



# Conferences

AT CAMPBELLTOWN GOLF CLUB



# *Simply Professional*

Campbelltown Golf Clubs Lake View room is located amongst one of Macathur's premium golf courses and provides a picturesque location any style conference. With great views across our majestic lake and our lush fairways Campbelltown Golf Club is the perfect backdrop to any corporate event, from a venue to hold your conference to a round a golf with a relaxing lunch to bring the team together.

Catering for your conference will be a breeze. With years of experience our professional team will ensure every facet of your event runs smoothly and our creative team of Chefs can deliver a culinary experience perfectly suited to your event.

To discuss your individual requirements contact Tina Butler, Functions Manager on 4622 2900 or email [tina@campbelltowngolfclub.com.au](mailto:tina@campbelltowngolfclub.com.au), and let us make your special day simply stunning at Campbelltown Golf Club.

# Wow Factors!

Take a break from the conference room and select one of our new Wow Factors to add to your event:

## HALF DAY GOLF PACKAGE

Campbelltown Golf Club is one of the best 18 hole championship Golf Courses in the Macarthur Region. With a stunning lake, rolling hills and a challenging final hole it provides a great break from your conference.

## RELAXATION CLASS

De-stress and unwind with a relaxing Tai Chi, Pilates, Yoga or Body Balance class with a qualified instructor at the award winning Aquafit Fitness and Leisure, located a short drive from the Golf Course.

Campbelltown Golf Club is more than happy to tailor a special activity to suit your delegates needs. The Club is centrally located to many of Macarthur's tourism and adventure activities providing ideal opportunities for team building or extended stays. Speak to our experienced functions team for some fantastic ideas to add that 'Wow Factor' to your conference.



# Venue Facilities

## VENUE CAPACITY

All rooms are fully self contained and feature change rooms, bar, restrooms, dance floor and conference facilities (all rooms have easy access to outdoor smoking areas)

ROOM	BANQUET	CABARET	CABARET 2	CLASS-ROOM	THEATRE	U-SHAPE
LAKE VIEW ROOM	160	120	120	36	200	30
FAIR VIEW ROOM	-	45	-	16	20	18



## ROOM HIRE CHARGES

ROOM	FULL DAY RATE	HALF DAY RATE
LAKE VIEW ROOM	\$450.00	\$300.00
FAIR VIEW ROOM	\$250.00	\$180.00

**Half Day Times:** 7am - 12pm | 12pm - 5pm | 6pm - 11pm

**Full Day Times:** 7am - 5pm

# The Professional Conference Package

Our Professional Conference Packages have been designed for clients who prefer minimum fuss when organising their conference.

## HALF DAY PROFESSIONAL CONFERENCE PACKAGE

7am - 12pm | 12pm - 5pm | 6pm - 11pm

**\$39.00 per head (minimum of 25 people) includes**

- Room hire
- Tea and coffee on arrival
- Morning OR Afternoon tea
- Working lunch
- AV Equipment (data projector, screen, whiteboard, flipchart, lertern and microphone)

## FULL DAY PROFESSIONAL CONFERENCE PACKAGE

7am - 5pm

**\$45.00 per head (minimum of 25 people) includes**

- Room hire
- Tea and coffee on arrival
- Morning Tea
- Afternoon tea
- Working lunch
- AV Equipment (data projector, screen, whiteboard, flipchart, lertern and microphone)

# Venue Services

## EQUIPMENT

The Club is able to provide clients with the following:

EQUIPMENT	RATE PER DAY
Radio Microphones	No Charge
Lapel Microphones	No Charge
Lecterns	No Charge
Internet Access	No Charge
Overhead Projectors	\$25.00
Television/ Video/ DVD	\$50.00 ( <i>Lake View Room only</i> )
Data Projector	\$100.00
CD Player	\$25.00

Should you require any other technical equipment, we will be happy to hire it for you (prices available on request). All necessary equipment must be requested upon making your booking to ensure it's availability.

## TECHNICAL ASSISTANCE

Club personnel will set up your audio visual requirements prior to the commencement of your conference and will be on call in any emergency. However, if you require a technician to co-ordinate your presentation this service is available – a quote tailored to your needs can be arranged (minimum labour time of four hours).

## SECRETARIAL SERVICES

EQUIPMENT	RATE
Fax	\$1.00 per page
Photocopying	30c per page
Note pads and pens	\$3.00 per delegate

# Conference Menu's

Campbelltown Golf Club offers a wide variety of Conference Menu's from simple finger food menu through to our Mini buffets, with many more choices to suit your budget and requirements.

