



Functions & Conferences



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OVERVIEW

ABOUT US

At The Junee Ex-Services Memorial Club, it is our job to ensure that you are provided with everything you need to make your event or conference a success.

OUR SERVICES

Here at the Junee Ex-Services Memorial Club, we have four function spaces. Continuous renovations and upgrades to our function spaces allow us to provide the best possible facilities.

Room hire fee includes the basic set up of the function to your specifications, plus the use of our standard in-house equipment, including:

- Free Wifi
- White Board
- Lectern
- Tv
- Microphones
- Supplies Box
Includes; Power board, HDMI Cord, White board accessories)

Optional extras available for hire:

- Table Cloths (White or Black)
- Chair Covers (White)
- Data Projector
- Teleconferencing Facilities

CATERING

Enclosed we have a list of catering options and menus.

Danny's Kitchen is the on-site caterer offering Chinese & Australian Meals.

ROOMS

BOARD ROOM

Located in the front office of the club, The Board Room is perfect for small meetings or conferences. The Board Room has a large board table in the center of the room and a large 85" Smart TVs mounted to the wall that can be used for presentations, and telecommunication functions for Zoom calls etc.

Room size // 0m x 0m

Capacity // Max 8 ppl (Extra chairs available if needed)

FUNCTION ROOM

Located next to the Dining room at the rear of the club. The Function Room is a versatile room which can be used for conferences, luncheons, and smaller events. The Function Room can be set up with a number of table configurations such as rows, u-shape, grouped tables or long row. There are two large 85" Smart TVs mounted to the walls at the front of the room that can be used for presentations, and telecommunication functions for Zoom calls etc. The Function Room has a basic kitchen facility available at request.

Room size // 81.1 m²

Capacity // Max 50 ppl

ROOMS

AURORA ROOM

Located on the northern side near the bowling greens. The Aurora Room is our mid-size room that can be used for conferences, luncheons, and medium-sized events. The Aurora Room can be set up with a number of table configurations such as rows, u-shape, grouped tables or long rows. There are two large 85" Smart TVs mounted to the wall, one on the eastern side and one on the southern side of the room that can be used for presentations. The eastern TV is connected with telecommunication functions for Zoom calls etc. The Aurora room has BBQ and kitchen facilities available at request.

Room size // 175 m²

Capacity // Max 100 ppl (seated)

AUDITORIUM

Located on the southern side of the club, the Auditorium is our largest room which can be used for conferences, luncheons, and large events such as weddings/ birthdays, and shows/performances. The Auditorium can be set up in a number of table configurations such as rows, u-shape, grouped tables, long rows or round tables. There is one large 85" Smart TV mounted to the wall on the southern side of the room that can be used for presentations. The Auditorium has a stage with two side stage entries and a green room. There is a drop down projector screen on the stage that works with a built-in data projector. The Auditorium has a basic kitchen facility available at request.

Room size // 286m²

Capacity // Max 170 ppl (seated)

PICTURES

BOARD ROOM



FUNCTION ROOM



AURORA ROOM



AUDITORIUM



PRICING

ROOM HIRE PRICES

Board Room

\$20 per day // Member

\$50 per day // Non Member

Function Room

\$50 per day // Member

\$80 per day // Non Member

Aurora Room

\$90 per day // Member

\$120 per day // Non Member

Auditorium

Without Bar

\$120 per day // Member

\$150 per day // Non Member

With Bar

\$150 per day // Member

\$170 per day // Non Member

Room Hire Inclusions

Room hire fee includes the set up of the function to your specifications plus the use of our standard in house equipment, including:

- Free Wifi
- White Board
- Microphones
- Supplies Box
Includes; Power board, HDMI Cord, White board accessories)
- Lectern
- Tv

Optional extras available for hire:

- Table Cloths (White or Black)
\$5 per cloth
- Chair Covers (White only)
\$5 per cover
- Data Projector
\$30 per day
- Teleconferencing Equipment
\$50 per day

Payment Options

Room hire is to be paid when your booking is made/confirmed. Room hire can be paid via Eftpos, Cash or Direct Deposit/EFT. Confirmed bookings take precedence over tentative bookings. A tentative booking may be overruled if contact cannot be made with the organiser to confirm the booking.

