



THE EASTERN GOLF CLUB

CONFERENCES & SEMINARS

INTRODUCTION

Looking for the perfect place to host your next function? Why not come and enjoy the charm and style of one of Australia's leading Golf Clubs. With picturesque views of the course and surrounding gardens, Eastern Golf Club offers the perfect setting for all occasions, large & small.

Confidential meetings, professional presentations or large scale seminars, your every requirement can be accommodated. Every size, every style and all with our personalised service.

Once you have confirmed your booking with us using our customised forms our Food & Beverage Manager will send you a Conference Schedule ensuring the success of your day.

All Bookings require a \$200.00 Deposit and is payable no later than 14 days from the date of your booking. Eastern Golf Club reserves the right to cancel the booking if deposit is not received.

Booking Sheet to be returned 7 days after confirmation of booking, Catering selections to be returned no later than 14 days prior to the event.

EQUIPMENT AVAILABLE

- ✦ Whiteboard
- ✦ Lectern
- ✦ Data projector and screens
- ✦ Roving microphones
- ✦ Portable CD machine
- ✦ Internet access available
- ✦ Multiple power points with floor access
- ✦ Photocopy machine and fax available

EXTRA FEATURES

- ✦ Ample Parking available
- ✦ Large balcony area
- ✦ Refreshment facilities in dining room
- ✦ Distraction-free environment with everything you need on site
- ✦ Natural Light & Air Conditioned room

ROOM HIRE

Full Day Room Hire (from 9.00am - 5.00pm) - \$250.00

Half Day Room Hire (from 9.00am - 1.00pm -
Or
(from 12.00pm - 5.00pm) - \$150.00

All Room Hire includes equipment hire, bottled water to tables and Tea & Coffee station.

CATERING - BREAKFAST SELECTION

LIGHT BREAKFAST—\$15.00 PER PERSON

A selection of Danish Pastries, Home Baked Muffins & Croissants

Chilled Selection of Juices including: Orange, Pineapple, Tomato & Apple

Tea & Coffee

DELUXE BREAKFAST—\$29.00 PER PERSON - MINIMUM OF 20 GUESTS

FROM THE BUFFET

To Start

An Assortment of Danishes & Mini Muffins

A selection of Cereals with a variety of Milks

Platters of Fresh Fruits served with Yoghurt

Main Course

Assorted Chipolata Sausages

Grilled Tomato & Mushrooms

Scrambled, Poached & Fried Eggs

Bacon

Combination Basket of Fresh Sliced Toast with Spreads

Tea & Coffee

CATERING - MORNING, LUNCH & AFTERNOON TEA

MORNING & AFTERNOON TEA INDIVIDUAL ITEMS

Scones	-	\$ 4.00 per person
Muffins	-	\$ 4.00 per person
Homemade Biscuits	-	\$ 4.00 per person
Danish Pastries	-	\$ 5.00 per person
Savoury Chips	-	\$ 4.00 per person
Hot Finger Food	-	\$ 9.00 per person <i>served over a 1/2 hour period</i>
Cheese & Fruit Platter	-	\$65.00 <i>will serve 15-20 people</i>

Or

Option 1 - - \$ 10.00 per person

Sliced Fruit Platters
Assorted Muffins
Freshly Baked Scones with Jam & Cream

Or

Option 2 - - \$ 12.00 per person

Sliced Fruit Platters
Assorted Cakes & Slices
Homemade Biscuits

LUNCH

Option 1 - - \$ 18.00 per person

A selection of gourmet Baguette Rolls and Sandwiches
Australian cheese with crackers
Freshly sliced fruit

Or

Option 2 - - \$ 18.00 per person

A selection of gourmet Baguette Rolls and Sandwiches
A selection of Hot Finger Food

Or

Option 3 - - \$25.00 per person *minimum of 25 guests*

An individual Main Meal served to your guests, selected from our Formal Seated Menu

Beverages - A selection of Juices and Soft Drink served to your guests throughout the day/

Full Day	-	\$12.00 per person
Half Day	-	\$ 9.00 per person

BOOKING SHEET

BOOKING DATE/...../.....

COMPANY NAME

CONTACT NAME

ADDRESS

SURBURB

POST CODE

WORK PHONE NUMBER

FAX NUMBER

MOBILE NUMBER

EMAIL ADDRESS

APPROXIMATE NUMBERS

EVENT *PLEASE CIRCLE* SEMINAR CONFERENCE MEETING STAFF TRAINING

ARRIVAL TIME

DEPARTURE TIME

EQUIPMENT REQUIRED
PLEASE CIRCLE SCREEN DATA PROJECTOR WHITEBOARD LECTURN

OTHER REQUIREMENTS

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DEPOSIT ENCLOSED \$200.00

Final numbers and full payment of the account is required 3 workings days prior to the event.

I agree to the full terms and conditions relating to bookings and will adhere to all requirements as set out by The Eastern Golf Club.

Signature

Print Name

Date

CATERING SELECTIONS *PLEASE TICK CHOICES*

- Light Breakfast
- Deluxe Breakfast

MORNING & AFTERNOON TEA INDIVIDUAL ITEMS

- Scones
- Muffins
- Homemade Biscuits
- Danish Pastries
- Savoury Chips
- Hot Finger Food
- Cheese & Fruit Platter

- Option 1 -
- Option 2 -

LUNCH

- Option 1 -
- Option 2 -
- Option 3 -

Beverages -

- Full Day
- Half Day

