



Conferences **2021**



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

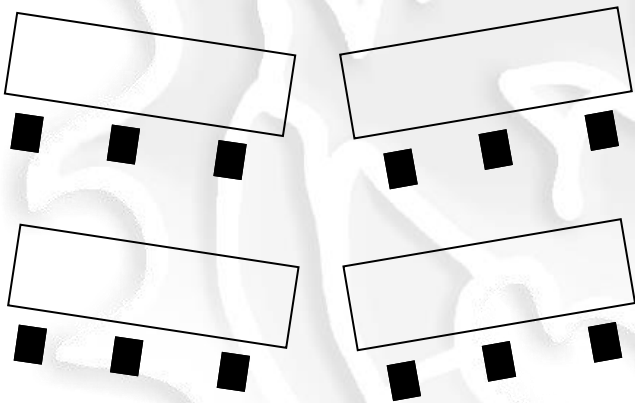
- Wi-Fi **subject to availability*
- Cordless microphone N/C
- Microphone Stand N/C
- Lectern N/C
- Whiteboard and Markers - \$ 5.00 (inc in packages)
- Data Projector and Screen - \$40.00(inc in packages)
- Flip Chart - \$ 5.00 (inc in packages)
- *Photocopy and Fax facilities* - 30c per page

**10 % Surcharge applies to public holidays*

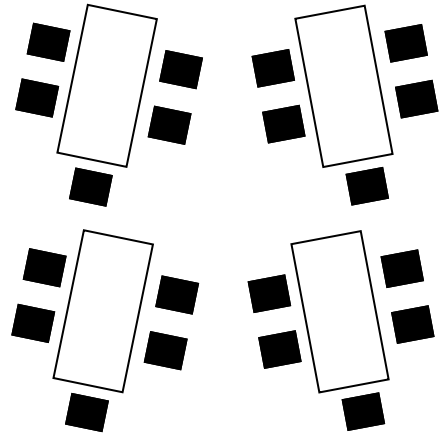
CONFERENCES 2021

NAROOMA GOLF CLUB TABLE LAYOUTS

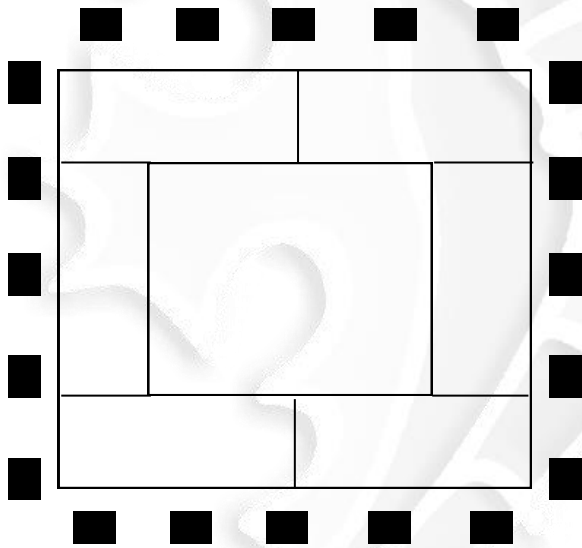
CLASSROOM



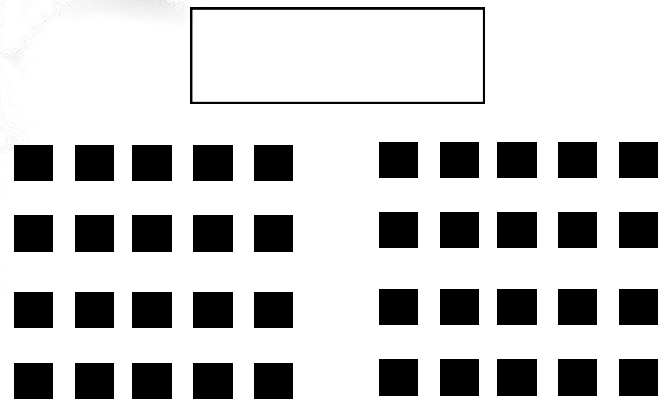
CABARET



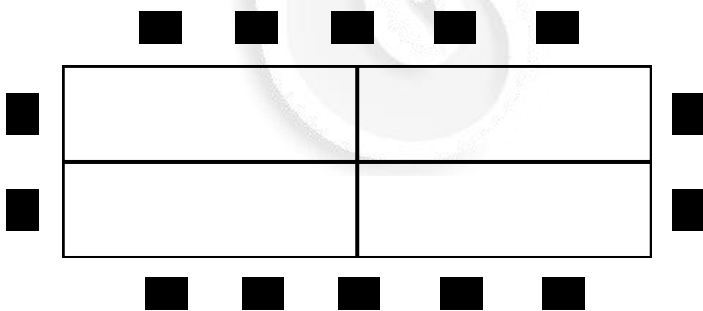
HOLLOW SQUARE



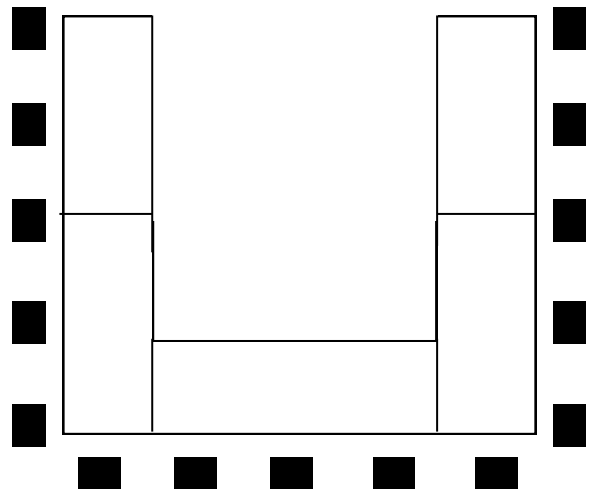
THEATRE STYLE



BOARDROOM



U-SHAPE



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

Conference Booking Sheet 2021

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: 4:

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: _____ (\$100) **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 Scan and email to functions@naroomagolf.com.au **Post** to the above address

Name on Card: _____

Please debit my: MasterCard Visa card Other: _____

Card number

Expiry date Verification number

Cardholders Signature: _____ Date: _____

TERMS AND CONDITIONS 2021

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 2021. 10% surcharge applies for bookings made on a Sunday or public holiday. 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.