

WAKES &

MEMORIALS



LAKE MACQUARIE
YACHT CLUB

Thank you for choosing Lake Macquarie Yacht Club as your wake and/or memorial venue.

We endeavour to make this difficult time as simple as possible for you with our step-by-step function menu and ordering guide.

Our stunning waterfront function rooms can cater for different styles of wakes and memorials ranging from 30 to 150 guests.

To book your function please follow the steps below:

Step 1. Choose your function room. Take a tour of our function rooms on our website or make an appointment with our Functions Manager for an inspection at the club.

No room hire fees are charged for wakes and memorial functions held Monday to Friday.

Step 2. Lock in your desired date. Enquire with our Functions Manager about the date you wish to book your chosen function room.

Step 3. Informing guests. Please ensure that you inform your guests of the entry requirements to Lake Macquarie Yacht Club. Please note the minimum and maximum capacity of your area.

Step 4. Order catering and bar requirements. Our on-site caterers Crusoe's on the Lake provide delicious options for your function with minimum 48 hours notice, unless otherwise instructed.

LMYC bar offers bar packages to suit every budget and friendly service with a smile.

Step 5. Extras. Tea and coffee, linen hire, speaker and TV hire are available.

Step 6. Finalise. Final details and payments must be made before the function is held. The Functions Manager will instruct you on your due date and how to make payments.

Step 7. Set-up. Your function room is available from 1 hour before your event for decorating unless otherwise organised with the Functions Manager. The function room is set with furniture, cutlery, crockery and glasses by LMYC staff to your requested room layout prior to this time.



02 4945 0022
functions@lmyc.com.au

VENUE HIRE & TIMINGS

BRIDGEDECK

30 Seated | 40 Cocktail

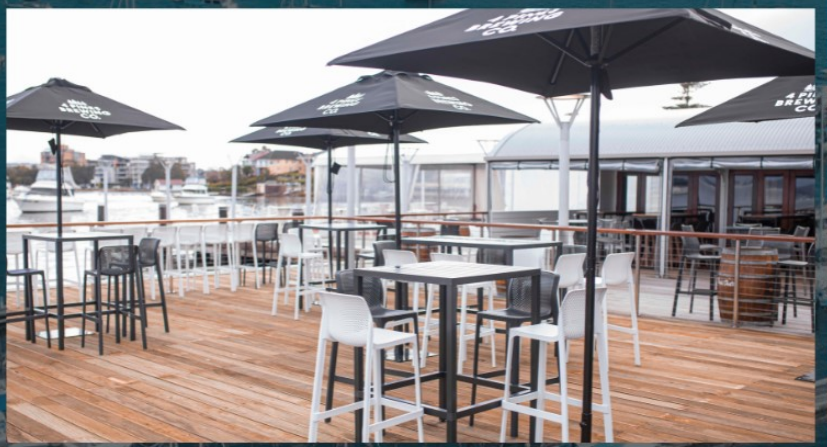
Mon-Fri	DAY	EVENING
	12PM-4PM	6PM-10PM



BAYVIEW

70 Cocktail Only

Mon-Fri	DAY	EVENING
	11AM-3PM	6.30PM-10PM



MARQUEE

110 Seated | 150 Cocktail

Mon-Fri	DAY	EVENING
	12PM-4PM	6PM-10PM



Our three function rooms offer various capacities and styles of seating arrangements to suit your needs.

Function rooms are available for decorating 1 hour before function start time, unless otherwise organised with the Functions Manager.

Function room hire times are flexible Monday—Friday.
Speak with the Functions Manager for alternative room hire times.

PLATTERS

Please note that Platters cannot be altered.

Platters are not circulated to guests like Canapes.

