



**Club  
Sapphire**  
MERIMBULA

# Functions, Events & Conferences



119 Main Street, Merimbula NSW 2548

(02) 6495 1306

Open from 10.00am daily

[functions@clubsapphire.com.au](mailto:functions@clubsapphire.com.au)

May 2024



**Club  
Sapphire**  
MERIMBULA



Club Sapphire Merimbula proudly offers spacious meeting, conference, function & wedding facilities tailored to your individual needs.

The success of your event will be enhanced by the quality of the venue, service & expertise provided by our team.

Our friendly & professional staff are more than happy to meet & discuss your function requirements.

*Please note that an additional fee will be charged to cover labour for early opening of the Club if required.*

# Contents

The Auditorium .....	4
The Sapphire Room .....	5
The Tasman Room .....	6
The Dolphin Room .....	7
The Meeting Room .....	8
Kitty's .....	9
Light Refreshments .....	10
Light Lunch & Hot Finger Food .....	11
Canapes .....	12
Entrees .....	13
Mains .....	14
Desserts .....	15
Additional Items .....	16
Floor Plans .....	17 & 18
Club Sapphire Access .....	19
Function Booking Agreement form .....	20
Terms & Conditions .....	21

# The Auditorium

The Auditorium, or Audi is the perfect venue for large conferences, expos, dinner functions and special events seating up to 300 people for dinner, 400 theatre style.

This room has direct access to Club Sapphire's main kitchen. The Audi has its own bar, direct access to toilets, a stage and green room.

The Audi is best suited for functions of about 200 (with dance floor) to 300 people (without dance floor).

It has two large screens, one at the rear of the stage (3.6m wide x 2.9m high), and the other in front of the stage (6m wide x 3.3m high).  
Microphones and lecterns are also available for use.

The Audi has direct driveway access with its own loading bay doorway.

## **Room hire by negotiation.**

Floorplan available toward the back of this booklet.





# The Sapphire Room

The Sapphire Room offers you the perfect venue for any function from just a few up to approx. 200 people. Blinds built into the ceiling in front of the dance floor assist in making the room more intimate for smaller groups, with a projector screen built in. Portable stages are also available for use in this room.

The Sapphire Room has its own sound, bar and kitchen facilities.

The Sapphire Room offers an operable wall enabling the use of two separate areas, or one large area. The 'Greens side' measures approximately 20m x 8m. The 'Main Street side' is approximately 28m x 11m and includes a dance floor measuring around 10m x 9m.

Half room (Main Street side) is best suited to around 80 people. Whole room can accommodate up to approx. 200 people.

Light catering for meetings and conferences is available.

For those having a beach wedding and are worried about what to do if it rains, we can assist if required.

The room is located on the top floor. Access is available directly via the stairs or by lift.

## **Room Hire (flat rate)**

*Mon-Fri: \$350*

*Sat-Sun: \$400*



# The Tasman Room

The Tasman Room offers you the perfect venue for private dinners, meetings, workshops and seminars for up to 50 people (theatre style), but is best suited up to about 30 people.

The Tasman Room's close proximity to the Pacific Bistro also allows for meals to be ordered directly off the Bistro menu if preferred.

Possible room configurations as follows  
(with absolute maximum capacities in brackets):

Standing: **70 pax** (120 pax)

Theatre style: **50 pax** (60 pax)

Classroom style: **30 pax** (55 pax)

Board room style: **30 pax** (40 pax)

U-shape: **25 pax** (40 pax sitting inside & outside the U

Dining (scattered groups of tables): **50 pax** (70 pax)

Approximately 15m x 6m

*Due to it's vicinity to our main Bistro area, this room is not available during NSW, ACT & VIC School Holidays.*

## Room Hire

Mon-Fri: \$250 (full day), \$150 (half day - 4 hours or less)

Sat-Sun: \$300 (full day), \$200 (half day - 4 hours or less)





# The Dolphin Room

The Dolphin Room is the smallest room available for hire. The room will fit up to 40 people maximum theatre style, or a maximum of 20 people in a U-shape.

