



Seminars & Conferences at Capalaba Sports Club

Thank you for considering Capalaba Sports Club for your forthcoming function.

At Capalaba Sports Club we specialize in all your function needs. Our private function room can cater from 10 for a meeting, up to 88 guests seated or for a more informal style, 120 guests in air conditioned comfort.

Please find enclosed our packages for your perusal. I would be happy to arrange a time that is convenient to take you through the venue and discuss ideas for your function.

Once again thank you for enquiring and please do not hesitate to contact me should you have any questions.

I look forward to meeting with you and welcome the opportunity to make your function a memorable and successful occasion.

Capalaba Sports Club
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WHY NOT ADD A GAME OF BOWLS FOR A GREAT TEAM BUILDING EXERCISE

Greens Fees - \$5.00 per person
*Greens are subject to availability

Night Bowls

Night bowls is available during the summer months between September and March. An additional fee of \$50 is applicable for night bowls to cover lighting costs.

Corporate Functions

When planning your next corporate event why not host a bowls day. Boost the morale of your staff with a friendly game of Barefoot bowls.

Fundraising Events

If you're looking for an effective way to raise funds for charity and make a great impression we are more than happy to assist. A Charity Bowls day is not only a perfect way to get a group of people together for a good cause but also to have a great time.

BBQ Menu

We can cater for your event, large or small, whatever your needs may be. Why not let us cater for your bowls day with a Gourmet Barbeque by the greens.

Equipment and Regulations

Capalaba Sports Club has loan bowls available for your convenience. Flat soled shoes without ripples, spikes or studs are regulation. Barefoot bowls is also an option.

Please be aware that players are not to sit on the sand barrier surrounding the greens at any time.

Food and Beverages are not allowed on the greens, however, can be consumed in the shelters around the greens.

Smoking areas must be observed at all times.

ROOM HIRE

Monday-Friday (up to 4 hours)	Monday-Friday (up to 8 hours)	Additional Hour (Mon-Fri)	Saturday- Sunday (5 hours)	Additional Hour (Sat-Sun)
\$150	\$200	\$60	\$300	\$80

MEETING MENUS

Tea and Coffee on arrival \$1.50pp
Continuous Tea and Coffee all day \$2.50pp

MORNING AND AFTERNOON TEA SELECTIONS \$6.00pp

Tea and Coffee served with your choice of the following (please select one):

- Biscuits
- Muffins
- Danishes
- Scones with Jam and whipped Cream
- Cakes
- Slices

LUNCH (Served Buffet Style) \$9.00pp

Tea and Coffee served buffet style with your choice of the following (please select one):

- Selection of finger sandwiches
- Selection of filled focaccias
- Selection of wraps

Please add an additional \$1 per person for a selection of 2 items

Upgrade for an additional \$3.00pp

- Beef Stroganoff with Rice
- Thai Chicken Curry with Jasmine Rice
- Lamb Hot Pot with baked Potatoes

Add two salads from the list below for an additional \$3.00pp

- Garden
- Greek
- Caesar
- Potato
- Pasta

Add a Fruit Platter for an additional \$3.00pp

***Please note we have a large selection of menus available upon request depending on your requirements, please feel free to enquire about these.

TERMS AND CONDITIONS

BOOKINGS

Tentative bookings will be held for seven (7) days, after which time the room hire fee is required to secure the venue. It is the clients responsibility to confirm the tentative booking otherwise it is automatically cancelled after the seven (7) day period. In the event a second party becomes interested in the date/room you will be contacted and asked to make a decision within 24 hours otherwise the date/room may be released.

A signed copy of our terms and conditions is required to confirm all bookings along with a deposit equivalent to the room hire.

ROOM HIRE

Your room hire fee is not a deposit on catering as this is a separate cost.

Closing times on all functions are as follows: Sunday to Thursday 9.30pm & Friday and Saturday is 12am.

FINAL NUMBERS

Confirmation of the number of guests attending your function is required at least (7) days prior to the event.

Charges will be based on the final numbers advised at this time or the numbers on the night, whichever is greater.

PUBLIC HOLIDAYS

A surcharge of 15% applies to all public holidays to both room hire and the catering. A separate quote will be drawn up if you wish to have your function on a Public Holiday.

PAYMENT METHOD

The account for the catering is to be paid in full seven days prior to the function once final guest numbers have been confirmed. Credit card details will be required on file for security reasons should you wish to have a bar tab.

CANCELLATIONS

All cancellations must be made in writing to the Function Manager. The following cancellation fees apply.

CANCELLATION	REFUND AMOUNT
3 months - 6 months	Full refund
30 days - 3 months	70% of deposit refunded after re-booking of the room
29 days - 8 days	50% of deposit refunded after re-booking of the room
7 days - 49 hours	No refund on deposit and 50% of other expenses refunded
48 hours or less	No refunds

DRESS CODE

All guests attending functions must abide by the Clubs Dress Code. This includes, but is not limited to, no singlets, thongs or hats.

PRICES

While we endeavor to maintain all prices as printed, they are subject to change. Please consider this when booking your event well in advance.

SMOKING

The Clubs designated smoking areas must be observed by all guests. For the function room the designated smoking area is located outside the room and to the left where a seating area and ashtrays are located for the convenience of our guests. No drinks are to be taken outside the function room.

LOSS AND DAMAGE TO PERSONAL PROPERTY

The Capalaba Sports Club will not except responsibility for any loss or damage of property or merchandise left on the premise prior to, during or after the function. The client will be held responsible for property loss or damage to the Capalaba Sports Club and shall be financially responsible for such property loss or damage.

I accept the above Terms and Conditions of the Capalaba Sports Club.

Client Name_____Date_____

Signature_____

Manager_____Date_____