



CONFERENCE FACILITIES PACKAGE



Flagstaff Hill Golf Club Inc.
Memford Way, Flagstaff Hill, SA 5159

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CONFERENCE FACILITIES PACKAGE

The Flagstaff Hill Golf Club offers an exclusive venue to hold business seminars, conferences and training sessions, with the ability to cater for groups from 10 to 150.

Our flexible function room, overlooking the picturesque golf course, provides privacy and comfort along with a tranquil setting. The room divides into 1/3 or 2/3 of it's total capacity enabling private meetings of all sizes.

In addition we may be able to arrange lunch to be served in our members bar.

Our professional staff will liaise all the details for your event & arrange for room settings to your specific requirements. The following items are available by prior arrangement:

- Tea / coffee facilities
- Lunch or dinner
- Roaming & Lapel Microphone
- Lectern
- Wi-Fi
- Projection screen
- White boards
- Private bar facilities
- Hire of any other audio visual equipment
- Separate area for meals if required (depending on total numbers)

Please find an overview of costs to follow. I look forward to being of assistance to you and gladly offer further quotations to suit your specific requirements.

Emma Mitchell
Functions & Membership Manager

CONFERENCE FACILITY DETAILS

Seminar

- Room Hire & set up – to your requirements. One section of our venue.
- White board, Projection screen & Lectern if required.
- Tea and coffee on arrival
- Tea, coffee & biscuits for morning tea.
- Tea, coffee & biscuits for afternoon tea.
- Chilled water and glasses to tables
- Wheelchair access available

Total: \$12.00 pp (minimum charge of \$250.00) per day.

\$8.00 pp (minimum charge of \$170.00) per ½ day – maximum of 4½ hours

The following will be extra to the above quotation:

- Hire use of data projector \$25.00
- Secretarial support (Printing, photocopying & email facilities at reception upon request) Charges will apply.
- Any other drinks from our licensed bar
- Lunch (refer below)
- Hors d'oeuvres to follow the completion of your seminar: \$8.50 pp
- ½ sandwich pp (plattered for self-serve): \$3.75 pp, per break required
- Scones, jam & cream \$5.50 p/p - per break required
- Selection of Danish pastries \$5.50 p/p - per break required
- Muffins \$5.50 p/p - per break required
- Cake: \$4.00 pp, per break required
- Orange juice \$14.00 per jug

Lunch Quotation

Option 1 - (available for a maximum of 20 guests)

All guests to order on arrival from our Bar Menu. You are welcome to reduce this menu to suit your budget prior to offering it to guests for ordering.

Option 2 - \$14.50 per person

Self-serve hot savory buffet style lunch to include:

Pies	Pasties	Quiche Lorraine
Spring Rolls	Vol-eu-vents	

Option 3 - \$11.50 per person

A selection of gourmet open faced sandwiches, served on mixed rye breads, topped with cold cuts & mixed salad

Option 4 - \$9.50 per person

Fresh baguettes, filled with assorted cold cuts & mixed salads.

Option 5 - \$13.50 per person

Quiche Lorraine, 2 assorted salads & seasonal fruit platters.

Additional bowls of tossed salad - \$2.50 p/p

Additional seasonal fruit platters - \$2.50 p/p

Cheese & biscuits platter - \$5.00 p/p

Flagstaff Hill Golf Club



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Conference Terms & Conditions

All conference bookings are made upon, and are subject to the following Terms and Conditions as determined by the Flagstaff Hill Golf Club.

Bookings & Deposit

On receipt of an enquiry a tentative booking will be made on behalf of the organisation and will be held for seven (7) days only. An email acknowledging the enquiry, together with a Function Sheet will be forwarded shortly thereafter. No reservation will be confirmed until a deposit of \$150.00, is received by the Club within seven (7) days of the date of invoice. This deposit amount will be credited to the account for the seminar. Receipt of payment of the deposit amount will be deemed as confirmation of the booking.

The management of the Club reserves the right to cancel the booking if confirmation and deposit is not received by the due date.

Payment Terms

The quoted prices are valid for a period of six (6) months from the booking date. Please be aware that seminar dates beyond this period may be subject to CPI price increases. Every endeavor will be made to maintain prices as printed; however, these prices are subject to alterations without notice.

All expenses incurred in relation to the conference, less the deposit amount paid, will be invoiced within 7 days after the event. Final payment is due within seven (7) days from the date of the invoice, however if not paid by due date interest may apply to outstanding accounts.

Cancellation

Deposits will only be refunded if the conference is cancelled more than 14 days prior to the function, otherwise the deposit will be retained as compensation for loss of business. Cancellation within 24 hours of the event start time may incur a catering fee in addition to the deposit. The amount of this fee will be determined by the Club Manager.

Final Numbers

The final number of guests attending must be advised one (1) week prior to your conference. We will honour changes in final numbers up to 48 hours prior but ONLY to a maximum of 5 guests and this number will be the basis on which the invoice for the event is prepared, irrespective of whether a lesser number attend on the day. Obviously if more attend, the number present will be the basis of a charge.

Catering & Refreshments

All refreshments and beverages in the Clubhouse must be purchased from the Flagstaff Hill Golf Club and will be charged on consumption. No food or beverage will be permitted to be brought into the Club for consumption at the Conference by the organisers or any persons attending unless approved by the Manager. No food or beverage shall be removed from the Club following the event.

Management and staff will abide by all conditions set down in the Liquor Licensing Act.

Commencement Times

Any conferences commencing earlier than 8.30 am will incur an additional charge of \$25.00 per hour

Smoking

Smoking is totally prohibited in the Clubhouse. Ashtrays are provide outside the front of the building for patrons who wish to smoke.

Damage

The conference organisation will be responsible for expenses incurred by the Club to repair and damage to the Clubhouse, or property belonging to third parties caused by participants of a Conference. The Club will not accept any responsibility for damage or loss of merchandise left in the Club prior, during or after the Conference.

By signing this form you hereby agree to the Terms & Conditions set by The Flagstaff Hill Golf Club on behalf of:

Company: _____

Date of Function: _____

Name (printed): _____

Signature: _____

For and on behalf of the above named company

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