PARTY PLATTER - \$138

(60pc per platter)

Mixed Cocktail Pies

BBQ Pork Spring Rolls

Vegetable Wontons (V)

Marinated Chicken Skewers

SAILORS PLATTER - \$138

(60pc per platter)

Tempura Fish Fillets

Panko Crusted Prawns

Barramundi Asian Rolls

Lemon Dusted Squid

SLIDER PLATTER - \$145

(20pc per platter)

ONE selection per platter:

Classic Cheeseburger

Japanese Chicken Bao

Philly Beef Sub

Parmigiana Chicken Sub

COCKTAIL PLATTER - \$138

(60pc per platter)

Surf Skewers

Spinach & Ricotta Parcels (V)

Prawn & Chive Gyoza

Crispy Maple BBQ Chicken Wings

GLUTEN FREE PLATTER - \$138

(60pc per platter)

Marinated Lamb Skewers

Roasted Pumpkin Arancini (V)

Lemon Dusted Squid

Orange Soy Pork Belly Bites

LITTLE CRUSOE'S PLATTER - \$16.50PP

(Select ONE of the following. All served with chips)

Nuggets

Mini Hot Dogs

Beef Pie

ANTIPASTO GRAZING BOARDS

Chef's Selection of Premium Cheeses, Cured Meats, Seasonal Fruits, Grilled Antipasto, House Dips, Breads & Crackers

SMALL - \$165

10-15pax

LARGE - \$440

35-55pax

Clients are not permitted to supply their own Grazing Boards and/or Grazing Board items (including fruit, cheese, dips, cured meats, antipasto, breads or crackers).

Please see our Terms & Conditions for more information.

MORNING TEA

SANDWICH - \$35

Select ONE type per platter

Ham, Cheese & Tomato

Roast Beef & Tomato Bush Relish

Corn Beef & Pickle

Chicken & Ranch

Peri Peri Chicken

Cucumber & Lemon Herb Cream Cheese

Veggie Club

Smoked Salmon, Spinach & Caper Aioli

Egg & Bacon

BAGELS - \$5.50 PER HEAD

Salmon, Avocado & Cream Cheese

Mozzarella, Semi Dried Tomato & Ham

Beetroot, Feta, Pumpkin & Spinach

SCONES - \$3.85 PER HEAD

Selection of Scones with House Jam, Honey & Chantilly Cream

FRUIT - \$3.85 PER HEAD

Chef's Selection of Seasonal Fruits

ASSORTED FRITATAS - \$440 PER HEAD

MORNING TEA BOARD - \$78

10-15pax

Scones, Muffins, Slices, Banana Bread, Assorted Fruit

BAR PACKAGES

MINIMUM 30 PERSONS CHARGE

OPTION 1. 4 HOUR STANDARD BEVERAGE PACKAGE \$54PP

BEERS

VB, CARLTON BLACK, CARLTON DRY,
CARLTON ZERO, GREAT NORTHERN,
TOOHEYS NEW, CAPTAIN SENSIBLE,
SOMERSBY APPLE CIDER

WINES

Woodbrook Farm Sparkling
Circa 1858 Sauvignon Blanc
Circa 1858 Chardonnay
Circa 1858 Shiraz
Fiore Moscato

SOFT DRINKS & JUICES

Pepsi, Lemonade, Creaming Soda,
Lemon Lime & Bitters
Post-Mix Soft Drinks
Apple, Orange & Pineapple Juice
Ginger Beer & Ginger Ale
Natural Mineral Water

OPTION 2. 4 HOUR PREMIUM BEVERAGE PACKAGE \$64PP

BEERS

VB, CARLTON BLACK, CARLTON DRY,
CARLTON ZERO, GREAT NORTHERN,
TOOHEYS NEW, CAPTAIN SENSIBLE,
SOMERSBY APPLE CIDER

TWO BOTTLED BEERS OF
YOUR CHOICE

WINES

Yves Premium Cuvee
Bremerton Mollie & Merle Verdelho
Wild Oats Sauvignon Blanc
Wild Oats Chardonnay
Abbots & Delaunay Rose
Wild Oats Cabernet Merlot
Robert Oatley Signature Shiraz

ALL SOFT DRINK &
JUICES

BAR PACKAGES

OPTION 3. PAID ON CONSUMPTION OPEN BAR TAB

Includes all beverages available from the LMYC Bar.

Tap Beer

Bottled Beer

All Wine by the Glass or Bottle

Post Mixed Spirits & Mixers

Pre-mixed RTD Spirits

Soft Drinks & Juices

OPTION 5. CASH BAR

Guests purchase beverages at their own expense.

