



CONFERENCE & SEMINAR INFORMATION

Manly Golf Club's versatile seminar rooms can accommodate groups of all sizes, from small board meetings to large all-day conferences. We offer private rooms, ample parking, electronic equipment and all-day catering.

Private Rooms

The Founders Room	\$ 250.00 / day \$ 150.00 / ½ day
The Chapel	\$ 350.00 / day \$ 250.00 / ½ day
The Trophy Room	\$ 350.00 / day \$ 250.00 / ½ day
The Apperly Room	\$ 600.00 / day \$ 400.00 / ½ day

The use of a whiteboard & projection screen is complimentary with all room hire.

Additional items

Flip Charts (two available)	\$ 20.00 / chart
Data projector	\$ 90.00 / day
Additional projection screen	\$150.00 / day
Hire charges available on request for three or more days hire	

Important information

- The above prices allow for a maximum hire period of 8 hours during the regular Club opening hours of 8.30am to 5.30pm, Monday to Friday. You are welcome to hire the room for a longer period with additional hours charged at \$50 per hour
- Half day prices are for a hire of 4 hours or less during regular club opening hours (the full day rate applies to any seminar held outside of our regular hours)
- Room configurations and floor plans are available on request
- If additional / breakout rooms are required full hire fees do apply for each room
- Additional charges may apply dependant on set up requirements

Confirmation

A non-refundable deposit of 100% of total room hire is required to confirm your booking.

Final Payment

Full payment, along with final numbers, is required three days prior to your seminar. This will be the minimum number charged irrespective of last minute cancellations.



SEMINAR MENU SELECTION

All menu's listed are based on a minimum number of 12 delegates. Additional charges may apply for smaller groups.

All day Catering

Option 1 \$30.00 per person

Continuous Tea and Coffee served throughout the day

Morning Tea Freshly Baked Scones and Muffins with Butter, Jam and Cream

Lunch Gourmet Selection of Sandwiches and Wraps with Chilled Orange Juice

Afternoon tea House Baked Biscuits and Slices

Option 2 \$40.00 per person

Continuous Tea and Coffee served throughout the day

Morning Tea Freshly Baked Scones and Muffins with Butter, Jam and Cream

Lunch A Delicious Array of Open Sandwiches, with a selection of four Fresh Salads, Australian cheese and fresh fruit platters and Orange Juice.

Afternoon Tea House Baked Biscuits with white chocolate & ginger Slice

Option 3 \$60.00 per person

Continuous Tea and Coffee served throughout the day

Morning Tea Freshly Baked Scones and Muffins with Butter, Jam and Cream

Lunch **Please select one of the following to be served to your delegates**

- Seared Tasmanian Salmon Fillet on Fennel and Semi Baked Roma Tomato Risotto with Asparagus Spears and Champagne Cream Sauce

- Grain Fed Fillet of Beef with Roasted Vegetable Stack, Puree of Baby Spinach, Cabernet Jus and Parsnip Chips

- Double brie and oregano stuffed chicken breast on a cherry tomato braise, crisp Rosti potato, asparagus spears, tomato and chive butter sauce

Dessert **Please select one of the following to be served to your delegates**

- Chocolate, fig and hazelnut semifreddo with raspberry mascarpone and shaved white chocolate

- Bitter, milk and white chocolate torte with sour cherry compote & chocolate mint sorbet

- Caramelised Lemon Tart with Poached Raspberries & Coconut Sorbet

Afternoon Tea House Baked Biscuits with flourless chocolate ganache Slice

Breakfast Meetings (A minimum of 25 guests is required if breakfast is to be served prior to 8.30am)

Quick start \$13.50 per person

Bacon and egg served on English Muffins with Chilled Juices, Coffee, Tea and Herbal Teas

Continental \$16.00 per person

Mixed Basket of Pastries and Muffins served with a selection of Jams and Preserves
Fresh Seasonal Fruit Platters, Chilled Juices, Coffee, Tea and Herbal Teas

Buffet \$28.00 per person

Buffet selection of Bircher Muesli, Fruit Yoghurt, Freshly Baked Mini Croissants, Crisp Bacon, Scrambled Eggs, Roast Roma Tomatoes, Gourmet Sausages, Fresh Fruit Platters, Preserves and Chilled Juices
Coffee, Tea and Herbal Teas

Refreshment Break (prices per person)

Fresh Fruit smoothies	\$4.50
Magnum ice cream bars	\$4.50
Home made Scones, with whipped cream and preserves	4.50
Basket of assorted Fresh Fruit	3.00
Melting moments, macadamia shortbread, florentines	3.50
Deluxe cup cake selection	4.50
Freshly Brewed Coffee, Tea and herbal tea	3.20
Multiple Coffee and Tea breaks	7.80

Platters (prices to serve 10 guests)

Antipasto selection	\$55.00
Fresh, sliced tropical fruit and berries	65.00
Premium Australian Cheese with Dried Fruit & crackers	75.00
Peeled King Prawns on ice with Chilli Mayo	88.00
Fresh Seafood	155.00

Canapé Selection (A minimum of 35 guests is required for canapé service)

½ hour service	\$16 per person	Please select 4 items
1 hour service	\$25 per person	Please select 6 items

Cold Selection

- Natural Oysters on ice with chilli, coriander & Palm sugar salsa
- Herb seared tuna with citrus mayonnaise and fried basil
- Grilled chicken on corn pancakes with chilli jam
- Soft shell crab nori roll with wasabi mayonnaise
- Pinwheel of smoked salmon, chive sour cream and wild rocket
- Vietnamese prawn, sesame and avocado rice paper rolls with soy, lime and chilli dipping sauce
- Tomato and basil tarte tatin with eggplant tapenade
- Poached lemon chicken stuffed with charred capsicum, leek and haloumi cheese on crisp tomato bread
- Peppered rare Wagyu beef with tomato kasundi
- Assorted sushi with wasabi and soy

Hot Selection

- Tempura tiger prawn cutlet with soy & pickled ginger
- Goats cheese and leek tartlet with red onion jam and raspberry vinegar glaze
- Proscuitto wrapped scallop with rockmelon salsa
- Wagyu beef and chilli smoked tomato skewers
- Steamed prawn har gow with lemon grass infused soy
- Peking duck pancake with shallot & hoisin
- Smoked salmon, garlic chive and fried leek tartlets
- Baked scallop, rocket and lime filo tart
- Chicken sang choy bow on Chinese spoons
- Tenderised Manuka lamb skewers with orange and mango chutney

Additional menu's available on request, including BBQ menu's (minimum 32 guests) to be served on the terrace.



BOOKING CONFIRMATION SHEET

Thank you for choosing Manly Golf Club as the venue for your seminar.

Please fill in the relevant spaces below and return this form with your deposit and the signed copy of our terms and conditions to confirm your booking –

Manly Golf Club, 38 Balgowlah Road, Manly, NSW, 2095 or P.O. Box 166, Manly, NSW, 1655

Date of Seminar :

Name of Seminar host / organiser :
Telephone :
Mobile :

Address for all correspondence :
Email address :

Seminar times :
Organiser's arrival time :
Delegate Arrival time :
Morning tea served :
Lunch served :
Afternoon tea served :
Departure time :

Number of delegates expected :

Room required :
Room set up :
(ie. Theatre, boardroom, u shape) :
Breakout rooms required : yes / no

Additional requirements :
(ie. Projector, flip charts etc - whiteboard and screen included in hire price)

Menu selection :

Lectern required : yes / no

**All other details pertaining to your seminar will be discussed with you personally.
Thank you.**



TERMS AND CONDITIONS

1. Confirmation of booking

Confirmation of bookings must be made within 14 days of a tentative booking. Where the deposit & this signed agreement are not received by the due date, Manly Golf Club reserves the right to release the booking. Once the signed contract & deposit is received the booking is deemed confirmed. Until such time, the booking remains tentative.

2. Cancellation policies

- I. Cancellations more than 31 days prior to your function date - The deposit will be refunded
- II. Any cancellation 30-3 days prior to your function date – 100% of the deposit will be forfeited
- III. Any cancellation less than 3 days prior to your function date, a fee of 100% of the total estimated event cost will apply (Note: Total event costs includes all catering & beverage packages and room hire)
- IV. Cancellations must be confirmed to the Club in writing

3. Guaranteed Number

The guaranteed number of guests attending is required 3 days prior to the function. This will be the minimum number charged irrespective of last minute cancellations.

Please note: a minimum of 12 guests applies for catering purposes.

4. Food & Beverages

The Menu packages contained herein are subject to change without notice. Food or beverages of any kind are not permitted to be brought onto Manly Golf Club premises without prior consent from the Function Co-ordinator.

5. Surcharges – applied to food & beverages. Additional room hire also applies.

Sunday events - A 10% surcharge applies

Public Holidays – A 15% surcharge applies

6. Terms of payment

To confirm your booking we require an initial security deposit of 100% of the room hire, and a signed copy of the terms & conditions, along with a completed Booking confirmation sheet.

Final -payment is due 3 days prior to the event.

Remaining balance including any late charges or extra beverages must be paid in full prior to departure at the end of your function. Payment can be made by Visa, Bankcard or MasterCard (Merchant fees of 1.5% is applicable) or American Express (Merchant fee of 3% is applicable) cash, money order or bank cheque. Please make all cheques payable to Manly Golf Club.

7. Times of seminar

Should any function extend beyond the agreed times, a surcharge of \$50.00 per hour will apply.

8. Insurance

Manly Golf Club will endeavour to take every possible care but accepts no responsibility for damage to, or loss of, merchandise or personal belongings left in the Club prior to, during or after the function.

9. Damage

Organisers are financially liable for any damage sustained, or loss incurred to Manly Golf Club property, fixtures or fittings, through their own actions, those of their guests, sub-contractors & contractors.

10. Decorations

Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the Clubhouse. All decorations are to be approved by the Function Co-ordinator prior to the reception.

11. Smoking

Smoking is prohibited anywhere within the Clubhouse however guests may smoke on the terrace.



12. Golf Course

All guests & invitees are specifically precluded from entering onto the Golf Course.

13. Responsible service of alcohol

In accordance with the provisions of liquor laws of New South Wales, Manly Golf Club adopts a policy of responsible service of alcohol. This policy requires that alcohol must not be served to guests who are intoxicated nor to underage guests. If, during the course of your function, the management of Manly Golf Club are of the opinion that a guest or guests have become intoxicated, the Club reserves the right to suspend service of alcohol to any such guest/s, &/or to require such guest/s to leave the licensed area of the Club. If this occurs, you will be informed immediately & your assistance is requested to ensure the minimum of disruption to your reception & to the enjoyment of other guests.

14. Food Allergies

If any of your guests have allergies to any type of food please let the club know as you become aware of it. We cannot guarantee there will not be any traces of the allergens in the food prepared at the club. The chef and kitchen staff will do their utmost to ensure the allergen is not in the meals prepared. The kitchen use a wide variety of ingredients and it is therefore difficult to eliminate all traces of a particular type of food.

Please sign & return one copy of this agreement to Manly Golf Club along with the Deposit requested as acceptance of the terms & conditions outlined in order to confirm your booking.

I/we acknowledge that I/we have read and understood the above terms and conditions

Name of Function Organiser:

Date of function:.

Address:

Telephone:

Fax:

Mobile:

Email

Signed:

Date: