



# *Conferences* **2019**



**naroomagolfclub**

"our venue speaks for itself"

# narooma golf club

“our venue speaks for itself”

Our unique location and stunning ocean views help make Narooma Golf Club the perfect venue for business meetings, luncheons, training days and conferences.

A range of versatile function rooms are available and the award-winning catering department have a wide array of menus for your perusal. Our Function Coordinator is on hand every step of the way to provide any assistance required.

With three well-appointed function rooms - including the exquisite Bluewater Room with its majestic views - we have the ideal facilities to make your next function, conference or meeting a memorable one.

# NAROOMA GOLF CLUB ROOM HIRE

## THE 1ST HOLE

For smaller meetings the 1st Hole is a private room offering full coastal views.

**Half \$100.00**

**Full \$180.00**

## THE SEAHORSE ROOM

Not too big, not too small & what a view, ideal for daytime business meetings, training days or luncheons.

**Half \$120.00**

**Full \$200.00**

## THE BLUEWATER ROOM

For larger meetings, conferences, workshops and conventions with 180° coastal and island views this room is second to none.

**Half \$200.00**

**Full \$400.00**

## ROOM HIRE INCLUSIONS:

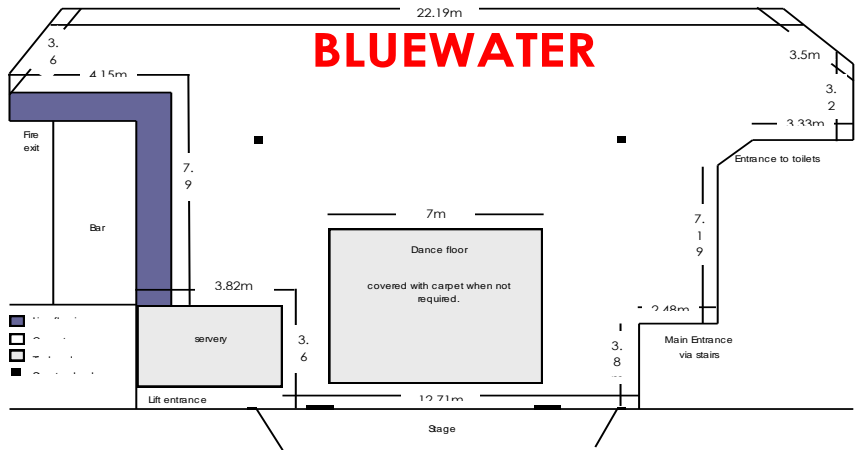
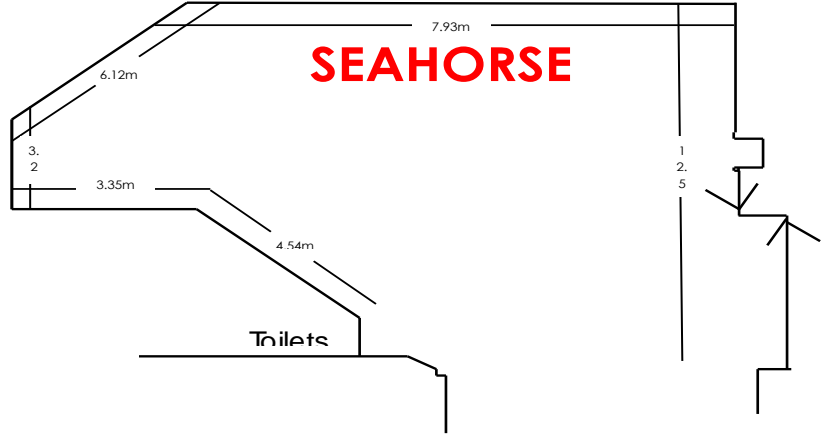
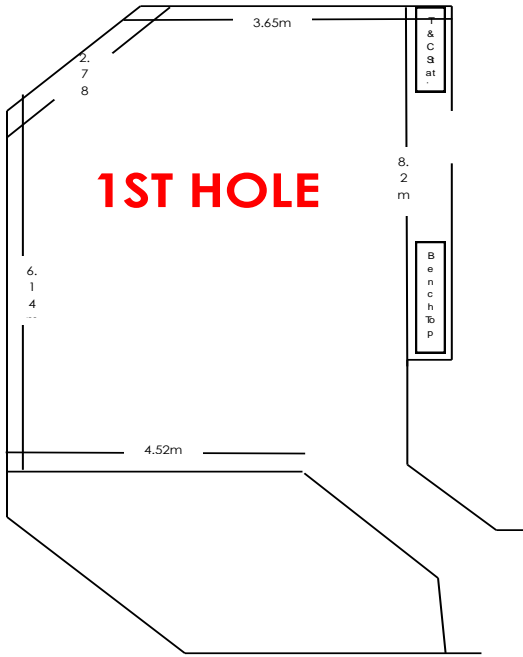
Air conditioning in all rooms  
 Tables and chairs set to specified plan  
 Microphone and lectern (not available in 1st Hole)  
 Cold water  
 Welcome sign in foyer