Speak with our Functions Manager regarding this option for functions booked in the Marquee on Saturday nights in October-March

OPTION 4. PAID ON CONSUMPTION CUSTOM BAR TAB

Step 1. Select the Tab Inclusions.

Please choose from the Standard or Premium Beverage inclusions.

If the Tab inclusions need to be changed or tailored, please arrange in advance with the Functions Manager.

Step 2. Set a start and finish time for Tab.

Step 3. Set a Tab limit, i.e. \$1,000

A minimum spend may be applicable to a certain seasonal time period.

LMYC does not offer complimentary table service for drinks.

LMYC does not serve shots, neat servings or doubles.

LMYC does not offer subsidised tabs.

LMYC Staff abide by the laws regarding responsible service of alcohol.

Wristbands are supplied by LMYC.

EXTRAS

LINEN HIRE

White Linen is available to hire through LMYC

Orders must be placed & paid for by the Thursday before your event.

Tablecloths = \$16.00 each (HEX for round & REC for trestles)

White Stretch Chair Covers = \$3.00 each

Napkins = \$2.00 each

DECORATIONS

You are welcome to decorate your function area, within the guidelines outlined in the Terms & Conditions.

MUSIC & ENTERTAINMENT

It is the responsibility of the client to provide a method for playing music or entertainment for the function. You are welcome to provide your own speakers.

LMYC HIRE

Large Speaker w/ stand & AUX Cord - \$80

PA System (Speaker, AUX & Microphone) - \$100

Projector - \$20

TV - \$100

Please read Entertainment Guidelines in the Terms & Conditions.

DESSERT

You are able to self-cater the following items after receiving permission from the Functions Manager.

- Celebratory Cakes: Please note you must provide your own plates, napkins & spoons/forks, along with a knife to cut the cake. These items will not be provided for you if asked on the night.
- Lolly Bars: Please note you must provide your own serving dishes/jars
- Dessert Table: Please note you must provide your own serving dishes & trays

TEA & COFFEE

A self-serve instant Tea & Coffee Station is available for hire, with white crockery, milk, sugar & utensils. This must be ordered when the function is finalised.

Tea & Coffee Station: \$1pp (minimum 20 person charge)



SOCIAL MEMBERSHIP FOR FUNCTION HOLDERS

Social Membership at Lake Macquarie Yacht Club allows you to sign in your guests that live within the 5km radius and are not members of our affiliated club Belmont 16s. If membership is not provided and you have guests within the area, they will be asked to join and pay for their own membership to gain entry the Club.

Benefits of becoming a social member of LMYC include 5% discount at the bar and restaurant (excluding function catering) and access to our email newsletter for updates on upcoming events.

Dear Sir/Madam,

I wish to nominate the following for membership of Lake Macquarie Yacht Club.

(PLEASE USE BLOCK LETTERS) * = Required

Full Name of Applicant * _____

Private Address* _____

Postcode* _____

Telephone* _____

Mobile _____

Email _____

Date of Birth* ____ / ____ / ____

Occupation* _____

Employer _____

Business Address _____

Telephone _____

Membership of other clubs _____

State Names of LMYC Members Known

Social Membership Type*

___ 1 year **\$9.99**

___ 3 years **\$27.50**

I have attained the age of 18 years and hereby consent to be proposed for membership at Lake Macquarie Yacht Club.

Signature* _____

Name of Nominator

Address _____

Membership No. _____

Signature _____

Name of Seconder

Address _____

Membership No. _____

Signature _____

Membership fee is to be paid prior to processing application. Photo ID is required for the application.

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LAKE MACQUARIE
YACHT CLUB



Privacy Statement

Lake Macquarie Yacht Club is subject to the provision of the Privacy Act 1988. The personal information provided by you on this application form will be used to process your membership application.

Failure to provide all of the requested information may result in your application being rejected.

You have a right to access and correct any of your personal information that the club holds about you.

Lake Macquarie Yacht Club does not usually disclose your information to any other organisation or person unless there is a legal requirement to do so.

The Club may disclose your information to third parties that provide services under contract to the club. These contracts require the third party to keep your personal information confidential and secure.

