

CONFERENCE CHOICES

(Minimum – 20 people)

CHOICE 1 – FULL DAY

Full day	8am to 6pm
Room hire	\$280
Extra hire	\$150 for half hour or part thereof.
Table cloth	\$10 per cloth.
Per head	\$39 + GST (food component).
Deposit	A tentative booking is confirmed on the signing of the contract which specifies our usual terms and conditions accompanied with a non-refundable deposit (which is 10% of conference cost). This deposit is not transferable in the event of cancellation unless we are able to re-book the date.

CHOICE 2 – HALF DAY

Half day	8am to 12pm or 1pm to 5pm
Room hire	\$160
Extra hire	\$150 for half hour or part thereof.
Table cloth	\$10 per cloth.
Per head	\$22 + GST (food component).
Deposit	A tentative booking is confirmed on the signing of the contract which specifies our usual terms and conditions accompanied with a non-refundable deposit (which is 10% of conference cost). This deposit is not transferable in the event of cancellation unless we are able to re-book the date.



CHOICE 1 – FULL DAY DETAILS

REGISTRATION

- Freshly brewed coffee and selection of teas.
- Jugs of iced water

MORNING TEA

- Served with freshly brewed coffee, assorted teas and assorted biscuits.

CHOICE OF 1 FOOD ITEM

1. Scones served with butter/jam and cream.
2. Warm assorted mini Danish pastries.
3. Mini muffins dusted with icing sugar.
4. Banana or carrot cake.

LUNCHEON

- Served with complimentary seasonal fruit platter, freshly squeezed orange juice, freshly brewed coffee and assorted teas

CHOICE OF 3 FOOD ITEMS

1. Selection of ribbon sandwiches including vegetarian fillings.
2. Assorted finger foods with dipping sauces (4 pieces).
3. Mini baguettes (Gourmet).
4. 3 mini hot pastries – pies, pasties and sausage rolls.
5. Mini quiches.

AFTERNOON TEA

- Served with freshly brewed coffee, assorted teas and assorted biscuits.

DRINK OPTIONS

Half hour drinks - wine, beer, orange juice, lemon squash and champagne	\$8per person.
One hour drinks-wine, beer, orange juice, lemon squash and champagne	\$12 per person.
Spirits	At bar prices



CHOICE 2 – HALF DAY DETAILS

REGISTRATION

- Freshly brewed coffee and selection of teas.
- Jugs of iced water

MORNING/AFTERNOON TEA

- Served with freshly brewed coffee, assorted teas and assorted biscuits.

CHOICE OF 1 FOOD ITEM

1. Scones served with butter/jam and cream.
2. Warm assorted mini Danish pastries.
3. Mini muffins dusted with icing sugar.
4. Banana or carrot cake.

DRINK OPTIONS

Half hour drinks - wine, beer, orange juice, lemon squash and champagne	\$8per person.
One hour drinks- wine, beer, orange juice, lemon squash and champagne	\$12 per person.
Spirits	At bar prices



TERMS AND CONDITIONS

Thank you for choosing "*Occasions at Williamstown*" for your function.

Acceptance of your booking is subject to the following terms and conditions.

CONFIRMATION & DEPOSIT

Please retain a copy of these terms and conditions as signing of the contract will serve as acceptance of same.

After you have accepted, signed and returned the Contract of Sale and forwarded a booking fee (10% of total function cost) your function is confirmed.

FINAL PAYMENT

The total cost of your function must be received by "*Occasions at Williamstown*"

2 weeks prior to the event. No refunds will be given after this date for any reduction in numbers.

Any additional costs incurred during the event (i.e. beverages on consumption or additional persons) are the clients responsibility and are payable in full on completion of the function. This payment can be made by cash, credit card, EFTPOS or company cheque.

Prices may be subject to change. All prices are inclusive of G.S.T. unless otherwise stated.

CANCELLATION

The deposit of 10% of total function cost is not transferable or refundable in the event of cancellation unless we are able to re book the date.

ROOM HIRE CHARGE

Any room hire charges that may be applicable are set out in your quotation.

All other costs incurred during your use of the venue are your responsibility.

There is a 55 person minimum charge with an additional room hire fee of \$220 for less than 65 persons.

FUNCTION TIMES

Your function commences and ends at the pre arranged nominated times as contained on the booking form.

Please note that bar service ceases half an hour before your function ends to allow time for your guests to complete their drinks.



CLIENT RESPONSIBILITY

The Client accepts responsibility for any and all damage to the venue or part thereof caused by you, your guests, contractors or invitees. "*Occasions at Williamstown*" will accept no responsibility for the loss or damage to any personal property or injury to any person in or around the venue. It is the client's responsibility to ensure all relevant persons are aware of our terms and conditions.

CONDUCT

The client will conduct the event in an orderly manner in compliance with any directives from the management, including obeying all applicable laws, ordinances and regulations.

RIGHT TO EXCLUDE

We reserve the right to exclude or remove any person or persons from the premises for any reason whatsoever without liability.

MUSIC

Background music can be supplied for your function by us, however you are encouraged to bring along your own selection for us to play. Alternatively, it is possible to accommodate a DJ or band subject to prior agreement.

DECORATION

Any decoration of the room needs to be authorized by the Function Manager prior to the event. The attaching or gluing of any fixing whatsoever to any wall, door or other surface is strictly prohibited.

EXTERNAL PROVIDER

The services of an external provider is permitted only with the consent of the Functions Manager.

SMOKING

Our function room and foyer are non smoking. Tables and chairs are provided on the wide footpath apron at our entrance for your guests who smoke.

SECURITY

The function manager reserves the right to engage suitably qualified security staff at your expense to guarantee the safety of your guests and our staff. You will be notified of this request and its costs prior to paying the deposit.