

# Function Information Details

<b>Event date:</b>	_____
<b>Contact:</b>	_____
<b>Company name:</b>	_____
<b>Phone:</b>	_____
<b>Mobile:</b>	_____
<b>Postal address:</b>	_____
	_____
<b>Email:</b>	_____
<b>Fax:</b>	_____

Guest numbers: \_\_\_\_\_

Function:

COMPANY LAUNCH	<input type="checkbox"/>
WORKSHOP/MEETING	<input type="checkbox"/>
CONFERENCE	<input type="checkbox"/>
COCKTAIL PARTY	<input type="checkbox"/>
OTHER _____	

**Marketing:**  
**How did you hear about Picnic Bay SLSC?**

**Run sheet:**

Access to venue:	AM	PM
Arrival of guests:		
Ceremony:		
Bar open:		Close:
Food service:		
Function end:		

**Function hire includes:**

CLUB FURNITURE  
 LINEN  
 STAFF REQUIREMENTS  
 SET UP  
 BASIC EQUIPMENT

<b>Venue Hire – Daily fees for corporate hire</b>		
	<b>Half day – 4hrs</b> 9am – 1pm, 1 – 5pm	<b>Full day – 8hrs</b> 9am – 5pm
Monday – Friday	<b>\$140</b>	<b>\$250</b>
Corporate hire fee includes clothed tables, chairs, iced water and mints		

<b>Venue Hire with bar facilities and bar staff</b>		
Monday – Thursday 5pm – midnight		\$440
Friday & Saturday 5pm – midnight		\$750

<b>Catering packages for corporate hire - Day</b>	
<b>Standard package</b>  <b>\$31.50 p.p</b>	All day tea and coffee Morning tea, Lunch & Afternoon tea. Choose from conferencing menu
<b>Morning Tea/ Afternoon Tea</b>  <b>\$6.50 p.p</b>	All day tea and coffee Choose from conferencing menu
<b>Lunch</b>  <b>\$18.50 pp</b>	All day tea and coffee Choose from conferencing menu

Buffet breakfast and lunches available on request

<b>Event Decoration</b>	
We have individually designed packages to suit every budget. Some examples;	
Chair Covers & Sashes (Basic Colours)	\$5.00
Ribbon runners	
Glass vases with pillar candles – Basic	included
Glass Vases with candles plus other decoration – cost of other decorations	
Tea light candles candle	\$1.00 per
Floral decoration – current Florist prices depending on type	
Napkin ties	p.o.a.
Lolly Buffet	
External decoration	
• Bali Flags – 5 flags	\$50.00
• Paper lanterns – Assorted sizes hung around the area	\$50.00
• Fairy Lights – hung around railing	\$60.00
We can also help arrange any other decorations that are required such as ottomans, lighting requirements ect.	
• Red Carpet – 1.2m x 6m	\$60.00
- 1.2m x 12m	\$80.00
Floral Arrangements – current florist prices depending on type	

<b>Audio Visual equipment hire</b>	<b>price</b>
<b>Flip chart and markers</b>	\$25 per day
<b>Data projector and screen</b>	\$100
<b>Screen only</b>	included
<b>Electronic Whiteboard</b>	included
<b>Lectern &amp; Portable PA</b>	included

**We can arrange any AV and lighting requests you may have with our company of choice – Move n Groove.  
Alternatively we welcome your choice of supplier to fulfil your AV requirements.**

## Important Information

- Pricing** All pricing for products and services are subject to change without notice.
- Beverages**
- No shots or doubles will be served.
- The Picnic Bay Supporters Club staff are not permitted to serve alcohol to intoxicated persons or patrons under the age of 18.
- The function manager or duty manager reserves the right to ask unruly patrons to leave the premises at any time.
- The licensed areas include the function room and surrounding decking. **Alcohol is not permitted on the parkland (without written consent) or beach area**
- Vehicles** **Vehicles are not permitted to drive on the Strand** unless arranged with venue management.  
**Vehicles must** – load and unload within a 10 minute period.  
Drive at a speed limit of **10kph**  
Have hazard lights on at all times
- Security** Where alcohol is served at a function, unless agreed by management, security must be hired for functions at clients expense.
- Breakages** The client is responsible for payment of breakages incurred during the term of the venue hire. Costs will be charged at the replacement value of all items.
- Decorations** No scatters, confetti or rose petals are to be used inside the venue or on the decking