If you require further information, please contact club administration.

PLEASE ATTACH A PHOTOCOPY OF YOUR PHOTO ID OR PROVIDE TO RECEPTION STAFF DURING APPLICATION PROCESS IN PERSON AT LMYC

OFFICE USE ONLY

DRIVERS LICENSE: _____

OTHER ID: _____

D.O.B: ____ / ____ / ____

VERIFIED BY: _____

SIGNATURE: _____

RECEIPT NUMBER: _____

DATE: ____ / ____ / ____

AMOUNT PAID: \$ _____

MEMBERSHIP NUMBER: _____

Important Club Entry Rules

- All visitors and guests over the age of 18 must legally provide photo ID with proof of address. Failure to provide ID will result in the patron being asked to leave the premises. They may return with their ID to gain entry
Acceptable forms of ID:
Australian driver licence
International driver licence
Passport
Australian government issued ID card
Australian pension card
- All visitors must enter the club via the main front doors and sign in at reception, a member is not to lead a non-member through either side gate to gain access to the club
- Members of LMYC affiliated club Belmont 16's are able to sign themselves in however, their membership cannot be used to sign in other guests
- Strict dress code rules apply at LMYC
No singlets for men inside the club at any time
No hats for men inside the club
No thongs for men or women after 8:00pm
No gang colours
No offensive clothing
No dirty workwear
Uncovered swimwear is not acceptable inside
- LMYC practices responsible service of alcohol. If an individual or group of function guests are identified at being intoxicated, aggressive or violating the RSA code in any other way, LMYC staff reserve the right to refuse entry

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TERMS & CONDITIONS

Final Confirmation: Confirmation of final numbers, catering, room set up and final payments are due before your function. The function may be cancelled if no payments are made by the deadline outlined by the Functions Manager.

Membership & Guest Sign In: If any guests reside within the 5km radius of the Club the function holder **must** join LMYC as a member if not joined already. All function guests over the age of 18 **must provide photo ID**, without it they may be refused entry. Sailing membership discounts apply only for current financial sailing members or their immediate family whom actively sail with LMYC.

Children & Guests under 18: Guests under 18 are welcome and in accordance with the Registered Clubs Act and **must** be in the presence of a responsible adult at all times. Minors are **not** permitted in the bar or gaming area and must be supervised by the water.

Food & Beverage: Functions over 20pax **MUST** order a minimum amount of function catering from Package. Client's are **NOT** permitted to supply their own catering or beverages, without written permission from Functions Manager. LMYC is a licensed venue and it is illegal to supply your own alcohol. It is the Client's responsibility to provide all dietary information at finalisation. LMYC & Crusoe's on the Lake accept no responsibility where unable to provide an alternate meal if advised of special dietary needs on the day of the function. **To bring in a self serve celebratory cake you must provide your own knife, plates and napkins.**

Decorations: All decorations must be approved by the Functions Manager. **NO SPRINKLES, SCATTERS, GLITTER OR CONFETTI/CONFETTI BALLOONS ARE ALLOWED.** Helium balloons are **NOT** to be released, regardless of function. **Nothing** is to be attached to the walls in Bayview or Bridgedeck. The function organiser must pack up their own decorations at the conclusion of the event.

TV Hire: The TV is compatible with HDMI or USB sticks **ONLY**. The TV is **NOT** compatible with Microsoft Surface Laptops or Apple direct products, e.g. iPad. LMYC provides a HDMI cord and HDMI to USB adaptor, but it is the Client's responsibility to supply laptop or USB stick. Failure to supply will **NOT** result in a refund on TV hire.

Responsible Service of Alcohol: LMYC endeavours to provide its members and guests with superior customer service. It is important to LMYC that your function receives quality service that abides by liquor sale legislation. By law any person under the age of 18 may not consume or purchase an alcoholic beverage. LMYC staff have the right to refuse alcohol service to any patron that has been identified as being intoxicated, aggressive or argumentative.

No Smoking: Smoking is **not** permitted in the clubhouse or in any of the function areas. If you have guests in your function looking for an area to smoke please speak with the Bar Manager or Supervisor who will instruct you on the legal areas to smoke.