## OVERVIEW

MENU	PRICE RANGE PER PERSON
BREAKFASTS	\$15.00 - \$24.50
MORNING AND AFTERNOON TEAS	\$3.00 - \$6.50
LIGHT LUNCHESES	\$12.00 - \$17.00
MINI BUFFETS	\$17.00 - \$24.00

# Breakfast Menus

**Minimum of 30 guests**

## **LIGHT BREAKFAST - \$15.00 PER PERSON**

- Fresh Fruit Platter
- Toast and Croissants
- Selection of Jams and Spreads
- Assorted pastries
- Chilled Orange Juice
- Coffee and Tea

## **BUFFET - ENGLISH BREAKFAST - \$19.50 PER PERSON**

- Fresh Fruit Platter
- Toast and Croissants
- Selection of Jams and Spreads
- Bacon, Scrambled Eggs, Chipolata Sausages, Grilled Tomato
- Assorted Pastries
- Chilled Orange Juice
- Coffee and Tea

## **PLATED ENGLISH BREAKFAST - \$30.00 PER PERSON**

- Fresh Fruit
- Toast and Croissants
- Bacon
- Scrambled Eggs
- Chipolata Sausages
- Assorted Pastries
- Jams and Spreads
- Grilled Tomato
- Chilled Orange Juice, Coffee and Tea

# Morning and Afternoon Teas

ITEM	COST PER HEAD
Coffee and Tea	\$3.00
Coffee, Tea and Assorted Biscuits	\$4.00
Coffee, Tea and Cake	\$6.50
Coffee, Tea with Scones Jam & Cream	\$6.50
Coffee, Tea and Danishes	\$6.50
Coffee, Tea and Mini Muffins	\$6.50
Coffee, Tea and Deluxe Cookies	\$6.50
Coffee, Tea and a mix of Scones, Danishes and Muffins	\$6.50

(Orange Juice may be included at an additional \$1.00 per head)

# Light Lunches

**Minimum of 10 people**

**All served with Coffee, tea and orange juice.**

## **#1 ASSORTED SANDWICHES - \$12.00 PER HEAD**

Including white and wholemeal breads with assorted fillings.  
Cubed cheese and crackers and fruit platter.

## **#2 BAKERY BASKET - \$16.00 PER HEAD**

A selection of bread rolls and open-faced sandwiches with gourmet fillings & toppings,  
ham and cheese croissants.  
Assorted cheese and fruit platter.

## **#3 PASTA SALAD AND SANDWICHES - \$17.00 PER HEAD**

Warm Pasta, Tossed Salad and Assorted Sandwiches.  
Assorted cheese and fruit platter.

## **#4 WARM QUICHE LORRAINE & FLORENTINE - \$17.00 PER HEAD**

With Tossed Salad and Assorted Sandwiches.  
Assorted cheese and fruit platter.

# Mini Buffets

## #1 SNACKS & THINGS - \$17.00 PER HEAD

- Mini Quiche
- Mini Spring Rolls
- Spicy Meat Balls
- Fish Cocktails
- Chicken Pieces
- Calamari Rings (with dipping sauces)
- Assorted Sandwiches
- Cubed Cheese and Crackers
- Fresh Fruit Platter
- Coffee, tea and orange juice

## #2 FINGER BUFFET - \$20.00 PER HEAD

- Petite Pies
- Mini Quiches
- Vegetarian Spring Rolls
- Marinated Chicken Pieces
- Tempura Prawns (with dipping sauces)
- Mini Sate Beef Kebabs
- Assorted sandwiches
- Fruit Platter
- Cheese Platter
- Coffee, tea and orange juice

## #3 MINI BUFFET - \$24.00 PER HEAD

- Assorted Mini Kebabs (Pork, Lamb, and Beef)
- Marinated Chicken Pieces served with Saffron Rice
- German potato salad
- Tossed Garden salad
- Coleslaw Supreme
- Cheese Platter
- Fruit Platter
- Assorted Bread Rolls and Butter
- Coffee, tea and orange juice

# Drink Options

## **OPTION 1 - DRY TILL**

Beverages are charged according to consumption. You nominate how much you would like to spend and what you wish to be served.

Please note – that spirits, RTD's and ready mixed drinks may not be included in the dry till.

## **OPTION 2 - CASH BAR**

All guests pay for their own drinks.

