



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 90 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.

Kelly Regenet

Functions and Events Manager

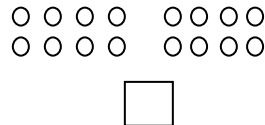
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LAYOUT OPTIONS

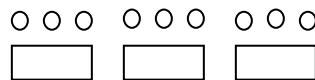
Please advise the Function Manager how you would like the room set up.

Theatre Style – The function room can be set up in theatre style to cater from 10 – 100 guests.

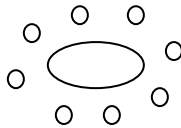


Classroom Style – This set up can cater for approx 60 guests.

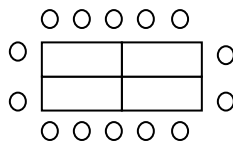
Chairs and desks are set up like a classroom and will face the focal point of your choice.



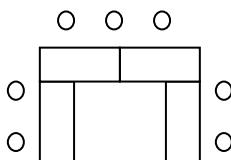
Cabaret / Banquet Style – This set up involves group tables that can seat up to 8 guests with a total guest capacity of 80 guests.



Boardroom Style – This set up involves everyone sitting around a table facing each other that can seat up to 40 guests.



U Shape – This set up involves the tables set up in a u shape with guests sitting around the outside facing the facilitator. This style can seat up to 36 guests.



DAY PACKAGE \$32.00PP

(Minimum 15 delegates)

Room Hire (8am – 4pm)

Pads, Pens and Mints

Tea and Coffee on arrival

Complimentary Parking

Morning Tea – Tea, Coffee and Orange Juice with your choice of (please select one):

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

Lunch served Buffet Style - Tea, Coffee and Orange Juice served buffet style with your choice (please select one):

- Selection of Finger Sandwiches
- Selection of Filled Focaccias
- Selection of Wraps

Afternoon Tea – Tea, Coffee and Orange Juice with your choice of (please select one):

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

Additions

- \$20 for small whiteboard
- \$30 for a data projector and screen
- \$20 for microphone and sound system

HALF DAY PACKAGE \$25.00PP

(Minimum 15 delegates)

Room Hire (8am – 12pm or 12pm – 4pm)

Pads, Pens and Mints

Tea and Coffee on arrival

Complimentary Parking

Morning or Afternoon Tea – Tea, Coffee and Orange Juice with your choice of (please select one):

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

Lunch served Buffet Style - Tea, Coffee and Orange Juice served buffet style with your choice (please select one):

- Selection of Finger Sandwiches
- Selection of Filled Focaccias
- Selection of Wraps

Additions

- \$20 for small whiteboard
- \$30 for a data projector and screen (installed in ceiling)
- \$20 for microphone and sound system



BOWLS

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

Greens Fees - \$7.50 per person

*Greens are subject to availability due to Club's involvement in major bowling tournaments.

Night Bowls

Night bowls is only available during the summer months between September and March. An additional fee 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.

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	\$40	\$300	\$80

MEETING MENUS

Tea and Coffee on arrival	\$2.00pp
Continuous Tea and Coffee all day	\$3.50pp

MORNING AND AFTERNOON TEA SELECTIONS \$6.00pp

Tea, Coffee and Orange Juice 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, Coffee and Orange Juice 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

CONTINENTAL BREAKFAST

\$9.95pp

Seasonal sliced fruit platters
Fresh muffins and croissants with preserves and butter
Assorted cereals
Assortment of toasts with preserves and butter
Continuous tea, coffee and orange juice

HOT BREAKFAST

\$15.00pp

Seasonal sliced fruit platters
Fresh muffins and croissants with preserves and butter
Assorted Cereals
Assortment of toasts with preserves and butter
Poached fruit and yogurt
Scrambled eggs with bacon, sausages, tomato and toast
Continuous tea, coffee and orange juice

WHY NOT FINISH YOUR EVENT WITH A PLATTER AND BEVERAGE.....

