



ADELAIDE SAILING CLUB

Function Centre

Seminar Package

Thank you for considering the Adelaide Sailing Club for your organisation's Seminar.

With its unique beachfront setting the Function Centre is a popular venue for seminars, offering a relaxed environment, breakout areas and ample parking for your participants.

The food and beverage options contained in this package are suggestions only and with the assistance of our staff, a specialised catering package can be tailored to suit your event.

Full Bar facilities are available.

Tentative bookings will be held for a period of seven days and to confirm a booking the enclosed Terms & Conditions and Booking Form must be completed and lodged with payment of the venue hire fee as deposit. Seminar details are required a minimum of seven day prior your seminar please complete the Seminar detail form and fax or email the Adelaide Sailing Club.

All prices quoted are GST inclusive.

Thank you for your enquiry.

Adelaide Sailing Club Ph 8294 3232 or Email manager@adelaidesailingclub.com.au



Seminar

Buffet style

Coffee and Tea

Per Person

Freshly brewed coffee and a selection of aromatic tea	\$3.50
Full day continuous coffee and a selection of tea aromatic	\$10.50
Soft drink and orange juice – per session	\$2.50

Morning and Afternoon Tea Selection

Assorted Danish pastries	\$4.50
Biscotti	\$3.50
Home style cookies	\$2.20
Scones served with strawberry jam and cream	\$4.50
Selection of muffins – blueberry and chocolate chip	\$4.50

Lunch Options

Option One

\$15.50

Baguettes and wraps with assorted fillings including tandoori chicken with salad
Mediterranean vegetables with humus and classic leg ham, cheese and tomato
Selection of Australian cheeses, quince paste, dried fruit and crackers
Soft drinks, water and orange juice
Freshly brewed coffee and a selection of aromatic tea

Option Two

\$18.00

Baguettes and wraps with assorted fillings including tandoori chicken with salad
Mediterranean vegetables with humus and classic leg ham, cheese and tomato Mini baguette
Sheppard pies with bush tomato chutney
Chicken pesto pastry roll with
Selection of Australian cheeses, quince paste, dried fruit and crackers
Soft drinks, water and orange juice
Freshly brewed coffee and a selection of aromatic tea

Option Three

\$22.00

Thai green chicken curry with fragrant jasmine rice
Pumpkin ravioli with tomato and basil sauce
Ceasar salad
Selection of Australian cheeses, quince paste, dried fruit and crackers
Soft drinks, water and orange juice
Freshly brewed coffee and a selection of aromatic tea

Additional platter options 20 guests

(Price per Platter)

- Taziki dip and roasted capsicum dip with pita bread \$75.00
- Antipasto – selection of sliced cured meats, olives, roasted capsicum char grilled eggplant, provolone cheese and grissini \$150.00
- Fresh seasonal fruit platter \$75.00
- Asian platter of vegetarian spring rolls and dumplings \$75.00

Seminar

Full Day Seminar Package (8.30am – 5.00pm) \$32.00 per person

Arrival

Freshly brewed coffee and a selection of tea

Morning Tea

Freshly brewed coffee and a selection of tea

Assorted Danish pastries -

Lunch

Buffet style

Baguettes and wraps with assorted fillings including tandoori chicken with salad

Mediterranean vegetables with humus and classic leg ham, cheese and tomato

Choose your hot dish - Select one

- Asian noodle stir-fry (can be served vegetarian upon request)
- Green or butter chicken curry served with rice
- Beef stroganoff served with rice
- Pumpkin ravioli with semi dried tomato and cream topped with parmesan

Selection of Australian cheeses, quince paste, dried fruit and crackers

Soft drinks, water and orange juice

Afternoon Tea

Freshly brewed coffee and a selection of aromatic tea

Scones with blackberry jam and cream

Room Hire Rates

Function Room	Guest Numbers Tables 8 Tables 10	Guest Numbers Theatre style	Guest Numbers U Shape	Hire	Room Hire Fee
Function Room	128/160	160	36	Full day	\$550
Function Room	128/160	160	36	Half day	\$330
Function Room	128/160	160	36	Evening	\$330
Board Room	10	NA	NA	Full day	\$120
Board Room	10	NA	NA	Half day	\$80
Board Room	10	NA	NA	Evening	\$80
Bistro/Balcony	50	50	NA	Half day	\$200

