

Thank you for your interest in hosting your wedding reception at Moore Park Golf.

The function rooms of Moore Park Golf overlook Sydney's City skyline and Centennial park's picturesque parklands providing a beautiful backdrop for your special occasion. Moore Park is conveniently accessible from all areas of Sydney with plenty of convenient and free parking for your guests.

Moore Park Golf has two pre-packaged wedding reception options for you to choose from. Take advantage of either the "Intimate Wedding Package" or the "Intimate Cocktail Package" both packages offer value for money and plenty of special inclusions. If you would prefer to create your own wedding reception package we have a comprehensive selection of options that will be sure to make it a wedding to remember.

Moore Park Golf's restaurant, "The Long Apron" takes pride in creating quality meals that are both delicious and also have a high visual impact.

As the Wedding Coordinator I have assisted creatively, coordinated and managed wedding receptions at Moore Park for over 8 years. I am very proud of the service and commitment we provide, my experience coupled with the experience of the hospitality staff ensures that you have the most memorable and enjoyable Wedding reception possible.

Please accept my invitation to visit Moore Park Golf, it will be my pleasure to show you, your partner and family around the venue and personally explain the options and packages available.

Warm Regards,

Sharyn Hansen

Functions Manager
Moore Park Golf

INTIMATE WEDDING PACKAGE

- Chauffeur driven Rolls Royce sedan / Limousine as a getaway car
- Exclusive use of garden for wedding ceremony
- Rose petals for confetti
- Instrumental duo in garden for wedding ceremony
- Use of grounds(Moore Park or Centennial Parklands) for photography
- Canapés for your guests on arrival
- Three course gourmet catering from The Long Apron Restaurant
(2 choices per course, alternate serve)
- Four and a half hour reception
- Room Hire
- Fresh flowers & candle centerpieces on all guest tables
- Bridal table fresh flower arrangement & candles
- White chair covers with satin bows on all chairs
- Tea, coffee & after dinner mints
- Beverage package – tap beer, house wine, champagne, juice, soft drinks
- Disc Jockey (your choice of music, 4.5 hours)
- Parquetry dance floor
- Master of ceremonies & maitre d' hotel
- Two tier wedding cake
- Love heart chocolate favors for all guests
- Wishing well
- Overnight accommodation at a five star hotel

The Intimate Wedding Package is based on 60 guests.

Additional guest's charged per person, public holiday receptions attract a surcharge

INTIMATE COCKTAIL PACKAGE

- Chauffeur driven Rolls Royce sedan / Limousine as a getaway car
- Exclusive use of garden for wedding ceremony
- Rose petals for confetti
- Instrumental duo in garden for wedding ceremony
- Use of grounds (Moore Park or Centennial Parklands) for photography
- Four and a half hour reception
- Cocktail canapés throughout reception
- Room Hire
- Fresh flowers & candle centerpieces on all guest tables
- White chair covers with satin bows on all chairs
- Tea, coffee & after dinner mints
- Beverage package (standard) -tap beers, house wine, champagne, juice & soft drinks
- Disc Jockey (your choice of music)
- Parquetry dance floor
- Wishing Well
- Love heart chocolate favors for all guests

The Intimate Cocktail Package is based on 60 guests.

Additional guest's charged per person, public holiday receptions attract a surcharge

-ENTREES-
(2 CHOICES – ALTERNATE SERVE)

On the table

Individual Sour Dough rolls with Danish unsalted butter

Seared Beef Carpaccio
w/ Cracked Pepper & Horseradish

Crab & Avocado Timbale
w/ Citrus Aioli

Slow Roasted Crispy Pork Belly
w/ Apple & Sage Puree

Homemade Soup w/ Garlic Focaccia
(Pumpkin, Leek & Potato, Country Vegetable)

Tasmanian Smoked Salmon
w/ lemon & Caper Butter & Grilled Sour Dough

Smoked Chicken & Roasted Roma Tomato Tart
w/ Herb Dressing

Crispy Corn Fritters
w/ Capsicum & Lime Salsa

Sesame Seared Tuna
w/ Honey Soy Sauce

Confit of Duck
w/ Wild Rocket & Herb Crostini

Pressed Vegetable Terrine
w/ Semi Dried Tomato Pesto & Balsamic

Battered Garlic Tiger Prawns
w/ Chilli Lime Dipping Sauce

BBQ Chinese Pork
w/ Asian Noodle Salad

Roast Vegetable Tart
w/ Mixed Leaves & Herb Infused Olive Oil

- MAINS-
(2 CHOICES – ALTERNATE SERVE)

