

# CONFERENCE PACKAGE 2012

Eastlake Functions

3 Oxley Street, Griffith ACT 2603

T. (02) 6228 0999 | F. (02) 6228 0900

E. [functions@eastlakefc.com.au](mailto:functions@eastlakefc.com.au) | [www.eastlakefc.com.au](http://www.eastlakefc.com.au)



**We guarantee you won't be disappointed!**

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***Thank you for considering Eastlake Function Centre for your upcoming conference.***

This pack details our current conference menus along with some information about our function rooms and their capabilities.

We are happy to place tentative bookings for a period of two weeks. In order to confirm the tentative booking we require a deposit, the value of the room hire, to be paid and signed terms and conditions. If confirmation is not received within the specified period the tentative booking will be withdrawn.

Please do not hesitate to contact me with any questions.

Abby Masters

**Functions Sales Manager**

*Eastlake Football Club*



E: [functions@eastlakefc.com.au](mailto:functions@eastlakefc.com.au)

P: 02 6228 0999

A: 3 Oxley Street, Griffith ACT 2603

**Hospitality  
A Go-Go**

W: [www.eastlakefc.com.au](http://www.eastlakefc.com.au)

**EASTLAKE FUNCTIONS**

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# VENUE HIGHLIGHTS

- RECENTLY REFURBISHED FUNCTION CENTRE
- CENTRAL CANBERRA LOCATION
- STATE OF THE ART AUDIO VISUAL EQUIPMENT IN ALL ROOMS
- MULTI USE ROOMS WITH OPERABLE WALLS
- FREE ON-SITE PARKING
- DISABLED ACCESS TO ALL ROOMS
- DEDICATED AND PROFESSIONAL SERVICE

AREA		CAPACITY						SQ (M)
		BOARDROOM	U-SHAPE	CLASSROOM	THEATRE	BANQUET	COCKTAIL	
BOARDROOM	\$90 (M- SAT) \$103.50 (SUN)	12	-	-	-	-	-	28
MACDONALD	\$210 (M- SAT) \$241.50 (SUN)	25	30	40	80	60	60	84
DUFFY	\$250 (M-SAT) \$287.50 (SUN)	30	35	50	150	90	100	143
MANUKA	\$165 (M-SAT) \$189.75 (SUN)	20	25	20	60	40	40	68
MACDONALD, BOARD & DUFFY	\$350(M-SAT) \$402.50 (SUN)	-	-	80	250	250	300	290

