

# **Your Conference/Seminar/Meeting at Club Pacific @ Carindale**

## **Location & General information**

Executive Chef/ Function Coordinator:  
Nigel Blackwell

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Carindale  
Queensland 4152

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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.

## **Your Conference at Pacific Golf Club includes....**

A Variety of furnishing styles including:  
Theatre Style, Classroom Style, Open Faced Round Tables  
U-Shaped, Boardroom Style, PA system & Lectern  
Use of Clubhouse Gardens, Extensive Menu Selections  
Experienced & Friendly Wait Staff

## Equipment and Staging

We encourage our guests to make their own arrangements regarding some equipment and staging, however we do have a modest range of equipment that can be hired to you at very reasonable rates. Our Function coordinator can also make recommendations for various professional services such as:

CCTV Production and taping  
Staging and backdrops

## Room Capacities and Hire Rates

Function Room	Max People Theatre	Max People Classroom	Max People U-Shape	Max People Board	up to 5 Hours	Up To 8 Hours
<b>Aspects</b>	120 Pax	50 Pax	30 Pax	30 Pax	\$284.00	\$350.00
<b>Reflections</b>	250 Pax	50 Pax	30 Pax	30 Pax	\$202.50	\$240.00
<b>Board Room</b>	n/a	n/a	n/a	16 pax	\$150.00	\$200.00
<b>Garden room</b>	30pax	20 pax	15pax	20pax	\$140.00	\$190.00

All charges include GST

## A/V Equipment Hire Rates

- Whiteboard & Markers                      \$20.00 per day
- Data Projector & Screen                      \$150.00 per day
- Projection Screen Only                      \$10.00 per day
- Flipchart & Paper                              \$15.00 per day
- Television & Video Player                      \$70.00 per day
- Lectern with Microphone                      Free of Charge

**Additional equipment is available upon request for your function requirements.**

## **The Rooms.....**

### **Reflections**

Holding up to 250 theatre style or a little as required reflections is a very versatile room. With plenty of space to break off and do group work or round table discussions, you won't be disappointed with this room. The set up is your choice....

### **Board Room**

This modern facility has just been renovated and comes with all the fixtures – holding up to 16 people board table style you couldn't ask for anything more...

### **Garden Room**

This little gem is perfect for the small meeting or planning session – great location, tucked away out of sight with majestic views, you will get a lot achieved in this little meeting spot....

**All three rooms share a majestic outlook on our 18 hole championship golf course.... The perfect Backdrop for your Seminar or conference.**

# Seminar & Conference Catering

## Tea & Coffee

Tea & Coffee will be available continuously throughout the course of the seminar/ conference.

½ Day seminar \$3.50 pp

Full Day Seminar \$7.00 pp

## Morning and afternoon tea options

Selection of biscuits	\$2.75 pp
Freshly baked cakes & slices	\$4.00 pp
Piping hot plain and fruit scones with jams & creams	\$4.00 pp
Selection of sweet Danishes	\$3.75 pp
Freshly cooked muffins	\$3.75 pp
Chefs hot savoury platters	\$35.00 per platter

## Lunch options

(Usually this will be served in Vue Restaurant for numbers less than 25)

A selection of sandwiches (1 ½ pp) on whole meal & white bread

Followed by a fruit platter

\$9.00 per person

## Alfresco Lunch

Choose from our light lunch menu below – order will be taken at morning tea.

- Crispy Bacon Egg cibatta with chips
- Herb Foccacia with minute steak, swiss cheese, onion, tomato and lettuce with chips
- Chicken Caesar Foccacia with coz, bacon, egg, chicken, parmesan and Caesar dressing with chips

Followed by a Fruit Platter

\$15.50 per person

## Beverages

To assist in deciding on an appropriate tab for your seminar/ conference, here are some guidelines for you.

Product	Jug	Glass
Soft drink	\$9.00	\$2.40
Non- Alcoholic punch	\$13.70	
Orange Juice	\$9.50	\$2.70
Beer on Tap		
Heavy	\$14.50	\$3.10
Mid	\$13.50	\$2.80
Light	\$13.10	\$2.70
House Wine	Bottle	Glass
Chardonnay/ Cab Merlot/ Brut	\$15.50	\$3.70

## Cocktail Canapé' Platters

(Serve 15 to 20 people)

