



**KEYSBOROUGH**  
GOLF CLUB INCORPORATED

## CONFERENCE & SEMINAR BROCHURE

Thank you for considering Keysborough Golf Club to host your Conference / Seminar.

Perfectly positioned within Melbourne's famous sand belt courses and hidden from the hustle & bustle of everyday business life, Keysborough is easily accessible from Springvale Rd, Nepean Highway, Frankston Freeway and the new Eastlink, yet only 30 minutes from the CBD. Keysborough has everything you would expect from a quality Private Golf Club.

Keysborough Golf Club offers private rooms for conferences & seminars and caters for both small and large groups, with a variety of room and catering options.

After reviewing please do not hesitate to contact our Hospitality Manager, Scott McPherson on 03 9798 1333 or Email: [hospitality@keysboroughgolf.com.au](mailto:hospitality@keysboroughgolf.com.au) for further information or to start making arrangements.



**KEYSBOROUGH GOLF CLUB**  
*VICTORIAN PGA PRO AM GOLF COURSE OF THE YEAR 2007*

## CONFERENCE INFORMATION

### CONFERENCE PACKAGES

**Room Hire** **\$250.00**

*includes*

- |  |  |
|--|--|
| <input type="checkbox"/> Tea / Coffee On Arrival | <input type="checkbox"/> Bowls Of Mints On Table     |
| <input type="checkbox"/> Iced Water On Table     | <input type="checkbox"/> Overhead Projector & Screen |
| <input type="checkbox"/> White Board & Markers   | <input type="checkbox"/> Data Projector & Screen     |

### ROOM STYLES & CAPACITIES

- Our rooms are air conditioned & heated, some with views over the course.
- The Dining / Mirror Room has a built in PA System with Cordless Microphones.

<input type="checkbox"/> Board Room		maximum 16 people
<input type="checkbox"/> Mirror Room	<i>Theatre Style</i>	maximum 40 people
	<i>Classroom</i>	maximum 24 people
<input type="checkbox"/> Dining Room	<i>Theatre Style</i>	maximum 120 people
	<i>Classroom</i>	maximum 60 people
<input type="checkbox"/> Mirror & Dining Room	<i>Theatre Style</i>	maximum 150 people
	<i>Classroom</i>	maximum 80 people

### AV & CONFERENCE EQUIPMENT

- Available to its clients and included in Keysborough's Conference & Seminar is a wide range of electronic & conference equipment.
- If a conference wishes to use the Data Projector, it is required to bring a suitable Laptop Computer with them.
- Should you require other equipment, clients are welcome to bring their own equipment or arrange to hire it from an outside source.
- For AV Equipment hire we use Durham Audio Visual Hire, who can be contacted on 9690 2288.

### GOLF

- Groups wishing to add golf to their event, can do so on the payment of green fees.
- This must be arranged prior to the event.

<input type="checkbox"/> 9 Hole Green Fees - \$35.00	<input type="checkbox"/> 18 Hole Green Fees - \$50.00
--	---

## CONFERENCE FOOD & BEVERAGE

Following is a list of options available for catering at your conference.

We are happy to tailor any Food & Beverage requirements to your needs or budget.

### ☐ BREAKFAST ☐

#### **Light Continental**

2 danish pastries per person, sliced fresh fruit, fresh orange juice & tea / coffee

**\$8.50**

#### **Full Continental**

danish pastries, warm filled croissants, sliced fresh fruit, fresh orange juice & tea / coffee

**\$11.00**

#### **English**

bacon, sausage, scrambled eggs, tomato, mushrooms & toast, fresh oj & tea / coffee

**\$12.50**

#### **Muffin**

bacon & egg muffins - 1 per person accompanied by tea / coffee

**\$6.50**

### ☐ SNACKS & BREAKS ☐

#### **Morning Tea**

scones, jam & cream with tea / coffee

**\$6.00**

#### **Cookie Break**

fresh choc chip cookies (2 per person), tea / coffee

**\$6.00**

#### **Sweet Break**

homemade slice & cake, tea / coffee

**\$6.00**

#### **Doughnut Treat**

hot jam doughnuts (2 per person), tea / coffee

**\$6.00**

#### **Sandwich Platters**

a variety of fresh sandwiches (8 points per person)