**Please note: The Dolphin Room has only a curtain separating it from the main Bistro.**

The curtain is heavy duty floor to ceiling which muffles noise. The Bistro is open 12pm to 2pm and 5.30pm to 8.30pm daily.

The Dolphin Room may also be suited for small group training and meetings, but usually not during Bistro service times.

This room has direct access to the front foyer and the Pacific Bistro, allowing for meals to be ordered directly from the Bistro menu if required.

Possible room configurations as follows  
(with absolute maximum capacities in brackets):

Standing: 40 pax (70 pax)

Theatre style: 30 pax (50 pax)

Classroom style: 12 pax (20 pax)

Board room style: 16pax (20pax)

U-shape: 16pax

(24pax sitting inside and outside the U)

Approximately 6m x 8m

*Due to it's vicinity to our main Bistro area, this room is not available during NSW, ACT & VIC School Holidays.*

## **Room Hire**

*Mon-Fri: \$150 (full day), \$100 (half day - 4 hours or less)*

*Sat-Sun: \$200 (full day), \$150 (half day - 4 hours or less)*



# The Meeting Room

The Meeting Room is suited for small group training and meetings.

It is self contained with a large tv (with HDMI cord), DVD player and whiteboard available for use. You are required to provide your own laptop.

Furniture may be moved, but please return it to the position that it was found when you first arrived.

There is a total of 9 bench tables, (including the presentation table) available for use, and 28 chairs, as well as a low level shelf suitable for display of brochures etc.

**Maximum capacity of the room is 36 people.**

Catering is not provided to the Meeting Room, however individuals are welcome to make purchases from our Coffee Shop and/or Pacific Bistro to take to the room.

Approximately 14m x 8m

**Room hire \$35/hour or part thereof, and includes bump-in and bump-out time.**







Kitty's bar + restaurant located within  
Club Sapphire.

We invite you to experience this playful space that brings the local community and visitors together. Satisfy your tastebuds with modern Asian cuisine and sip on cocktails in a sophisticated setting.

Inspired by our name sake, the inaugural Lady President of the Merimbula Imlay Women's Bowling Club Kitty Travers, sit back in a friendly atmosphere where live music can be heard throughout - the ideal way to spend time on the New South Wales coastline.

**Private functions by arrangement.  
For enquiries, please email  
[hello@kittysbar.com.au](mailto:hello@kittysbar.com.au) or visit  
[kittysbar.com.au](http://kittysbar.com.au) for  
further information**



# Light Refreshments

**Bar facilities are by arrangement in Sapphire Room & Auditorium**

Note: we do not offer beverage packages. Speak to our functions coordinator directly to organise a bar tab with your choice of included alcoholic & non-alcoholic beverages.

## Drinks

Tea & coffee station (minimum charge 10ppl)  
\$4p.p. up to 4 hours, or \$5.50p.p. all day

Jugs of juice (Orange, Pineapple or Apple)  
Jugs of soft drink (Coke, Creaming Soda, Lift or Sprite)

## Sweet & Savoury

**Minimum charge 10 serves. Each item \$4 per serve**

Cream biscuits (x3)

Scones served with jam & cream (GFA)

Fruit scones, buttered (GFA)

Gourmet biscuits (GFA)

Cakes: please select from carrot, chocolate and banana

Chef's selection of slices

Chef's selection of mini muffins

Fruit platter

Savoury muffins

Pumpkin scones (GFA)



# Light Lunch

## *Sandwiches*

Please advise of any dietary requirements.  
Suggested serving size 1.5 sandwiches per person

**Platter of mixed sandwiches \$7/sandwich**

## *Deli Platter*

Chef's assorted dips, marinated olives, chef's selection of deli meats, vintage cheddar cheese served with gluten free crackers.

