



club
totem
2024

Club Totem Function Package

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Introduction

Thank you for considering Club Totem for your function. We trust this information is helpful. Please contact us if you have any queries and we will be happy to assist.

Getting Here

Club Totem provides easy access for all guests attending events. They can enter the club through the main entrance on Condamine Street. Alternatively, guests can park at the Balgowlah Village carpark for direct access to the club. Simply park on Blue Level near the Star Car Wash and take the 'Club Totem' lift.

Our Spaces

Reef Room

\$400

The Reef Room is a versatile function space, suitable for meetings, conferences and parties. The room has natural light and direct access to the bar.

Washaway Room \$225

The Washaway Room is perfect for small meetings, intimate gatherings or conferences. It features a private balcony and easy accessible bathroom.

Combined

\$400

The Reef and Washaway Rooms are adjoining, separated by a cushioned wall. The rooms can be combined into a larger space as needed.

Inclusions

The room hire fee covers staffing, cleaning, and the use of any equipment or services you may need, such as:

- Television
- Microphone (1)
- Background music or AUX cord compatibility
- Whiteboards
- Lectern
- Tablecloths
- Projectors and accompanying screens
- Tea and coffee station
- Water station
- Pre-determined length of function (in conjunction with trading hours & other scheduled functions)
- Set-up and pack-down



Layouts

Depending on the nature of your event, there may be various requirements to ensure the comfort of your guests. It is important to clearly outline these requirements in order to arrange a suitable setup.

Banquet

Capacity: Washaway 24, Reef 48, Combined 70

- Large tables set for many people
- Each place setting has side plate, cutlery and glassware
- More formal
- Lectern, microphone, TV or projector as required



Rounds

Capacity: Washaway 24, Reef 48, Combined 72

- Round tables seating 5 - 8 people
- Evenly spaced throughout the room
- Lectern, microphone, TV or projector as required



Cocktail

Capacity: Washaway 30, Reef 70, Combined 110

- Round tables spaced throughout the centre of the room
- Chairs lining the walls of the room
- Lectern, microphone, TV or projector as required



Layouts



Theatre

Capacity: Washaway 30, Reef 60, Combined 78

- Rows of chairs with an aisle in the middle
- Head table
- Lectern, microphone, TV or projector as required



Conference

Capacity: Washaway 16, Reef 30, Combined 40

- Multiple trestle tables pulled together in the middle of the room
- Lectern, microphone, TV or projector as required



U-Shape

Capacity: Washaway 18, Reef 30

- Trestle tables with chairs in U-shape
- Head table
- Lectern, microphone, TV or projector as required



Function Menu

Canapes

TUNA TARTARE EN CROUTE *with poached prawns and cocktail sauce*

MUSHROOM ARANCINI *from black truffle cream and dressed leaves*

SMOKED SALMON CROSTINI *topped with black pepper cream cheese*

POTATO & LEEK TART *with creme fraiche*

VEGETABLE TARTS *with confit cherry tomato and onion jam*

\$5 each

Substantial Canapes

FISH & CHIPS *with tartare sauce and a lemon wedge*

MUSHROOM RISOTTO *topped with shaved parmesan*

MINI NACHOS *with pulled chipotle beef and avocado cream*

CHICKEN SATAY SKEWERS *served on a bed of soba noodles*

CHICKEN CAESAR SALAD *with poached chicken, baked croutons and house dressing*

SPANISH PAELLA *with mussels, squid and prawns*

\$12 each

Canape orders require a minimum quantity of 50 pieces of any variety



Function Menu

PLATTERS

- | | |
|---|----------|
| CAKE PLATTER | \$6 Each |
| <ul style="list-style-type: none">• A selection of mini tarts and petit fours• Selection subject to availability• 1 per serving | |
| DIP PLATTER | \$70 |
| <ul style="list-style-type: none">• A selection of dips with lavosh crackers• Suitable for 10 people | |
| TOTEM PLATTER | \$100 |
| <ul style="list-style-type: none">• A selection of 5 of the following savory pastries
sausage rolls party pies spring rolls curry puffs
cheese & spinach triangles money bags panko prawns• Total of 50 pieces | |
| ANTIPASTO PLATTER | \$100 |
| <ul style="list-style-type: none">• A variety of deli meats, savoury crackers, olives and vegetables• Items subject to seasonal availability• Suitable for 10 people | |
| CHEESE PLATTER | \$120 |
| <ul style="list-style-type: none">• A selection of 4 Australian cheeses• Soft and hard cheese• Suitable for 10 people | |
| FRUIT PLATTER | \$65 |
| <ul style="list-style-type: none">• A selection of seasonal fruits• Suitable for 10 people | |
| SANDWICH PLATTER | \$80 |
| <ul style="list-style-type: none">• Fillings include traditional and gourmet ingredients, requests will be considered• Served on white bread• 40 small triangles• Suitable for 10 people | |



