

Conferences at The Royal Queensland Yacht Squadron



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Conferences

Escape from the city for a day and relax by the bay.

Flags Function Room, situated on the upper level of the Squadron Clubhouse, offers you, your guests and business associates a unique relaxed nautical atmosphere for small business meetings through to corporate business and social functions.

An ideal venue for your corporate mid-week seminar, staff training or company functions away from the hustle and bustle of the CBD.

The Squadron also has a boardroom available for hire which accommodates 20 people.

Available Rooms to Hire
Breakfast Menus
Morning & Afternoon Tea Menus
Lunch Menus
Beverage Menu
Terms and Conditions
Booking Form

Should you require any further information, please do not hesitate to contact our Functions Manager
Ph: (07) 3396 8666 PO Box 5021, Manly Qld 4179
functions@rqys.com.au



*Please note: All room hire, menus, and T&C's are current as at 1st May 2011 until 30th April 2012. This is subject to change at management's discretion to allow for changes in the market environment.** Due to the nature of food preparation, it is highly likely that food has come into contact or may contain trace elements of Gluten, Milk Products, Tree nuts and preservatives. If you or your guests have an allergy to one or more of these ingredients, you must notify us so we can assist in making suitable dietary arrangements.*

Available Rooms for Hire

Olympic Room



The Olympic Room is steeped in tradition and is the perfect boardroom for small intimate meetings.

The boardroom can accommodate for up to 20 guests and is available Monday through to Sunday and all public holidays

Conference/Seminar

Flags Function Room



The Flags Function Room has divided rooms and a large balcony with views over the harbour, catering for 10 to 200 people.

160 for formal dinners
110 theatre style
25 "U" Shape style
28 Boardroom style
200 Cocktail styles

Breakfast or Brunch Buffet

Assorted Cereals – Fruit Coulis
Tropical Fresh Fruit Platter – Natural Yoghurt
Mini Danish Pastries – Breads, Jams and Spreads

From the Bain Marie:

Bacon
Hash Browns
Tomato with grilled cheese
Chipolata Sausages
Scrambled Eggs

Fresh Orange Juice
Tea/Coffee

(Minimum 20 people)

Working Breakfast

Hot Plated Breakfast:
Eggs Benedict (or your choice of eggs)
Hash Brown
Tomato with grilled cheese
Chipolata Sausages
Bacon

Fresh Orange Juice
Tea/Coffee

(Minimum 10 people)

Morning and Afternoon Tea Options

Freshly brewed coffee and tea
Assorted cream biscuits
Fruit or plain scones served with jam and cream
Assorted warm mini Danish pastries
Assorted Muffins
Chefs assorted cakes and slices

Lunch Options

Option One – Light Lunch

Platters of Chefs selected closed sandwiches with assorted fillings
(6 points or 1½ sandwich per person)

Orange juice

OR

Tea, coffee and chocolates

Option Two – Open Sandwiches

Platters of Chefs selected open Danish style sandwiches with assorted toppings
(Which may include rare roast beef, chicken breast, smoked salmon, ham or prawns)

Seasonal fruit platter

Orange juice

Tea, coffee and chocolates

Option Three – Focaccia Selection

Your choice of two of the following focaccia

- * Chicken, pesto, roasted capsicum, tomato and rocket
- * Smoked salmon, red onion, capers, tomato and avocado
- * Roast beef, caramelised onion, brie and mesclun lettuce
- * Roast pumpkin, semi dried tomato, eggplant, rocket, parmesan cheese and aioli
- * Leg ham, Swiss cheese, red onion, roma tomato and caesar dressing

Seasonal fruit platter
Orange juice
Tea, coffee and chocolates

Option Four – Plated Selection

Your choice of two of the following plated meals

- * Thai beef salad with rice vermicelli noodles, Asian herbs, soy and lime dressing
 - * Indian butter chicken with coriander, cumin and fragrant rice
- * Chefs own Caesar salad topped with a poached egg, crispy bacon and croutons
 - * Roasted Mediterranean vegetable stack with olive and tomato salsa
 - * Greek salad with baby lamb cutlets and a caper and anchovy vinaigrette

Bread rolls and butter
Orange juice
Tea, coffee and chocolates

Option Five – Two Course Selection

Can be served to the table or from a buffet

Entrée

Hot and cold antipasto platter

Main

(Choose two of the following items)

- * Paella with seafood, chicken, chorizo, vegetables and saffron rice
 - * Forest mushroom risotto
- * Moroccan spiced chicken with preserved lemon cous cous
 - * Beer battered fish with chips and tartare sauce

Chefs choice of two (2) salads

Bread rolls and butter
Orange juice
Tea, coffee and chocolates

RQYS Beverage Packages

Includes:

Local Draught Beers

(Tooheys New, XXXX Gold, Victoria Bitter, Hahn Premium Light)

Bottled Wine

Sparkling Wine

Soft Drinks

Orange Juice

Standard Package

Angas Brut Premium Cuvee, Hightide Breakers Sauvignon Blanc Semillon,
Hightide Deep Water Cabernet Merlot

Three, four or Five hour packages available.