**(Serves 20-30 people) \$90**

# Hot Finger Food Platters

## Sapphire Selection

**50 pieces \$75**

15 party pies, 10 roasted chicken wings, 15 spring rolls (V, DF)  
& 10 cocktail frankfurts

## Asian Selection

**50 pieces \$75**

13 mini dim sims (DF), 13 spring rolls (V), 12 samosas (DF, V),  
12 ginger prawn dumplings (DF)

## Seafood Selection

**60 pieces \$90**

15 prawn cutlets (DF), 15 salt & pepper squid, 15 battered fish pieces (DF),  
15 calamari rings

## Vegetarian Platter

**40 pieces \$70**

10 Mini spring rolls (DF, V), 10 x feta & spinach pastizzi (V),  
10 curry samosas (DF, V), 10 roasted vegetable arancini balls (Vegan A)

## Gluten Free Platter

**10 pieces \$25**

Selection of gluten free items



# Canapes

*Pricing based on minimum 30 serves per item.*

Teriyaki chicken skewer with sesame (GF, DF) **\$4/serve**

Prawn & chicken spring rolls (DF) **\$4/serve**

Arancini balls (x2) (V) **\$4/serve**

Caramelised onion tart with brie cheese (V) **\$4/serve**

Vegetarian rice paper rolls with dipping sauce (DF, Vegan)  
**\$4/serve**

Panko crumbed squid pieces with lemon aioli (x2) (DF) **\$4/serve**

BBQ prawn skewer (GF, DF) **\$5/serve**

Lamb kofta skewer with mint yoghurt dip (GF) **\$5/serve**

Tempura battered flathead tails (x2) (DF) **\$5/serve**

Local Merimbula oyster served natural, **\$3/each** or Kilpatrick  
**\$4/each**





# Entrees

*Your choice of any two selections, served alternately*  
**\$15p.p. Pricing based on minimum 50 people in attendance.**

Crumbed arancini balls with oven roasted vegetables and lime aioli (V, GFA, Vegan A)

Thai chicken and crispy noodle salad—Asian inspired salad with peanuts, crispy shallots, soft herbs and crunchy noodles (DF, GFA) **add \$3**

Pork belly —crispy pork belly dusted in 5 spice, chilli caramel glaze, apple slaw (GF, DF) **add \$3**

Panko crumbed calamari with lemon aioli and salad

Vegan Lady Fingers (2) - Middle Eastern spiced vegetables wrapped in filo pastry with tahini, walnut sauce and pomegranate dressing



# Mains

*Your choice of any two selections, served alternately*  
**\$28.50p.p. based on minimum 50 people in attendance.**

Vegetable filo with mushroom, Spanish onion, sweet potato, roasted cauliflower, capsicum and camembert (V)

Grilled Atlantic salmon with mash, seasonal greens and hollandaise sauce (GF)

Chicken and prawn filo served with seasonal vegetables

Supreme chicken breast filled with cream cheese, bacon & roasted onion, roast potato, seasonal greens and veal jus (GF)

Spanish BBQ grilled chicken stack with sweet potato mash, crispy bacon and guacamole

Grilled porterhouse with caramelised root vegetables and jus (GF)

Smokey BBQ beef rib—tender braised rib in sticky BBQ sauce topped with onion rings and served with seasonal vegetables

Grilled scotch fillet with your choice of jus, mushroom sauce, pepper sauce or gravy served on mashed potato with seasonal vegetables (GF) **add \$10**

Lamb shank, slow cooked in garlic, rosemary and tomato atop mashed potato and seasonal vegetables (GF, DFA)

Twice cooked crispy pork belly with sticky apple jus and seasonal greens (GF)



# Desserts

*Your choice of any two selections, served alternately.*  
**\$12p.p. Pricing based on minimum 50 people in attendance.**

Warm chocolate brownie, caramelised banana, vanilla bean ice-cream with spiced chocolate sauce

Individual pavlova with whipped cream and seasonal fruits

Classic chocolate mud cake, raspberry coulis, soft whipped cream

Citrus tart with mixed berries, soft whipped honey & cinnamon cream

Sticky date pudding with butterscotch sauce and ice cream

Italian Almond Orange Cake with lime syrup & coconut yoghurt  
(DF, GF)

## Celebratory Cakes

Bring your own celebratory cake and have our staff cut and individually plate each piece, served with strawberries, cream and coulis **\$5p.p.**

**Celebratory cakes not provided, must bring your own**



# Additional Items

***PLEASE NOTE: No flame lit candles, glitter, scatters or sprinkles permitted.***

***Chair covers, chair sashes & table runners not available to hire in house, you will need to provide your own if required.***

Decorations/center pieces not provided.

