

THE BUILDERS CLUB – EVENTS PACK

Host Your Next Event – Without the Venue Hire Cost

Looking for a relaxed, local venue in the heart of Dee Why?

At The Builders Club, members enjoy free room hire*, flexible catering options and a private event space perfect for birthdays, celebrations and social gatherings.

The Event Space

Located on the first floor with stair & lift access, the Event Space features a full bar and flexible floor plan, making it perfect for birthdays, engagement parties, corporate meetings, staff training & social groups.

Up to 120 guests seated | Up to 150 guests cocktail style

Room Hire

Room hire is free for members* when booking an event at The Builders Club.

This includes:

- Private use of first floor Event Space
- A dedicated Events coordinator to help coordinate your special occasion
- Overhead projector, wireless microphones, air conditioning
- Room set-up
- High tables & stools, rectangle tables with chairs, cake & gift tables (linen available at extra cost)
- Tables with fresh white linen, cutlery, glassware and crockery available for buffet or seated events

Security Deposit – \$500 (Refundable)

- Fully refundable up to 14 days prior if plans change
- Refunded within 7 days after your event, following a space inspection

Private Bar Service

Private bar service is available for your event.

Bar staffing requirements and associated costs will be determined based on your event size and duration, and confirmed prior to your event.

Security Staff

As a club policy, security staff must be present at events as deemed necessary by the club.

Security staffing requirements and costs will be determined based on the event and duration, and confirmed prior to your event.

Minimum Numbers

Minimum guest numbers for events are based on the below:

1st floor event space: 50 adult guests

Children (2–11 years) are not included in your minimum numbers.

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CATERING

Cocktail Package – \$25 per person

A chef's selection of hot and cold canapés, which may include:

Smoked salmon tarts, vegetable frittatas, spring rolls, mini bruschetta, falafel, spanakopita, vegetable skewers, nori rolls, salt & pepper squid, chicken wings, sliders, meatballs, calamari, samosas, pies, quiches, arancini, lamb kofta and more.

Many more options are available — please speak with our team to customise your selection.

Buffet Packages

A relaxed and flexible option, ideal for larger groups and casual events.

Choose from the following buffet styles:

Hot Roast Buffet – \$45 per person

Cold Roast Buffet – \$50 per person

Surf & Turf Buffet – \$100 per person

A full buffet menu is available — please speak with our team to customise your selection.

Seated Package – \$70 per person

A premium sit-down dining experience, featuring a two course alternate serve (entrée and main), designed for special occasions and more formal events.

Menu selections are available on request — please speak with our team to tailor your event.

Additional Platters

Cheese & Fruit Platter – \$110

Selection of cheeses with crackers, breads and seasonal fruit

Antipasto Platter – \$110

Cured meats, olives, vegetables and breads

Mini Sweet Platter – \$100

Selection of bite-sized desserts

Additional Options

12" thin crust pizzas – \$23 each (Margherita, Hawaiian, Supreme, Meat Lovers, Tandoori Chicken, Vegetarian)

Tea & coffee station – \$5 per person

Minimum Catering Numbers

1st floor event space: 50 adult guests

Events with fewer than 50 guests may be considered; however, additional staffing costs may apply.

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FREQUENTLY ASKED QUESTIONS (TERMS & CONDITIONS)

Capacity & Duration

- Maximum capacity: 120 seated guests or 150 cocktail style
- Event duration is based on a 4-hour service period
- Any extensions must be pre-arranged in writing with Management
- Events must conclude by Midnight (Friday & Saturday) or 10:00pm (Sunday to Thursday)

Bookings & Payments

- A \$500 security deposit is required to secure your booking
- Due to demand, tentative bookings are not held
- Final guest numbers must be confirmed 10 business days prior to your event (increases may be accepted; reductions cannot)
- Final payment is required 7 days prior to the event
- Payment Methods: Cash, EFTPOS or credit card (Visa/Mastercard only) – 1.2% processing fee applies to all card payments
- Bar tabs are payable in full at the conclusion of your event
- Credit card details must be provided prior to opening a bar tab

Catering & Menu

- All catering must be provided by The Builders Club and approved suppliers
- External food is not permitted without prior written approval
- Menu selections (including dietary requirements) must be finalised 10 business days prior
- No changes can be made after this time
- A cakeage charge of \$2.75 per guest applies where cutlery and/or china is required
- Food supplied by the Club cannot be removed from the premises

Children & Minors

- Children's meals are available — please speak with our team to discuss options
- Minors must be accompanied by a parent or legal guardian at all times
- Management may impose additional conditions relating to minors

Minimum Catering Numbers

- Minimum catering numbers apply as outlined in this document
- Charges are based on confirmed minimum numbers, regardless of attendance
- Shortfalls cannot be credited toward other costs
- Additional staffing costs may apply for smaller events

Cancellation Policy

- All cancellations must be made in writing
- More than 14 days prior: full refund of the \$500 security deposit
- Within 14 days: deposit may be forfeited
- Catering or other confirmed costs may still be charged
- Confirmed catering numbers may still be payable within 10 business days of the event
- Management reserves the right to determine any applicable refunds

Bump In / Bump Out

- Access for set-up is typically available 2 hours prior to your event
- The Club may host other events on the same day or in other areas
- Guests are asked to respect local residents when leaving the venue

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Venue Use, Styling & Decorations

- Existing furniture and layout must remain unless approved otherwise
- Decorations are the responsibility of the client
- Nothing is to be nailed, glued or affixed to walls, doors or fixtures
- Electrical items and lighting must be approved prior to use
- All decorations must be removed at the conclusion of the event
- The Club is not responsible for items brought into the venue

External Contractors

- All contractors must be approved by Management prior to the event
- Names and contact details must be provided in advance
- The Club may apply restrictions to contractors to minimise operational impact

Bar, Alcohol & RSA

- BYO alcohol is not permitted
- All beverage service is controlled by the Club
- Pricing and availability are subject to change
- The Club enforces responsible service of alcohol at all times
- The Builders Club is committed to the responsible service of alcohol and aims to prevent underage drinking, intoxication and any violent or disruptive behaviour
- Bar service is required for events held in the event space
- Bar staffing requirements and associated costs will be determined based on the event size and duration, and confirmed prior to your event

Dress Code & Behaviour

- Smart casual dress standards apply
- The following are not permitted: men's singlets, offensive clothing, bare feet
- Themed dress is permitted with prior approval
- Management decisions regarding behaviour and dress are final

Smoking & Vaping

- Smoking and vaping are not permitted inside the Club
- Designated outdoor smoking areas are available

Security & Safety

- Security staff may be required depending on the event
- Security requirements will be determined by the Club
- Any required security staffing will be charged to the client and confirmed prior to the event
- Additional conditions may apply for events involving minors
- The Club reserves the right to refuse entry, service, or remove any person behaving in an inappropriate, unsafe or anti-social manner

General

- All prices are inclusive of GST
- Prices and inclusions are subject to change without notice
- The Club reserves the right to amend conditions or cancel bookings where required