Premium Package

Redbank Emily Pinot Noir Chardonnay Brut Cuvee, Mt Riley Marlborough Sauvignon Blanc,
Smith & Hooper Cabernet Sauvignon Merlot

Three, four or five hour packages available

If you have a wine preference different to the above, please speak with our Functions Manager who will tailor make a Beverage Package for your taste.

Non Alcoholic Package

Four or Five hour package available

Beverage Price List

Soft Drinks – 285ml (pot)

Coca Cola, Lemonade, Lemon Squash, Dry Ginger Ale, Tonic Water, Soda Water, Raspberry Lemonade
Lemon Lime & Bitters

Fruit Juices

Orange Juice –285ml (pot)

Basic Spirits

Rum, Scotch, Brandy, Bourbon, Gin, Vodka

Beer – 285 ml (pot)

Tooheys New

XXXX Gold

Hahn Premium Light

Victoria Bitter

White Wine (by the bottle)

- Hightide Breakers Sauvignon Blanc Semillon
- Forest Hill Boobook Unwooded Chardonnay
- Shingleback Chardonnay
- Yalumba Chardonnay – Wild Ferment
- Howard Park Chardonnay
- Shaw & Smith M3 Chardonnay
- Angove Family Winemakers Riesling
- Jim Barry Watervale Riesling
- Shaw & Smith Sauvignon Blanc
- Mt Riley Marlborough Sauvignon Blanc
- Redbank The Long Paddock Sauvignon Blanc
- Madfish Sauvignon Blanc Semillon
- Angove Brightlands Sauvignon Blanc Semillon
- Tulloch Verdelho
- Redbank Sunday Morning Pinot Gris
- Peter Lehmann Semillon Chardonnay
- Vasse Felix Classic Dry White
- Madfish Gold Turtle Moscato
- Yalumba Organic Viognier
- Angove Nine Vines Pinot Grigio

Red Wine (by the bottle)

- Hightide Deep Water Cabernet Merlot
- Heggies Merlot
- Vasse Felix Cabernet Sauvignon Merlot
- Yalumba Barossa Patchwork Shiraz
- Charles Cimicky Trumps Shiraz
- Peter Lehmann Futures Shiraz
- Yalumba Organic Shiraz
- Shingleback Red Knot Shiraz
- Shaw & Smith Pinot Noir
- Pirie South Pinot Noir
- La Vieille Ferme Cotes du Ventoux Rose
- Wirra Wirra Mrs Wiggley Rose
- Wirra Wirra Church Block
- Primo Estate Merlesco
- Peter Lehmann Clancy's Red
- Turkey Flat Butchers Block Red
- Angove Nine Vines Grenache Shiraz Viognier
- Waterwheel Memsie Red
- Angove Coonawarra Cabernet Sauvignon
- Yalumba 'The Cigar' Cabernet Sauvignon
- Ringbolt Cabernet Sauvignon
- Jim Barry Cover Drive Cabernet Sauvignon
- Mawson's Cabernet Sauvignon
- Angove Brightlands Cabernet Merlot

Champagne & Sparkling Wine

- Angas Brut Premium Cuvee
- Redbank Emily Pinot Noir Chardonnay Brut Cuvee
- Jansz Premium Non Vintage Cuvee
- Pol Roger Brut Non Vintage

BOOKING FORM

Please return this form with your deposit and signed terms and conditions.

Dear Functions Manager,

I wish confirm my function booking with the following details:

Function day and date: _____

Type of function: _____

Commencement time of function: _____

Approximate number of guests: _____

Client name: _____

Client address: _____

Client home phone: _____ Mobile phone: _____

Business phone: _____ Email address: _____

Company name (if applicable): _____

Kind regards,

(please sign and date)

TERMS AND CONDITIONS

All reservation and agreements are made upon and are subject to the rules and regulations of the Royal Queensland Yacht Squadron and the following conditions.

Tentative Booking:

A tentative booking can be held for up to fourteen (14) days. If after fourteen (14) days the event is not confirmed, Royal Queensland Yacht Squadron may release the booking hold without notice.

Confirmation of Booking:

A minimum deposit of \$500.00 is required to secure your booking. Upon receiving your deposit, booking form and signed copy of the terms and conditions, Royal Queensland Yacht Squadron will forward a confirmation letter. This deposit will be deducted from your final account.