Surcharges: A surcharge applies for public holiday functions. Contact the Functions Manager for more information. 1% surcharge applies for all credit card payments.

Wet Weather: Some events are planned for outdoors and in the event of rain the functions manager will organise to the best of their ability a contingency plan indoors. Room hire fees will **not** be refunded if rain occurs on the day.

Cancellation Policy: Cancellations must be **notified in writing to the Functions Manager** and will incur the following fees:

Notice of cancellation in less than 30 DAYS—No refund on room hire as a result of costs incurred by the venue and loss of business

Notice of 14 days or less—You will be liable for 50% of the projected final function account

Notice of 7 days or less—You will be liable for 100% of the projected final function account

Entertainment Terms & Conditions: **NO** drums are allowed at Lake Macquarie Yacht Club (LMYC). All music/loud noise must cease at 11pm. Booking entertainment is the responsibility of the client and LMYC will not be held responsible for payment or bad performance. LMYC staff have the right to lower the volume or stop music if needed. Failure to comply may result in the event being cancelled.

Please note that LMYC Holds live entertainment Fridays 6:30-9:30 (Sep-May) and Sundays 1:30-5:00 on the deck or in the auditorium.

During these times, function clients in the Bayview area are **not** permitted to provide their own live acts.

I _____ understand the Lake Macquarie Yacht Club Functions Terms & Conditions.

Signed _____ date _____



BOOKING FORM

*The following information along with a deposit of \$100 minimum and signed Terms & Conditions must be provided to the LMYC Functions Manager **to secure your function***

EVENT NAME DETAILS	
EVENT/FUNCTION TYPE _____	GUESTS _____
PERSON(S) OF HONOUR _____	
EVENT DATE _____	START TIME _____ END TIME _____
FUNCTION ROOM _____	
CONTACT INFORMATION	
ORGANISER NAME _____	
ORGANISER PHONE _____	
EMAIL ADDRESS _____	
MEMBER NUMBER _____	MEMBER NAME _____
<i>The member details provided must be an organiser of the event or immediate family member present on the day.</i>	
ALTERNATIVE ORGANISER _____ CONTACT NUMBER _____	
EMAIL ADDRESS _____	
HOME ADDRESS _____	

PLEASE SEE BELOW PAYMENT OPTIONS
PAYMENT OPTIONS AT RECEPTION
CASH, DEBIT CARD, CREDIT CARD OR CHEQUE
Please pay at Lake Macquarie Yacht Club Reception once you have been invoiced
We do not accept American express
There is an ATM adjacent to Reception
Surcharges may apply

REMOTE PAYMENT OPTIONS
DIRECT DEPOSIT
<i>Please use your last name and date of your function, or email a receipt or reference number to functions@lmyc.com.au to assist in tracking payments</i>
BANK DETAILS
LAKE MACQUARIE YACHT CLUB
BSB 062 801
ACCOUNT 1036 5413
CREDIT CARD
Credit card remote payments are allowed with acceptable proof of identity. Surcharges may apply.

PAYMENT
\$ _____
VIA:
RECEPTION _____
DIRECT DEPOSIT _____
REMOTE BY CARD _____
DATE:
____ / ____ / ____

WAKE / MEMORIAL DETAILS

FUNCTION ROOM DETAILS

BOOKING NAME _____ BOOKING DATE _____

FUNERAL SERVICE LOCATION _____

FUNERAL START TIME _____ FUNERAL END TIME _____

FUNCTION ROOM _____

ROOM LAYOUT STYLE _____ CUSTOM _____

Additional trestle tables required please outline below.

Note: For custom set-ups please provide a diagram of the room. Custom set-ups are at the discretion of the functions manager.

LINEN HIRE \$13 PER CLOTH (HEX for round tables OR RECTANGLE)

NUMBER OF TABLECLOTHS REQUIRED HEX _____ RECTANGLE _____ COST _____

TV HIRE (\$100) _____ *PROJECTOR HIRE (\$20) _____ SPEAKER & AUX HIRE (\$80) _____

PA SYSTEM HIRE (SPEAKER, AUX & MICROPHONE) (\$100) _____

REQUEST TO DECORATE THE ROOM FROM _____ (time)

**The Projector is only available in the Bridgedeck*

ENTERTAINMENT DETAILS

ENTERTAINMENT TYPE _____ SET UP FROM _____

All music and loud noise must end at 11pm. Please see Terms & Conditions.