HOT PLATTER MENU 1 (select 5 items)

\$70 per platter

Honey Satay wings
Spring rolls
Sausage Rolls
Assorted mini pies
Vegetarian Samosas
Spicy Meatballs
Tempura Garlic Prawns
Fish Gujons

HOT PLATTER MENU 2 (select 5 items)

\$85 Per Platter

Battered Prawns
Crumbed Camembert
Mini Quiches
Salt & Pepper Calamari
Chicken Kebabs
Chicken Puff Pastry
Spicy Meatballs
Spring Rolls

ANTIPASTO PLATTER

\$60 Per Platter

***Please note: A platter caters for approximately 10 guests**

SIT DOWN LUNCH MENU (2 COURSE)

\$16.00pp

Roast Pork, Lamb or Beef served with a panache of vegetable, baked potato and mushroom or Diane sauce

Followed by

Baked Passionfruit Cheesecake or Black Forest Gateaux served with whipped cream

Tea and Coffee are self serve with dessert

SIT DOWN LUNCH OR DINNER MENU

2 COURSES

\$25.00pp

3 COURSES

\$30.00pp

Bread Rolls and Butter

Entrée – Please select one

Creamy Pumpkin Soup with a hint of nutmeg served with sour cream and chives

Caesar Salad with bacon, eggs, parmesan cheese, croutons and Caesar dressing

Tempura Whiting Fillets Salad with Asian greens, sweet chilli sauce and tartare sauce

Chicken Ballontine filled with bacon, spinach and camembert cheese on a tomato capsicum coulis

Mains – Please select one

Chicken Supreme filled with mango and cream cheese with a dill cream and white wine sauce

Char Grilled Rib Fillet with garlic mushrooms and a port wine jus

Fresh Salmon Fillet topped with bok choy, drizzled with an oriental dressing

Roast Loin of Pork with an orange honey glaze and apple sauce

Dessert – Please select one

Individual Mud Cake served with fresh cream

Lemon Meringue Pie served with ice-cream

Passion Fruit Cheesecake served with passion fruit coulis or fresh cream

Caramel Tart served with fresh cream

Tea and Coffee are self serve with dessert

BEVERAGES

You can choose to have a beverage package, bar tab or for your guests to pay cash on consumption.

*Bar will cease to operate fifteen (15) minutes prior to the end of your function

Beverage Package #1

\$20.50 per person

Beverages served for 5 hours

Tap Beer
House Red and White Wine
Soft Drinks
Orange Juice

Beverage Package #2

\$25.50 per person

Beverages served for 5 hours

Tap Beer
Premium Red and White Wine
Sparkling Wine
Soft Drinks
Orange Juice

Beverage Package #3

\$30.50 per person

Beverages served for 5 hours

Tap Beer
Premium Red and White Wine
Sparkling Wine
Basic House Spirits
Soft Drinks
Orange Juice

Beers

(Please select two beers to be served on tap)

Carlton Mid, Hahn Premium Light, Hahn Super Dry , Pure Blonde, Tooheys New, Tooheys Old,
Tooheys Extra Dry, VB, XXXX Bitter, XXXX Gold

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 are required to confirm all bookings along with a deposit equivalent to the room hire for your event.

ROOM HIRE

The room hire is \$150 for a period of up to four (4) hours and \$200 for up to eight (8) hours.

Your room hire fee is not a deposit on catering as this is a separate cost. Additional fees may apply should you exceed the stated hours.

PUBLIC HOLIDAYS

A surcharge of 15% applies to all public holidays to both room hire and the catering.

PAYMENT METHOD

The account for the catering is to be paid in full seven days prior to the function. Payment can be made by credit card or cash. Credit card details may be requested to hold on file for security reasons.

CANCELLATIONS

All cancellations must be made in writing to the Functions Department. 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

OTHER POLICIES

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 or the number on the day, whichever is greater.

PRICES AND TERMS

All prices and terms are subject to change without notice.

BEVERAGES AND FOOD

Capalaba Sports Club is a Licensed venue therefore guests are not permitted to bring their own beverages or food onto the premise.

LICENSING AND RSA POLICY REQUIREMENTS

All guests of the Capalaba Sports club including those attending functions are subject to the clubs house policy regarding responsible service of alcohol. All guests are subject to ID checks and if unable to produce valid ID (Australian driver’s license, 18+ card or passport) they may be refused service. In the event of underage drinking or supply of alcohol to underage persons both the underage individual and the individual who is found to be supplying the person with alcohol will be asked to leave the function as well as the club premises.

In the event of guests being found unduly intoxicated or disorderly, in accordance with the clubs house policy, that guest will asked to leave club premises.

As part of our house policy, and in conjunction with our legal obligations to provide responsible service, we require a minimum amount of food be purchased when holding events at the club. This amount is based on the number of guests and will be advised by the function manager at the time of your booking confirmation. As a requirement of the club and licensing, every under 18 year old is to be accompanied by a parent or legal guardian at all times.

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.

Any damages sustained during the course of the function will be payable by the organiser of the function.

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

Client
Name _____ Date _____

Signature _____

Manager _____ Date _____