Function Menu

SET MENU

ENTREES

- TANDOORI SKEWERS *with cucumber yoghurt*
- BEER BATTERED PRAWNS *with sriracha mayo*
- 6 SYDNEY ROCK OYSTERS *with red wine vinaigrette*
- SALT AND PEPPER SQUID *with ginger plum sauce*
- ROAST VEGETABLE TART *with dressed leaves*
- BRUSCHETTA *with basil pesto, heirloom tomatoes and balsamic reduction*

MAINS

- SLOW ROASTED LAMB SHANK *with roasted root vegetables and gravy*
- ROAST PORK BELLY *with braised cabbage, mash, gravy and apple compote*
- CORN FED CHICKEN BREAST *with mash, steamed green beans and mushroom gravy*
- PAN FRIED BARRAMUNDI FILLET *with carrot puree, zucchini ribbons, currants and beurre blanc*
- RUMP STEAK *with thick cut steak chips, béarnaise sauce and garden salad*

DESSERTS

- STICKY DATE PUDDING *with vanilla bean ice cream*
- CHOCOLATE FONDANT *with creme fraiche*
- BERRY CHEESECAKE *with forest berry compote and vanilla bean ice cream*
- VANILLA PANNA COTTA *with strawberry coulis and vanilla bean ice cream*
- ORANGE AND ALMOND PUDDING *with mascarpone*

1 COURSE

\$30

2 COURSES

\$45

ENTREE & MAIN or
MAIN & DESSERT

3 COURSES

\$55



Function Menu

BUFFET

ROASTS AND HOT DISHES

ROAST LAMB *with mint sauce, steamed green vegetables and roast potatoes*

ROAST BEEF *with horseradish, steamed green vegetables and roast potatoes*

ROAST PORK *with apple sauce, steamed green vegetables and roast potatoes*

MILD CHICKEN CURRY *with jasmine rice and pappadums*

SALMON FILLET *with hollandaise sauce and French beans*

BEEF STROGANOFF *with rice*

PENNE PASTA *with roasted vegetable, tomato and herb sauce*

SALADS

CAESAR SALAD *with cos lettuce, bacon, parmesan, croutons and Caesar dressing*

GREEK SALAD *with olives, feta, tomato, cucumber and Spanish onion*

PASTA SALAD *with Spanish onion, shallots, parsley and garlic aioli*

MIXED LEAF SALAD *with cherry tomatoes, cucumber, carrot, Spanish onion and housemade vinaigrette*

POTATO SALAD *with ham and Spanish onion*

MAIN
\$60
3 HOT DISHES
2 SALADS
BREAD ROLLS

**MAIN AND
DESSERT**
\$80
3 HOT DISHES
2 SALADS
BREAD ROLLS
2 DESSERTS



Beverages

BAR TAB

You have the option to:

- Establish a specific budget
- Specify a certain quantity
- Indicate which drinks are permitted on the tab
 - soft drink, juice, selected wine, tap beer, bottled beer, spirits etc.

Please choose from our Wine List on the following page for a great selection of wines to suit everyone. You will be charged per bottle.

This flexibility allows you to customise the bar tab to your preferences and requirements.



