

# *Weddings at The Royal Queensland Yacht Squadron*



**E:** [functions@rqys.com.au](mailto:functions@rqys.com.au) | **P:** (07) 3396 8666  
578 Royal Esplanade, Manly, QLD, 4179  
[functions.rqys.com.au](http://functions.rqys.com.au)

# Contents

## *Congratulations on your Engagement*

Thank you for your interest in holding your wedding here at the Royal Queensland Yacht Squadron.

The professional and friendly staff will take care of your every need on your special day, while our Functions Manager will assist with all the planning to make the event magical.

This unique venue is sure to inspire a touch of elegance, class and romance, and offer beautiful location photography.

**Wedding Packages**  
**Cocktail Party Options**  
**Flexible Mix and Match Menus**  
**Beverage Details**  
**Decorating Details**  
**Terms and Conditions**  
**Booking Form**

If 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](mailto:functions@rqys.com.au)**



*Please note: All room hire, menus, and T&C's are current as at 1<sup>st</sup> May 2011 until 30<sup>th</sup> 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.*

## **PACKAGE ONE**

### **Hors D'oeuvres**

Your choice of 4 items from the Hors D'oeuvres list served for one (1) hour duration

### **Main**

Please choose two (2) of the following items for an alternate serve

Seafood parcel:

A selection of fresh seafood in a garlic bechamel sauce, wrapped in filo, oven baked and topped with hollandaise sauce

Grilled Barramundi Fillet with your choice of sauce:

Asian greens with sweet soy and ginger jus

Orange hollandaise

Tomato and saffron butter

Macadamia and herb crust with citrus aioli

Semi dried tomato compote and chive beurre blanc

Oven roasted rib fillet with your choice of sauce:

Thyme and bacon glaze

Set upon mushroom and onion saute with milled pepper jus

Rich red wine jus

Yorkshire pudding and caramelised onion gravy

Topped with fresh herb and seeded mustard crust on rich demi glaze

Bearnaise sauce

(note: all beef dishes are cooked to medium)

Breast of chicken oven roasted and pocketed with spinach and feta with herbed chicken veloute

Breast of chicken oven roasted and pocketed with sundried tomato risotto and mushroom ragout

Slow braised lamb shanks with parsley potato mash

Pork mignon:

Pork wrapped in prosciutto with tomato and saffron sauce

Veal medallions with prosciutto, sage and bocconcini, panfried with basil Napoli sauce

### **Dessert**

Wedding cake cut and plated for dessert with cream, coulis and fruit garnish

Tea, coffee and chocolates

## **PACKAGE TWO**

### **Soup**

Please choose two (2) of the following soups for an alternate serve

Potato, leek and bacon  
Seafood chowder  
Cream of pumpkin and chive (v)

### **Main**

Please choose two (2) of the following items for an alternate serve

Grilled Sea Perch with your choice of sauce:  
Asian greens with sweet soy and ginger jus  
Orange hollandaise  
Tomato and saffron butter  
Macadamia and herb crust with citrus aioli  
Semi dried tomato compote and chive beurre blanc

Chargrilled Eye Fillet with your choice of sauce:  
Thyme and bacon glaze  
Set upon mushroom and onion saute with milled pepper jus  
Rich red wine jus  
Yorkshire pudding and caramelised onion gravy  
Topped with fresh herb and seeded mustard crust on rich demi glaze  
Bearnaise sauce  
(note: all beef dishes are cooked to medium)

Chicken Saltimbocca:  
Chicken breast wrapped in proscuitto with sage, mozzarella and white wine sauce  
Roasted fillet of veal with a potato and zucchini rosti and cabernet jus

### **Dessert**

Your choice of two (2) desserts from the dessert list to be served alternate  
Tea, coffee and chocolates

## **PACKAGE THREE**

### **Hors D'oeuvres**

Your choice of 4 items from the Hors D'oeuvres list served for one (1) hour duration

### **BBQ Buffet Style Main**

Rib fillet steak

Asian style marinated chicken thigh

Barramundi Fillet wrapped in foil with coconut cream and lime juice

Baked potato with sour cream and crispy bacon

Fresh baked bread rolls and butter

Caesar Salad

Tomato, red onion and basil salad

Coleslaw

Tropical Fruit Platter

Appropriate condiments

### **Dessert**

Wedding cake cut and plated for dessert with cream, coulis and fruit garnish

Tea, coffee and chocolates

## PACKAGE FOUR

### Hors D'oeuvres

Your choice of 4 items from the Hors D'oeuvres list served for one (1) hour duration