## **FUNCTION TERMS AND CONDITIONS**

### **PICNIC BAY S L S SUPPORTERS CLUB INC**

**Confirmation:** All reservations must be confirmed in writing, together with the specified deposit and signed Information & Policies document, within 14 days of the tentative reservation. Should any of the written confirmation, deposit or signed Information & Policies document not be received within this time frame The Picnic Bay S L S Supporters Club (hereinafter referred to as Picnic Bay) reserves the right to re-allocate or cancel any function space being held.

**Deposit:** A minimum securing deposit per function of \$200.00 is requested to secure any function booking and will be deducted from the final account. Payment of a deposit indicates the Client agrees to the Listed Terms and Conditions. Progressive deposits may be required for larger events.

**CANCELLATION:** In the event of a cancellation (required in writing) the following refunds will occur, less any costs incurred by Picnic Bay:

- Over 60 days prior- 50% deposit refund.
- Within 30 days of the proposed function date- deposit is non-refundable.
- Within 14 days of the proposed function date- deposit is non-refundable and a cancellation fee equivalent to the room rental will apply.
- Within 7 days of the proposed function date- deposit is non-refundable and a cancellation fee equivalent to the room rental or 100% of the estimated function value (whichever is greater) will apply.

Postponement of any event will be considered a cancellation. Management will reserve the right to re-allocate deposits to future bookings where circumstances warrant.

**BYO: The provision of BYO beverage and catering is not permitted in the Picnic Bay venue under any circumstances.**

**ADDITIONAL CHARGES:** In the event a function should go beyond the agreed finish time and/or beyond midnight, Picnic Bay reserves the right to impose a labour charge of \$150.00 per hour or part hour for the time the function space is occupied.

**FUNCTION DETAILS:** Function information such as food & beverage arrangements, audio visual requirements, room set-ups, starting and finishing times etc. MUST be confirmed with the Function Manager no less than one (1) week prior to the event.

**INSURANCE:** Picnic Bay will **NOT** accept any responsibility for any damage or loss of materials left on the property prior to, during or after a function. The Client is financially responsible for any damage sustained to The Picnic Bay fittings, property or equipment or for any injury to guests or contractors, prior to, during or after any event. The Client is advised to seek independent advice in relation to providing their own insurance cover.

**COMPLIANCE:** The Client will be responsible to ensure the orderly behaviour of their guests and Picnic Bay reserves the right to intervene where it is deemed appropriate. Picnic Bay, reserves the right to request the Client to have mandatory security for any function it deems necessary.

**SIGNAGE:** Signage provided by the Client is restricted to the booked function venue and cannot be displayed in any public area without prior consent of Townsville City Council, Strand Office. Use of any adhesive on venue property is prohibited without prior consent of The Picnic Bay management.

**VENUE BOOKINGS:** Note that any event space reserved during the day/evening is subject to re-letting for other functions during the day/evening unless alternative arrangements have been agreed upon.

**COMMENCEMENT & VACATION OF ROOMS:** The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond the agreed finish time and if a following client is inconvenienced, Picnic Bay reserves the right to charge whatever extra costs are reasonably incurred to ensure the smooth operation of the following function.

**OTHER FUNCTIONS:** Picnic Bay reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time.

**PAYMENT:** All function accounts are to be paid prior to function unless prior arrangements have been made with the Function Manager. Conference accounts must be paid on departure where credit facilities have not been established or approved. Credit application is available and account payment must be received within 7 days of receipt of invoice.

