Burnside Beefsteak & Burgundy Club

Collecting Wine from the Club Cellar

1. The Club wine is cellared at The Tunnels, 4 Railway Terrace, Panorama. It is preferable that members themselves collect the wine they require from The Tunnels, but the Cellarmaster can collect if required.
2. At least three weeks prior to your function notify the Cellarmaster by email to **jaswift@outlook.com.au** or **0428 935 033** of your intention to requisition wine from the cellar and whether you will be collecting.
3. Defer making a final wine selection until you know the number attending your function. That way if your numbers are low the Club asks that you choose from the lots of four and five wines which cannot be used at larger functions.
4. If you are collecting, approximately two weeks before your function advise Kirsteen at The Tunnels by email to **winestorage@thetunnels.com.au** the TWS numbers of the wine you require and request a day and time for collection. You may care to suggest a day and time suitable to you but be prepared to be flexible.
5. If you are collecting, make sure you obtain from the Cellarmaster a map to find the Tunnels as it can be tricky first time.
6. If you are collecting, as soon as you receive the wine open the carton at The Tunnels and make a visual inspection of the wine to satisfy yourself that you have received what you wanted. In the unlikely event the contents are not what you wanted it may be possible for Kirsteen at The Tunnels to locate the required wine. Retain the incorrect carton for delivery to the Cellarmaster and immediately contact the Cellarmaster.
7. When you collect your wine, you will be given a *Statement/Invoice* detailing the wine taken by you. After your function deliver the *Statement/Invoice* to the Cellarmaster together with details of wine used and make arrangements for handover of remnant bottles to the Cellarmaster. **Do not return unused wines to The Tunnels.**