### Buffet Style Main

#### **From the Bain Marie:**

Sweet corn on the cob

Roast Potatoes

Roast Pumpkin with sesame seeds

Steamed seasonal vegetables

Gravy

#### **Your choice of 2 Roasts:**

Garlic studded Leg of Lamb\*

Mustard crust roast Beef rib\*

Roast Leg of Pork with crackling

Roasted Chicken pieces

Chef's carved Leg of Ham

#### **Salad Selection:**

Caesar Salad

Tomato, red onion and basil salad

Fresh baked bread rolls

Appropriate condiments

Chef's selection of desserts from the Buffet

Tropical Fruit Platter

Tea, coffee and chocolates

## **PACKAGE FIVE**

### **Hors D'oeuvres**

**Your choice of 4 items from the Hors D'oeuvres list served for one (1) hour duration**

**\*\* *Select either mixed platters or individual serve meal* \*\***

### **Mixed Platters**

**Your choice of four (4) items served for one (1) hour duration**

- Whiting fingers with ginger and plum sauce
- Vietnamese chicken and vegetable rice paper rolls (gf)
- Petite hamburgers with tomato chutney, grilled onion and Swiss cheese
- Roasted chicken pieces with rosemary and garlic aioli (gf)
- Sweet potato and prawn cakes with chilli mayonnaise
- Chermoula lamb skewer with sumac yoghurt
- Honey and sesame coated chicken drumettes
- Roast pumpkin, feta and caramelised onion pizzettes
- Satay chicken strips with peanut sauce served on Chinese spoons

### **Individual serve**

**Choice of two (2) items served alternate drop**

**One fork dish per person served - designed to be eaten standing up)**

- Chinese BBQ pork with fried ginger and peanut salad
- Braised beef with red wine and mushrooms on potato mash
- Mini fish pieces with chips and tartare sauce
- Smoked salmon, cucumber ribbons, capers, red onion and citrus dressing
- Mini lamb shepherd's pie with a creamy mash topping
- Thai green curry chicken served with Jasmine rice

Wedding cake, sliced and presented on large platters with a bowl of cream  
(Served from buffet)

## **Hors D'oeuvres**

### **Hot**

Petite Thai fish cakes  
Tikka Chicken on crisp naan bread and coriander salsa  
Middle Eastern beef and pinenut balls  
Balinese beef satays with curried mango  
Sweet potato and prawn fritters  
Bite sized savoury pizzas  
Parmesan crumbed chicken goujons  
Pumpkin, basil and brie risotto croquettes (v)  
Fried fish Goujons  
Mushroom caps filled with white Castello Cheese(v)  
Vegetable kebabs, chargrilled with basil pesto (v)  
Mushroom risotto spoons with pecorino (v) (gf)

### **Cold**

Creamed field mushrooms on bruschetta with balsamic tomatoes (v)  
Chef's assorted dips with Turkish bread and crudités (v)  
Salmon nori roll with Asian coleslaw  
Sweet corn fritters topped with smoked ham and caramelised onions  
Tomato, red onion and basil bruschetta (v)  
Rare Beef on sweet potato rosti with salsa verde  
Vietnamese minced chicken salad (served in Chinese spoons)  
Roasted Mediterranean vegetables on chargrilled croutons with garlic aioli (v)

### **Your choice of either hot or cold hors d'oeuvres:**

Selection of four (4) items

**Served for one (1) hour duration**

**(v) denotes vegetarian**

PLEASE NOTE: HORS D'OEUVRES ARE NOT A SUBSTITUTE FOR A MEAL

## **Cocktail Party Menu**

Stand up style menu – more than finger food but not a sit down meal

### **Mixed Platters**

(following items are more substantial than Hors D'oeuvres menu)

- Whiting fingers with ginger and plum sauce
- Vietnamese chicken and vegetable rice paper rolls (gf)
- Petite hamburgers with tomato chutney, grilled onion and Swiss cheese
- Roasted chicken pieces with rosemary and garlic aioli (gf)
- Sweet potato and prawn cakes with chilli mayonnaise
- Chermoula lamb skewer with sumac yoghurt
- Honey and sesame coated chicken drumettes
- Roast pumpkin, feta and caramelised onion pizzettes
- Satay chicken skewers with peanut sauce