**GUARANTEE OF PAYMENT:** The Client's signatory agrees with Picnic Bay is to be personally liable to pay all monies payable to Picnic Bay., pursuant with this agreement. Where it is requested by the Client that Picnic Bay., address its invoice to another person, company or entity, the Client's signatory agrees that his/her liability for payment is not thereby extinguished. In such circumstances, he/she shall be jointly and severally liable with the nominated person, company or entity for payment and the liability shall not be discharged until Picnic Bay has been paid in full.

**LIABILITY:** Where Picnic Bay, have any reason to believe an event or function will affect the smooth operation of the Picnic Bay business; it reserves the right to cancel the event without notice or liability.

**DELIVERY & COLLECTION OF GOODS:** Picnic Bay will only accept delivery of goods one working day prior to an event. All Goods are to be delivered between 9:00am-2.30p.m. Monday-Friday except where a public holiday falls through the week. Picnic Bay will not accept responsibility for any items delivered or left for collection outside of these times and periods. Due to limited storage space in the Picnic Bay clubhouse, goods cannot be stored at our premises without prior arrangement. Agreed storage is only over night and must be removed from the premises within 24 hours after the function. Goods left in the Picnic Bay clubhouse without prior arrangement or for more than 24 hours following the function will be deemed abandoned.

**LAWS & REGULATIONS:** At no time will the Client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome or offensive or is in breach of Picnic Bay, rules or any statutes, by-laws, orders, regulations or other provisions having the force of the law including, but not limited to, The Picnic Bay Liquor Licence, Fire Regulations and Health & Safety Regulations.

**FORCE MAJEURE:** In the case of events such as earthquake, fire, flood, cyclone, civil disturbance or industrial action preventing either The Client or Picnic Bay from carrying out their obligations under this agreement, neither The Client nor Picnic Bay shall be liable for the non-performance of this agreement. In the event The Client cancels for reasons of Force Majeure, all payments will be refunded except the initial deposit. If Picnic Bay cancels the agreement due to Force Majeure all payments and the initial deposit will be refunded. In no event shall Picnic Bay be liable for the loss of profit or consequential damages whether based on breach or contract, warranty or otherwise.

**ENTIRE AGREEMENT:** Subject only to variations specified in a subsequent event order signed by The Client, this Information & Policies document constitutes the entire agreement of the parties and shall supersede all prior offers, negotiations and agreements in connection with the function. To acknowledge your acceptance and understanding of the above Terms and Conditions please sign and return this document to: The Picnic Bay SLS Supporters Club Inc., P.O. Box 662, Townsville. 4810 or Fax to 07 47 245764.

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

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

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

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

Picnic Bay SLS Supporters Club

# Conference menu

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## Morning tea or Afternoon tea

### **Sweet**

Assorted Home-style Cookies  
Fresh hot scones with jam and cream  
Croissants with preserves  
Mixed petite Danish pastries  
Muffins of the Day  
Banana Bread  
Carrot Cake/Chocolate Cake/ Sultana Cake

### **Savoury**

Ham & cheese croissants  
Individual savoury tartlets  
Cheese and fruit platter served with crackers  
Asian selection – mini dim sims, spring rolls, samosas & puffs  
Pastry selection – savoury pies, sausage rolls and pastries

## Lunch

Served with orange juice, coffee/tea and fresh fruit platter

- Selection of rolled wraps with assorted fillings
  - Vegetarian option included
- Selection of fresh sandwiches with assorted fillings
  - Vegetarian options included
- Selection of sandwiches, rolls and wraps with assorted fillings
  - Vegetarian options included
- Frittata served with fresh green salad
- Please choose one
  - Roasted Vegetable
  - Chicken & asparagus
  - Bacon Tomato & Mushroom
  - Spinach & Fetta
- Freshly baked lasagne served with salad
- Please choose one
  - Beef
  - Vegetarian
  - Roasted Pumpkin and Spinach
- Fish and Chips served with fresh salad
- Asian Hokien Noodle Stir-fry
  - Beef
  - Chicken
  - Vegetarian

