

# CONFERENCE PACKAGES 2024



## PACKAGE OPTIONS



### DELEGATES HALF DAY PACKAGE

**\$40pp**

**25 Pax min**

*Includes:*

**Private room hire** (4 hour duration)

**Morning Tea or Afternoon Tea**

*(Includes tea & coffee station)*

**Complimentary car parking**

### DELEGATES FULL DAY PACKAGE

**\$65pp**

**25 Pax min**

*Includes:*

**Private room hire** (8 hour duration)

**Morning & Afternoon Tea**

*(Includes tea & coffee station)*

**Lunch** (with accompanying juice station)

**Complimentary car parking**

### ADD ONS

**Notebooks & Pens**

*Venue branded notepad with black pen.*

**\$5.50pp**

**Projector**

*Projector and screen hire for presentations.*

**\$150.00**

**Whiteboard**

*Standalone whiteboard with markers.*

**\$45.00**

**P.A**

*Use of P.A for presentations; includes one microphone.*

**\$150.00**

## LUNCH OPTIONS



*Your choice of one buffet lunch option from the following:*

**Build a burger**

*Build your own beef burger served with leafy salad, chips, and condiments (Vegetarian option available).*

**Sandwich lunch**

*Chefs Selection of sandwiches and assorted wraps served with leafy salad, chips, and fresh fruit.*

**Roasted chicken**

*Whole roasted chicken pieces with rosemary jus, chips, make your own Caesar salad, and ciabatta roll.*

**Healthy salad lunch**

*Choose 3 of the following:*

*Potato salad with walnuts, apple, and mustard aioli.*

*Three bean salads with tomato, cucumbers, and feta.*

*Moroccan cous cous salad with roasted vegetables, apricots, olives, preserved lemon dressing.*

*Mediterranean quinoa and chickpea salad.*

*Tuscan style pasta salad with semi dried tomatoes, olives, spinach, and feta.*

*Vietnamese rice noodle salad nuoc cham dressing and Asian slaw.*



# SNACK OPTIONS



## MORNING TEA

**Choose two of the following:**  
Scones with jam & chantilly cream  
Banana bread with honey, marscapone & berries  
Assortment of mini quiches  
Mixed selection of danishes  
Seasonal fruits

## AFTERNOON TEA

**Choose two of the following:**  
Chunky choc chip cookies  
Superfood vegan slice  
Lemon cake  
Chocolate and raspberry lamingtons  
Baked cheesy garlic bread slices  
Antipasto and crudité selection

# BREAKFAST OPTIONS



## CAFE SELECTION

POA

**Choose from the following options made fresh daily:**  
Bacon & Egg Roll  
Breakfast Burrito  
Ham & Cheese Croissant  
A selection of Slices, Cookies & Danishes.

## BUFFET BREAKFAST

\$25.00pp

**Add an additional Hot Buffet Breakfast**  
*\*Minimum 40 pax*  
Crispy bacon, scrambled eggs, sausage, roasted tomato, mushrooms baked beans, hashbrowns, toast with preserves and seasonal fruits.

# TEAM BUILDING OPTIONS



## TOPGOLF SWING SUITES

**Enjoy your own private Swing Suite for \$70 per hour**  
*\*Up to 8 players per Suite*  
Choose from a selection of swing suite games, or 84 of the world's best golf courses on the massive screen! There's something for everyone, regardless of if you play golf or not!

## MINI GOLF

**Add Mini Golf to your day for an additional \$15pp**  
*\*Minimum 20 pax \*Not available during Santa's Putt Putt activation.*  
Enjoy 18 holes on Australia's largest mini golf course. Weaving through waterways, sand stone boulders and manicured gardens, our mini golf offers the perfect activity for your next function or team building day.

## TERMS AND CONDITIONS

### CONFIRMATION OF BOOKING

A deposit of \$600.00, along with a signed copy of the Booking Forms, agreeing to all the Terms & Conditions listed below is required to secure your booking.

Your Event Quote is valid for 14 days from the date of the written quote, after which time a requote may be necessary due to price changes, seasonal availability of some food and beverage items and venue availability.

Parkwood Village reserves the right to release any tentative reservations and allocate the venue to another person without further notice where written confirmation and deposit have not been received within the 14-day required time frame.

The booking deposit is non-refundable within 28 days prior to the event booking however, is transferable to another date (within 12 months) should unforeseen circumstances require you to change your event date.

The booking is considered confirmed when the full deposit is paid, and the signed confirmation of the booking is received by Parkwood Village. The Club at Parkwood Village Event's Team will continue to liaise with you in the lead up to your event in terms of updates on guest numbers, food and beverage requirements, event logistics and other event requirements.

### PRICES AND SURCHARGES

A 15% surcharge will apply to the total food and beverage account on public holidays.

All prices are quoted are GST inclusive and are confirmed when the deposit is paid. Every possible effort is taken to maintain prices, but these are subject to change at managements discretion to allow for market cost variations and the introduction of any statutory taxes.

### VERBAL ADVICE

While all verbal advice is given based upon the best intention and information available, under no circumstances should verbal advice be acted upon or be deemed to be final without written confirmation.

### CANCELLATION POLICY

- a) Notice of more than 90 days – full deposit refunded
- b) Notice of 30-90 days – 50% deposit will be refunded
- c) Notice of 7-30 days – No deposit refunded
- d) Notice of less than 7 days – no refund, plus a charge may be incurred where we have funded specific and unredeemable costs associated with catering and specific hire needs.

### FINAL DETAILS AND FINAL NUMBERS

All details relating to the event including but not limited to final guest numbers, food and beverage requirements, dietary requirements room set up and schedule of events are required no later than 14 business days prior to your event date.

The Club at Parkwood Village will cater for and charge for this number, even if fewer guests attend. Furthermore, The Club at Parkwood Village, will not cater for more than a 5% increase of persons above the number confirmed.

### PAYMENT OF ACCOUNT

Final payment is required no later than 14 business days prior to the event date. Payment can be made via cash, bank cheque, direct debit or credit card (excluding Diners Club). Please note a 1% surcharge applies to all payments made by Visa/Mastercard and 1% for American Express.

### CONDUCT OF AN EVENT

The client and their guests must conduct themselves in an orderly manner and in full compliance with applicable laws.

The client must ensure no disturbances or nuisances will be caused to any guests, visitors, or neighbors of The Club at Parkwood Village. Management reserves the right and will remove any guest from the event whose behavior is objectionable or undesirable.

### ENTERTAINMENT AND NOISE RESTRICTIONS

Due to the residential location of the venue and requirements of our Liquor License, all music /entertainment must cease no later than 11:30pm

### VENUE ACCESS, EQUIPMENT, AND DELIVERIES

The Venue will not be open prior to the scheduled function commencement time unless prior arrangements have been made with management.

Deliveries are to be made during office hours, or by prior arrangement with management.

The Club at Parkwood Village does not accept responsibility for damage, or loss of any client's property left in the premises prior to, during or after a function.

Please advise if anything is being delivered prior to your event (any item must be clearly marked with event name, contact name and phone number) and safe storage will be arranged. Any decorations/supplies provided by the client must be pre-approved by management and any damage caused by these decorations/supplies the client will be liable.

## TERMS AND CONDITIONS CONT.

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### **BEVERAGES AND RSA**

*The Club at Parkwood Village is licensed from 10:00am until 12:00am (midnight). All alcohol service and consumption must cease at this point with no exceptions. In accordance with our liquor licensing responsibilities, we are unable to permit liquor to be brought onto the premises. The Club at Parkwood Village will not engage in practices that encourage the rapid or excessive consumption of alcohol. Licensing laws prohibit liquor supply to disorderly, unduly intoxicated, and underage persons. Patrons showing signs of undue intoxication or disorderly behavior will be refused service and will be asked to leave the premises. The Club at Parkwood Village will not tolerate any harassment of patrons or staff of any kind and offending patrons will be asked to leave the premises. Management support staff refusing service for unduly intoxicated patrons.*

### **FOOD AND BEVERAGE POLICY**

*The Club at Parkwood Village is a fully licensed venue. Our company policy does not allow patrons or guests to bring liquor or food onto the premises.*

**NAME**

**SIGNATURE**

**DATE**

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