### **Choice of four (4) items**

**Served for one (1) hour duration**

### **Individual serve**

(each guest is served their own plate of food – designed to be eaten standing up)

- Chinese BBQ pork with fried ginger and peanut salad
- Braised beef with red wine and mushrooms on potato mash (gf)
- Mini fish pieces with chips and tartare sauce
- Smoked salmon, cucumber ribbons, capers, red onion and citrus dressing (gf)
- Mini lamb shepherds pie with a creamy mash topping
- Thai green curry chicken served with Jasmine rice
- Risotto of pumpkin with sage crisps and rocket salad (v) (gf)

### **Choice of two (2) items served alternate drop**

**One fork dish per person served**

## **Entrée**

(Choose one dish for set menu or two dishes for an alternate serve)

### **Soup**

Potato, leek and bacon (gf)  
Seafood Chowder (gf)  
Cream of pumpkin and chive (gf) (v)

### **Salad**

Caesar salad  
Caesar salad with char grilled chicken tenderloins  
Smoked chicken salad with red onions, mesculin greens,  
crisp noodles and mango dressing  
Thai beef salad with red onion, mint, coriander, roasted cashews,  
lime & soy dressing

### **Seafood**

Herb crumbed boneless whiting fillets with petite salad and aioli  
Thai fish cakes with pickle cucumber salad  
Tandoori King prawns with coconut and coriander salad (gf)

### **Other selections**

BBQ fillet of lamb with chargrilled Mediterranean vegetables on  
salad greens with roasted garlic and sweet lemon dressing (gf)  
Linguini with oven roasted tomatoes, black olives and feta (v)  
Moroccan lamb and pinenut parcel with mint and yoghurt dressing  
Chicken and camembert filo with avocado salad and hollandaise sauce  
Gnocchi with roasted pumpkin and pesto cream (v)  
Fettuccine with chicken, bacon, mushroom and cream

**(v) – denotes vegetarian**

## **Main**

(Choose one dish for set menu or two dishes for an alternate serve)

## **Seafood**

Seafood parcel:

a selection of seafood in a garlic bechamel sauce, wrapped in filo, oven baked and topped with hollandaise sauce

Your choice of grilled fish fillets:

Barramundi

Atlantic Salmon

With your choice of sauces:

Asian greens with sweet soy and ginger jus

Orange hollandaise

Tomato and saffron butter

Macadamia and herb crust with citrus aioli

Semi dried tomato compote and chive beurre blanc

## **Beef**

Your choice of:

Oven roasted Rib Fillet

Chargrilled Sirloin

Eye fillet

With your choice of sauces:

Thyme and bacon glaze (gf)

Set upon mushroom and onion saute with milled pepper jus (gf)

Rich red wine jus (gf)

Yorkshire pudding and caramelised onion gravy

Topped with fresh herb and seeded mustard crust on rich demi glaze (gf)

Bearnaise sauce (gf)

(note: all beef dishes are cooked to medium)

## **Main (continued)**

(Choose one dish for set menu or two dishes for an alternate serve)

### **Chicken**

Saltimbocca: chicken breast wrapped in prosciutto with sage, mozzarella and white wine sauce

Breast of chicken oven roasted with your choice of:

Pocketed with spinach and feta with herbed chicken veloute (gf)

Pocketed with sundried tomato risotto and mushroom ragout sauce

Mediterranean sauce of tomatoes, olives and basil pesto (gf)

### **Lamb**

Slow braised lamb shanks with parsley potato mash

Oven baked rack of baby lamb with your choice of:

Pocketed with sundried tomato, feta and basil with rosemary jus

Pocketed with macadamia and mint pesto with red currant sauce

(Note: all lamb dishes are cooked to medium)

### **Pork**

Fillet of pork oven baked with a filling of apple and macadamia nuts with a port jus (gf)

Pork mignon: pork wrapped in prosciutto with tomato and saffron sauce

### **Veal**

Roasted fillet of veal with a potato and zucchini rosti and cabernet jus

Veal medallions with prosciutto, sage and boccocini, panfried

with basil Napoli sauce

## **Main (continued)**

(Choose one dish for set menu or two dishes for an alternate serve)

### **Duck**

Slow braised duck Maryland with boysenberry glaze (gf)

Duckling confit style with warm potato and shallot salad and port jus (gf)

### **Vegetarian**

Zucchini, tomato and eggplant ratatouille on potato and kumera rosti  
with capsicum and marjoram sauce \*

Risotto of Pumpkin with sage crisps and rocket salad (gf)

