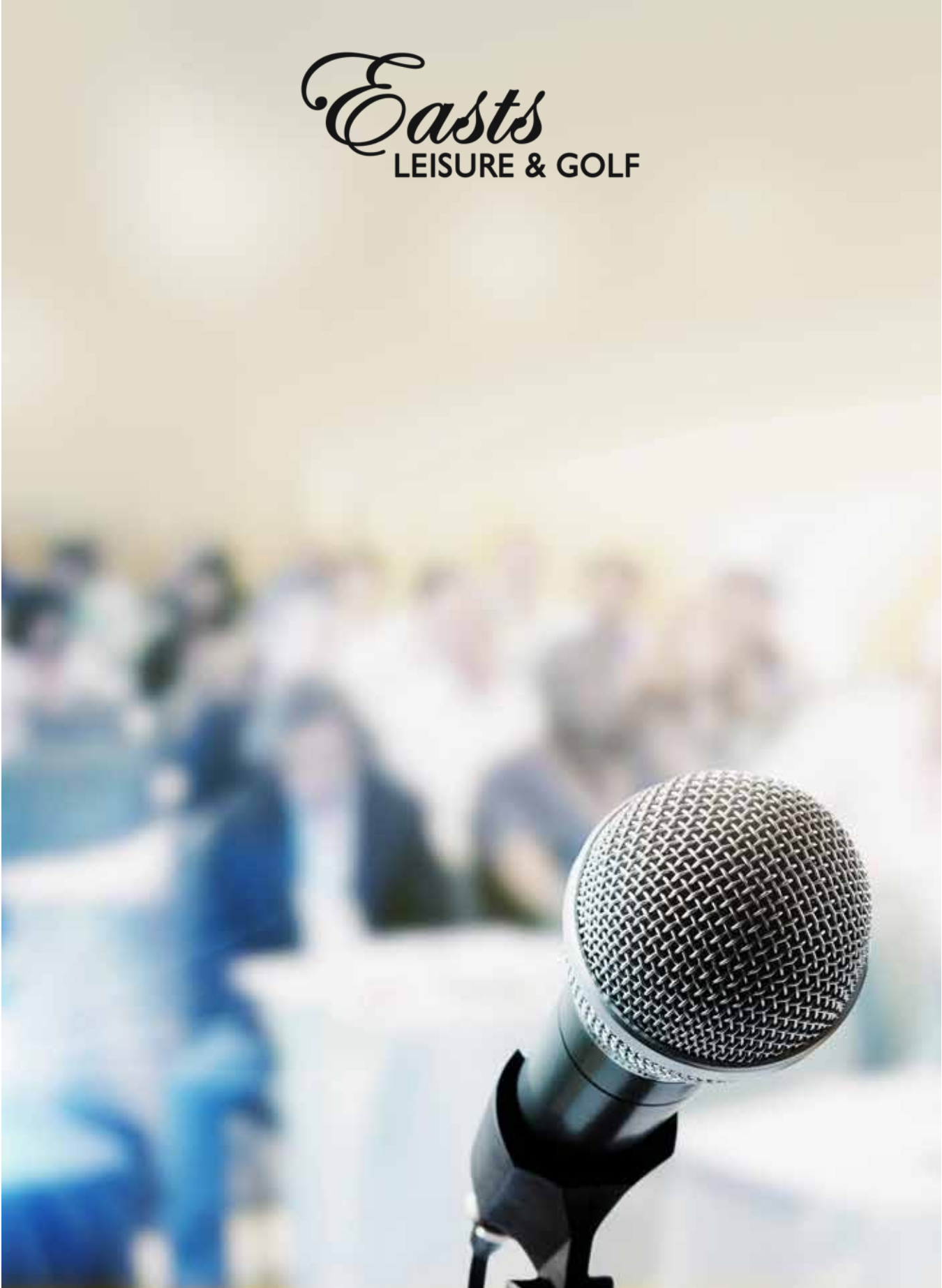


East's
LEISURE & GOLF



2018 GOLF CLUB CONFERENCE PACKAGE



W E L C O M E

Premier conference and seminar facilities are available right here at East's Leisure & Golf Club.

Located in East Maitland between Newcastle and Maitland and close to the attractions of historical Morpeth and the Hunter Valley Vineyards, our beautifully refurbished Fairways Function Centre is suitable for seminars or conferences of up to 140 guests.

East's Leisure & Golf Club's experienced and professional function staff will see that your function needs are met and with catering by our experienced chefs - your guests will appreciate the quality and variety of food. We are looking forward to meeting with you in the near future and having the opportunity to help make your function a successful and memorable occasion.

ROOM HIRE OPTIONS



^ Fairways Function Room

Fairways Function Room

Our premier conference space, this large and comfortable room provides all the facilities you require for a professional conference event. With an outdoor balcony offering a relaxing view down our golfing fairways, the room has the ability to be split (partitioned) into two separate conference spaces (Fairways Room 1 or 2 - see below), ideal for workshops. Audio visual equipment has been installed and free wifi is available throughout the Club.

The Fairways Function Room can accommodate theatre-style seating (up to 140 guests) or group seating (up to 120 guests).

Up to 8 hours\$220 per day



^ Fairways Room 1

Fairways Room 1

This is the eastern end of the Fairways Function Room (overlooking the Golf Course) and is available with theatre-style seating (up to 90 guests) or U-shape, classroom or group seating (up to 50 guests)

Up to 4 hours..... \$82.50

Over 4 hours.....\$110



^ Fairways Room 2

Fairways Room 2

This is the western end of the Fairways Functions Room (including stage area) and is available with theatre-style seating (up to 30 guests) or U-shape, classroom or group seating (up to 20 guests)

Up to 4 hours \$55

Over 4 hours..... \$82.50



^ Downstairs Meeting Room

Downstairs Meeting Room

Our Downstairs Meeting Room offers a very secluded space for smaller group meetings or workshops. It includes a small kitchenette area for tea/coffee facilities and is best suited to U-shape seating (up to 20 guests).

Up to 4 hours \$27.50

Over 4 hours \$55

Please note: Set up sizes will vary depending on function room requirements. Prices are subject to change without notice. For



CONFERENCE EQUIPMENT

East's Leisure & Golf Club are pleased to supply the following presentation tools for your business to use in the Fairways Function Centre at no additional charge when booking one of our function rooms. Please ensure you specify the equipment you will require when consulting with our Functions Coordinator.

Inclusions

- Data projector
- Projection Screen
- Whiteboard, markers and duster
- Lectern
- Cordless microphones
- TV
- Flipchart and paper

BEVERAGES

Iced Water	Complimentary
Orange Juice (carafe)	\$8 per carafe
Orange Juice (jug)	\$9.50 per jug
Soft Drink	\$9 per jug

For a full wine and beverage listing, please contact the Function Coordinator.

Prices are subject to change without notice.



MORNING & AFTERNOON TEA

Selections

Assorted Tea, Coffee & Biscuit (one service)	\$3.30 pp
Assorted Tea, Coffee & Biscuits (half day)	\$4.50 pp
Continuous Tea, Coffee & Biscuits	\$6 pp
An assortment of Cakes	\$3 pp
Danish Pastries	\$3 pp
Muffins	\$3 pp
Scones served with Jam & Fresh Cream	\$3 pp
Gluten free cakes	\$4 pp
Fruit Salad	\$6.50 pp
Crudities with fresh made dips	\$3.50 pp
Cheese platter with four exotic cheeses, crispy baguette and lavosh crisps	\$75
Small Fruit platter (6 - 8 people)	\$35
Large Fruit platter (20 - 22 people)	\$65

Minimum catering charge: \$35



GOURMET SANDWICHES & WRAPS

GOURMET SANDWICHES & WRAPS\$12.50 pp

A minimum of 10 guests is required for the Gourmet Sandwiches and Wraps Menu.

- 10 Guests - choice of 2 selections
- 11-20 Guests - choice of 3 selections
- 21-40 Guests - choice of 4 selections
- 40+ Guests - choice of 5 selections

SELECTIONS

- Ham, Cheese, Lettuce and Tomato
- Corned Beef with Rocket, Tomato and Smokey BBQ Sauce
- Roast Beef with Rocket, Tomato and Mild Mustard
- Egg, Lettuce and Mayonnaise (not suitable as wrap)
- Egg Curry, Lettuce and Mayonnaise (not suitable as wrap)
- Smoked Salmon with Red Onion, Mixed Lettuce and Dill Cream
- Mixed Salad (Lettuce, Tomato, Cheese, Cucumber and Onion)
- Roast Chicken with Mixed Lettuce, Cucumber, Onion and Thai Sweet Chilli Sauce
- Roast Chicken with Coleslaw

All selections can be made on your choice of white, wholemeal or multigrain bread or wraps.

A \$2 per person surcharge applies for gluten free options.

Table cloths other than for catering table are not included in the price and if required will incur an additional cost. Tea and coffee facilities may also be added at an additional cost . See OPTIONAL EXTRAS page 8.



FINGER FOOD

FINGER FOOD \$15.50 pp

A minimum of 10 guests is required for finger food menu.

- 10 Guests - choice of 4 selections
- 20+ Guests - choice of 5 selections
- 30+ Guests - choice of 6 selections
- 50+ Guests - choice of 7 selections
- 100+ Guests - choice of 8 selections

SELECTIONS

- | | |
|-------------------------------|-------------------------|
| • Mini vegetable spring rolls | • Vegetarian money bags |
| • Seafood money bags | • Prawn cutlets |
| • Chicken nuggets | • Mini quiches |
| • Mini beef pies | • BBQ chicken wings |
| • Sweet chilli meatballs | • Satay chicken skewers |
| • Calamari rings | • Potato wedges |
| • Hot chips | |

Finger food menus are served on a catering table in the function room.