## AUDIO & VISUAL EQUIPMENT

- Wi-Fi *\*subject to availability*
- Cordless microphone N/C
- Microphone Stand N/C
- Lectern N/C
- Whiteboard and Markers - \$ 5.00 (inc in packages)
- Data Projector and Screen - \$40.00(inc in packages)
- Flip Chart - \$ 5.00 (inc in packages)
- *Photocopy and Fax facilities* - 30c per page

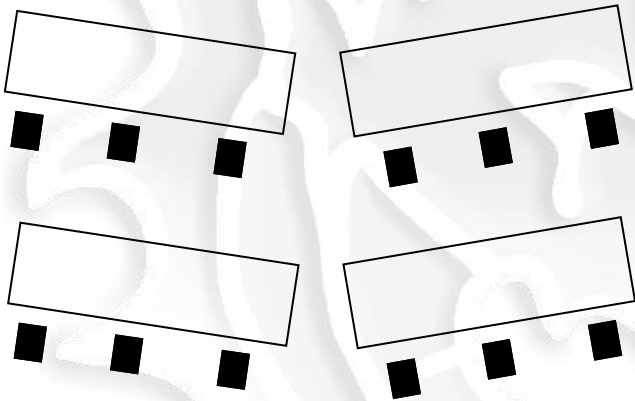
*\*Surcharges apply to  
 Sunday and public holiday bookings*