Baked portabella mushrooms with charred polenta, roasted tomato and  
mustard sauce (gf)

Ricotta, leek and corn roulade with leek fondue

**All mains are served with potato and seasonal vegetables  
(exception marked with \*)**

### **Childrens Meal**

(under 12 years)

Choice of Chicken nuggets, pizza, chicken kebabs or fish all served with  
chips, ice cream and topping and unlimited softdrink



## **Buffet Menu 1**

(Carvery)

### **From the Bain Marie:**

Sweet corn on the cob  
Roast Potatoes  
Roast Pumpkin with sesame seeds  
Steamed seasonal vegetables  
Gravy

### **Choice of 2 Roasts:**

Garlic studded Leg of Lamb\*  
Mustard crust roast Beef rib\*  
Roast Leg of Pork with crackling  
Roasted Chicken pieces  
Chef's carved Leg of Ham

Caesar Salad  
Tomato, red onion and basil salad  
Fresh baked bread rolls  
Appropriate condiments

Chef's selection of desserts from the Buffet  
Tropical Fruit Platter

Tea/Coffee /RQYS Chocolates

(Minimum 40 people)

*\*Mustard Crust Roast Beef Rib& Garlic studded leg of lamb incurs a surcharge of \$1.30 per person*

## **Buffet Menu 2**

### **From the Bain Marie:**

Chef's carved leg of ham  
Honey soy chicken legs  
Braised Beef with red wine and mushrooms  
Crumbed fish  
Singapore noodles  
Chefs own savoury rice  
Creamy cheese potato bake  
Steamed seasonal vegetables

### **Salads**

Caesar Salad  
Greek Salad

Oven fresh baked bread rolls and butter  
Appropriate Condiments

Chef's selection of desserts from the Buffet  
Tropical Fruit Platter

Tea/Coffee/RQYS Chocolates

(Minimum 40 people)

## **Buffet Menu 3**

### **From the Bain Marie:**

Chef's carved Leg of Ham  
Roast Rib Fillet of Beef with gravy  
Thai Green Chicken Curry with cashews  
Seafood Mornay  
Cajun marinated chicken  
Creamy cheese potato bake  
Steamed seasonal Vegetables.  
Special Fried Rice

### **Cold Selection:**

Endeavour Prawns  
Oysters  
Coleslaw  
Greek Salad  
Caesar Salad  
Appropriate Condiments

Oven baked bread and butter

Chef's selection of desserts from the Buffet  
Tropical Fruit Platter

Tea/Coffee/RQYS Chocolates

(Minimum 40 people)

## **Fork Dish Buffet**

Beef Masaman Curry  
Thai Yellow Chicken Curry  
Sweet and Sour Pork  
Braised beef with red wine and mushrooms with potato mash  
Seafood Mornay  
Moroccan lamb with apricot chutney  
Mango chicken

(Choose 2 from above)

\*\*\*\*\*

Special Fried Rice  
Singapore Noodles  
Stir Fried Vegetables

Oven fresh bread rolls and butter

Seasonal Tropical Fruit Platter

Tea/Coffee/RQYS Chocolates

(minimum 20 people)

## **Barbecue Buffet**

Rib fillet steak  
Asian style marinated chicken thigh  
Barramundi Fillet wrapped in foil with coconut cream and lime juice

Baked potato with sour cream and crispy bacon

Fresh baked bread rolls and butter

Caesar Salad  
Tomato, red onion and basil salad  
Coleslaw  
Tropical Fruit Platter  
Appropriate condiments

Tea/Coffee/RQYS Chocolates

(minimum 20 guests)

## **Seafood Barbecue Buffet**

Rib Fillet Steak  
Chicken Satay with Peanut Sauce  
½ Moreton Bay Bug in Thai spices  
Prawns skewers marinated in garlic and olive oil

Baked Potato with sour cream and crispy bacon

Fresh baked bread rolls and butter

Caesar Salad  
Greek Salad  
Tomato, red onion and basil salad  
Tropical Fruit Platter  
Tea/Coffee/RQYS Chocolates

(minimum 20 guests)

## **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)

## **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

## **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 Hours, Four or Five Hour Packages Available

### **Premium Package**

Redbank Emily Pinot Noir Chardonnay Brut Cuvee, Mt Riley Marlborough Sauvignon Blanc,  
Jim Barry Cover Drive Cabernet Sauvignon

*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 Packages Available

## **BASIC DECORATING PACKAGE**

### MAIN TABLE DRESSING

Crisp white Linen Skirting with Simple White or Ivory Chiffon Swagging, with bows or tassels to suit theme of wedding at each swag Point.