Roasted Beef Fillet

w/ Creamy Potato Cake, Fine Green Beans & Red Wine Jus

Pan Seared Barramundi Fillet

w/ Lemon, Herb Couscous & Beurre Blanc

Baked Duck Breast

w/ Red cabbage & Honey Plum Reduction

Pumpkin & Sage Ravioli

w/ Shaved Parmesan & Garlic Crisps

Pan Roasted Lamb Rump

w/ Oven Roasted Vegetables and Mint Jus

Crispy Skin Citrus Chicken

w/ Crushed Potatoes & Lemon Thyme Drizzle

Atlantic Salmon Fillet

w/ Steamed baby Bok Choy & Chilli Lime Dressing

Slow Braised Lamb Shanks

w/ Roasted vegetables & Red Wine Gravy

Oven Roast Chicken Breast

w/ Wild Mushroom Risotto & Truffle Oil

Grain Fed Sirloin

w/ Chunky Chips, Roast Roma Tomatoes & Port Wine Jus

Seasonal Market Fish

w/ Roasted Baby Chats, Wilted Spinach & Lemon Hollandaise Sauce

Grilled Pork Cutlet

w/ Seeded Mustard Mash & Apple & Sage Compote

Mediterranean Vegetable Risotto

w/Shaved Parmesan & Extra Virgin Olive Oil

All Red Meats are Served Medium

Please Ask Function Manager for Choice of Market Fish

- DESSERTS -
(2 CHOICES – ALTERNATE SERVE)

Blackforest Cake w/Wild Berry Compote

Passion Fruit Tart w/ Sweet Basil Crisps

Individual Chocolate Pudding w/ Macerated Strawberries & Cream

New York Lemon Cheesecake w/ Fresh Berries

Individual Cheese Plates w/ Grapes & Lavosh Crisp Breads

Dark Chocolate & Pecan Brownies w/ Warm Chocolate Sauce

Individual Fruit Cheesecake w/ King Island Cream

Vanilla Crème Brulee w/Pistachio Biscotti

CANAPÉS -
(4 SELECTIONS - 2 PIECES PER PERSON PER SELECTION)

COLD

Caramelized Balsamic, Blue Cheese & Garlic Tartlet
Goats Cheese, Sun Dried Tomato & Prosciutto Tartlet
Mini Tomato, Boccocini & Herb Bruschetta
Mini Zucchini & Corn Fritters w/ Sour Cream & Chives
Rare Roast Beef Crostini w/ Beetroot & Horseradish Relish
Roasted Pepper & Feta Crostini
Salmon Caviar on Roquefort Crostini
Selection of Sushi w/ Wasabi & Pickled Ginger
Sesame Crusted Sashimi Tuna
Smoked Salmon, Cheese & Chive Crostini
Char Grilled Eggplant Rolls w/ Semi Dried Tomato Risotto
Champagne & Lemon Rock Oysters
Smoked Chicken & Avocado Mousse Tarts

HOT

Arborio Rice Balls w/ Lemon & Oregano Aioli
Coconut Prawn Skewers w/ Vietnamese Dipping Sauce
Crispy Chorizo w/ Roasted Garlic
Goats Cheese & Potato Mini Frittata
Mini Cheese Burger w/ Spicy Onion Relish
Mini Lamb Pies w/ Tomato Chutney
Mixed Mini Chicken Skewers
Crispy tempura Vegetables
Moroccan Spicy Meatballs w/ Onion Relish
Mushroom & Sage Tartlet
Spring Rolls w/ Sweet Chilli Sauce
Thai Fish Cakes w/ Chilli, Coriander & Lime Dipping Sauce
Mini Calzone (Roast Vegetable or Shaved ham & Pineapple)

- SUBSTANTIAL CANAPES -
(ADDITIONAL PER PERSON)