*Please speak to our functions coordinator if professional AV setup is required.*

*(additional charge at customers own expense).*

*Bands & DJs MUST provide their own equipment & setup including speakers.*

*Photographer available on request (at customers own expense).*

## **Other items available on request, no charge**

Registration/Gift table

Cake table

Bridle/Head table

Lectern

Microphones

Projector screen

Whiteboard

Television

Small portable P.A. system

Data Projector (laptop not provided)

HDMI Cords & Adapters

## **Room Inclusions**

Rectangular tables seating up to 8 per table.

Large round banquet tables seating up to 10 per table.

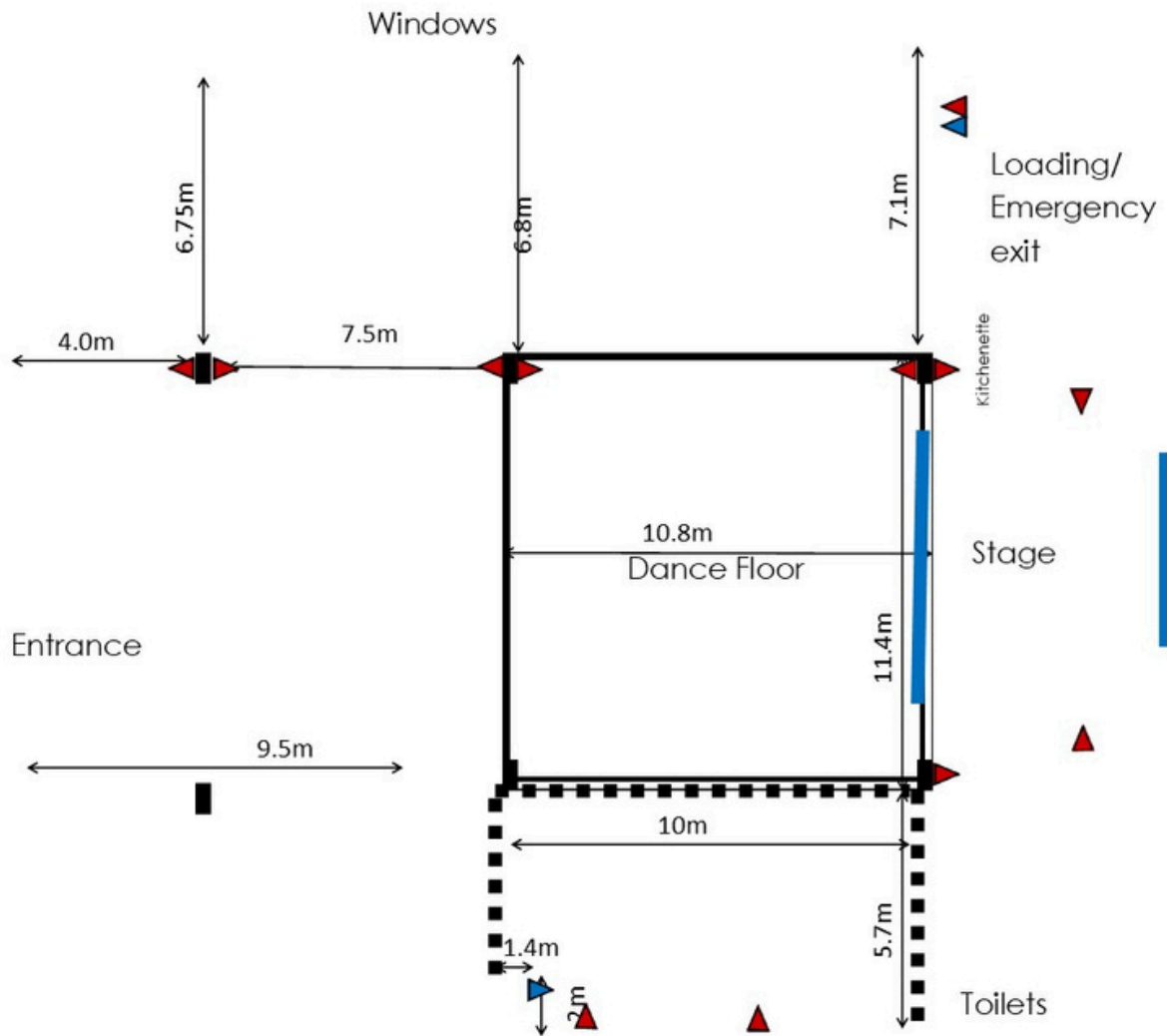
Linen tablecloths provided, black or white of your choice.

