUNTS do not apply on function payments. Members can use their membership card to purchase their own drinks over the bar.

DIETARY REQUIREMENTS can be catered for & require a minimum 5 days-notice. Where possible they will be served on a separate plate to avoid cross contamination.

DECORATIONS are permitted. Blotak only to be used on the walls. All decorations to be removed by the function holder at the conclusion of the event. No confetti, sprinkles or rice can be used.

EFTPOS transactions incur a 1% surcharge on all transactions. Public Holiday **EFTPOS** surcharge is 10% on all transactions.

FUNCTION RESTRICTIONS - At no times are guests allowed on the bowling greens if they have not paid for barefoot bowls.

FUNCTION HOLDER forfeits all rights to make any claims against Club Sunbury or any of its employees for any physical injuries or damages that may occur on the premises.

RESPONSIBLE SERVICE OF ALCOHOL is practiced & enforced by all Club Sunbury staff. The Club has the right to close a function at any time due to unruly behavior.

FUNERAL/MEMORIAL SERVICES will incur an additional fee. We do not permit the casket.



A wide-angle photograph of a modern lounge interior. The space features a high ceiling with exposed wooden beams and several ceiling fans. Large windows on the left side offer a view of the outdoors. The floor is covered in light-colored wooden planks. In the foreground, there are white tables and black chairs. A large potted plant with broad green leaves stands on the right. In the background, a black sign with white text reads "CLUB SUNBURY".

CLUB SUNBURY



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