Beer Battered Barramundi with Chips & Fresh Lemon
Bloody Mary Oyster Shots
Asian Infused Prawns w/ Fresh Lime Juice
Chilli Soft Shell Crab in a Light Tempura Batter
Crispy Pork Belly w/ Sage & Apple Sauce
Pacific Oysters (Kilpatrick, Mornay)
Singapore Vegetable Noodle Boxes
Thai Beef with Angel Hair Noodles
Salt & Pepper Squid
Pizzetta (Tomato, Boccocini & Balsamic or Chilli Beef & Wild Rocket)
Devil Wings w/ Blue Cheese or BBQ Sauce
Glazed Salmon on Asian Greens
Pumpkin Ravioli w/ Wilted Garlic Spinach

the substantial canapés will be served in a ceramic bowl, noodle box or paper cone with a fork, chopsticks or bamboo fork.

- DESSERT CANAPÉS -

Mixed Petite Cheesecakes
Fruit Tart
Chocolate Cake
Brownies

- BEVERAGE PACKAGES & OPTIONS -

Moore Park Golf has four very competitive beverage **packages** for you to choose from for your wedding reception, the standard drinks package is included in the Intimate Wedding & Intimate Cocktail Packages:

- 1. STANDARD BEVERAGE PACKAGE**
(4 hours service)
Beer (tap)
House wine
Champagne
Soft drinks
Juice
- 2. STANDARD BEVERAGE PACKAGE + SPIRITS**
(4 hours service)
Beer (tap)
House wine
Champagne
Spirits (bottom shelf)
Soft drinks
Juice
- 3. FIRST CLASS BEVERAGE PACKAGE + SPIRITS (TOP & BOTTOM SHELF)**
(4 hours service)
Beer (tap)
House wine
Champagne
Spirits (bottom & top shelf)
Soft drinks
Juice
- 4. NON-ALCOHOLIC BEVERAGE PACKAGE**
(4 hours service)
Soft drink
Orange Juice
Apple Juice
Mineral Water

The alternatives for your guest beverages are as follows;

1. Pre-set bar tab (allocated limit)
2. Open Bar account (allocated by time & or drink specification)
3. Open Bar account (designated person to advise staff of cessation)
4. Charge on consumption

As our wine and beverage menus are updated on a regular basis, ask the Functions Manager for the current wine and beer menus. Should you prefer a specific type of wine we are always happy to quote and order for your reception!

-CHOOSE YOUR OWN RECEPTION OPTIONS -

Should you decide to select your own reception options rather than having an all inclusive package reception we are happy to accommodate! Moore Park has a wide variety of selections for to choose from and if you don't see the decoration, chair cover or service etc that you desire, let us know as we have a comprehensive list of suppliers and contacts within the bridal industry.

You will be provided with the first class services of our in house Function Manager who can advise you of options and services you may like to consider. The prices of our options are competitive so please contact the Functions Manager with your "wish list" or specific requirements to obtain a quote.

We welcome couples hosting their reception at Moore Park to exchange vows or take photography on the grounds of the golf course. If you would prefer we can arrange for your vows or photography to be taken within the grounds of the picturesque Centennial Parklands.

A small sample of our reception options;

- White Formal Chair Covers
- Satin Chair Bows
- Candelabra centerpieces
- Pillar candle centerpieces
- Floating candle centerpieces
- Parquetry Dance Floor
- Fresh Flower centerpieces
- Instrumental Duo
- Red Carpet
- Balloon decorations
- Beverage waiters - table service
- Chauffeur driven Rolls Royce or Limousine
- Rose Petals for confetti
- Use of the grounds for photography
- Disc Jockey (your choice of music)
- Accommodation
- Favors
- Caricaturist
- Wishing well
- Wedding Cakes

ROOM HIRE

Room hire is based on 4.5 hours and starts from the time that the guests are due to arrive.

Heritage Room	\$400
Parkview Room	\$750

Additional hours charged at \$150 per hour.

- VENUE INSPECTIONS -

Moore Park is open 7 days a week, however for venue inspections it is preferred by appointment. Making an appointment ensures that the rooms are available for inspection (not in use) and ensures that the Functions Manager has the time to talk you through the packages, options and the various services we have available for wedding receptions.