**(note: tablecloths only included for catered events)**

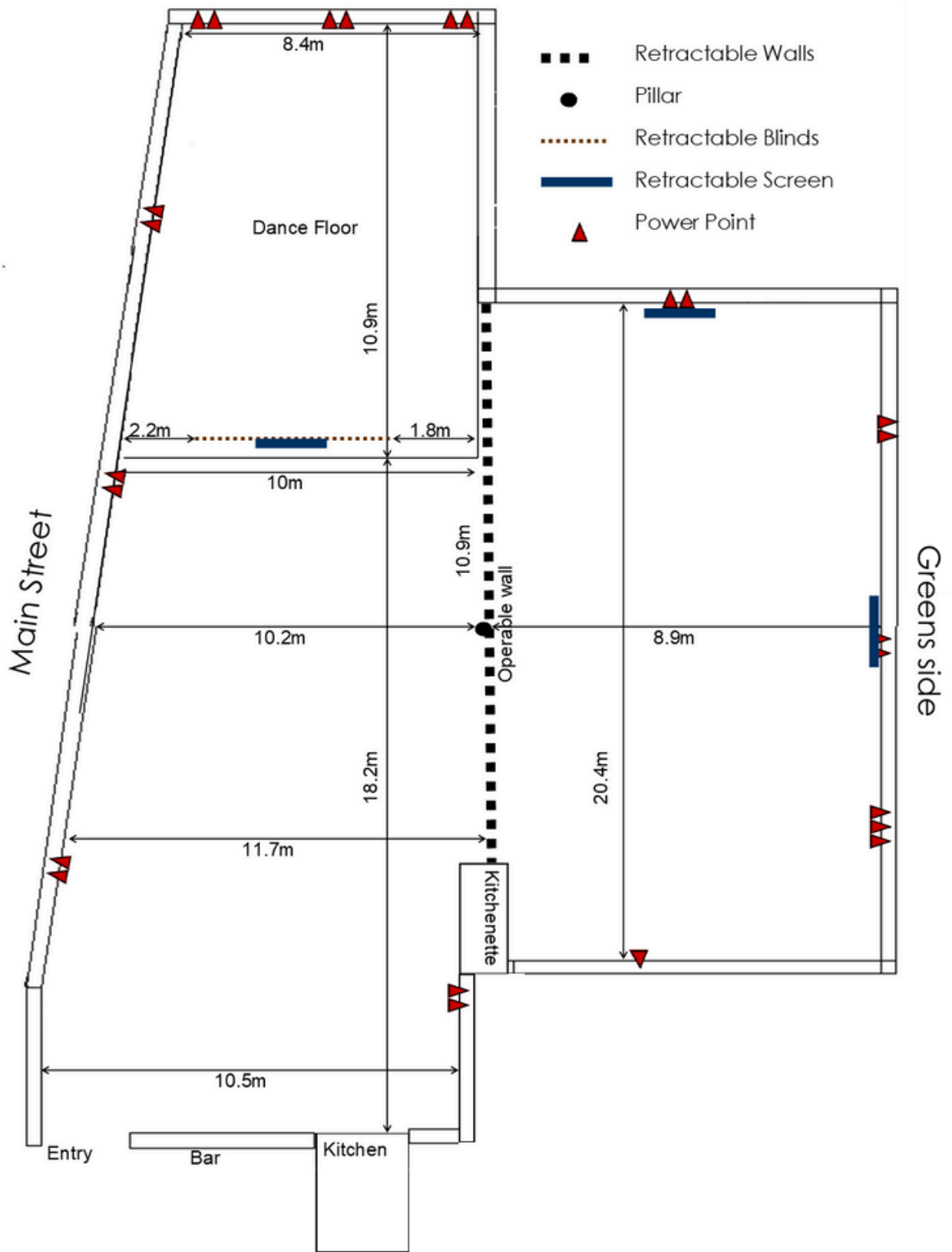


# Audi Floorplan

- ■ ■ Retractable Walls
- Pillar
- Retractable Screen
- ▲ Power Point
- ▲ 20 amp single phase



