

CONFERENCE FACILITIES PACKAGE



Flagstaff Hill Golf Club Inc.

Memford Way, Flagstaff Hill, SA 5159

Phone: 8270 2300 Fax: 8370 6779

Email: functions@fhgc.com.au

Website: www.fhgc.com.au



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 its 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)
- Room Hire & set up – to your requirements.
- White board, Projection screen & Lectern if required.
- Chilled water and glasses to tables
- Wheelchair access available

Full Day Hire - \$250.00 inc. GST

Half Day Hire - \$185.00 inc GST max 4½ hours

The following options available for your conference.

- Tea and coffee p/p \$2.50
- Tea, coffee & biscuits for morning or afternoon tea p/p \$3.00
- Hire use of data projector \$25.00
- Secretarial support (Printing, photocopying & email facilities at reception upon request) Charges will apply.
- Any drinks from our licensed bar
- Lunch (refer below)

Flagstaff Hill Golf Club

Memford Way, Flagstaff Hill, SA 5159 Telephone (08) 8270 2300 Fax (08) 8370 6779
Email: functions@fhgc.com.au Web: www.fhgc.com.au
ABN 79 058 441 728



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

Lunch

Option 1

(Maximum of 20 guests)

All guests to order on arrival from our bar menu.

You are welcome to reduce this menu prior to offering it to your guests for ordering.

Option 2 - \$20pp

A Selection of Gourmet Hot Savoury Buffet

Options include your choice of any 3 options from the Following

Pies, Pasties, Quiches, Puffs, Mini Hot dogs & Sliders

Crumbed/ Battered Fish Fillets

Frittata & Tex-Mex Nachos.

^Options Subject to change according to availability

Option 3 - \$15pp

A selection of Gourmet Sandwiches or Wraps

Options include your choice of any 2 of the following

Ham, Corned Beef, Smoked Turkey, Tuna, Smoked Salmon, Roasted Beef

Chicken, Eggs/Curried egg, Chargrilled Vegetables.

^Options Subject to change according to availability

Additional Options

Platters cater for 20 people

Party Platter	\$105.00
Pizza Platter	\$105.00
Asian Platter	\$75.00
Skewer Platter	\$120.00
Chicken Platter	\$120.00
Dessert Platter	\$96.00
Seafood Platter	\$120.00
Fruit platters	\$96.00
Cheese Platter	\$96.00

Bowls of Tossed Premium Leafy Salad - \$3.00pp

Bowls of Gourmet Salads - \$4.00pp

Pasta Salads, Potato Salads, Coleslaw, Greek Salads, Mixed Bean Salad

Ancient Grain Salads Noodle Salads & Brown Rice Salads.

^Options Subject to change according to availability

Chef Selections of Gourmet Cakes - \$5.00pp

Options Include Your Choice of any 3 of the Following

Mini Profiteroles, Mini Eclairs, Vanilla Slices, Petit Cheesecakes

& Sliced Cakes

^Options Subject to change according to availability