Selection of Australian Cheese with crostini and water crackers	\$85.00 per platter
Antipasto Platters (Smoked salmon/prosciutto/pesto chicken/ roasted marinated vegetables/balsamic pickled onions/olives/fetta cheese/dips with crostini)	\$95.00 per platter
Platters of either chicken souvlaki with tzatziki (yoghurt/cucumber) or chicken satays with peanut sauce	\$75.00 per platter
Selection of Nori rolls with soy and pickled ginger	\$80.00 per platter
Coconut prawns with lime, chilli and coconut dipping sauce	\$75.00 per platter
Fresh natural oysters with lemon and champagne vinaigrette	\$21.00 per doz
Crispy marinated calamari with balsamic reduction	\$85.00 per platter
Spinach and fetta pastry triangles	\$75.00 per platter
Vegetarian spring rolls and Samosas with Sweet chilli sauce	\$60.00 per platter
Chicken, macadamia nut and coriander balls with coriander chilli and lemon dressing	\$85.00 per platter
Potato wedges with sweet chilli and sour cream	\$50.00 per platter
Assorted mini quiches and variety pies	\$75.00 per platter
Spinach and fetta risotto balls	\$80.00 per platter
Goats Cheese and Asparagus Boats	\$85.00 per platter
Sweet Potato and Cashew Empanada with Frijol	\$85.00 per platter
Thai Fish Cakes with lemon and sweet Chilli sauce	\$70.00 per platter
Tandoori Chicken Roti with yoghurt dip	\$85.00 per platter
King Prawn Spring Rolls with soy and ginger	\$95.00 per platter
Platter of Fresh Mooloolaba Medium Ocean King Prawns peeled ready to eat with Cocktail sauce and lemon	\$market price
Almond, orange zest and poppy seed crumbed camembert with raspberry vinaigrette	\$85.00 per platter
Smoked Salmon Croissants with mixed lettuce and dill mayonnaise	\$90.00 per platter

## Something Different – Team Building Exercises

### Team Building

Have a qualified Exercise Physiologist take you through some team building exercises or a group training session. Lots of fun and a great way to break up a day. Session runs for approx 60mins.

Up to 20 people	\$400.00
20 – 50 people	\$450.00
50 – 100 people	\$500.00

### Trivia

With a professional Host and prizes for the winning team – what could be more fun than having an organized game of trivia to break up a long day. With some great categories and a lot of fun – trivia is always a hit.

1 hour session	\$400.00
2 hour session	\$600.00

### Par 3 – 9 Hole Course

Have a great break with a fun round of golf. This Par 3 course can cater to the amateur to experienced players and be a great experience for your team. We will take care of score cards and prizes for the day for the winning group. Round normally takes 60 – 90 minutes depending of pace of play.

Up to 10 people	\$20.00 per person
10 – 30 people	\$18.00 per person
30 + people	\$16.00 per person

### 18 Hole Championship Golf Course

Nestled in the hills only 15 minutes from Brisbane's CBD, Pacific Golf Club, with it's panoramic views, challenging holes, the 18 hole championship course, and relaxed atmosphere is an ideal venue to mix business with pleasure... For the more experienced golfer why not try our main course. Again Pacific will organize your groups and prizes for you to have a mini comp. Price on asking.

## CORPORATE HEALTH @ CLUB PACIFIC

What's better than seeing your staff work as a team and learning a bit of fitness at the same time? We specialise in making a unique experience for your group, one that they will take back to the office with them. Corporate Health not only encourages fitness, team work and engages the mind but also makes sure that the experience is memorable.

Corporate health and fitness is a rapidly expanding area within the business world. This is because employers and businesses are realising the benefits of educating and promoting the health and wellbeing of their most important asset, their staff. Over the last decade research and literature has emerged continually supporting the use of physical activity and health education interventions in the workplace.

Appropriate physical activity along with health education, as recommended by the Centres of Disease Control and Prevention, has been shown to produce the following benefits;

PHYSICAL BENEFITS
Reduced tobacco use and reduced at-risk alcohol use
Improved measurements of physical activity
Reduced dietary intake of fat
Reducing overall measurements of blood pressure and blood cholesterol
Improving the summary health risk estimates of at-risk individuals
Reducing the number of days lost from work due to illness or disability
Improved physical fitness

In conjunction with this, health and physical activity interventions in the workplace are proven to have economic benefits such as;

ECONOMIC BENEFITS
Reduced absenteeism
Reduced physical and emotional stress levels
Improved concentration and productivity
Increased morale
Decreased risk of injury and illness

#### WHAT ARE WE OFFERING?

Corporate Health @ Club Pacific is presented by *Iridium for Life* and provides the opportunity to have an Accredited Exercise Physiologist lead you and your colleagues in an hour long health and physical activity session.

The focus of these sessions will be common workplace issues such as lower back pain, postural control, physical inactivity and time management relating to general fitness. The session would include an entertaining exercise regime incorporating core strength and endurance with underlying themes of teamwork and problem solving as well as an educational presentation.

Physical activity and group exercise is a fast and effective way of building morale and improving relationships. With rewards and prizes available on arrangement a Corporate Health program could be the perfect addition to your day.

Prices are tabled below and are relative to number of participants;

NUMBER OF PEOPLE	COST
0-25	\$400
26 - 50	\$500
50+	\$600

**CORPORATE HEALTH @ CLUB PACIFIC is proudly brought to you by**



**AND**



Shop 1/ 235 Boundary St, West End, QLD 4101

Ph: 3217 2470

E: [admin@iridium.com.au](mailto:admin@iridium.com.au)

## Miscellaneous Information

### Car Parking

Pacific Golf Club has extensive free car parking close to conference 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 conference 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.

### Linen

For events without catering there will be a linen surcharge – 5.25 per table cloth.

## 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 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 for 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.

## 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.

## Staff Levy and Surcharges

Events that are longer than agreed upon incur a surcharge of \$80.00 per hour or part thereof. Functions held on a Public Holiday will incur a surcharge of 15% on the total account.

## 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 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)