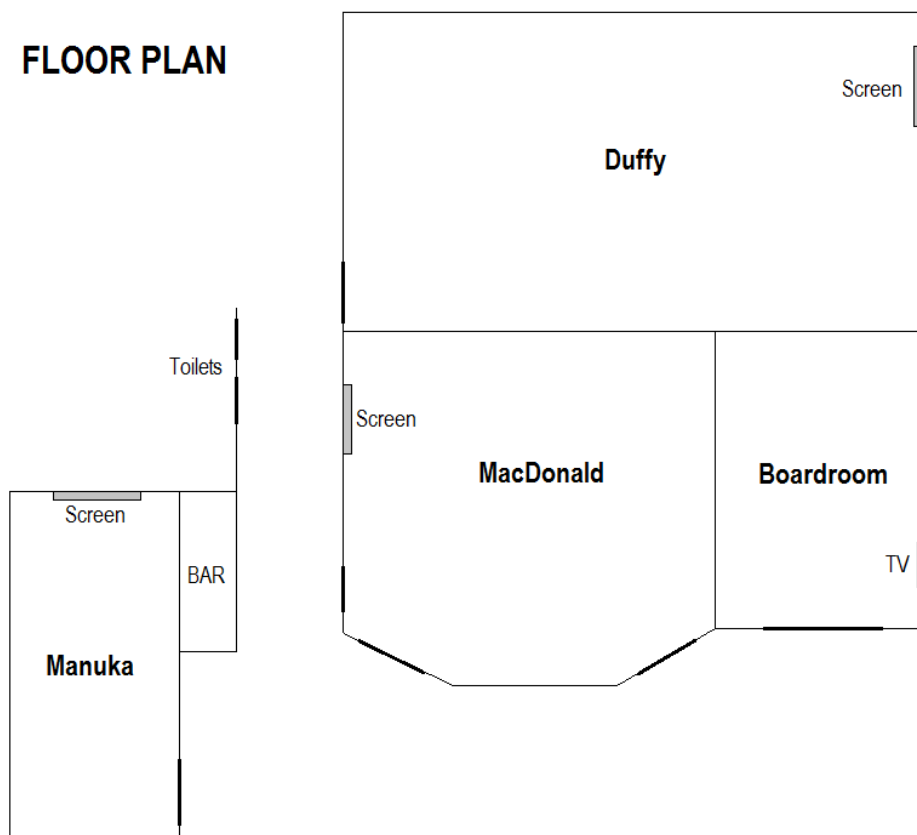
## DIETARY CHOICES

PLEASE NOTE ALL DIETARY REQUIREMENTS ON THE CONFIRMATION FORM, INCLUDING NAMES. PLEASE PROVIDE THESE DETAILS ON THE CONFIRMATION FORM.

## TECHNICAL

STATE OF THE ART AUDIO VISUAL EQUIPMENT IS AVAILABLE IN ALL ROOMS AT EASTLAKE. INCLUDING MOTORISED SCREENS AND PROJECTORS, TOP QUALITY SOUND SYSTEM AND LED LIGHTING TO ENHANCE ANY FUNCTION.

## FLOOR PLAN



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MINIMUM ORDER FOR 25 PEOPLE | PRICES ARE VALID UNTIL 31<sup>ST</sup> MARCH 2012

PLEASE NOTE THAT SMALL CONFERENCES, LESS THAN THE MINIMUM NUMBER OF 20 CAN BE CATERED FOR, HOWEVER A SURCHARGE OF \$60.00 MAY APPLY.

# CONFERENCE PACKAGE INCLUSIONS

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## ALL CONFERENCE PACKAGES INCLUDE:

- WHITE LINEN TABLECLOTHS
- ICED WATER
- CONFECTIONARY
- FRESHLY BREWED COFFEE
- SELECTION OF TEAS

## AUDIO VISUAL EQUIPMENT AVAILABLE ON REQUEST:

- PROJECTOR AND SCREEN
- MICROPHONE
- LECTERN
- LAPTOP/IPOD CORD
- TV/VIDEO
- WHITEBOARD
- FLIPCHART
- DVD/CD PLAYER
- DANCEFLOOR
- STAGE

WE STRONGLY RECOMMEND THAT YOU TEST YOUR LAPTOP BEFORE THE DAY OF YOUR CONFERENCE WITH OUR AV SYSTEM TO ENSURE THAT THERE ARE NO TECHNICAL GLITCHES ON THE DAY.



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# CONFERENCE PACKAGES

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## CONFERENCE PACKAGE ONE

\$36.95 PER PERSON (MONDAY TO SATURDAY)

\$41.95 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

### ON ARRIVAL:

FRESHLY BREWED TEA AND COFFEE

### MORNING TEA:

WARM SCONES WITH JAM AND WHIPPED CREAM

OR

VARIETY OF HOMEMADE COOKIES

### LUNCH:

- ASSORTED SANDWICHES
- FRUIT PLATTER
- ORANGE JUICE

### AFTERNOON TEA:

ASSORTED MUFFINS AND COOKIES

### ALL DAY:

- CONTINUOUS TEA AND COFFEE
- ICED WATER
- MINTS

## CONFERENCE PACKAGE TWO

\$39.75 PER PERSON (MONDAY TO SATURDAY)

\$45.71 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

### ON ARRIVAL:

FRESHLY BREWED TEA AND COFFEE

### MORNING TEA:

WARM SCONES WITH JAM AND WHIPPED CREAM

OR

VARIETY OF HOMEMADE COOKIES

### LUNCH:

- ASSORTED SANDWICHES
  - CHEESE
  - FRUIT PLATTER
  - ORANGE JUICE
- OR
- INDIVIDUAL SERVES OF QUICHES
  - GARDEN SALAD
  - BREAD ROLLS & BUTTER
  - CHEESE
  - FRUIT PLATTER
  - ORANGE JUICE

### AFTERNOON TEA:

ASSORTED MUFFINS AND CHOCOLATE BARS

### ALL DAY:

- CONTINUOUS TEA AND COFFEE
- ICED WATER
- MINTS



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# CONFERENCE PACKAGES CONTINUED

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## CONFERENCE PACKAGE THREE

\$44.95 PER PERSON (MONDAY TO SATURDAY)