# VENUE FLOOR PLANS

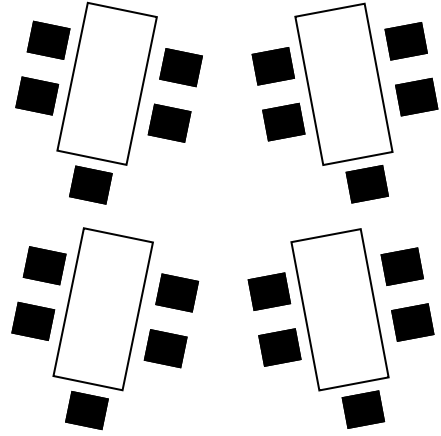


# NAROOMA GOLF CLUB TABLE LAYOUTS

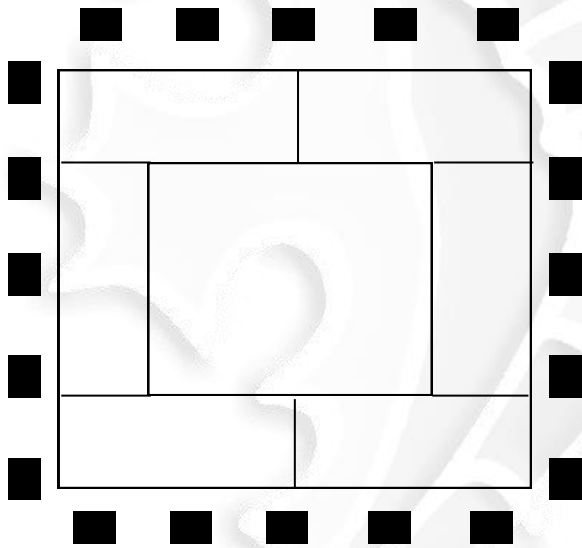
## CLASSROOM



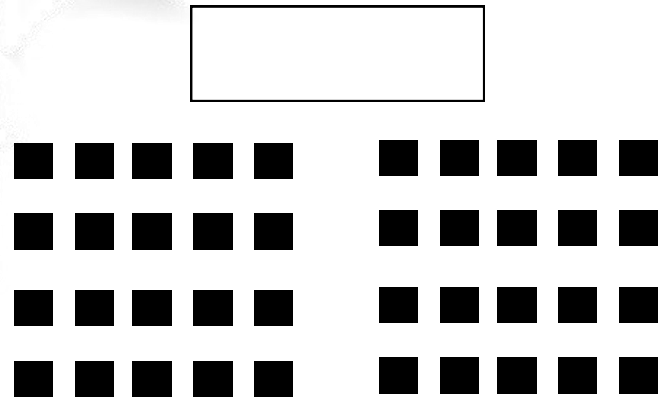
## CABARET



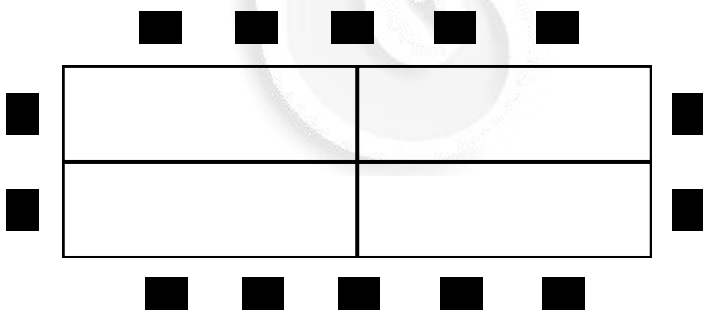
## HOLLOW SQUARE



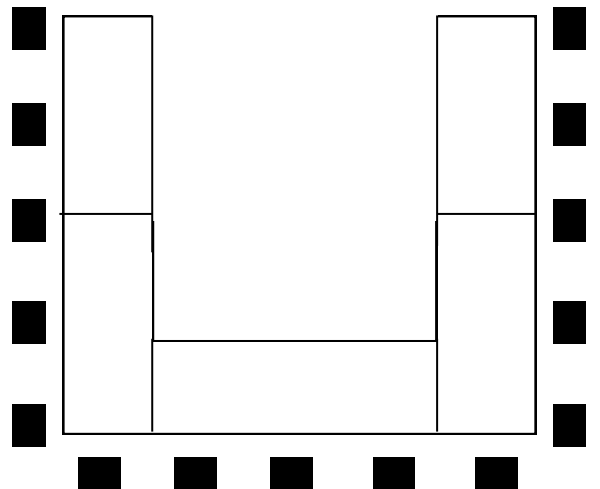
## THEATRE STYLE



## BOARDROOM



## U-SHAPE



# NAROOMA GOLF CLUB CONFERENCE DAY PACKAGES

## PACKAGES INCLUDE:

- ◆ **Room hire** (4 Hours or less for Half day package)
  - ◆ **Water per table**
  - ◆ **Complimentary Mints** (Full day package only)
- Please see room capacities to choose a suitable room below.
- Audio & Visual Equipment**
- ◆ Cordless microphone
  - ◆ Microphone Stand
  - ◆ Lectern
  - ◆ Whiteboard and Markers
  - ◆ Overhead Data Projector & Screen-1st Hole & Bluewater room only
  - ◆ Portable Projector & screen -The Seahorse Room only
  - ◆ Flip Chart
  - ◆ Wi-Fi (*subject to availability*)

## HALF DAY CONFERENCE PACKAGE

### 1ST HOLE /THE SEAHORSE ROOM

\$44.00 per person per day

### THE BLUEWATER ROOM

\$46.00 per person per day

\*Minimum numbers apply

#### On Arrival

- ◆ Tea, coffee and selection of biscuits and cold water

#### Morning Tea

- ◆ Tea, coffee and a selection of sliced cakes, muffins and homemade slices

#### Lunch (choose from 1 of the following options)

- 1) Plated main course, 2 alternate servings (can be served in brasserie)
- 2) Soup and Quiche (can be served in brasserie)  
All our soups are made with the finest ingredients and stocks with no preservatives or boosters. Served with crusty bread and ciabatta.  
After the soup we will serve a selection of quiche with roquette
- 3) Light Lunch - Selection of freshly cut sandwiches, homemade pizza, quiche, savoury croissants ,fresh fruit