Alternatively Moore Park Golf has a **Venue Open Night** on Monday evenings 5pm to 8pm. Contact the Functions Manager to confirm your attendance.

Sharyn Hansen

Functions Manager
Moore Park Golf

Telephone: (02) 9662 5101
Email: shansen@mpgolf.com.au

CLIENT FUNCTION AGREEMENT

Moore Park Golf
Venues & Events

This Function Agreement must be completed and returned with deposit to confirm wedding reception date and requested room.

Functions will not be confirmed or proceed without a signed Client Function Agreement. Return completed client function agreement to Sharyn Hansen, Functions Manager Moore Park Golf.

Mail: PO Box 310 Kensington NSW 1465, Fax: 9662 1429 or Email: shansen@mpgolf.com.au

RECEPTION DATE: _____ **Commencement Time** _____ (approx)

CEREMONY ON SITE: YES NO
FUNCTION ROOM: HERITAGE ROOM PARKVIEW ROOM
RECEPTION PACKAGE: INTIMATE WEDDING INTIMATE COCKTAIL TAILORED PACKAGE

NAME BRIDE: _____

NAME GROOM: _____

POSTAL ADDRESS: _____

TELEPHONE BRIDE: _____ **MOBILE:** _____

TELEPHONE GROOM: _____ **MOBILE:** _____

EMAIL BRIDE: _____

EMAIL GROOM: _____

HOW DID YOU HEAR ABOUT WEDDING RECEPTIONS AT MOORE PARK GOLF?

Word of mouth Advertisement Internet Other _____

DEPOSIT

\$1200

(Wedding Reception Deposit and Client Function Agreement required to confirm booking)

I have read and agree to all terms and conditions as contained within the Hire, Terms & Conditions documentation provided.

Name: _____

Signed: _____ Date _____

Credit Card Deposit: *Amount: \$1200* Name Cardholder _____

Credit card Number: _____ Expiry ____/____

Moore Park Golf

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TERMS & CONDITIONS

INITIAL ENQUIRY TO SECURE BOOKING

To secure the preferred date, time and function room the Wedding Reception deposit (\$1200) and completed Client Function Agreement is required within 7 days of the initial enquiry. If the deposit and the client function agreement is not received within 7 days from the initial enquiry and tentative booking it will be assumed that the booking is not required and the booking will be removed.

WITHIN ONE WEEK OF DEPOSIT RECEIVED / PROGRESSIVE DETAILS

The Functions Manager after receiving the deposit and completed Client Function Agreement form will start a 'run-sheet' for the Wedding Reception to ensure that all the requirements and requests are documented. Any particular details about the Wedding Reception should be discussed with the Functions Manager as soon as practical. Details of the Wedding Reception can be discussed at any time during the planning process however to ensure that Moore Park Golf is able to accommodate your request or requirements we advise clients to provide more than two weeks notice.

Once the deposit and completed Client Function Agreement form is received a menu tasting may be arranged for the Bride and Groom. Additional guests wishing to participate in the tasting will be charged per person dependant on the menu selections and official pricing can be sought from the Functions Manager.

1 MONTH BEFORE THE WEDDING RECEPTION

The Bride/Groom are required to contact the Functions Manager one month before the wedding reception in writing (email, fax or mail) to confirm the following;

CATERING SELECTIONS	(MEAL SELECTION TYPE, TIMING OF MEALS AND APPROXIMATE GUEST NUMBERS)
BEVERAGE	(BEVERAGE GENERAL REQUIREMENTS)
ROOM SET UP	(LAYOUT OF THE ROOM, EQUIPMENT, HIRE, GENERAL REQUESTS/INFORMATION)
GENERAL	(GENERAL RECEPTION INCLUDING CONFIRMATION OF SERVICES REQUIRED, TIMING)
DJ/CAKE/FLOWERS	(MUSIC SELECTIONS/CAKE/FLOWER CONFIRMATION)

FOURTEEN (14) DAYS BEFORE THE WEDDING RECEPTION DATE

The Bride/Groom are required to contact the Functions Manager fourteen (14) days before the wedding reception in writing (email, fax or mail) to confirm the following;

