

# CORPORATE PACKAGES



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# CORPORATE PACKAGES

WE ARE DELIGHTED TO HAVE THIS OPPORTUNITY TO PRESENT OUR CORPORATE SERVICES TO YOU. OUR CATERING AND STAFF ARE OF THE HIGHEST STANDARD ENSURING THAT YOUR CONFERENCE OR SEMINAR IS AN OUTSTANDING SUCCESS.

WE HAVE CONFERENCE ROOMS AVAILABLE SEVEN DAYS A WEEK WITH SEATING UP TO 180 GUESTS  
A ROOM HIRE FEE IS APPLICABLE DEPENDING ON THE ROOM SELECTED.  
WE ARE ONLY TOO HAPPY TO ORGANIZE A TIME FOR YOU TO VIEW OUR VENUE.

WE CAN ACCOMPANY YOUR CONFERENCE WITH CATERING FROM VARIOUS MENUS.  
PLEASE FIND ATTACHED OUR CONFERENCE PACKAGES FOR 15 PLUS DELEGATES, OR OUR ITEMISED MENU FOR INDIVIDUAL ORDER.  
COCKTAIL, BUFFET AND SET MENUS ARE ALSO AVAILABLE FOR A MINIMUM OF 30 PERSONS.

A SELECTION OF COLD BEVERAGE REFRESHMENTS IS AVAILABLE FOR SERVICE THROUGHOUT THE DAY.

A RANGE OF STANDARD EQUIPMENT IS AVAILABLE FREE OF CHARGE, AND TECHNICAL EQUIPMENT AVAILABLE HOLDING A HIRE CHARGE.

TO CONFIRM YOUR BOOKING, THE COST OF THE ROOM HIRE FEE WILL BE ACCEPTED AS A DEPOSIT. THE DEPOSIT SHOULD BE MADE PAYABLE TO GEORGES RIVER 16FT SAILING CLUB AND IS DUE WITHIN SEVEN DAYS OF YOUR BOOKING, OTHERWISE MANAGEMENT RESERVES THE RIGHT TO CANCEL THE BOOKING AND ALLOCATE THE VENUE TO ANOTHER CLIENT.

TO ENSURE MAXIMUM EFFICIENCY, WE REQUIRE FINAL DELEGATE NUMBERS AND FULL PAYMENT SEVEN DAYS PRIOR TO YOUR EVENT. IN THE EVENT OF CANCELLATION WITHIN SEVEN DAYS THE DEPOSIT IS NON-REFUNDABLE. SETTLEMENT OF ANY OUTSTANDING ACCOUNTS MUST BE PAID AT THE CONCLUSION OF THE FUNCTION. CREDIT CARDS, CHEQUES OR CASH ARE ALL ACCEPTABLE.

FOR CONFERENCES HELD ON A PUBLIC HOLIDAYS AN ADDITIONAL 10% SURCHARGE IS APPLICABLE.

PLEASE ADVISE US IF THERE IS ANY PART OF YOUR EVENT THAT HAS NOT BEEN COVERED. WE LOOK FORWARD TO DISCUSSING OUR SERVICES AND PLANNING YOUR EVENT IN MORE DETAIL.

KIND REGARDS

HELEN BOBELDYK  
FUNCTIONS COORDINATOR



# CONFERENCE & SEMINARS

## WORKING DAY PACKAGE ONE

FOR 15 DELEGATES OR MORE THE CONFERENCE PACKAGE INCLUDES:

### ON ARRIVAL

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### MORNING TEA

- FRESHLY BREWED COFFEE AND TEA
- HOUSE BAKED ASSORTMENT OF MUFFINS AND DANISH PASTRIES

### WORKING LUNCH

- CHEFS SELECTION OF GOURMET SANDWICHES AND TORTILLA WRAPS
- FRESH SEASONAL FRUIT
- SELECTION OF FARMHOUSE CHEESES
- FRESHLY BREWED COFFEE AND TEA

### AFTERNOON TEA

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### OTHER INCLUSIONS

- FLIP CHART
- WHITE BOARD
- ICED WATER
- MINTS
- PAPER AND PENS
- COMPLIMENTARY CAR PARKING

**\$38.00 PER PERSON**

# CONFERENCE & SEMINARS

## WORKING DAY PACKAGE TWO

FOR 20 DELEGATES OR MORE THE CONFERENCE PACKAGE INCLUDES:

### ON ARRIVAL

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### MORNING TEA

- FRESHLY BREWED COFFEE AND TEA
- HOUSE BAKED ASSORTMENT OF MUFFINS AND DANISH PASTRIES

### WORKING LUNCH

- BUFFET LUNCH WITH SELECTION OF ONE WET DISH (CHEFS SELECTION) SERVED WITH RICE
- SELECTION OF ONE SALAD (CHEFS SELECTION)
- FRESH SEASONAL FRUIT
- FARMHOUSE CHEESES WITH CRACKERS
- FRESHLY BREWED COFFEE AND TEA