# Terms & Conditions

## Confirmation of Bookings

Tentative bookings will be held for fourteen (14) days. The confirmation of bookings must be made in writing together with the signed Terms and Conditions form accompanied by the requested deposit within the fourteen days of the initial booking. Campbelltown Golf Club reserves the right to cancel any booking not confirmed within fourteen days without further correspondence.

## Payment Details

A deposit of the cost of the total room hire is required to confirm your booking. Payments must be made by cash, credit card, EFTPOS, bank cheque or direct deposit into the following Westpac bank account:

Account Name: Campbelltown Golf Club  
BSB: 032-718  
Account number: 117-175

## GST

Prices are inclusive of GST.

## Quoted Prices

Every effort will be made to maintain the prices originally quoted however these are subject to market conditions. All prices are confirmed 3 months prior to the event.

## Cancellations

For Cancellations of confirmed bookings the following conditions apply:

- All cancellations must be made in writing.
- Provided more than one (1) month notice is given the deposit will be refunded less \$100 cancellation fee.
- If less than one months notice is given and the room is not re booked an additional \$500 cancellation fee will apply.
- If the booking is cancelled within one (1) month of the conference the deposit (less \$500 cancellation fee) will be refunded only if the room has been re-booked.
- If the conference is transferred from one date to another a second deposit is required. The original deposit will be refunded in full if the original date is re-booked.

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**Hire Period**

Rooms are allocated for a maximum period a four and half hours unless taking the Conference Package. Clients are reminded that the room must be vacated within thirty minutes of the finishing time.

**Bar Service/ Drink Packages**

Bar service will be provided for a period of 4 hours only. No extension of time is permitted due to the responsible service of alcohol legislation. Alcoholic beverages will not be served to persons under the age of 18 years, or to any person considered to be intoxicated.

Campbelltown Golf Club and its staff reserve the right in our absolute discretion to exclude or remove any persons from the conference or the Club's premises without liability.

**Final Numbers**

Final numbers are required 7 days prior to the event. No adjustments to numbers can be made in the 24 hours prior to the conference.

**Floor Plans**

Completed floor plans for all conferences must be returned 48 hours prior to the conference commencement.

**Damages**

We ask that organisers liaise with staff over display arrangements to prevent any damage to the premises. Clients will be financially liable for any damage sustained to the Club or its property. No staples, sticky or masking tape, blu tac, nails, glue or velcro may be used on any walls, door or other surface or part of the Club.

**No Smoking**

All rooms and all internal areas of the Club are non smoking. Outdoor smoking areas are easily accessible from all rooms within the Club.

**Food and Beverage**

No food or beverage of any kind is permitted to be brought to the conference or into the Club generally.

**Deliveries**

Should you wish to have items delivered to Campbelltown Golf Club in preparation for your conference, these can only arrive onsite a maximum of 2 days prior to your conference date. All deliveries should be made via the loading dock between 9am - 3pm and marked to the attention of the Functions Department.

**Venue Responsibility**

Campbelltown Golf Club does not take responsibility for the damage or loss of personal items before, during or after a conference. No responsibility will be taken for gifts or decorations brought onto the premises.

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### **Client Responsibility**

The client is responsible for the conduct of all guests and invitees and indemnifies the Club for all costs, charges, expenses, damage and loss caused by any act or omission by the client, client's guests or invitees. It is expected that the member will conduct the conference in an orderly manner and in compliance with the rules of the Club and the Law (Responsible Service of Alcohol).

### **Guest Sign In**

Everyone entering the Club must sign in at reception.

### **Conference Approval**

All conferences booked with Campbelltown Golf Club are subject to approval by the Club's Board of Directors. The Club reserves the right to vary or cancel any booking if:

- The conference is deemed to oppose the objectives of the Club or may prejudice the reputation of Campbelltown Catholic Club
- The conference is deemed to be providing goods, services or information which may be seen as inappropriate or in contradiction of the Catholic faith
- Should the Club exercise its right to cancel a booking, any deposit paid to the Club will be reimbursed in full to the client. The Club will not accept any liability for any other costs incurred by the client in relation to the booking.

All conferences shall be conducted in an orderly manner and comply with the rules of Campbelltown Catholic Club and all applicable laws.

### **Acceptance of Terms and Conditions**

You must be authorised to enter into this arrangement on behalf of the company for which you are booking.

I have read and accept the above conditions:

Function Date \_\_\_\_\_ Function Room \_\_\_\_\_

Company \_\_\_\_\_

ABN \_\_\_\_\_

Name \_\_\_\_\_

Position Held \_\_\_\_\_

Postal Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_