CATERING SELECTIONS	(FINAL SELECTIONS, GUEST NUMBERS)
BEVERAGE	(BEVERAGE FINAL ARRANGEMENTS)
ROOM SET UP	(LAYOUT OF THE RECEPTION ROOM, CAKE, FLOWER DELIVERY & ARRANGEMENTS)
DJ/CAKE/FLOWERS	(MUSIC SELECTIONS)
GENERAL	(GENERAL RECEPTION INCLUDING CONFIRMATION OF SERVICES REQUIRED, TIMING)

After the 14 day confirmation you will be invoiced for the balance of the reception. Guest numbers may be increased after this time but not reduced. Additional guests will be invoiced at the cost per head as per advised by Functions Manager. Payment must be received before the reception proceeds.

SEVEN (7) DAYS BEFORE THE EVENT

The client is required to contact the Functions Manager seven (7) days before the event in writing (email, fax or mail) to confirm the following;

CATERING	(CONFIRMATION OF FINAL NUMBERS - PAYMENT)
BEVERAGE	(CONFIRMATION OF BEVERAGE REQUIREMENTS)
SPECIFIC REQUIREMENTS	(FINAL DETAILS AND CHANGES - ROOM SET UP, SIGNAGE, EVENT DELIVERIES)

Guest numbers may be increased subject to confirmation with the Functions Manager.

ROOM HIRE

Wedding packages at Moore Park include the cost of the room hire. If you have not chosen a pre-packaged option the room hire rates as shown below will apply. Room hire covers a four and a half (4.5) hour reception from the time that the first guests are due to arrive. Extended time may be arranged, however surcharges may apply. Extensions beyond four and a half hours must be approved by the Functions Manager in advance.

ROOM HIRE RATES FOR NON PACKAGED RECEPTIONS	SURCHARGES; (SUNDAY'S AND PUBLIC HOLIDAYS)
Parkview Room \$400	Parkview Room \$300
Heritage Room \$750	Heritage Room \$200
Additional hours at \$150 per hour	

CATERING

NOTE: Minimum guest numbers for receptions is sixty (60) guests. Should guest fall below sixty (60) you will be required to pay the cost per head equal to the minimum number. It is important to remember that your guest numbers must include any subcontractors hired by you i.e. Musicians, photographers and video personnel, it is an industry standard that a meal is provided. Vegetarian, allergy-free and children's meals must be arranged in advance if required. Some meals may contain traces of nuts and should specialty meals be required you must advise the Functions Manager at the time of menu confirmation. (Children's menu and price is available for children to 12 years. Children 13+ will be charged at as an adult.) Moore Park Golf will not be responsible for guests that do not attend or cancel.

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BEVERAGE

NOTE: Minimum beverage is \$1200. The initial Wedding deposit is paid against the beverage component of your wedding reception. Should the beverage component exceed the minimum of \$1200 you will be required to pay the balance at the end of the wedding reception. Invoice; should a prior arrangement be made with the Functions Manager for a post function invoice, invoice must be paid within 7 days.

Bar service will cease 15 minutes prior to the scheduled end of reception.

SPECIALTY BEVERAGES

Moore Park Golf's wine selection is extensive, however if you wish to order specialty wines for your function please advise the Function Manager in advance and allow for one week delivery. You will be quoted at the time of enquiry; this amount must be paid for in full on or before the date of the function.

With the exception of wedding/celebration cakes NO outside food or beverages may be brought on to the premises; food or beverages brought onto the premises will be confiscated.

N.B. The following offences contravene The Liquor Act

- * Supplying liquor to a person under 18 years of age: Penalty \$2,000.00
- * Persons under 18 consuming or attempting to obtain liquor: Penalty \$500.00
- * Serving or supplying liquor to a person who is in a state of intoxication: Penalty \$2,000.00
- * Permitting intoxication or any indecent, troublesome or quarrelsome conduct on licensed premises: Penalty \$2,000.00

PACKAGE OPTIONS

The "Intimate" package includes a two-tier wedding cake. You may wish to upgrade to a three tier cake, the price for an additional tier can be quoted upon request. The "Intimate" package includes a "getaway car". You may choose to hire this vehicle for additional transportation prior to the wedding. Moore Park Golf is able to provide a quote please give 30 days notice.

