

# ***Your Celebration at Club Pacific @ Carindale***

## **Location & General information**

Executive Chef/ Function Coordinator:  
Nigel Blackwell

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Pacific Golf Club is situated on 130 acres of beautifully landscaped surrounds and magnificent gardens only 20 minutes from the city of Brisbane.

Our friendly experienced and professional staff will guide you through every stage of the preparation of your function to ensure that your event is a success. Please feel that you can contact us as often as is necessary to answer any concerns you may have, or to advise you on those special little touches to personalise your function.

## **Garden Area**

At Club Pacific we have the facility in our wonderful garden and lawn area to cater for outside events. We select the most colourful backdrop at that time of year and provide all the products and services that would be available in the function rooms.

## **Your Function at Club Pacific includes....**

White Linen Tablecloths (Subject to menu selections)

White or Colour Matched Serviettes

Round Tables of 8, 10 or up to 12 persons per table

Dance Floor

PA System & Lectern

Use of Clubhouse Garden or Balcony for Pre Dinner Drinks or Cocktails

Extensive Menu Selections

Experienced & Friendly Wait Staff

Linen tablecloths and serviettes are standard inclusions for all private functions where the catered menu exceeds \$24.00pp.

Pacific Golf Club tablecloths or placemats and paper serviettes are used in all other circumstances.

# Entertainment and Equipment

We encourage our guests to make their own arrangements regarding Musicians or DJ's or equipment, etc, however we do have a modest range of equipment that can be hired to you at very reasonable rates. Our Function Co-ordinator and Executive Chef through their extensive experience can also make recommendations for various professional services as well.

## Room Hire & Service Charges –

### GST Inclusive

Aspects	\$ 340.00
Reflections	\$ 300.00
Garden Area	\$ 120.00
Chair covers with Sash and Bow (150)	\$ POA
Surcharge Bar Staff Costs (Pub Holidays)	\$35.00 per hour
Please note Trading Hours are:	
Sunday to Thursday	10.00am to 10.00pm
Friday & Saturday	10.00am to midnight

### Minimum Bar Spend

All functions that have a bar open must have a \$400 minimum bar spend. This can be made up of bar tab or cash purchases. If the minimum bar spend is not reached a staff surcharge will apply of \$100 (Mon – Fri) or \$150 (sat & Sun). The \$400 MUST be prepaid before your function – if it is a cash bar and you are the organizer the \$400 will be refunded within 7 days after your function if the minimum spend is reached.

### Sunday & Public Holidays

All functions booked on Sundays will incur a 10% surcharge on the room hire fee.

### Public Holidays

For all functions booked on public holidays regardless of the number of people attending the function – the Bar staff surcharge will apply. Functions held on a Public Holiday will incur a surcharge of 15% on the total account.

### Staff Levy and Surcharges

Events that are longer than agreed upon incur a surcharge of \$85.00 per hour or part thereof.

### 21st Birthday Party Policy

21st Birthday celebrations will only be held in our Reflections function room. A security deposit is required of \$500.00 and this amount is fully refundable subject to an inspection after the function. The deposit will be returned within 7 days following the function. Security MUST be provided by the club for the following –

Functions 50 – 70pax, 1 guard present at \$55.00 per hour for ½ hour prior to the function, the duration of the function and then ½ hour after the function. (usually about 6 hours).

For functions 70 – 100+pax, 2 guards are required at \$55 per hour per guard for ½ hour prior to the function, the duration of the function and ½ hour following the function. (usually about 6 hours).

### Function Conclusion

Clients are reminded that the room must be vacated within 30 minutes of the finishing time. Any extension must be arranged prior to the function date, additional charges will apply for time extensions.

## Miscellaneous Information

### Car Parking

Pacific Golf Club has extensive free car parking close to Function Room Entrances.

### Disabled Access

Wheel chair access is available to all areas of the club. Disabled car parks are available in our main car park and are signed accordingly.

### Photocopying/ Faxing

Should you need to photocopy any documents or send a fax, this service is available. Please speak with your function manager. Charges will apply.

