



FRENCHVILLE

SPORTS CLUB



# CORPORATE FUNCTION PACKAGES

4926 1828

[WWW.FRENCHVILLESPTSCLUB.COM.AU](http://WWW.FRENCHVILLESPTSCLUB.COM.AU)

# *Introduction*

Thank you for considering the Frenchville Sports Club for your  
Conference or Seminar.

Whether you are organising a small meeting or a large conference, we have several  
rooms that can suit any budget you have in mind.

Our spacious Keppel & Capricorn Rooms can accommodate for up to 140 guests  
(depending on set-up). The Keppel Room boasts a full P.A. system with 1 roaming,  
1 fixed & 1 headpiece microphone (depending on availability); private bar facilities  
(if required); private smoking area; moderate sized stage; a data projector  
presenting onto a 3x3m screen over the stage; MP3 & USB access points & a  
CD/DVD player.

The Capricorn Room is a little more modest, with it also encompassing a P.A.  
system with 1 roaming, 1 fixed & 1 headpiece microphone (depending on  
availability); private bar facilities (if required); private smoking area; data  
projector and AUX input for audio.

If it's a slightly larger event you have in mind, the Keppel & Capricorn Rooms can  
come together to suit up to 300 guests (depending on set-up).

We are now pleased to also offer our newly operational Sports Building as a venue  
for smaller meetings. These rooms can hold up to 18 guests Board Room Style, or  
up to 35 guests Theatre Style. Each room also has a large TV for presentations.

Please take full advantage of our dedicated team to help make your  
event as seamless & hassle free as possible.

When planning your function please contact  
our Functions Coordinator, Kaitlyn Graham  
PHONE: 07 4926 1828  
FAX: 07 4926 1060  
EMAIL: [functions@fsports.com.au](mailto:functions@fsports.com.au)  
Available Tuesday - Saturday Business Hours\*  
105 Clifton Street, North Rockhampton  
PO Box 5049, RED HILL ROCKHAMPTON Q 4701



# *Room Hire*

## **Keppel Room**

Room holds 140 attendees Theatre Style; 60 attendees Classroom Style & 100 attendees Seated (tables of 10)

Up to 5hrs ~ \$200.00  
Up to 10hrs ~ \$300.00

## **Capricorn Room**

Room holds 140 attendees Theatre Style; 66 attendees Classroom Style & 110 attendees Seated (tables of 10)

Up to 5hrs ~ \$200.00  
Up to 10hrs ~ \$300.00

## **Keppel & Capricorn Rooms Combined**

Rooms hold 300 attendees Theatre Style; 168 attendees Classroom Style & 280 attendees Seated (tables of 10)

Up to 5hrs ~ \$300.00  
Up to 10hrs ~ \$400.00

## **Fitzroy Room - Sports Building**

Room holds up to 18 people Board Style & 25 people Theatre Style

Up to 5hrs ~ \$100.00  
Up to 10hrs ~ \$150.00

## **Berserker Room - Sports Building**

Room holds up to 12 people Board Style & 15 people Theatre Style

Up to 5hrs ~ \$75.00  
Up to 10hrs ~ \$125.00



# *Equipment Hire*

All prices include setup & equipment listed below. Additional equipment hire and linen is available upon request at the cost of the client.

Members of the Frenchville Sports Club receive no discount on Conference & Meeting Rooms

ALL PRICES GST INCLUSIVE

## **Equipment Provided With Room Hire**

CD & DVD player *(Subject to availability)*

MP3 & USB access points

Audio jack facilities

Television *(Board & Sports Building Rooms Only)*

Whiteboard

Lectern *(Subject to availability)*

Public Address System (P.A)

Including 4 x roaming, 1 x fixed lectern, 1 x fixed cord, 1 x lapel & 1 x headpiece microphone *(All microphones subject to availability)*

## **Additional Equipment**

Data Projector set up & hire - \$50.00 per day

## **Linen Hire**

Large Round (to suit round table seating up to 10) - \$12.00 per table

Rectangle (to suit trestle table) - \$8.50 per table

Large Square (to suit square table seating up to 12) - \$14.00 per table

Valid from January 2017 until February 2018



# *Breakfast Menu*

*Included in all Breakfast Menu options are bottomless Tea & Coffee Station; & iced water on each table*

