

2024

# Conference Guide



narooma **golf** club

our venue speaks for itself

1 ballingalla street, narooma nsw 2546

02 4476 0500    [functions@naroomagolf.com.au](mailto:functions@naroomagolf.com.au)

# Catering packages

minimum 15 guests

## OPTION 1

**\$27.00pp**

### Morning Tea

continuous tea & coffee, sliced cakes, muffins & homemade slices

### Lunch

a selection of fresh cut sandwiches, homemade pizza, savoury croissants & fresh fruit



Special dietary requirements may incur an extra cost.

## OPTION 2

**\$39.50pp**

### On Arrival

continuous tea & coffee, biscuits

### Morning Tea

sliced cakes, muffins & homemade slices

### Lunch

Finger food

Selection of fresh sandwiches and wraps

Vegetable arancini, Beef sliders, assorted fried foods

### Afternoon Tea

Fresh Fruit Platters (seasonal)

## *other* options

order from our brassiere conference menu - price per meal

tea & coffee station only \$4.00pp

# *Conference* room hire

## **HALF DAY**

**1st Hole - \$100.00**

**Seahorse Room - \$120.00**

**Bluewater Room - \$200.00**

## **FULL DAY**

**1st Hole - \$180.00**

**Seahorse Room - \$200.00**

**Bluewater Room - \$400.00**

## *Audio & Visual* equipment

### **Included with your room hire**

Wifi, cordless microphone & stand, lectern

### **Charges may apply for use of the following equipment**

Whiteboard & markers \$5.00

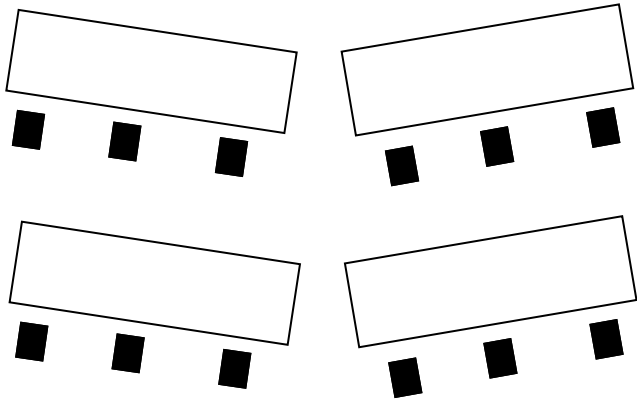
Data Projector & Screen \$40.00

Photocopy & Fax facilities (per page) \$0.30

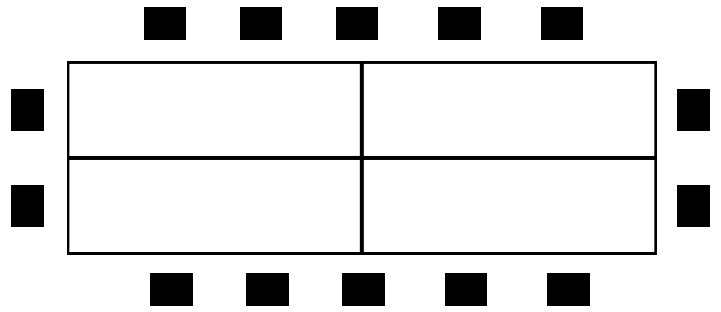


# Room setup

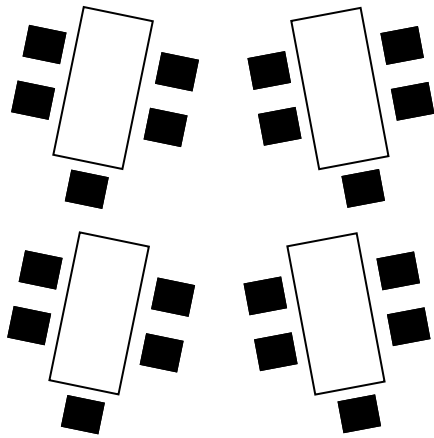
## CLASSROOM



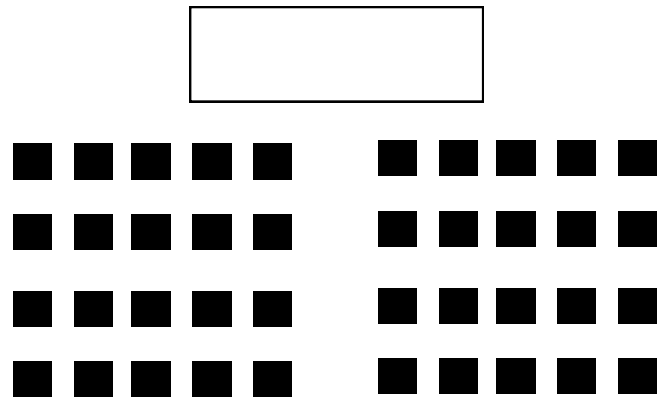
## BOARDROOM



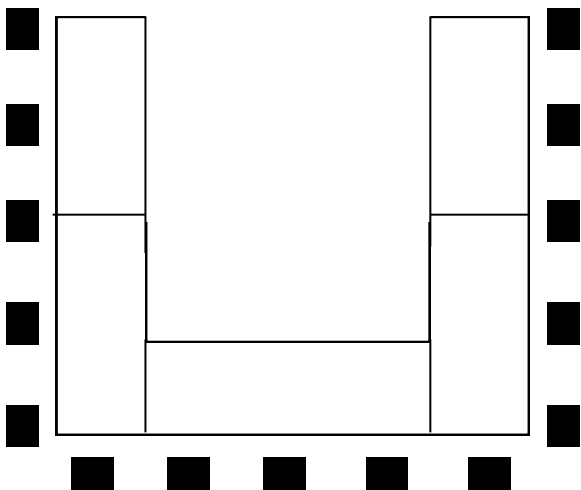