Security Deposit Hold

Your Debit/Credit card details must be supplied as a security deposit hold for your booking. If additional fees are charged and payment or organisation for payment has not been made in satisfactory time (30 days), the fees will be charged to your card supplied.

POLICIES

Room Hire Rules

- No decorations to be hung from walls that will result in damage.
- Any borrowed equipment must be returned in the same condition. If not returned or returned damaged, a fee will apply.
- Room is to be left in 'Satisfactory Condition', this means the room has been tidied, all decorations have been removed and rubbish is ready for disposal.

Refund Policy

A full refund will be applied if a cancellation is made before 48 hours of your event.

A 50% refund will only be applied if cancellation is made within 48 hours of your event. If the cancellation is made due to extenuating circumstances, a full refund may be considered with manager's approval.

No-show to the booking will result in nil refund.

Damages

All function spaces are provided in working order and clear of any damages.

Any damages must be reported immediately to the front office or bar staff. If damages are not reported, you will be charged accordingly in relation to the repair of the damages

Cleaning Fee

If the room is not left in a satisfactory condition as it was delivered, a cleaning fee starting from \$100 will be charged.

'Satisfactory Condition' means the room has been tidied, all decorations have been removed up and rubbish is together to be disposed of.

Confetti Fee

If confetti is used at your function, an additional fee of \$50 will apply.

CATERING

Catering can be arranged through onsite caterers or can be outsourced from another business. Catering is to be organised by yourself.

TEA & COFFEE PACKAGES PROVIDED BY JEMC

Basic Package // \$2 Per Person

- Paper cups
- Prepackaged tea & coffee etc
- Prepackaged Biscuits

Deluxe Package // \$4 Per Person

- Cups & Saucers
- Prepackaged tea & coffee etc
- Prepackaged Biscuits

CLUB CAFÉ

The Club Café is open 7 days from 10am. The Club Café has a variety of hot & cold drinks, cakes & slices, and toasted sandwiches. Club Café does not cater for functions, although is an option for patrons to individually purchase food.



**Junee Ex- Services
Memorial Club Café Menu**

OTHER CATERING OPTIONS

Junee Bakery

02 6924 1447

78 Broadway Street, Junee NSW
2663

Brew @ 102

02 6924 4002

Brewat102@gmail.com

102 Broadway, Junee NSW 2663

The Crossing Motel & Roundhouse Restaurant

02 6924 3255

Admin@thecrossingmotel.com.au

39 Seignior St, Junee NSW 2663

Junee Railway Station Café

02 6924 1044

Railway Square, Junee NSW 2663

CATERING

DANNY'S KITCHEN

(On-Site Caterers)

Phone: 02 6924 1609

Danny: 0417 138 065

Emily: 0400 424 436

Danny's Kitchen can provide a range of catering options as follows bellow and full menu:

Tea and Coffee Pricing

- Tea and Coffee only \$2.50 pp
- Tea, Coffee and Biscuits \$6.50 pp

Morning Tea

Cakes, Slices and Biscuits \$9 pp

Finger Food Trays // \$150 Per Tray

Choice of 5 options from bellow.

- Spring Rolls
- Calamari Rings
- Mini Quiches
- Sausage Rolls
- Party Pies
- Dim Sims
- Hot Chips

Roast Dinner // \$30 Per Person

Minimum of 30 People

Choice of two meats served with hot roast vegetables and Sweets.

- Roast Beef
- Roast Chicken
- Roast Pork

Smorgasbord Options

Minimum of 30 People

Option A // \$25 per person

- 5 Main dishes, 1 Sweets option

Option B // \$28 per person

- 2 Entrée Dishes, 5 Main Dishes, 2 Sweets options



Danny's Kitchen
Dine In Menu

CONTACT

To make a booking, or if you have any further questions, please contact the Club through one of the following avenues:

Events Coordinator - Peter Hayes

Phone: 02 6924 1577

Email: Events@jemc.com.au

Front Office - Kaitlin Russell or Harrison Fahy

Phone: 02 6924 1577

Email: Kaitlin@jemc.com.au

Manager - Luke Brown or Clare Hoadley

Phone: 02 6924 1577

Email: Generalmanager@jemc.com.au

Accounts - Harrison Fahy

Phone: 02 6924 1577

Email: Accounts@jemc.com.au