Room Hire:

All business functions are limited to a six (6) hour; all functions exceeding this time will incur an additional charge of \$200.00 per hour or part thereof prior to midnight.

FUNCTION ROOM HIRE SUMMARY:

Flags Function Room	Monday – Friday	Saturday	Sunday	Public Holiday
Conference / Seminar	\$400	\$500	\$600	\$900
Olympic Room (Boardroom 20pax max)	Monday – Friday	Saturday	Sunday	Public Holiday
Conference / Seminar	\$180	\$250	\$350	\$550

Postponement / Cancellation:

All postponements and cancellations must be advised in writing. Where a function is cancelled up to 6 months prior to the confirmed date a "cancellation fee" will apply and be payable to the Royal Queensland Yacht Squadron in addition to the deposit being retained if the function room is not rebooked. Please see following table for our refund policies:

CANCELLATION NOTICE	CANCELLATION FEE	DEPOSIT	CONDITIONS
7 days prior to confirmed date	100% of food and beverage cost to be paid	\$500 (non refundable)	
1 week - 4 weeks	25% of the projected food and beverage cost to be paid	\$500 (non refundable)	
1 month – 3 months		\$500 (non refundable)	If/when date is rebooked the full deposit amount will be refunded.

If the function is transferred to another date up to one month (1) month prior to the confirmed booking date a transfer fee of \$500.00 will apply. This transfer fee is fully refunded if/when the original date is rebooked.

Beverage Service:

Royal Queensland Yacht Squadron is licensed to serve alcohol until twelve (12) midnight with last drinks to be offered at 11.30pm. No alcoholic beverages will be served to guests after this time. We are unable to permit clients to provide their own beverages for a function. Any person/s found with their own alcohol will have the bottle/s removed, these will then be returned to them at the conclusion of the function.

In accordance with Responsible Service of Alcohol Royal Queensland Yacht Squadron will refuse the service of alcohol to any guest deemed to be intoxicated or under the age of eighteen (18) years.

Final Numbers:

Final numbers are to be specified by the client three (3) working days prior to the function. This will be considered a guarantee, and this guaranteed number would be the minimum for which you will be charged. If your numbers should increase after this guarantee the client must advise the Royal Queensland Yacht Squadron immediately, this would then be the number charged, should your numbers decrease you will still be charged at the guaranteed number.

Payment of Accounts:

Preferred payment methods are direct deposit, cash or bank cheque, other accepted methods are all major credit cards including American Express and Diners.

Payments made by Visa or Mastercard attract a surcharge of 1.25%. AMEX and Diners incur a 2% charge.

Full payment is required upon confirmation of final numbers three (3) days prior to the function. Access to clear funds is required for all charges prior to the function.

Entertainment and Noise Restrictions:

Due to our residential location, all music and entertainment will remain indoors and cease by 11.30pm. Music volume shall remain below ninety (90) decibels and be immediately turned down if requested by the Function Manager or Supervisor. Staff members monitor the volume throughout the function with the aid of a decibel reader.

Damages:

The client assumes financial responsibility for any and all damages caused by any of guests or appointed contractors, whether in the function room or in any other part of the Squadron's premises.

Smoking:

As per Queensland Smoking Regulations, Flags Function Room is a non smoking area including the front balcony as are the areas adjacent to the Members bar and restaurant area. There is a dedicated Outdoor smoking area located on the back balcony.

Price Changes:

All room hire, menu prices and terms and conditions are current, effective 1st May 2010 and current to 30th April 2011. Prices are subject to change at Management's discretion to allow for changes in the current market environment. Menu reviews are conducted on a regular basis.

Vegetarian and Special Diets:

We are more than happy to cater for guests with special dietary requirements. Prior notice is essential.

Children:

Children are welcome at our club however it is the client's responsibility to keep children in the function room at all times.

Final Appointment:

An appointment must be made with the Function Manager at least three (3) weeks prior to the function date to confirm menus, timings etc.

Standard inclusions:

- * Microphone, lectern and internal PA system
- * White linen tablecloths
- * Round tables seating up to ten (10) people
- * Private balcony
- * Whiteboard and pens
- * Flipchart with paper & pens
- * Iced water & mints on table/s
- * Drop down & portable screen
- * Ample car parking

Venue Access:

Guests are permitted to park inside the grounds where. Parking is also available outside the Squadron facilities and entry is via the pedestrian gate.

Property:

Whilst all due care is taken when handling the property of the organisers no responsibility will be accepted by Royal Queensland Yacht Squadron in relation to damage to or loss of property before, during and after a function.

Cleaning:

General and normal cleaning is included in the hire of the room. The client may incur additional charges where an event has created cleaning requirements, which are considered to be over and above normal cleaning.

I have read and agree to abide by the terms and conditions listed above:

Name/s: _____

Client Signature/s: _____

Date: _____