## CABARET



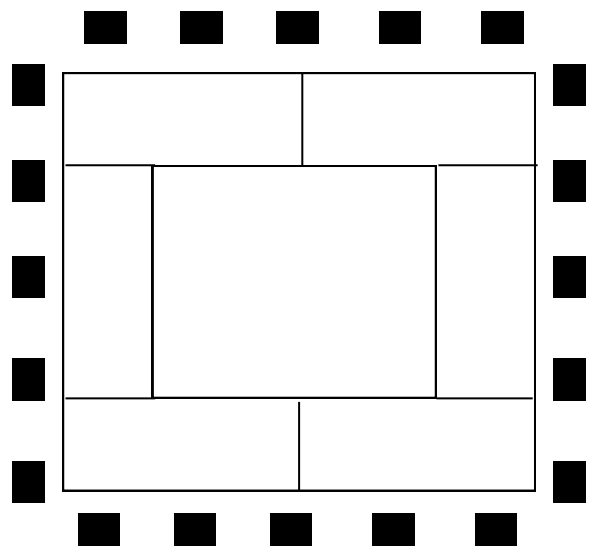
## THEATRE STYLE



## U-SHAPE



## HOLLOW SQUARE



## TERMS AND CONDITIONS 2023

**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 23/24. 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 Club's insurance cover loss or damage to personal items or property that is brought to Club premises. In accordance with the Narooma Golf Club's 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.

**ALL GUESTS MUST HAVE ID TO BE PRODUCED UPON ENTRY SIGNING INTO OUR VENUE**

# Booking sheet

Please complete the front and back of this sheet and return via email to **functions@naroomagolf.com.au**

Alternatively you can return via post or drop it into reception

Company/Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

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

Email for invoice: \_\_\_\_\_

Function Type: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ No of People: \_\_\_\_\_

Times: Setup: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Function Room:  1st Hole  Seahorse  Bluewater

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

Room Setup:  Classroom  Boardroom  Caberet  
 Theatre  U-Shape  Hollow

AV Requirements:  Wi-Fi  Data Projector  Whiteboard

Catering Package:

Option 1

Option 2

Order from Brasserie Conference Menu

Tea & Coffee Station only

Catering Times:

Morning Tea: \_\_\_\_\_ Lunch: \_\_\_\_\_ Afternoon Tea: \_\_\_\_\_

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

Additional Notes &/or Requirements: \_\_\_\_\_

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

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

Date: \_\_\_\_\_