# Sapphire Room Floorplan



# Club Sapphire Access



Front Entrance

Back Entrance



**Entry before 10.00am via back entrance only**

# Functions & Events Room Hire, Catering & Booking Agreements

Please fill out the following forms by scanning the QR codes or click the links below.

Our functions coordinator will contact you to confirm your booking. If catering is required, please also fill out the Functions Catering Agreement form below.



If viewing online:

[Click here to open the Functions & Events Booking Agreement](#)

[Click here to open the Functions Catering Agreement](#)

### **Deposits & Account Payments:**

Payment may be made by cheque (payable to Merimbula-Imlay Bowling Club Ltd.), credit card or by direct deposit into the following National Australia Bank account:-

A/C Name: Merimbula-Imlay Bowling Club Ltd  
BSB: 082-439 Account No.: 718 015 308

If payment is made by direct deposit, please quote the Billing Name when making the deposit and forward a copy of the bank receipt to:

Accounts Payable  
Club Sapphire  
PO Box 52,  
MERIMBULA NSW 2548  
accounts@clubsapphire.com.au



# Terms & Conditions

## **Booking policy**

Tentative bookings will be held for a maximum of 28 working days. The Club reserves the right to cancel any tentative bookings not confirmed and will release the booking date.

## **Deposits**

Functions requiring the use of the Sapphire Room or Auditorium require a deposit of \$500.00 within 28 days of the booking being made, indicating confirmation of the booking.

## **Function final requirements**

Final confirmation of menus, close approximation of numbers, beverage requirements, entertainment, audio / visual requirements, room set ups & starting times must be confirmed at least 3 weeks prior to the event, to ensure the smooth running of your function.

## **Guaranteed numbers**

Guaranteed numbers for bookings requiring catering are required no later than 10 days prior to the event.

## **Pricing**

All pricing will be as outlined unless previous arrangements have been made with the Catering Department.

## **Payment**

Bar accounts are to be settled at the completion of the function on the day/evening.

80% of your final bill will be invoiced & must be paid at least 5 working days prior to your function.

All function accounts are to be paid in full no later than 7 days after the issue of your invoice unless previous arrangements have been made with the Club.

## **Cancellations**

In the event of a cancellation of a booking, the following policy applies:

Cancellations received before six months of the function date will receive a full refund of deposits paid;

Cancellations received before three months of the function date will forfeit 50% of the deposit paid;

Cancellations received one month prior to the function date will be retained as a cancellation fee.

## **Surcharges**

Sunday & Public Holidays: A surcharge of 20% of the total food & beverage accounts & room hire may be subject to functions held on a Sunday or Public Holiday.

## **Security**

Club Sapphire will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or at the conclusion of the function.

## **Compliance**

Clients will assume responsibility for any & all damages caused during the function, including that to tablecloths.

## **Fire / Safety**

Club Sapphire retains the right to adjust any room or equipment set up to ensure that any Fire and Safety codes are not breached.

## **General**

No foodstuffs or alcohol are to be brought onto or taken from the club premises under any circumstances excluding celebratory cakes.

No flames (lit candles), glitter, sparkles or scatters permitted under any circumstance.

## **DJ & Bands**

All bands & DJs must provide their own equipment, including speakers & any other setup they may require.

**All guests are bound to adhere to the regulations & guidelines as per the Registered Clubs Act & the Club's constitution and by-laws whilst on the premises at all times.**

**WE DO NOT HOST 18TH, 21ST, BUCKS OR HENS PARTIES**



**Club  
Sapphire**  
MERIMBULA