\$51.69 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

### ON ARRIVAL:

FRESHLY BREWED TEA AND COFFEE

### MORNING TEA:

WARM SCONES WITH JAM AND WHIPPED CREAM

OR

VARIETY OF HOMEMADE COOKIES

### LUNCH:

#### OPTION ONE:

- ASSORTED WRAPS
- WARMED FILLED CROISSANTS
- QUICHES
- FRUIT PLATTER
- ORANGE JUICE

#### OPTION TWO:

#### PLOUGHMAN'S STYLE LUNCH

- ASSORTED SELECTION OF BREADS
- SELECTION OF MEATS
- SELECTION CHEESES
- ASSORTED SALADS
- CONDIMENTS
- FRUIT PLATTER
- ORANGE JUICE

### AFTERNOON TEA:

ASSORTED MUFFINS AND COOKIES

### ALL DAY:

- CONTINUOUS TEA AND COFFEE
- ICED WATER
- MINTS



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# CONFERENCE PACKAGES CONTINUED

## CONFERENCE PACKAGE FOUR

\$46.95 PER PERSON (MONDAY TO SATURDAY)

\$53.99 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

### ON ARRIVAL:

FRESHLY BREWED TEA AND COFFEE

### MORNING TEA:

WARM SCONES WITH JAM AND WHIPPED CREAM

OR

VARIETY OF HOMEMADE COOKIES

### LUNCH: (PLEASE CHOOSE ONE OPTION)

#### OPTION ONE:

TWO CHOICES OF THE FOLLOWING:

- INDIVIDUAL QUICHE
- LASAGNE
- CHICKEN CURRY
- BEEF AND RED WINE
- FETTUCINI CARBONARA
- RAVIOLI WITH TOMATO AND BASIL SAUCE
- BEEF AND GUINNESS STEW
- GOURMET FILOS  
(LAMB & ROSEMARY, SPINACH & FETTA, STEAK & GUINNESS, CHICKEN & MUSHROOM, CHICKEN, MANGO & MACADAMIA, CHICKEN, SUNDRIED TOMATO & PESTO)

ACCOMPANIED BY CAESAR SALAD, POTATO SALAD,  
FRESH BREAD, FRUIT PLATTER & ORANGE JUICE

#### OPTION TWO:

- ASSORTED FRITTATAS  
(LOW FAT VEGETABLE, SLICED POTATO & ZUCCHINI)
- ASSORTED QUICHES
- ASSORTED GOURMET SAUSAGE ROLLS  
(PUMPKIN & RICOTTA, SPINACH & FETTA, CHICKEN TANDOORI)

ACCOMPANIED BY CAESAR SALAD, POTATO  
SALAD, FRESH BREAD, FRUIT PLATTER &  
ORANGE JUICE

#### OPTION THREE:

- ASSORTED PIES
- CREAMY MASHED POTATO
- PEAS
- BREAD ROLLS & BUTTER
- FRUIT PLATTER
- ORANGE JUICE

### AFTERNOON TEA:

ASSORTED MUFFINS AND COOKIES

### ALL DAY:

- CONTINUOUS TEA AND COFFEE
- ICED WATER
- MINTS



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## TEA BREAK AND LIGHT LUNCH OPTIONS (PRICES ARE PER PERSON)

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CONTINUOUS TEA AND COFFEE	\$7.00
TEA AND COFFEE – PER SESSION	\$3.25
ORANGE JUICE OR SOFT DRINKS	\$3.50
GOURMET COOKIES	\$4.00
SCONES WITH JAM AND CREAM	\$4.95
SAVOURY MUFFINS	\$4.95
ASSORTED CAKES	\$4.95
ASSORTED YOGHURTS AND MUESLI BARS	\$4.95
ASSORTED JAM DONUTS	\$4.95
ASSORTED MUFFINS	\$4.95
BAR CAKES (BANANA, ORANGE & ALMOND, DATE & HONEY)	\$4.95
DANISH PASTRIES	\$4.95
FRESH FRUIT PLATTER	\$7.50
ASSORTED SANDWICHES – 5 POINTS PERSON	\$8.00
ASSORTED WRAPS	\$8.90
WARM FILLED CROISSANTS	\$8.90
ASSORTED CHEESE AND FRUIT PLATTER	\$9.50
ASSORTED ICED CHOCOLATE BARS	\$2.50