**\$10.00**

#### **Fresh Fruit Platters**

a variety of fresh seasonal fruits on platters

**\$6.00**

#### **Open Sandwich / Baguettes Platters**

various open sandwiches or a variety of filled baguettes - 2 per person

**\$10.00**

#### **Cheese Platters**

selection of local cheeses with dried fruits and nuts, quince paste and crackers & lavosh

**\$12.00**

### ☐ BAIN MARIE MEALS ☐

**\$14.00**

#### **Lasagne**

fresh homemade lasagne, french fries and salad

#### **Beef Stroganoff**

beef stroganoff with rice & salad

#### **Beef Vindaloo**

hot beef curry with basmati rice & pappadums

#### **Butter Chicken**

butter chicken curry, basmati rice & pappadums

#### **Chicken Stir Fry**

tossed through hockien noodles & asian greens

#### **Lamb Hotpot**

lamb pieces with vegetables in a red wine gravy

#### **Greek Stew**

Beef, tomato, herbs, feta & rice



## KEYSBOROUGH GOLF CLUB INCORPORATED

### Payment

Verbal or written correspondence is required to tentatively hold a booking. Confirmation of the booking is only made when a deposit (as outlined in the attached 'Terms & Conditions') is received.

At Keysborough Golf Club we pride ourselves on providing a friendly and professional service at a competitive rate. If at any stage you need assistance or queries arise re your event please do not hesitate to contact Scott McPherson at the Club on 9798 1333 or email [hospitality@keysboroughgolf.com.au](mailto:hospitality@keysboroughgolf.com.au).

### Terms & Conditions

Thank you for selecting Keysborough Golf Club to host your Corporate Event. Prior to utilising the facilities on offer at Keysborough, we request that you review the following terms and conditions and sign and forward the Acceptance / Confirmation form, together with your deposit, to the Club.

**1. Tentative Bookings:**

Whether verbal or written, a tentative booking will only hold the required date for a period of 14 days. An initial deposit of \$500 is required within this time or your booking will lapse.

**2. Payment:**

The balance of payment is required 14 days after the date of the event. You will be sent an itemised account, which can be paid by cash, company cheque or credit card.

**3. Food and Beverage:**

Corporate and Social Groups are not permitted to supply their own food or beverages. Keysborough offers a range of menus and beverages to suit each particular groups needs.

Confirmation of catering numbers is required 7 days prior to your event. If final numbers are not received within this time, the tentative number of guests will become the guaranteed number of guests.

**4. Dress Code & Mobile Regulations:**

- A collared shirt must be worn (tucked in) with tailored pants or shorts of medium length. Shorts must be worn with long socks - pulled up at all times, or predominantly white short socks.
- Approved golfing shoes to be worn on the course. Soft spikes are preferred, but not compulsory.
- Wet weather gear and golf shoes are not permitted inside the Clubhouse.
- Strictly no denim, tracksuits, cargo pants / shorts, T-shirts, singlets, sporting shoes (runners) etc
- **Mobile phones are not accepted on the course or in the Clubhouse.**

**5. Cancellations:**

- An event cancelled more than (30) days prior to the scheduled event, will forfeit all deposits paid.
- Events cancelled within 30 days will forfeit all deposits paid, and incur a \$500 cancellation fee.
- Cancellations made within 7 days of the scheduled event penalties as above will apply, in addition to total food and beverage costs.



**KEYSBOROUGH**  
GOLF CLUB INCORPORATED

**BOOKING CONFIRMATION**

Complete and return the following form to confirm your event at Keysborough Golf Club

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Phone: (B) \_\_\_\_\_ (M) \_\_\_\_\_

E Mail Address: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Approx. Departure Time: \_\_\_\_\_

**Catering:**

Breakfast Yes / No Morning Tea Yes / No Afternoon Tea Yes / No

Lunch Yes / No Other \_\_\_\_\_

**Conference Facilities:**

Boardroom Yes / No Mirror Room Yes / No Dining Room Yes / No

.....✕.....✕.....✕.....✕.....✕.....✕.....✕.....

Please find enclosed a cheque / money order of \$500, the required booking fee, or please debit my credit card:

Bankcard [ ] Mastercard [ ] Visa [ ]

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Yes, please forward a receipt to the above address [ ] (please tick)

No, a receipt is not required [ ]