# NAROOMA GOLF CLUB

## FULL DAY CONFERENCE PACKAGE

### 1ST HOLE /THE SEAHORSE ROOM

\$53.00 per person per day

### THE BLUEWATER ROOM

\$55.00 per person per day

\*Minimum numbers apply

#### On Arrival

- ◆ Tea, coffee and selection of biscuits and cold water

#### Morning Tea

- ◆ Tea, coffee and a selection of sliced cakes, muffins and homemade slices

#### Lunch (choose from 1 of the following options)

- 1) Plated main course, 2 alternate servings (can be served in brasserie)
- 2) Soup and Quiche (can be served in brasserie)  
All our soups are made with the finest ingredients and stocks with no preservatives or boosters. Served with crusty bread and ciabatta.  
After the soup we will serve a selection of quiche with roquette
- 3) Light Lunch  
Selection of freshly cut sandwiches, homemade pizza, quiche, savoury croissants ,fresh fruit

#### Afternoon Tea

- ◆ Fruit Platter

## CREATE YOUR OWN

If your requirements differ from those listed in our packages you can create your own. Select the room & catering required from the following.

### MORNING AND AFTERNOON TEA AND CONFERENCE BREAK OUT TREATS

- |  |          |
|--|----------|
| A. Tea, coffee & a selection of biscuits                               | \$ 4.00  |
| B. Tea, coffee & a selection of sliced cakes, muffins, homemade slices | \$ 8.00  |
| C. Fruit Platter (per platter- caters for 15-20)                       | \$ 52.00 |

### LUNCH OPTIONS:

- |  |          |
|--|----------|
| 1. <b>Finger food buffet: Chefs selection of:</b><br>Lovely selection of freshly cut club sandwiches<br>Platter selection of homemade pizza<br>Smoked chicken, sage and steamed leek risotto balls<br>Platters of quiche and pastry bites<br>Homemade mini sausage rolls<br>Marinated Thai style chicken skewers<br>Grilled cup mushrooms, stuffed with bocconcini, proscuitto and basil<br>Fresh seasonal fruit platters<br>Tea and coffee<br><i>*min of 20 PAX for this option</i> | \$ 24.00 |
|--|----------|

# NAROOMA GOLF CLUB ADDITIONAL SERVICES

## SPECIAL FEATURES

Award winning catering, quiet location, efficient friendly staff, paved access to all doors

## PARKING FACILITIES

Ample off street parking

## ADMINISTRATIVE FACILITIES

Fax access / Photocopying / paper shredder / wireless internet access

*20c per colour page*

*10c per black and white page*

## GOLF

Why not combine a little business and pleasure with a round of golf on our magnificent course.

Contact the Pro-Shop on 4476 0507 to make a booking.

## RESTAURANT

Pauls on the Course Brasserie

Coffee & cake from 10am

Lunch from 12pm

Dinner from 6pm

## CONFERENCE DINNERS

Ask for a quote from our Function Manager for a range of options for a conference dinner.

## COURTESY BUS

The Club's Courtesy Bus is available for use Thursday, Friday and Saturday evenings from 5.30pm.

Our friendly driver can pick you up and take you home, giving you time to enjoy dinner and drinks without the worry of driving.

Bookings can be made by calling the club house on 02 4476 0500.

\*By request we can certainly offer the use of the courtesy bus for larger groups outside of these days

**For more information and bookings  
call (02) 4476 0505 or email [functions@naroomagolf.com.au](mailto:functions@naroomagolf.com.au)**



PO Box 38  
Ballingalla Street  
Narooma, NSW, 2546.  
Phone: 02 4476 0505  
Fax: 02 4476 2016 Email: functions@naroomagolf.com.au

# Conference Booking Sheet 2019

**Today's Date:** \_\_\_\_\_ **Site inspection:** Yes / No **Date:** \_\_\_\_\_

**Company/Organisation:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Company address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email for invoice:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Function type:** \_\_\_\_\_ **Number of people attending:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_ **Time: Setup** \_\_\_\_\_ **Start** \_\_\_\_\_ **to** \_\_\_\_\_

**Function Room:**      The Bluewater Room      The Seahorse Room      The 1st Hole

**Room Hire:**       Half Day (4 hours or less)       Full Day

**Room Set-up:**      Classroom      Boardroom      Theatre      Cabaret      U-shape      Square

**AV requirements:**      Whiteboard      Data projector      Screen      Flip Chart      Wi-Fi

**Conference Package:**       **Half day package**  
The 1st Hole/The Seahorse room       **Full day package**  
The 1st Hole/The Seahorse room