### AFTERNOON TEA

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### OTHER INCLUSIONS

- FLIP CHART
- WHITE BOARD
- ICED WATER
- MINTS
- PADS AND PENS
- COMPLIMENTARY CAR PARKING

**\$43.00 PER PERSON**

# CONFERENCE & SEMINARS

## EQUIPMENT AVAILABLE (BAYVIEW ROOM)

- DATA PROJECTOR AND SCREEN
- VIDEO PLAYER
- DVD PLAYER
- FLIP CHART
- SCREEN
- WHITE BOARD
- PAD AND PEN SETS

EQUIPMENT AVAILABLE ON REQUEST FOR THE SPINNAKER ROOM AND BOARDROOM

## ROOM HIRE FEES

### BAYVIEW ROOM HIRE

- MONDAY – FRIDAY \$330.00
- SATURDAY & SUNDAY \$550.00

### SPINNAKER ROOM HIRE

MONDAY – SUNDAY \$220.00

### BOARDROOM HIRE

MONDAY – SUNDAY \$165.00

## ROOM HIRE INCLUSIONS

- VENUE SET UP OF ALL TABLES AND CHAIRS REQUIRED
- CLEANING OF THE ROOM
- USE OF ADDITIONAL CLUB EQUIPMENT: MICROPHONE, LECTERN AND WHITEBOARD

# TERMS AND CONDITIONS

CONFIRMATION OF BOOKINGS WILL ONLY BE RECEIVED WITH A ROOM HIRE DEPOSIT ALONG WITH A SIGNED COPY OF THESE TERMS AND CONDITIONS WITHIN TWO WEEKS OF A TENTATIVE BOOKING BEING MADE. GEORGES RIVER SAILING CLUB RESERVES THE RIGHT TO REALLOCATE THE FUNCTION ROOM TO ANOTHER CLIENT IF THESE REQUIREMENTS ARE NOT MET.

DETAILS OF ALL ARRANGEMENTS MUST BE FINALISED SEVEN (7) DAYS PRIOR TO THE EVENT.

THE GUARANTEED NUMBERS OF GUESTS ATTENDING A FUNCTION IS REQUIRED SEVEN (7) DAYS PRIOR TO THE EVENT, FOR CATERING AND BILLING PURPOSES. SHOULD THE GUARANTEED NUMBERS NOT BE RECEIVED, THE ATTENDANCE INDICATED ON THE BOOKING WILL BE TAKEN AS FINAL. IF THE ACTUAL IS GREATER THAN INDICATED, CHARGES WILL APPLY.

FINAL PAYMENT FOR THE FUNCTION MUST BE PAID SEVEN (7) DAYS PRIOR TO THE EVENT, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. CATERING IS MADE PAYABLE TO **KISS THE BARISTA**. **ROOM HIRE & BAR BILL IS MADE PAYABLE TO GEORGES RIVER 16FT SAILING CLUB**. WHEN PAYING BY CREDIT CARD A 3% FEE APPLIES. DETAILS OF YOUR CREDIT CARD MUST BE PROVIDED TO SETTLE ANY ITEMS CHARGED ON CONSUMPTION OR ANY INCIDENTALS.

SHOULD YOUR EVENT FALL ON A PUBLIC HOLIDAY, A SURCHARGE OF 10% OF TOTAL COSTS WILL BE APPLICABLE. ALL PRICES INCLUDE GST AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.

EACH MENU IS BASED ON A MINIMUM NUMBER OF FULL PAYING GUESTS . IF YOUR NUMBERS FALL BELOW THIS FIGURE THE MINIMUM AMOUNT OF GUESTS ARE STILL REQUIRED TO BE PAID FOR.

IF THE BOOKING IS CANCELLED LESS THAN SEVEN (7) DAYS PRIOR TO THE EVENT, THE FULL AMOUNT OF THE FUNCTION WILL BE CHARGED.

GEORGES RIVER SAILING CLUB WILL ENDEAVOR TO TAKE CARE OF ANY ARTICLES DELIVERED TO THE CLUB BEFORE AN EVENT, BUT RETAINS NO RESPONSIBILITY OR LIABILITY FOR THESE ITEMS.

THE CLIENT SHALL AGREE TO APPOINT A PERSON TO DELIVER ANY GIFTS OR ITEMS RELEVANT TO ANOTHER DESTINATION WITHIN 30 MINUTES AFTER DEPARTURE TIME SPECIFIED. NO GIFTS OR ITEMS ARE TO BE LEFT ON THE CLUB PREMISES AFTER THIS TIME.

ADEQUATE NOTICE IS REQUIRED FOR SPECIAL CATERING. GEORGES RIVER SAILING CLUB CAN PROVIDE SPECIAL CATERING FOR SPECIFIC DIETARY GROUPS SUCH AS VEGETARIANS AND DIABETICS.

# TERMS AND CONDITIONS

I ACKNOWLEDGE AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS SET BY GEORGES RIVER 16FT SAILING CLUB  
AND KISS THE BARISTA.

NAME OF FUNCTION HOLDER

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ADDRESS

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CONTACT NUMBER

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TYPE OF FUNCTION

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DATE OF FUNCTION

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SIGNATURE

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NAME OF MEMBERSHIP HOLDER

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MEMBERSHIP NUMBER

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SIGNATURE

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