Full Day hire times 8.30am to 5.00pm

Half Day hire time 8.30am to 2.00pm

Evening hire 6.30pm till 9.30pm (Not Available Saturday and Sundays)

Bistro / balcony 8.30am to 3.00pm - from 3.00pm the bistro and balcony is a public bar area and you are invited to stay and have a drink and enjoy the panoramic ocean views.

Early opening will incur a staff charge of \$25.00 per half hour or part their of

Room Hire includes projection screen, whiteboard, flipchart and markers. Water and mints station

Additional audio visual equipment requirements hire are available via a quote.

Data Projector Fee \$90.00

Lap top with window Vista* Fee \$44.00



ADELAIDE SAILING CLUB

FUNCTION CENTRE

Terms and Conditions

Seminar

Date of Seminar:

Function Duration

Additional charges will apply if function time is extended

Confirmation

A booking will be confirmed upon receipt of the Booking Form and payment of the venue hire within seven days of the tentative booking. Management reserves the right to cancel the booking and allocate the venue to another client if confirmation is not received within this timeframe. All bookings require management approval before confirmation.

Deposit/Payment details

Balance of account must be paid 7 days prior to the function; the balance of drinks on consumption must be finalised at the completion of the function (a credit card or similar will be required as security).

Cancellation

1. If cancellation occurs of a confirmed booking 50% of room hire fee will be charged.
2. Cancellation notifications are required in writing.

Final Numbers

Confirmation of final numbers must be received no later than seven days prior to the function. This is the minimum number that will be charged.

Right of Refusal

Management holds the right to refuse entry or have removed any or all people including you or any of your guests that behave in a manner that management sees as unfit. Adelaide Sailing Club is committed to the responsible service of alcohol.

Damages

The client assumes responsibility for any and all damages caused by them or any of the guests attending their function. It is understood that the client will conduct the function in an orderly manner in full compliance with the rules of management and within all applicable laws. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other part of the building.

Insurance

While all care is taken by venue management to protect the property of its guests, no responsibility will be taken for the damage or loss of property left in the facility prior to, during or after the function.

Validity

Prices may be subject to change at the Management's discretion in order to meet rises in costs.

I have read and understand the terms and conditions.

Signed (Client) Dated.....

Signed (Venue Management) Dated

Please attach this with your booking form and deliver with payment of venue hire.



ADELAIDE SAILING CLUB

FUNCTION CENTRE

Booking Sheet

Seminar

Date of Seminar: / /

Name of Organisation

Name of Contact

Address

Post Code

Phone Business.....Mobile

Email

Fax

Number Attending

Arrival Time Departure Time

Special Dietary Requirements.....

Room Hire Paid

Date Final Payment Required

Method of payment

Banking Details for EFT Transfer
Adelaide Sailing Club Incorporated
BSB: 105-015
Account no: 115480940

Please note prices are held for a 12 month period from confirmation of booking.

Please attach this with the Terms and Conditions sheet and deliver with payment of venue hire.



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FUNCTION CENTRE

Seminar Detail Form

Function date		Phone No	
Company		Email	
Contact person		Fax	
Room		Final nu	

Catering	Times	Catering
		Seminar Package
Arrival time		
Morning tea		
Lunch		Menu option:
Hot selection		
Platter option		
Afternoon tea		
Departure		
Post cash bar		
Dietary requirements		

Room Set Up			
Round table			
Theatre style			
U shape			
Registration trestles			
Presenter table and chairs		Chairs	
Additional requirements			

Adelaide Sailing Club audio visual hire			
Data projector \$90.00		White Board	Yes/no
Lap top \$44.00		Flip chart	Yes/no
Audio visual quote			

Account	Numbers	Price per head	Total
Catering			
Audio visual			
Room Hire			
Additional			
		Total	
Date		Paid By	