Should you require any additional requirements the Functions Manager will quote you at the time of enquiry. Any additional requirements must confirmed within fourteen (14) days and be paid for in advance of the reception. The Functions Manager will invoice in advance.

PAYMENT METHODS

Payment methods accepted; Credit card, Eftpos, Cheque, bank cheque or Cash.
(Cheques should be made to Belgravia Leisure Pty Ltd)

DAMAGE TO PROPERTY

Function organizers are responsible for any damage to the Moore Park Golf facility, hire equipment or guest property. If damage to Moore Park Golf or its property an assessment of the damage will be performed by management reported to the organizer and the cost of repairs forwarded for payment within 7 days.

SECURITY

Security precautions must be taken into account for all functions as is considered appropriate by the organiser and Moore Park Golf management. Moore Park Golf reserves the right to exercise its responsibilities engage local reinforcements (Centennial Parklands Ranger, Local Police) should any guest or organisers become unruly, drunk, disrespectful, refuse to adhere to safety instructions or in any manner that is at all threatening the safety of guests or staff. Security costs will be the responsibility of the function organisers.

CAR PARKING

The car park is large enough to hold over 160 cars. We ask that visitors park sensibly within the guidelines as stipulated within the car park as Moore Park Golf will not be held responsible for parking fines issued.

PRICES SUBJECT TO CHANGE

Moore Park Golf will honor catering and beverage pricing for confirmed functions (deposits received) in the event catering or beverage prices increase. Catering and beverage prices are subject to change and should a function deposit not be received, Moore Park Golf's Function Manager will endeavor to advise function organisers of any changes to associated costs prior to the function.

PERSONAL PROPERTY

Guest or organisers private property brought onto the premises is the responsibility of the owner. Moore Park Golf accepts no responsibility for damage, loss or theft during wedding receptions.

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-CANCELLATION TERMS & CONDITIONS-

IT IS THE RESPONSIBILITY OF THE EVENT ORGANISER TO PROVIDE THE CANCELLATION IN WRITING (EMAIL, FAX OR MAIL). MOORE PARK GOLF WILL NOT BE HELD RESPONSIBLE FOR CANCELLATION NOTICE NOT RECEIVED. PLEASE CONFIRM WITH THE FUNCTIONS MANAGER AT THE TIME OF CANCELLING THAT NOTICE HAS BEEN RECEIVED.

30 DAYS OR MORE DAYS NOTICE *

Events, Corporate golf events and Wedding receptions cancelled 30 or more calendar days until the event will receive a full deposit refund. At this stage events and deposits may be transferred to an alternative date within 6 months of the original event date.

* November/December Peak Season event booking deposits are strictly non-refundable.

14 TO 29 DAYS NOTICE

Events, corporate golf events and Wedding receptions cancelled with between 14 and 29 days notice will forfeit the deposit. At this stage events and deposits may be transferred to an alternative date within 6 months of the original event date.

13 DAYS OR LESS NOTICE

Events, corporate golf events and wedding receptions cancelled between the scheduled event date and 13 days will be charged the full value of the received confirmed guest/participant numbers and services (where last received or as per Client Function Agreement) and will include the following costs where applicable;

CATERING	(PER PERSON, PER CATERING SELECTION)
GOLF	(GREEN FEES, DRIVING RANGE BAY RESERVATION)
HIRE EQUIPMENT	(INCLUDING GOLF CLUBS, ELECTRIC BUGGIES, PULL CARTS)
GOLF LESSONS	(PER INSTRUCTOR, PER HOUR)
MISCELLANEOUS	(REQUESTED SERVICES INCLUDING DJ, ENTERTAINMENT, DECORATIONS)

Functions cancelling with 0 – 13 days notice may not transfer the deposit to another date. NOTE: Organisers of golfing events - golf will proceed and is chargeable unless the golf course is closed officially by the golf course superintendent.

- *Outstanding charges (Tax Invoice) will be sent to the event organiser and is payable strictly within 7 days.*
- *Days – notice period refers to calendar days*
- *It is the responsibility of the event organiser to provide written confirmation of a cancellation (email, fax or mail) and Moore Park Golf will not be held responsible for correspondence not received.*
- *Cancellation charges are not negotiable under any circumstances*

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