## **Basic Breakfast Buffet - \$22.50 per person**

*Available for a minimum of 50 guests*

Scrambled Eggs  
Crispy Bacon  
Thin Sausages  
Grilled Tomato  
Hash Browns  
Baked Beans | Spaghetti  
Toast  
Tea & Coffee (Bottomless Station)  
Iced Water per Table

## **Plated Breakfast Menu 1 - \$24.50 per person**

### **Breakfast Menu One**

Scrambled Eggs  
Crispy Bacon  
Thin Sausages  
Grilled Tomato  
Hash Browns  
English Muffin

## **Plated Breakfast Menu 2 - \$32.50 per person**

*(Alternate Drop - Choose 2 of the following)*

Eggs Benedict with your choice of Smoked Salmon or Ham  
Hot Cakes with Mixed Berries & Fresh Cream  
Stuffed Mushroom with Poached Eggs & Hollandaise Sauce

### **Additional Options**

Plate of Fruit - \$12.00 per table  
Savoury or Danish Plate - \$12.00 per table  
Orange Juice - \$9.50 per table (includes 2 jugs)



# *Morning & Afternoon Tea Selections*

Bottomless Tea & Coffee All Day \$2.00pp

Mixed Fresh Sandwiches	\$4.50pp
<i>Includes a mix of Ham, Cheese &amp; Tomato; Ham &amp; Cheese; Chicken &amp; Cheese; and Egg &amp; Lettuce</i>	
Assorted Mini Wraps	\$5.50pp
<i>Includes mix of Chicken and Ham with salad</i>	
Mixed Focaccia's	\$5.00pp
<i>Includes a mix of Ham, Cheese &amp; Tomato; Ham &amp; Cheese; Chicken &amp; Cheese; and Egg &amp; Lettuce</i>	
Homemade Biscuits	\$2.50pp
<i>May include selection of Chocolate Chip, Coconut, Anzac or Shortbread</i>	
Assorted Cakes	\$4.00pp
<i>May include selection of Chocolate, Lemon, Carrot or Humming Bird</i>	
Assorted Slices	\$4.50pp
<i>May include selection of Chocolate, Vanilla, Coconut or Cherri</i>	
Fresh Fruit	\$3.50pp
<i>Includes Rockmelon, Watermelon, Grapes, Pineapple &amp; Honeydew</i>	
Fruit, Cheese & Crackers	\$4.50pp
<i>Includes Rockmelon, Watermelon, Grapes, Pineapple &amp; Honeydew with Camembert. Cheddar &amp; Blue Cheese</i>	
Croissants	\$5.00pp
<i>Can be served plain or with ham &amp; cheese filling</i>	
Danishes	\$5.50pp
<i>May include selection of Nutella, Apple &amp; Cinnamon, Apricot</i>	
Scones with Jam & Cream	\$3.50pp
Chicken/Beef Kebabs	\$3.50pp
Hot Platter Selections	\$6.50pp
<i>Mini Pies, Sausage Rolls, Quiche, Spring Rolls, Dim Sims, Simosas, Mini Meatballs, Chicken Kiev Balls</i>	
Pizza	\$6.50pp
<i>May include Hawaiian, Meat Lovers, Vegetarian or Chicken</i>	



# *Working Lunches*

## **Menu 1 – \$17.50pp**

Assorted Sandwiches  
Hot Platter Selections  
Fresh Fruit  
Juice, Tea & Coffee

## **Menu 2 – \$20.5pp**

Roast Chicken  
Baker's Basket  
Coleslaw  
Hot Platter Selections  
Fresh Fruit  
Juice, Tea & Coffee

## **Menu 3 – 24.90pp**

Homemade Quiche  
Roast Chicken  
Assorted Cold Meats  
Baker's Basket  
Fresh Fruit  
Potato Salad  
Pasta Salad  
Juice, Tea & Coffee



# *Terms & Conditions*

*It is important to read the following to assist us in ensuring the success of your Corporate Event the Frenchville Sports Club.*

## **Reservations:**

A tentative booking will be held for 2 weeks; or until a further enquiry is made for that date. Terms & Conditions also need to be signed & returned at this time. All efforts will be made to contact you before removing your tentative booking. To ensure we are able to reach you, we require at least 2 forms of contact. To confirm your booking, a deposit of \$200.00 is required within 2 weeks.