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# BREAKFAST OPTIONS

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## BREAKFAST ONE

### CONTINENTAL BUFFET

\$17.95 PER PERSON (MONDAY TO SATURDAY)

\$20.65 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

#### COLD SELECTION:

- DANISH PASTRIES AND CROISSANTS
- FRESH FRUIT PLATTERS
- ASSORTED CEREALS
- VARIETY OF JAMS, SPREADS AND CONSERVES
- ASSORTED YOGHURTS
- POACHED FRUITS

SELECTION OF BREADS FOR TOASTING

FRESH ORANGE JUICE

CONTINUOUS TEA AND COFFEE

## BREAKFAST TWO

### HOT BUFFET

\$22.95 PER PERSON (MONDAY TO SATURDAY)

\$26.40 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

GRILLED BACON

BREAKFAST SAUSAGES

GRILLED TOMATO

SCRAMBLED EGGS

HASH BROWN

SELECTION OF BREADS FOR TOASTING

FRESH ORANGE JUICE

CONTINUOUS TEA AND COFFEE

## BREAKFAST THREE – FULL BUFFET

\$27.95 PER PERSON (MONDAY TO SATURDAY)

\$32.20 PER PERSON (SUNDAY/PUBLIC HOLIDAY)

#### COLD SELECTION:

- DANISH PASTRIES AND CROISSANTS
- FRESH FRUIT PLATTERS
- ASSORTED CEREALS

- VARIETY OF JAMS, SPREADS AND CONSERVES
- ASSORTED YOGHURTS
- POACHED FRUITS

#### HOT SELECTION:

- GRILLED BACON
- BREAKFAST SAUSAGES
- GRILLED TOMATO

- SCRAMBLED EGGS
- HASH BROWN

SELECTION OF BREADS FOR TOASTING

FRESH ORANGE JUICE

CONTINUOUS TEA AND COFFEE



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# TERMS AND CONDITIONS

## 1. Hiring the Function Rooms

The client / hirer must be a financial member of Eastlake Football Club Ltd. in order to make a booking in the Function Rooms.

## 2. Tentative Booking

A tentative booking will be held for a period of 14 days, if the booking is not confirmed within this time period the held space will be released. Your booking will only be confirmed when written confirmation is received by the Functions Manager, along with these signed Terms and Conditions and the deposit (room hire charge received in full) by Eastlake Football Club Ltd.

## 3. Deposit & Payment

A deposit (equaling the room hire component of the booking) is required to guarantee your booking.

Full payment of the catering component of the booking must be received prior to the start of your function, unless pre-arranged with management in advance.

Full payment includes additional service provided by the Club and our preferred supplier is to be made 7 days prior to your function.

## 4. Timing

Based on a time period of 5 hours unless authorised in writing by Club Management and must cease by midnight. Functions exceeding the agreed time period will incur an addition cost of \$150.00 / hour payable on the night.

## 5. Guaranteed Numbers

A completed 'Eastlake Football Club Function/Conference Confirmation' form must be returned to the Club at the least two weeks (14 working days) prior to arrival. In the event of a function/conference being booked less than two weeks out from arrival, these details must be provided at the time of booking.

Final confirmed numbers must be provided in writing 7 working days prior to the function/conference. This is the number you will be charge for, except if your numbers increase in which case the extra catering will be charged in full. Any reduction in numbers after providing final numbers, 7 working days prior to arrival, will not alter the invoice charged.

## 6. Cancellation

In the event that your confirmed booking is cancelled, the following conditions will apply:

- 30 - 14 days Deposit will be forfeited + Catering Charge\* payable
- 14 to 7 days Deposit will be forfeited and 50% of function catering costs
- 7 days or less Deposit and 100% of function catering costs

Cancellation must be provided in writing.

### \*Catering Charges:

Boardroom - \$50

Manuka - \$100

Duffy/Macdonald - \$200

All Rooms - \$400

## 7. Price Variations

Although every effort is made to maintain prices are per the original quote; functions booked more than 6 months in advance may be subject to price variations. You will be notified by the Club of any such change.

## 8. Guest List

A guest list should be provided to the Club 7 days prior to your function. This is list will be used a guest sign-in and also due to OH&S regulations Eastlake requires a list in case of an emergency. This list will be kept on file and will not be used for any promotional activities.