**Half day package**  
The Bluewater Room       **Full day package**  
The Bluewater Room

**Conference Lunch** Option    1:  2:  3:

**Create your own:**      Tea/Coffee/Biscuits            Morning Tea        
Lunch Selection 1            Afternoon Tea     

**Timing:** Morning tea @ \_\_\_\_\_ Lunch @ \_\_\_\_\_ Afternoon tea @ \_\_\_\_\_

Please confirm numbers and special dietary requirements if applicable 5 days prior to date for catering purposes

How did you hear about us? \_\_\_\_\_

**I/We acknowledge that I/we have read and understood the general terms and conditions.**

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit amount:** \_\_\_\_\_ (Total room hire) **Deposit paid:** yes / no notes \_\_\_\_\_

**Cheque** to be made payable to Narooma Golf Club and returned with this form to:  
Narooma Golf Club, PO Box 38, Narooma, NSW, 2546.

**Money Transfer: BSB:** 012-502 **Account No:** 2190-01403

**Credit card payment** Post to the above address or fax 02 4476 2016

Please debit my:      MasterCard      Visa card      Other: \_\_\_\_\_

Card number     

Expiry date               Verification number     

Cardholders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TERMS AND CONDITIONS 2019

## CONFIRMATION

All reservations must be confirmed by first reading and understanding these Terms and Conditions. Completion of the booking confirmation form and a deposit are then required to secure the selected room on the date nominated.

## DEPOSIT

A deposit that equals the total room hire is required when booking is made. An invoice for the balance of monies owing will be issued the day after the function.

## CANCELLATIONS

Cancellation of a function must be made in writing. Any deposit is only refundable, if notice is not less than 21 days is given, to advise of cancellation.

## GUARANTEED NUMBERS

A guaranteed minimum number of guests attending the event is required one week prior to the event. Charges will be based on the number of people attending the function or the guaranteed number, whichever is the greater.

## ROOM HIRE TIME

For half day room hire bookings (4 hours or less), unless discussed and approved with the Function Manager, you will be unable to increase the length of your function time and the room will need to be vacated after 4 hours. As we may have another booking for the room during the day we do need to be strict in this regard.

## FUNCTION DETAILS

Catering details must be confirmed within 14 days of your function including special dietary requirements. All other function details such as timing and AV requirements must be confirmed within 7 days of your function.

## PRICES

All prices are valid for meetings held in 2019. Circumstances beyond our control may result in a price increase or change of menu prior to this date. All prices are inclusive of GST.

## DAMAGES

Clients are financially responsible for any damage sustained to the Narooma Golf Club and its contents and property owned or in the care or custody of the club by the client, clients guests, invitees or other persons attending the function. This applies whether in the area reserved or any area or part of the Narooma Golf Club. No items are to be adhered to any wall, door or club structure.

## RESPONSIBILITIES

The Narooma Golf Club does not allow food (except for celebratory cakes) or beverages to be brought onto the premises for consumption, and food is not to be taken from the premises (except for celebratory cakes). The Club does not accept liability nor does the Clubs insurance cover loss or damage to personal items or property that is brought to Club premises. In accordance with the Narooma Golf Clubs RSA policy, we reserve the right to cease the supply of liquor to any guest that is in breach of this policy.

## FIRE AND SAFETY PROCEDURES

Smoke machines, heaters, open flames or pyrotechnic devices cannot be operated without prior approval of the Club. All floor plans must adhere to fire safety regulations and not block fire exits or public entrances. No smoking is permitted within 4 meters of any entrance to the club house. Allocated smoking area available.

## ADVERTISING

Prior permission is required to use the Club's name and/or logo in print and/or Audio Visual display. All proposed artwork must be approved by the Club's management prior to publication.

## CLUB ENTRY

We would ask that you please remind your guests that entrance to the Club is subject to the Club rules whereby identification or a membership card must be produced upon entry to the Club. If any guests are not financial members of Narooma Golf Club and live within a 5km radius of the Club, they must be accompanied by a member. Club dress codes apply for all conferences booked for this venue