Table cloths other than for catering table are not included in the price and if required will incur an additional cost. Tea and coffee facilities may also be added at an additional cost. See OPTIONAL EXTRAS page 8.



COMBINED FINGER FOOD

COMBINED FINGER FOOD \$16.50 pp

Combined Finger Food Menus are available with a selection from the Gourmet Sandwiches and Wraps and Finger Food Menus.

- Up to 30 Guests - choice of 4 hot finger foods and 2 sandwich selections
- 31-50 Guests - choice of 4 hot finger foods and 3 sandwich selections
- 50+ Guests - choice of 4 hot finger foods and 4 sandwich selections

Finger food menus are served on a catering table in the function room.
A \$2 per person surcharge will apply for gluten free options.

*Table cloths other than for catering table are not included in the price and if required will incur an additional cost.
Tea and coffee facilities may also be added at an additional cost . See OPTIONAL EXTRAS page 8.*

CONFERENCE AGREEMENT - CUSTOMER COPY

BOOKING REQUIREMENTS

This 'Function Agreement' must be signed and returned to the Function Coordinator when confirming a Function or with payment of the room hire. Please read it thoroughly. If you have any questions, please discuss them with the Function Coordinator before signing.

FEES

A Room Hire Fee currently **\$220** (incl GST) is to be paid within 14 days of a tentative booking. This amount covers the Room Hire, Staffing and setting up of the function room. Patrons are responsible for all decorating and music, entertainment, etc.

Bar and catering accounts must be settled prior to or on the day of the function, unless otherwise organised with Club Management. For functions at short notice (such as wakes), room hire, bar and catering must be settled on the day of the function unless prior arrangements have been made with Club Management. The Valley Restaurant will issue a separate account for Catering.

It is the responsibility of the organisation/individual to confirm all function requirements and guest numbers as outlined below.

CATERING REQUIREMENTS

An attendance of 60 or more guests is required for a catered function to be held in Fairways Function Centre on a Friday or Saturday night.

An attendance of 30 or more guests is required for an A La Carte Menu. A menu selection is required **no later than 10 days prior** to the function. Final confirmation of guest numbers must be made **no later than 5 days prior** to the function (a decrease of numbers attending the function will still incur the original price quoted). Every effort will be made to accommodate increases in guest numbers received after the five day deadline, subject to our caterer being able to supply and cannot be automatically guaranteed.

Prices may be subject to change, and in such cases every effort will be made to inform patrons at the earliest opportunity.

DECORATIONS

SMOKE MACHINES ARE NOT PERMITTED IN ANY FUNCTION.

If smoke alarms are activated as a result of any activity in a function, any callout fee charged by NSW Fire and Rescue will be passed onto the function organiser. **Table scatters, confetti, glitter, or Blue Tac (including Yellow Tac) are NOT permitted under any circumstances.**

CANCELLATIONS

A full refund of the security deposits paid for room hire will be given for cancellations 60 days prior to the function date. No refund will be given for cancellations with less than 60 days notification. Three (3) business days are required for all catering cancellations. Cancellations with less than three (3) business days will be subject to 50% of the catering cost. Cancellations or changes not received and acknowledged within 24 hours of the scheduled function will be charged 100% of items ordered.

CLUB POLICY

Organisers of functions will be at all times responsible for the conduct of their guests. All Club internal rules must be strictly adhered to, i.e. dress, standard of behaviour, entry/sign-in to the Club. Any specialised cleaning for excessive mess or repair due to damage caused to any function rooms will incur a cost to the Individual/Organisation responsible for the function. Function organiser must be a member of the Club.

Organisers must also be responsible for persons under the age of 18. Illegal alcohol consumption will not be tolerated. The Responsible Service of Alcohol (Intoxication) Legislation must be adhered to. Failing to control persons showing signs of intoxication or those persons under the age of 18 could result in the function being cancelled or offenders being removed from the premises. The Supervisor on duty has complete authority over this matter.

No BYO foods or beverages are allowed on the premises. Prices are inclusive of GST.

The Club will take all necessary care and attention, but accepts no responsibility or liability for damage to persons or property or loss of merchandise or equipment left at the Club prior, during or after any functions or exhibitions on its premises.

All functions will be conducted within normal Club trading hours and will cease at close of the Club. Bar trading will cease 30 minutes prior to closing times. Closing times are currently as follows:

12midnight Friday and Saturday / 10pm Sunday - Thursday.

Any special requirements for access to the room outside of Club trading hours must be authorised by Club Management.



I hereby state that I have read the above information and agree with the terms and conditions as set by the Board of Directors and Management of East Maitland Bowling Club (trading as Easts Leisure & Golf).

Please ensure you ALSO sign the Club copy of this Agreement - next page...

Function:..... Date of Function :

Contact Name: Contact Number:

Signature: Date:.....

Function Coordinator Signature: Date:

CONFERENCE AGREEMENT - CLUB COPY

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Function:..... Date of Function :

Contact Name: Contact Number:

Signature: Date:.....

Function Coordinator Signature: Date: