



CONFERENCE AND CORPORATE PACKAGES 2020/2021

Conference at The Port Noarlunga SLSC enjoying absolute beachfront.

The function room offers a premium space for your meeting or conference with floor to ceiling windows leading to balcony access overlooking our beautiful coastline. The Port Noarlunga Surf Life Saving Club is the perfect alternative to an Adelaide CBD conference.

Located in the heart of Port Noarlunga we understand the importance of service & offer professional assistance in arranging all aspects of your meeting or conference, from catering to decorations, individual theming & entertainment. Our staff will provide all of the ingredients to ensure your conference, seminar, dinner or meeting is a complete success. We can tailor packages to suit your individual requirements, for groups from 15 to 250.

The natural beauty of our region and coastline, the local wineries, regular food and wine festivals and many other tourist attractions combine to ensure that your first visit to Port Noarlunga will not be your last.

Offering a one point of contact service from start to finish we invite you to inspect the The Port Noarlunga Surf Life Saving Club, please make an appointment with Karri to view our venue at a time that suits you.

Karri Guy

Club and Functions Co-ordinator

Phone: 08 8382 1376 Mobile: 0432 223 662

Email: pfunctions@hotmail.com



ROOM SPECIFICATIONS

	THEATRE STYLE	BANQUET STYLE	U-SHAPE	CLASS ROOM STYLE	BOARDROOM
SEA VIEW	120	90	50	65	50
TRAINING ROOM	30	20	15	18	18

Exhibition style also available

Our function space:

- Modern, refurbished conference facilities
- Meeting room serviced including a designated contact on the day, room set up and refreshed during each meal break
- High ceilings with natural light
- Complimentary WIFI for the presenter
- Complimentary car parking *subject to availability
- Secretarial support – printing and email facilities (charges apply)

CONFERENCE BREAKFAST

CONTINENTAL BREAKFAST FROM \$15.00 PER PERSON

- A selection of fresh fruit, cereal, yoghurt, granola, Danish pastries and muffins
- Assorted teas, freshly brewed coffee and a variety of juices

HOT BUFFET BREAKFAST FROM \$20.00 PER PERSON

- A selection of crispy bacon, breakfast sausages, fried eggs, tomato, mushrooms, hash browns and toast
- Mini muffins and a platter of fresh fruit
- Assorted teas, freshly brewed coffee and a variety of juices

BUSINESS BREAKFAST FROM \$24.00 PER PERSON

- Crispy bacon, breakfast sausage, fried eggs, tomato, mushrooms, hash browns and toast
- Assorted teas, freshly brewed coffee and a variety of juices
- Served to guests individually plated

Morning hire \$400.00 - Guests to have vacated by 10am

Please Note: A minimum of 30 guests is required for a hot buffet breakfast to be served



CONFERENCE AND MEETING PACKAGES

FULL DAY DELEGATE PACKAGE FROM \$29.00 PER PERSON

Package includes:

- Continuous tea and coffee
- Your choice of a **morning tea** bakery item served with freshly brewed tea and coffee
- A **light working lunch** including sandwiches, baguettes or wraps which includes a seasonal salad and juice
- Tea and coffee served with and gourmet biscuits and whole fruit for your **afternoon break**
- Projection screen, whiteboard and markers
- Iced water
- Conference coordination support

Full day venue hire (9 hours): \$500.00

HALF DAY DELEGATE PACKAGE FROM \$20.00 PER PERSON

Package includes:

- Continuous tea and coffee
- Your choice of a **morning OR afternoon tea** bakery item with whole fruit served with freshly brewed tea and coffee
- A **light working lunch** including sandwiches, baguettes or wraps which includes a seasonal salad and juice
- Projection screen, whiteboard and markers
- Iced water
- Conference coordination support

Half day venue hire (4 hours): \$400.00

Lunch can be served in either the conference room or standing on the balcony, weather pending.

Additional selections for lunch are \$4.00 per person

Include a delicious homemade soup for \$3.00 per person

SEMINAR PACKAGE FROM \$6.50 PER PERSON

Package includes:

- Continuous tea and coffee
- Your choice of **morning OR afternoon** tea served with freshly brewed tea, coffee and gourmet biscuits
- Projection screen, whiteboard and markers
- Pads, pens, iced water
- Conference coordination support

Half day venue hire (4 hours): \$400.00

COCKTAIL FOOD PACKAGES

2 HOUR COCKTAIL MENU from \$25.90 per person

5 hot items & 2 cold items

PLATTERS SELECTION from minimum spend of \$800.00

A mix of 4 options from our Platters menu

DINNER PACKAGES

TWO COURSE DINNER FROM \$35.00 PER PERSON

Your choice of a set soup and an alternate serve main course

Served with bread rolls and tossed salad

THREE COURSE DINNER FROM \$48.00 PER PERSON

Your choice of an alternate entrée, main course and dessert

Served with bread rolls and tossed salad

Add canapés to any sit down menu for \$8.00 per person.

Add a cheese course to finish the evening for \$10.00 per person

Add chocolate dipped strawberries and chocolate truffles for \$8.00 per person

Supply your celebration cake to be served to any package for an additional \$3.00 per person

PACKAGE INCLUSIONS

- All packages are served as an alternate drop however a choice selection is available at \$6 per person/per course
- All packages include freshly baked bread rolls, salads to share with main course and tea and coffee for your guests

BUFFET DINNER FROM \$40.00 PER PERSON

1 hour of canapes

Your selection of 2 roasted meats, roasted potatoes and 5 salads.

Includes a selection of fine cakes and gateaux along with tea and coffee.

We are pleased to be partnered with Fieldhouse Catering & can cater to ANY request!

Additional options available on their website:



www.fieldhousecatering.com.au



- Our function room will be set to your individual requirements on either rectangular or square tables. Round tables are an additional cost.
- The tables will be set using crisp white linen, linen napkins and polished silver cutlery.
- We can offer the complimentary use of our balcony for predinner drinks and canapes.
- Dietary requirements are catered for separately and meals will be at the chef's discretion.
- Room hire for the evening is \$400.00.

Please Note: A minimum of 30 guests is required for a sit down dinner

BEVERAGE PACKAGES AND OPTIONS

BEVERAGE PACKAGES

PRE DINNER DRINKS

1 hour of continual service from \$12.50 per person.

Our house option of a white wine, a red wine, a sparkling white wine a selection of local beer, soft drinks and orange juice.

STANDARD BEVERAGE PACKAGE

4 hours of continual service from \$35.00 per person.

Our house option of a white wine, a red wine, a sparkling white wine and a selection of local beers, soft drinks and orange juice.

\$10.00 per person every hour there after.

Minimum bar spend of \$1000.00 applies on all evening events.

RSA is applied at all times.

BAR TAB

You nominate an amount and you can advise which beverages are included and offered to your guests.

We will supply a list that is displayed.

Any beverages requested outside of your nominated list will need to be paid for in full by the individual requesting.

SUBSIDISED BAR TAB

You nominate an amount you would like each beverage subsidised by – you pay that amount via a prepaid bar tab and the guest pays the balance. We will supply a list that is displayed.

Any beverages requested outside of your nominated list will need to be paid for in full by the individual requesting.



TERMS AND CONDITIONS

TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 7 days, after this time should a deposit not been received it will automatically be released without notification.

CONFIRMATION

Confirmation of your booking with an estimated number of attendees must be received for an event to be held. Once confirmation is received we will forward to you your booking agreement which will be signed by both parties. Deposit is required no longer than two weeks after confirmation to secure your booking. If this is not received, management reserves the right to cancel your event and allocate the venue to another client.

CANCELLATIONS

In case of cancellation the room hire charge will not be refunded unless the function room is resold. If the event is cancelled within 14 days of the event date, full payment will be required.

FINAL NUMBERS

Are required 14 days prior to your event.

PAYMENT OF EVENT

All accounts are to be settled 14 days prior to your event unless by prior arrangement. Personal cheques are not accepted.

MENU SELECTION

Details must be finalised at least 14 days prior to your event. Please inform us of any dietary requirements as we can cater for your every need.

RESPONSIBLE SERVICE OF ALCOHOL

The Port Noarlunga Surf Life Saving Club reserve the right to refuse service to any guest who are deemed intoxicated. Guests are respectfully reminded that photo ID is required to purchase and/or consume alcohol. Guests are not permitted to bring their own alcoholic beverages.

SMOKING

The Port Noarlunga Surf Life Saving Club is a non-smoking venue at all times, this includes the balcony area. If guests wish to smoke, please use the designated area outside where ashtrays are provided.

INSURANCE

We cannot take responsibility for damage to or loss of items before during or after an event and recommend that you arrange appropriate insurance cover.



TERMS AND CONDITIONS (CONT.)

CLIENT RESPONSIBILITY

Organisers are financially responsible for any damage/breakage sustained to the Port Noarlunga Surf Life Saving Club by the organiser, organisers guests, invitees or other persons attending the function.

SECURITY

Arrangement for security can be made upon request. For 21st birthday parties and groups over 150 security will be required at a charge of \$50.00 per hour for the duration of the event.

EXTENDING HOURS

Any event continuing beyond the confirmed departure time will incur an additional charge of \$250.00 per hour, extension only until 1am.

CAR PARKING

Is complimentary, however subject to availability.

FOOD & BEVERAGE

No food or beverage may be brought onto the Port Noarlunga Surf Life Saving Club premises for consumption during an event unless prior arrangement has been made – celebration cakes are the exception.

CLEANING

General and expected cleaning is included in the cost of the room hire. Additional charges may be incurred by you in instances where an event has created additional cleaning requirements which are considered to be over and above expected cleaning. ie confetti.

RESPONSIBILITY

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a refund of any deposits may be made. We will endeavour to provide you with reasonable notice.

ADDITIONAL SERVICES

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, theming etc. A charge may be incurred for these services. If the event is cancelled such service charges will be your responsibility.