## 9. Display and Signage

Displaying promotional material or attaching decorations to the walls of the function area needs to be discussed and agreed with the Club prior to the event. The use of sticky tape or similar is prohibited. Blu-Tack should be used where practical. The Club prohibits the use of confetti (which includes small foil table scatters). The client will be charged for any excess untidiness to the room, which will need special cleaning. Cleaning charges are approximately \$95.00 per hour for the cleaning of the room.

## 10. Outside Services

You will be responsible for the charge of any outside services booked on your behalf and in accordance with the contractor's terms and conditions.



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# TERMS AND CONDITIONS

## 11. Insurance

The Club accepts no responsibility for loss; damage and/or theft of items left at the venue prior to; during and after the function/conference. You should arrange your own insurance as appropriate. You are financially liable for any damage sustained to the Club's property or fittings; whether through your actions; your guests or contractors / sub contractors. If there are any damages or additional cleaning charges; the Club will give you an invoice for payment within 14 days.

## 12. Service Standards

The Club enforces a Responsible Service of Alcohol Policy and reserves the right to refuse service of alcohol to any person whom the Duty Manager / Function Supervisor deem to be intoxicated. Non-compliance of a direction by Club Management may lead to guests being asked to leave the premises or closure of your function.

## 13. Tray Service

In line with the Club's Responsible Service of Alcohol policy tray service will normally only be provided for a period of 3 hours at a cost of \$30.00/staff member/hour (plus beverage costs).

## 14. Beverage License

Under Liquor Licensing Laws the Club has an obligation to ensure that patrons do not become intoxicated; disturb the neighborhood or in certain locations within the Club be under the age of 18. The Club requires your assistance to ensure our obligations are not breached.

## 15. Dry Till

All Dry Tills must be arranged with the Club no less than 7 days prior to your function. Payment of the specified dry till amount needs to be received by Eastlake Football Club Ltd. prior to arrival. If you do not use the entire dry till, a refund cheque will be sent to you within 7 working days of your function, no refunds will be provided on completion of the function.

At anytime during the function the Duty Manager / Function Supervisor have the right to stop the dry till if guests are intoxicated. If you would like to increase the Dry Till amount during the function; a cash payment only is to be given to the Duty Manager / Function Supervisor.

## 16. Compliance

You will be responsible for ensuring the orderly behavior of your guests. The Club Management reserves the right to intervene when necessary. Guests at the function must be a current financial members of the Eastlake Football Club Ltd. or be signed in by a member to utilize the gaming; bar and bistro facilities.

## 17. Food & Beverage

No food or beverage may be brought onto the premises without written approval by Management.

## 18. Candles

When using candles for decorations in the function room; the candle must be on a protective base. You will be charged for any damage to the club's tablecloths.

### Credit Card Details:

*Please provide credit card details as guarantee for expenses regarding your function. If payment has not been received by the commencement of your function the outstanding invoice/s will be charged to the credit card. Nothing will be charged to your credit card without your knowledge.*

Type of Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

I have read and agree to all the above stated terms and conditions associated with booking a function at Eastlake Football Club Ltd.

Name: \_\_\_\_\_

Eastlake Group Membership No: \_\_\_\_\_

Client / Hirer Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



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## NEARBY ACCOMMODATION

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### **MEDINA CLASSIC CANBERRA**

11 GILES STREET,  
KINGSTON ACT 2604  
P 6239 8100  
F 6239 7226

[WWW.MEDINA.COM.AU](http://WWW.MEDINA.COM.AU)

### **OXLEY COURT**

CNR OXLEY & DAWES ST,  
KINGSTON ACT 2604  
P 6295 6216  
F 6239 6085

[WWW.OXLEYCOURT.COM.AU](http://WWW.OXLEYCOURT.COM.AU)

### **PINNACLE APARTMENTS**

11 OVENS STREET,  
KINGSTON ACT 2604  
R 6163 1888  
P 6239 9799  
F 6239 6418

[WWW.PINNACLEAPARTMENTS.COM.AU](http://WWW.PINNACLEAPARTMENTS.COM.AU)

### **CANBERRA SERVICED APARTMENTS**

KINGSTON TERRACE  
16 EYRE STREET,  
KINGSTON ACT 2604  
P 6239 9411  
F 6239 9499

[WWW.KINGSTONTERRACE.COM.AU](http://WWW.KINGSTONTERRACE.COM.AU)

KINGSTON COURT  
TENCH STREET,  
KINGSTON ACT 2604  
6295 2244  
6295 5300



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