



Burnside Beefsteak and Burgundy Club Inc.

VENUE REQUIREMENTS

We have certain requirements to ensure that the function is run to our standards:

- We will agree a menu at least 7 days before the function
- We normally have 2 – 4 vegetarians. They will directly discuss their requirements with you at least 2 working days prior to the function, unless otherwise agreed.
- We will agree final numbers with you at least 2 working days prior to the function, unless otherwise agreed.
- We will pay by Club Cheque on the completion of the function, unless otherwise agreed.
- We will provide our own wines:
 - We will normally deliver the wines prior to the function
 - We may require refrigeration for certain wines (eg: a cool room)
 - The wines will be masked and will be numbered
 - We will provide details of which numbered wines are to be served with each course.
- We require sole use of the Restaurant or the room allocated for the function.
- There should be sufficient room between tables to allow waiters to provide proper service.
- If there is background music it should be able to be turned off during speeches.
- There should be a small table, bench or other facility, adjacent to the entrance or drinks area, on which name badges can be placed and where the Treasurer can collect money.
- There should be sufficient room for people to enjoy pre-dinner drinks.
- We require full table service, and the wines must be served with the courses designated.
- There must be sufficient wine glasses. Clean glasses need to be provided for each wine served. The Club has a large number of glasses, which can be used if necessary, but they are not flash.
- As we usually have several singles attending, one or two extra places should be set so that couples and their guests can sit at the same table and not have to be split up.
- We would like to introduce the Chef at the end of the function, providing this is acceptable. The Chef might like to discuss the food and, perhaps, answer any questions.

Please tell us if you require any further information.

RUNNING SHEET

Please note:

- These times are a guide only and may vary according to circumstances at the function
- Glass types are shown in italics (eg: 2 *Wine glasses*), unless otherwise agreed

<u>Time</u>	<u>Drink service</u>	<u>Food service</u>	<u>Event</u>
7.00 pm	Wine #1 <i>1 Champagne flute</i>	Take meal orders	People arrive
7.30 pm			People are seated Welcome Apologies Introduction of guests Introduction to wine tasting 2 people will speak on Wine #1
7.50 – 8.00 pm	Wine #2 Wine #3 <i>2 Wine glasses</i>	Entrée	
8.15 – 8.25 pm			2 people will speak on wines 2 & 3
8.35 – 8.45 pm	Wine #4 Wine #5 <i>2 Wine glasses</i>	Main Course	
9.05 – 9.15 pm			2 people will speak on wines 4 & 5
9.20 – 9.30 pm	Wine #6 <i>1 Dessert wine glass</i>	Dessert	
9.45 – 9.50 pm			2 people will speak on wine # 6
9.50 – 10.00 pm	Tea, Coffee	Petit Forts	
10.00 – 10.05 pm			Finalise Wine Tasting Introduce Chef; questions Thank Chef and Waiting Staff
10.30 – 10.45 pm			Closure