### POLE DECORATION

Reams of white or ivory chiffon to cover the two main internal poles at reception venue.

Fairy Lights twinkling from within.

Organza ribboning detail at top to tie in with wedding (2 Poles).

### CRYSTAL BANNER BACKDROP

Panoramic Style window dressing consisting of a simple long swag of luxurious soft white chiffon elegantly draping out to crisp white tasselled banners to add to the romantic mood of the Bridal Party.

Simple yet stunning.

### CAKE TABLE

Crystal Organza overlay over white table cloth

## **CLASSIC DECORATING PACKAGE**

As above, but with

### **CLASSIC BACKDROP**

Magnificent Full Gathered White Chiffon Backdrop with Pelmet of Self embossed swagging and Jabots. Decorated with White organza bows to match Main Table. Fairy lights twinkling behind.

Sized to suit entire length of Main Table to make an intimate feel for the Bridal Party

## **CHAIR COVERS**

If a package is purchased

\$3.85 Lycra black or white

\$4.50 White fabric

Covers without a package

\$4.00 Lycra black or white

\$4.50 White fabric

(Note: Decorating packages are not conducted by the Royal Queensland Yacht Squadron. Bookings are required).

## **DELUXE DECORATING PACKAGE**

### CHAIR COVERS

Your choice of either Crisp White Fabric, White Lycra or Black Lycra chair covers for each chair with Luxury Fabric Sashes, bow in colour to suit theme of wedding tied on the back of each.  
Perfectly fitted and set up by Party Girls.

### MAIN TABLE DRESSING

Crisp white Linen Skirting with Simple White or Ivory Chiffon Swagging, and bows or tassels to suit theme of wedding at each swag Point. Ivy draping if desired to add to the ambience.  
Fresh Floral arrangement for the Bridal table.

### CAKE TABLE

Crisp white Linen Skirting with organza overlay if desired.

### POLE DECORATION

Reams of white or ivory chiffon to cover the two main internal poles at reception venue. Fairy Lights twinkling from within.  
Organza ribboning detail at top to tie in with wedding (2 Poles).

### CRYSTAL BANNER BACKDROP

Panoramic Style window dressing consisting of a simple long swag of luxurious soft white chiffon elegantly draping out to crisp white tasselled banners to add to the romantic mood of the Bridal Party..

### TABLE SETTINGS FOR EACH TABLE

Organza table runners for each table with your choice of colour to match the theme of your wedding.  
Tealights available for each table if desired.

### TABLE CENTRES (YOUR CHOICE):

#### FLOAT BOWLS

Decorative Glass Float Bowls on Wrought Iron Stands to be placed at centre of each guest table filled with water and a chunky White Pillar Candle at centre of each bowl. Fresh Singapore Orchids in mauve, hot pink or white or fresh mini gerbera heads added to the water to bring a refreshing look to the table.

#### PLUNGE VASE

Tall Cylindrical Cone shaped Glass vase holding 3 x perfect fresh roses (in colour to suit) completely immersed under water with clear glass beads as a base to 'plant' them in. Tropical Xanadu leaves or twisted ivy around base of vase if desired.

#### GLASS STORM SHADES

Tall Sparkling Glass Hurricane Lamps with Frosted glass detail at base and a chunky long burning pillar candle in each. Can have fresh Singapore heads floating if desired.

SPIRAL TEALIGHT HOLDERS

Decorative tall ivory spiral design tealight candelabra including long burning tealights. Spectacular silk floral arrangements in centre with tropical foliage base and ribboning to suit.

ORNATE CANDELABRA

Exclusive Ornate 3 pot Wrought Iron Candelabra with 3 x White long burning, smokeless and dripless candles. Included is a central silk floral piece consisting of white roses and a hint of gold or silver ribbon to suit.

FLOATING CYLINDERS

3 x Sparkling Cylindrical glass vases of varying heights at each guest table with a long burning quality float candle inside two and 3 single roses (colour of choice) with tortured willow in the third taller vase. All resting on small square fibre mat in theme colour of wedding. A simple and modern look for the guest tables.

(Note: Decorating packages are not conducted by the Royal Queensland Yacht Squadron.  
Bookings are required, please advise as soon as possible if a package is required).