### ATM/ EFTPOS

An ATM machine is located in the clubhouse.

### Non-smoking Venue

No smoking is permissible anywhere within our venue. There are designated areas for smokers, which are located adjacent to the Function rooms.

### Emergency Procedures

In the unlikely event of a fire, fire alarms will sound. Please remain calm and follow the instructions of our staff. Fire exits are clearly visible in the conference rooms and evacuation plans are displayed at the entrance of the function room.

### Special Meals

Should you require meals for your DJ, Photographer, MC or any other non guest attendee of your reception we can supply a plated main meal of the day for a set price.

## Beverage Prices

Club Pacific @ Carindale- offers full bar facilities for your functions and is able to set up bar accounts to suit your needs. To assist in deciding on an appropriate tab for your function, here is our pricing:

Product	Per	Price	Per	Price
<b>Non-Alcoholic:</b>				
Softdrink	Jug	\$ 7.50	Glass	\$ 2.20
Non-Alcoholic Punch	Jug	\$ 11.50		
Orange Juice	Jug	\$ 8.10	Glass	\$ 2.50
<b>Beer on Tap:</b>				
Heavy	Jug	\$12.75	Pot	\$2.90
Mid	Jug	\$12.00	Pot	\$2.80
Light	Jug	\$11.25	Pot	\$2.60
Bottled Beer range:		\$ 3.40 - \$4.50		
Imported Beer range from:		\$ 5.30		
<b>House Wine – Bottled Only:</b>				
Hardy's Chardonnay	Bottle	\$15.00	Glass	\$3.60
Hardy's Cabernet Merlot	Bottle	\$15.00	Glass	\$3.60
Hardy's Brut Reserve	Bottle	\$15.00	Glass	\$3.60
A variety of other wines are available from our wine list.				
<b>Spirits &amp; Liqueurs:</b>				
Basic + Add from	Nip	\$ 4.45		
Top Shelf from	Nip	\$ 8.20		
Liquors + Add from	Nip	\$ 5.50		

We may also be able to source other products that we do not have in stock, but as we are a licensed venue no drinks are allowed to be brought on premise by customers.

**Responsible Service of Alcohol is a part of Club Policy.**

# Payment Policy

## Confirming your event

A tentative booking will be held for a period of 14 days. After this period, to secure your event booking, room hire must be paid. Your event will then move to a confirmed status.

## 7 Days Prior to Your Event

All food, \$400 bar deposit and incidentals (decorations/ linen etc) must be paid for seven days prior to your event. Confirmation of numbers must be given at this stage and no refunds will be given at this point in time as the food and incidentals will be ordered for your event.

## At the Conclusion of Your Event

All beverage costs must be covered at the conclusion of your event. At the end of your event, please see staff to pay the remainder of your beverage bill.

If paying by cheque, two (2) separate Bank Cheques will be required.

Catering to: Blackwell Group of Companies Pty Ltd

Beverages to: Pacific Golf Club Inc

A surcharge of 3.41% will apply to American Express and 1.43% for Visa, Bankcard and Mastercard payments.

# Terms and Conditions

At Pacific Golf Club, our aim is to provide event facilities and services of a high quality and efficiency. In order to fulfill this expectation, the following terms and conditions have been designed to ensure that your event runs smoothly.

## Tentative Bookings

Tentative bookings will be held for a period of 14 days only, after which time if no confirmation is received, the space will be released without notice.

## Confirmation

Bookings will not be confirmed without official sign off and the specified deposit received. An overview of the event will be provided as part of the initial quotation.

## Quotations

Quotations for functions are based on the understanding that should the number of guests attending your function decrease by more than 20% from the original number booked, an additional charge may apply.

## Prices

Whilst we endeavor to maintain all prices current at the time of quotation, in order to meet rising costs, these may be subject to change at the Clubs discretion. Prices quoted are exclusive of GST unless otherwise stated. Upon receipt of written confirmation and deposit, prices will be confirmed to you in writing.