Wine List

SPARKLING

YELLOWGLEN YELLOW Brut Cuvée 200ml *South Eastern Australia*

VARICHON ET CLERC Champagne 200ml *France*

VILLA SANDI Prosecco 200ml *Italy*

ROTHBURY ESTATE Sparkling Cuvée *South Eastern Australia*

SEPPELT FLEUR DE LYS Sparkling Chardonnay Pinot Noir *SE Australia*

MOET CHANDON Brut NV *France*

WHITE

821 SOUTH Sauvignon Blanc *Marlborough NZ*

MOLLY'S CRADLE Sauvignon Blanc *Tumbarumba NSW*

SQUEALING PIG Sauvignon Blanc *Marlborough NZ*

OYSTER BAY Sauvignon Blanc *Marlborough NZ*

TWO RIVERS Semillon Sauvignon Blanc *Western Australia*

KINGSTON ESTATE Pinot Gris *South Eastern Australia*

CAPE SCHANCK BY T'GALLANT Pinot Grigio *Mornington Peninsula VIC*

LA VILLA Pinot Grigio *Italy*

2 MONKEYS Pinot Grigio *Riverina NSW*

ROTHBURY ESTATE Chardonnay *South Eastern Australia*

D'ARENBERG OLIVE GROVE Chardonnay *Eden Valley SA*

RED

CRADLE Pinot Noir *Central Otago NZ*

RABBIT RANCH Pinot Noir *Central Otago NZ*

BOUCHARD AINE & FILS CÔTES DU RHÔNE Grenache Shiraz

Mourvedre France

ROTHBURY ESTATE Cabernet Sauvignon Merlot *South Eastern Australia*

TWO RIVERS ROCKY CROSSING Cabernet Sauvignon *Hunter Valley NSW*

WYNNS GABLES Cabernet Sauvignon *Coonawarra SA*

SEPPELT THE DRIVES Shiraz *Heathcote VIC*

D'ARENBERG FOOTBOLT Shiraz *McLaren Vale SA*

PETER LEHMANN HILL & VALLEY Shiraz *Barossa Valley SA*

ROSÉ

BOUCHARD AINE & FILS Rosé *France*

MAD FISH Rosé *Western Australia*

Terms & Conditions

1. Tentative bookings – Tentative bookings must be confirmed as soon as possible and will be held for a maximum 14 days. If confirmation is not received in this time the venue will be released without notice.

2. Confirmation – The signed terms & conditions must be received by the Function Manager before a booking is confirmed. A deposit equivalent to the amount of the room hire is required at the time of confirmation. Cash, EFT payments or credit cards in person or over the phone are acceptable. All card payments incur a 1.25% surcharge.

3. Menu – Menu and beverage selection must be confirmed at least 7 days prior to the function. Short notice bookings may be accommodated subject to availability. Dietary requirements are catered for, however prior arrangements are essential and menu variations may reflect charging requirements.

4. Final attendance – A guaranteed minimum number of guests attending the event is required seven (7) days prior to the event. Numbers can increase but not decrease up until three (3) full working days prior to the event. Charges will be based on the number of people attending the function or the guaranteed number whichever is the greater.

5. Pricing – All quoted prices are subject to change.

6. Payment – Final beverage and other outstanding costs are to be paid at the conclusion of the function. Cash, EFT payments or credit cards are acceptable. All card payments incur a 1.25% surcharge.

7. Food & Beverage – No food or beverage is to be brought onto the premises with the exception of festive cakes under prior arrangement with the Function Manager. Instructions on storage, display and service of cakes are necessary. No liability is taken for cakes brought onto the premises. We will provide a cake knife, plates & serviettes free of charge.

8. Entertainment – Club totem prioritises the enjoyment and comfort of all patrons. We kindly advise that amplified music is not permitted within the premises except when provided by the club's official sound system. All exterior entertainment for your function must be approved by the Function Manager and prior arrangements made and Club conditions met, such as sound levels and completion times.

9. Decorations - No decorations should cover existing club notices, posters or signage. Tables, chairs and equipment must not obstruct doors or emergency exits. Decorations should not be taped to walls, ceilings or doors. Blue tac is allowed, but any resulting damage will incur repair fees. The Club does not permit confetti or glitter. Unauthorised use may result in a cleaning fee. All decorations must be taken from the venue after the function unless prior arrangements have been made.

10. Duration – Length of functions will be determined before the event and in conjunction with the trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the second scheduled function commences.

11. Responsible Service of Alcohol (RSA) – At all times Club Totem employees adhere to Responsible Service of Alcohol licensing law including any Club Totem's house beverage service policies.

12. Client responsibility – It is your responsibility to ensure that all attendees behave in an orderly manner during the event. Guests are expected to comply with the behavioural codes of the club and licensing laws, such as Responsible Service of Alcohol, under which the club operates. Any damage to premises, persons or equipment as a result of disorderly conduct by guests at the event is the responsibility of the booker. All care but no responsibility will be taken in respect to damage or loss of goods left on the premises prior to, during or after the event.

13. Cancellations – Cancellations of functions by you must be advised in writing. Cancellations that are made 14 days in advance will receive a full refund.

14. Club Rules – All members, guests and visitors are expected to comply with the rules and regulations set out by the Club and any relevant regulatory bodies. We reserve the right to refuse entry or remove any person who appears to infringe these rules and regulations, at the discretion of the staff on duty. These rules include but are not limited to dress regulations, behavior and RSA matters.

I have read and accept the above conditions:

DATE:

SIGNATURE:

DATE OF EVENT:



club totem

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