## **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): \_\_\_\_\_

Brides name (if applicable): \_\_\_\_\_

Grooms 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 \$1000.00 is required to secure your booking, this payment can be completed in 2 x \$500 instalments within 4 weeks of confirming 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.

### **Minimum Numbers:**

A room hire fee will apply for any function booking falling below a minimum number of ninety (90) guests.

### **Room Hire:**

All functions are limited to a five (5) hour period (not including ceremony time); 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:**

<b>Function Type</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Public Holiday</b>
Conferences / Seminars	\$400	\$500	\$600	\$900
Cocktail Party Style	\$400	\$500	\$600	\$900
Other Functions – Less than 90 guests	\$400	\$500	\$600	\$900
Other Functions – More than 90 guests, no food and beverage	\$400	\$500	\$600	\$900
Other Functions – More than 90 guests, with food and beverage	Nil	Nil	\$600	\$900

**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.

**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	\$1000 (non refundable)	
1 week - 4 weeks	25% of the projected food and beverage cost to be paid	\$1000 (non refundable)	
1 month – 3 months		\$1000 (non refundable)	If/when date is rebooked the full deposit amount will be refunded.
3 months – 6 months		\$1000 (\$500 non refundable)	If/when date is rebooked the full deposit amount will be refunded.
6 months – 9 months		\$1000 (\$250 non refundable)	If/when date is rebooked the full deposit amount will be refunded.
Over 9 months	Nil	\$1000 (refunded)	

If the function is transferred to another date up to nine (9) months 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.

**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 evening 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.

**Ceremony Facilities:**

Our rigging lawn is available for civil wedding ceremonies, where the reception is being held at the Squadron. This area is not for the sole use of the client. The nature of business at Royal Queensland Yacht Squadron is sailing and the Rigging Lawn is aptly named as it is used every weekend for this reason. Therefore ceremonies will not be conducted during major sailing regattas and must not commence before 1.30pm and must conclude by 4.00pm on normal sailing days. At least one adult usher to direct guests to and from the ceremony via the side gate and boardwalk, is required to be provided by the clients. Clients should guide their guests to avoid the Member's Only licensed bar area on the lower level and to use their ushers and announcements at the ceremony as necessary to guide guests' movements including access to Flags in a manner agreed with the Squadron staff.

Two magnificent coconut trees overlooking the harbour frame your wedding ceremony. A ceremony facility hire charge of \$400.00 includes sixty (60) white chairs for the comfort of your guests during the ceremony, a signing table with white tablecloth and two chairs, a CD player available on request, a red carpet to place down the aisle and complimentary use of the VIP Jetty for arrival or departure of boats for the bridal party; (the VIP wharf and ceremony area may also be used for photographs by the wedding party). The use of the VIP Jetty is subject to priority use by Squadron boats involved in sailing activities. A second red carpet or portable PA system can be hired for an additional \$60.00 each.

Post-ceremony drinks may only be obtained in Flags, or a designated roped off area near the flag pole (by pre-arrangement). Guests are unable to use the bar facilities downstairs as this is a Members Only licensed area.

If the weather turns bad, the Function Manager will make a decision to move the ceremony under cover no later than ½ an hour prior to the commencement time. The ceremony will be moved to Flags Function Room upstairs. We are unable to hold the ceremony in our member's restaurant under the marquee.

**Smoking:**

As per Queensland Smoking Regulations, Flags Function Room is a non smoking area including the balcony as are the areas adjacent to the Members bar and restaurant area.

**Price Changes:**

All room hire, menu prices and terms and conditions are current, effective 1<sup>st</sup> May 2011 and current to 30<sup>th</sup> April 2012. 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 four (4) weeks prior to the function date to confirm menus, timings etc.

**Standard inclusions:**

- \* Microphone, lectern and internal PA system
- \* Dancefloor
- \* Lace skirting for bridal table up to eight (8) people long
- \* Lace skirting for cake table
- \* Silver cake knife
- \* White linen tablecloths
- \* Your choice of coloured linen napkins
- \* Round tables seating up to ten (10) people
- \* Fairy lights
- \* Private balcony
- \* Dedicated staff member for the bridal party
- \* Dedicated function supervisor for the duration of the function
- \* CD player for background music
- \* Tealight candle holders (holders only)
- \* Function set up done by our experienced staff
- \* 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.

**Decorating Packages:**

In addition to our standard inclusions we offer further decorating options, see attached sheets for prices and details.

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