

Meetings and Seminars

At Latrobe Golf Club



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Your Business Function at the Latrobe Golf Club

The Latrobe Golf Club cordially welcomes members and guests to our magnificent Club. We have much to offer you in our versatile function facility with elegant club atmosphere amongst serene surrounds of magnificent green and beauty of native trees.

Latrobe Golf Club is situated on the banks of the Yarra River only 8 kilometres from the Melbourne CBD.

Menu Selection

Menu selection will be required at least seven (7) days prior to your Business Function. Should you have any preferences not on our menu's we are only too pleased to discuss them with you.

Final Numbers

Final numbers are required **four (4) working days** prior to the business function. Your invoice will be calculated on this number.

Deposit / Confirmation

Your booking must be confirmed within 14 days of the tentative booking. If such confirmation is not received, the date will be released. **Your booking will be confirmed upon return of "Booking Form" and deposit.** A deposit of \$300 is required to secure the day.

Room Setting

Rooms are set as per your requirements including meeting, seminar and theatre style.

Food and Beverage

Food and beverages is **not permitted** to be brought onto the premises for consumption by the organiser or organiser's guests due to the Health and Safety Regulations.

Equipment

White Board, Markers, Overhead Projector, Data Projector, Flip Chart and Screen are provided at a cost.

Parking

Ample parking is available within our spacious grounds.

Non Smoking

The Latrobe Golf Club is a non-smoking venue, however, smoking is allowed on the outside balconies and the outside of the Clubhouse.

Dress

Strictly no track suits.

Room Hire

½ Day	-	\$250.00 (8.00 a.m. to 12.00 noon)
Full Day	-	\$400.00 (8.00 a.m. to 4.00 p.m.)
Evening	-	\$400.00 (6.00 p.m. to 10.00 p.m.)

Equipment Hire

Data Projector	-	\$50.00 per day
Overhead Projector	-	\$45.00 per day
Screen (Tripod)	-	\$35.00 per day
Flip Chart	-	\$25.00 per day
Butchers Paper	-	\$14.95 – pad of 50 sheets

Breakfast, Coffee breaks, Morning and/or Afternoon Tea, light lunches can be organised.

All tables are set up with water jugs and glasses

Tea and Coffee included in Room Hire fee.

PRICES APPLY PER BREAK

Breakfast

Option 1 Continental Breakfast

Assorted Cereals
Croissants and Danish Pastries
Assorted Toasts and Preserves
Yoghurts
Seasonal Fresh Fruit and Poached Fruits
Fruit Juices
Brewed Coffee and Tea

\$17.50 per person

Option 2 Full Breakfast

Includes the Continental Breakfast plus Hot Buffet
Crispy Bacon
Choice of eggs, scrambled, poached or fried
Tomatoes
Mushrooms
Sausages
Hash Browns

\$22.50 per person

Morning and Afternoon Tea

Option 1

Juice, Muffins and Scones

\$13.50 per person

Option 2

Danish Pastries
Muffins
Freshly baked Cinnamon Scrolls
Fruit Juices

\$17.50 per person

Option 3

Scones, Jam and Cream
Danish Pastries
Muffins
Freshly baked Cinnamon Scrolls
Fresh Fruit Platter
Fruit Juices

\$20.50 per person

Lunch

Option 1

Selection of Salad Rolls
Fresh Fruit Platter
Soft Drinks

\$18.50 per person

Option 2

Selection of Gourmet Sandwiches
Hot Savoury Pastries
Fresh Fruit Platter
Soft Drinks

\$21.50 per person

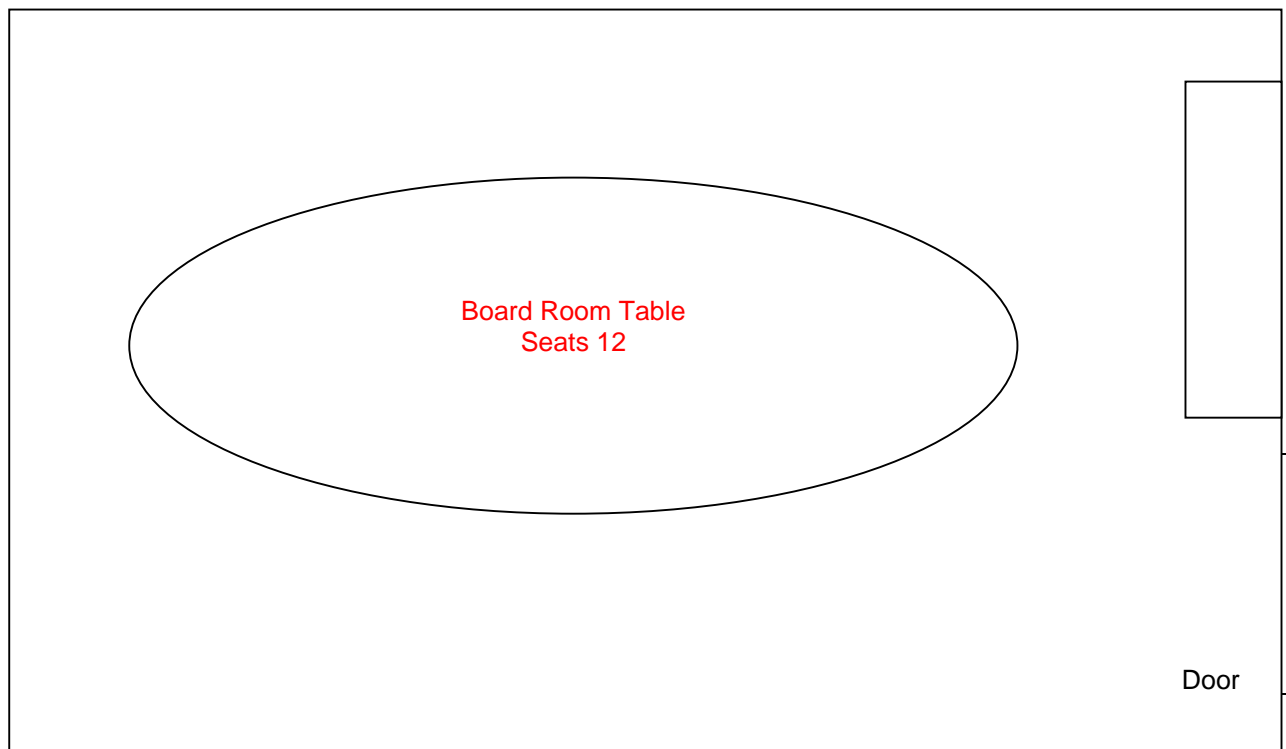
Option 3

Variety of Freshly Filled Bagels
Selection of Mini Quiches
Chef's selection of Cakes and Slices
Fresh Fruit Platter
Soft Drinks

\$25.50 per person

Board Room

ROOM SIZE
26 feet X 31 feet



Conference Room

ROOM SIZE
31 feet X 32 feet



fridge

This room can be set up to set your requirements

- Boardroom
- Classroom
- Theatre Style



Booking Form

Name of Company: _____

Contact Person: _____

Address: _____

Work No. _____ Fax No. _____

Mobile No. _____ Email: _____

Date of Function: _____

Type of Function: _____

Commencement Time: _____ Completion Time: _____

Number of Guests: _____

Number Confirmed: _____ Confirmation Date: _____

MENU SELECTION

(Please tick your options)

Breakfast	Option 1	<input type="checkbox"/>	Option 2	<input type="checkbox"/>		
Morning Tea	Option 1	<input type="checkbox"/>	Option 2	<input type="checkbox"/>	Option 3	<input type="checkbox"/>
Lunch	Option 1	<input type="checkbox"/>	Option 2	<input type="checkbox"/>	Option 3	<input type="checkbox"/>
Afternoon Tea	Option 1	<input type="checkbox"/>	Option 2	<input type="checkbox"/>	Option 3	<input type="checkbox"/>

Special Requirements: _____

Bar Account: Yes No

BUSINESS FACILITIES REQUIRED (Please tick)

Whiteboard/Markers	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>
TV/VIDEO/DVD	<input type="checkbox"/>	Screen	<input type="checkbox"/>
Data Projector	<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>

To confirm the initial reservation please return a deposit of \$300 with the completed Booking Form within 14 days. The booking will otherwise remain tentative.

I acknowledge having received a copy of the general information and conditions pertaining to this booking.

Name (please print): _____

Signed: _____ Date: _____