GUEST DETAILS

NUMBER OF ADULTS _____ TEENS _____ CHILDREN _____ TOTAL _____

GUEST ARRIVAL TIME _____

DO YOU REQUIRE DISABLED ACCESS FOR ANY GUESTS? _____

Please be aware that the LMYC car park has limited spaces and fills quickly, especially on sailing race days. Organising alternative transport is always a good idea and Lake Macquarie Yacht Club supports a "Plan B" when consuming alcohol..

Our bar staff are happy to help with courtesy bus bookings and taxis however the courtesy bus is mainly for the use of our members and may not be able to cater to the needs of a large group of people attending a function.

02 4945 0022

functions@lmyc.com.au



*The following information must be provided to the LMYC Functions Manager
at least 14 days before your function.*

CATERING DETAILS

SERVICE TIMES

Please write in your preferred service times as a guide for the caterers.
Service times may need to be altered to avoid congestion in the restaurant.
The functions manager will advise on when the peak congestion times occur.

PLATTERS

**Important Note: Platters of the same type are sent out together
Platters cannot be altered**

To estimate how many platters you will need to cater for your function please work off at minimum five (5) pieces per person, with 6-7 pieces per person a good amount to provide a decent meal.

Platters must be pre-ordered. Ordering additional Platters on the day is at the discretion of Crusoe’s on the Lake.

Courtesy Reminder that Client’s are **not** permitted to supply their own Grazing Boards and/or Grazing Board items (including fruit, cheese, dips, cured meats, antipasto, breads or crackers).

Please see Terms & Conditions.

SERVICE TIME	ORDER	QTY	UNIT PRICE	TOTAL
			TOTAL COST	

*The following information must be provided to the LMYC Functions Manager
at least 7 days before your function if requesting particular items.*

BAR DETAILS PLEASE TICK YOUR BAR REQUIREMENTS BELOW

OPTION 1. ___ STANDARD 4 HOUR BEVERAGE PACKAGE FOR _____ GUESTS (\$54PP)
 OPTION 2. ___ PREMIUM 4 HOUR BEVERAGE PACKAGE FOR _____ GUESTS (\$64PP)
 OPTION 3. ___ OPEN BAR. All drinks available from the LMYC bar.
 OPTION 4. ___ CUSTOM BAR TAB. Please specify details below.
 OPTION 5. ___ CASH BAR. Guests purchase their own beverages.

Note: self serve water stations are included in your room set-up
 LMYC provides wristbands to function clients. This is our preferred method of identifying function guests, if any other method is used LMYC staff are **not** responsible for persons outside the function using the tab.

PLEASE CIRCLE YOUR MEMBERSHIP DISCOUNT SAILING (-10%) / SOCIAL (- 5%)

NAME OF PERSON IN CHARGE OF BAR TAB _____

TAB LIMIT \$ _____ WARNING AT \$ _____

PAYMENT METHOD BAR TAB ON THE NIGHT: CREDIT/DEBIT CARD ___ CASH ___

BAR INCLUSIONS

___ STANDARD BEVERAGE INCLUSIONS

HOUSE TAP BEERS
 HOUSE WINE BY THE GLASS
 SOFT DRINKS AND JUICES

___ PREMIUM BEVERAGE INCLUSIONS

ALL TAP BEERS
 PREMIUM WINES BY THE GLASS
 SOFT DRINKS AND JUICES

PLEASE LIST 2 BOTTLED BEERS OF YOUR CHOICE TO THE RIGHT

___ CUSTOM BEVERAGE INCLUSIONS

For custom beverage inclusions please list items in the table to the right.

All bar inclusions are to be approved by the bar supervisor/manager.

Requests for shots, neat servings and doubles are **not** accepted.

LMYC staff abide by the laws regarding responsible service of alcohol.

ADDED INCLUSIONS
TEA AND COFFEE \$1PP _____ PERSONS