## Security

Under the function manager's discretion, security may be required for events where alcohol is consumed over a two hour period and with a minimum of 100 guests. A minimum of two security guards will be supplied for at least four hours at \$50 plus GST per hour per guard (rates will vary for Sunday's and Public Holidays).

## Room Setup- Changes or Additions

On the day of your event we are happy to accommodate all of your requests within reason. However, if the changes or additions are not listed on the signed Function Order, charges will be incurred as per Management's discretion.

We of course endeavor to try and help you with any AV problems but we are not specialised in this area, therefore if you do have a difficult presentation we strongly recommend you hire in a specialised AV technician which we are happy to source for you.

## Allocated Rooms

We have the right to assign another room for the organised function in the event that the venue originally designated is unavailable or inappropriate.

## Signed Event Order

Signed event orders must be received 30 working days prior to the function to confirm that the appropriate arrangements are in place. The signing of an Event Order indicates that you have read the contents and are satisfied with all the details contained therewith. Pacific Golf Club reserves the right to adjust any room setup to ensure fire and workplace safety codes are not breached.

## Food and Beverage

No food or beverage of any kind may be brought onto the premises for consumption during the event.

### Responsible Service of Alcohol

Pacific Golf Club trades in accordance with the Liquor Licensing Act. It is against the law to serve alcohol to minors, unduly intoxicated or disorderly patrons, we will enforce the law and patrons in breach will be escorted off the premises. It is the client's responsibility to ensure that all attendees behave in an orderly manner during the event and do not breach the liquor licensing laws or policies.

### Display and Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of part of the building. Signage in public areas must be approved by Management.

### Responsibility

Although guests' parking is complimentary, it is strictly subject to availability. Pacific Golf Club shall not accept responsibility and shall not be liable for the loss of and or any damage to any vehicle (including accessories, contents of goods, or articles left inside the vehicle). Pacific Golf Club is not responsible for any loss or damage to personal items whilst using our facilities.

Any damage caused to Pacific Golf Club property or fittings during a function is the financial responsibility of the organiser. Whilst all care is taken when handling organisers and guest property, no liability or responsibility will be taken for loss of, or damage to property before, during or following a function.

### Special Dietary Requirements

To ensure that your guest's dietary needs are met, please inform us 14 days prior to the event, the full name of the guests along with their special dietary requirements or food allergies. If we are not informed at least 14 days prior to the event, we will not guarantee that these requests will be catered for on the day.

## Cancellation Terms and Conditions

In the event that a confirmed booking is cancelled, the club would share your disappointment; however, the following conditions will apply to any cancelled bookings.

### Cancellation Notice Between 90 – 30 Days Prior to the Event Date

50% of your room hire will be refunded at this stage. If the room is resold – the other 50% will be refunded to you.

### Cancellation Notice Between 30 – 10 Days Prior to the Event Date

Room hire will not be refunded at this stage as Pacific Golf Club will have lost the opportunity to resell the room. All other costs will be refunded – unless Pacific golf club has organised something for your event in which they cannot get a refund for, in this case no refund will be given.

### Cancellation Notice Less Than 7 Days Prior to the Event Date

Unfortunately, no refunds can be given at this stage as all food/ decorations and linen will have been ordered for your event.

\*All cancellations must be notified in writing.

# Venue Hire Agreement

To confirm your function with Pacific Golf Club please fill in, sign and return this page with the full required room hire as stated in terms and conditions. Agreements must be received by the function manager to ensure confirmation of function room hire.

To discuss function requirements, a meeting with the function manager can be made at a time to suit both parties. Approximately one month prior to the proposed date, function organisers will need to discuss final menus and bar requirements with the function manager. As this meeting any additional requirements you have other than that offered by Pacific Golf Club can be discussed as we will be happy to assist you if possible.

## Final Numbers

One month prior to the function date an approximate number is required for catering purposes. Final numbers and full catering payment is required 7 days prior to the function date.

Please read and accept the terms and conditions as stated on the previous pages.

## Function Booking

Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Daytime Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

(Venue to keep the original and a copy will be sent to the client)