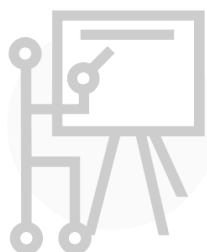




**Your
Conference/Seminar/Meeting
At
Club Pacific @ Carindale**





Location & General information

Executive Chef/ Function Coordinator:
Nigel Blackwell

Address: 430 Pine Mountain Road
Carindale
Queensland 4152

Phone: 07 3343 0888

Email: admin@pacificgolf.com.au
Web: www.pacificgolf.com.au

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
Aspects	120 Pax	50 Pax	30 Pax	N/A	\$300.00	\$400.00
Reflections	180 Pax	50 Pax	30 Pax	N/A	\$250.00	\$300.00
Board Room	N/A	N/A	N/A	16 Pax	\$150.00	\$200.00
Garden room	20 Pax	16 Pax	14Pax	12 Pax	\$140.00	\$190.00

All charges include GST

A/V Equipment Hire Rates

- ✓ Whiteboard & Markers \$15.00 per day
- ✓ Data Projector & Screen \$140.00 per day
- ✓ Projection Screen Only Free of Charge
- ✓ Flipchart & Paper \$20.00 per day
- ✓ Lectern with Microphone Free of Charge

Additional equipment is available upon request for your function requirements.





The Rooms.....

Reflections

Holding up to 180 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

Percolated Coffee and Sir Thomas Lipton tea 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 (Gluten free options available on request)

Selection of biscuits made on premises (2pp)	\$2.75 pp
Piping home-made scones with jam & creams (2pp)	\$4.00 pp
Selection of sweet Danishes (2pp)	\$4.00pp
Freshly cooked muffins (2pp)	\$4.00 pp
Chefs hot savoury platters (each platter approx 40 pieces of finger food)	\$50.00

Lunch options (Gluten free options available on request)

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

\$9.50 per person

A selection of sandwiches (1 ½ pp) on whole meal & white bread
Followed by a fruit platter

Alfresco Lunch (Gluten free options available on request)

\$16.00 per person

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

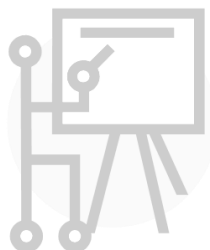
The selection will include some burgers and light salads and other light meals (only appropriate for up to 30 guests maximum)

Followed by a Fruit Platter

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/ Merlot/ Brut	\$15.50	\$3.70





Cocktail Canapé' Platters (Serve 15 to 20 people)

(Serve 15 to 20 people average of 40 pieces per platter unless stated)

- Selection of Australian Cheese with crostini and water crackers \$90.00 per platter
- Antipasto Platters (Smoked salmon/prosciutto/pesto chicken/roasted marinated vegetables/balsamic pickled onions/olives/feta cheese/dips with crostini) \$95.00 per platter
- Platters of either chicken souvlaki with tzatziki (yoghurt/cucumber) or chicken satays with peanut sauce \$80.00 per platter
- Selection of Nori rolls with soy and pickled ginger (60 pieces) \$80.00 per platter
- Coconut prawns with lime, chilli and coconut dipping sauce \$85.00 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 \$85.00 per platter
- Vegetarian spring rolls and Samosas with Sweet chilli sauce (60pieces) \$65.00 per platter
- Chicken, macadamia nut balls with coriander chilli & lemon dressing \$90.00 per platter
- Potato wedges with sweet chilli and sour cream \$50.00 per platter
- Assorted mini quiches and variety pies \$85.00 per platter
- Spinach and fetta risotto balls \$80.00 per platter
- Goats Cheese and Asparagus Boats \$95.00 per platter
- Sweet Potato and Cashew Empanada with Frijol \$95.00 per platter
- Thai Fish Cakes with lemon and sweet Chilli sauce \$70.00 per platter
- Tandoori Chicken Roti with yoghurt dip \$90.00 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 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

Please note that these platters are strategically placed on tables around the room and not served by staff. If you require staff to walk around and provide service please allow \$25.00 per person per hour. Please refer to function pack for additional costs that may also apply.

Gluten free savouries are available upon request





Something Different – Team Building Exercises

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. Allow 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 its 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.
POA





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 – \$6.25 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 day account to Your Event

Please be aware that all accounts food, beverage and room hire are strictly 7 day accounts, please make sure to avoid embarrassing phone calls that payments are made on time. Direct debit is the preferred method of payment and please make sure an accompanying email or remittance advice is sent.

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 fulfil this expectation, the following terms and conditions have been designed to ensure that your event runs smoothly.

Hours of Operation

Please be aware we do our very best to accommodate early morning seminars, however access to any of our function rooms is no earlier than 7am on any given day of the week unless prior arrangement has been agreed too. The club house closes at 10pm Sunday to Wednesday, 11pm Thursday and midnight on Friday and Saturday, however the duty managers may use their discretion to close earlier

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 endeavour 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.

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 endeavour 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 \$110.00 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

Under no circumstances is food or beverage of any kind able to 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.

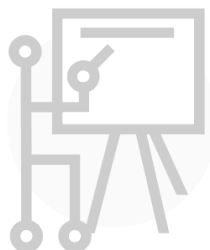
Cancellation Notice between 30 – 10 Days Prior to the Event Date

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)