## **Cancellations:**

2 months' notice (in writing) is required if a refund is to be given. If less than 2 months' notice is given, refunds will be subject to the function room being rebooked.

Cancellations within 2 months' where the deposit request has been waived will be required to pay the full room hire cost. This also includes all events where room hire has been donated.

Cancellations within 2 weeks of the function date are subject to an additional fee for stock already ordered or purchased.

## **Not For Profit Organisations:**

As of 31 May 2015 any donated room hire will need written approval, this includes any pre-standing arrangements. If your not-for-profit organisation would like donated room hire, request must be submitted in writing to Kaitlyn.

If you are successful, room hire will be donated for up to 5 hours. If the event duration exceeds 5 hours, the organiser is subject to the additional room hire fee.

The additional room hire fee is \$100.00 for the Keppel Room, \$100.00 for the Capricorn Room, \$100.00 for the Keppel & Capricorn Rooms Combined, \$50.00 for the Fitzroy Room and \$50.00 for the Berserker Room.

## **Room Hire**

Room hire charges include set-up, break-down, Stage (Keppel Room only), Audio Facilities, Enclosed Smoking Area, Cleaning Fee, CD/DVD Player, Whiteboard, Lectern (Keppel Room only) & Public Address (P.A.) System.

Room hire charges do not include Bar Facilities or Tablecloths. Please see Kaitlyn for pricing on the above.

## **Hours of Room Hire**

Private function rooms are available from early morning until close of trade at 12 midnight. Room hire charges are determined on the time frame of the event.

Charges vary for each room and are based on up to 5hr or 10hr time periods.

Please see Room Hire & Additional Accessories for a list.

Any bar trade & entertainment will cease at 11.45pm.





# *Terms & Conditions*

## **Final Numbers & Details:**

Confirmation of catering is required 3 weeks prior to the event date, with final numbers & other requirements needing to be finalised 2 weeks prior.

The account will be calculated on no less than the number given 2 weeks prior to the function.

## **Function Plans/Menu Choices:**

An appointment with our Function Coordinator is needed 3 weeks prior to your Conference or Seminar to finalise menu & beverage requirements.

If there are any additional or special set-up requirements, they should also be addressed with the Kaitlyn at this time.

## **Menu/Price Variation:**

Although every effort is made by the Club to honour menu prices as printed in the function package received, there may be slight variations on occasion. This is due to inflation & rising food/staff costs. Special menus can be tailored to suit any dietary requirements. Any changes to menu selections will incur a surcharge determined by our Head Chef.

## **Food, Liquor & other Beverages:**

All beverages for functions are charged at standard bar pricing throughout the Club. With the exception of Celebration Cakes; we are unable to permit patrons, guests or invitees to bring liquor or food onto the premises. This is due to the Club License & Policies.

Any food & beverages that are purchased outside of the Club, or are not provided by the Frenchville Sports Club, are not permitted in the function rooms at any time.

These Terms & Conditions apply for all functions held at the Frenchville Sports Club. Any person found with food or beverages that have not been provided or purchased at the Frenchville Sports Club will be approached by Frenchville Management & asked to remove or consume the food or beverage outside the Frenchville Sports Club grounds.



# *Terms & Conditions*

## **Damage or Loss of Property:**

Organisers are financially responsible for any damage or loss of property that is sustained during the course of the function or at any time when facilities & equipment are hired.

## **Fire Alarms:**

Under no circumstances are smoke/fog machines or incense to be used in the Club. If they are & the smoke alarms are activated, a fee will apply. Organizers are requested to advise third parties of this policy.

## **No Smoking Compliance:**

As there is a total smoking ban in Pubs & Clubs throughout Queensland, smoking is not permitted anywhere within the Club.

## **Designated Outdoor Smoking Areas (DOSAs)**

A private DOSA is available at the front of the Pre-Function Room. At no time are under-18's permitted to be in this area.

Also, no food is to be served or consumed in this area.

## **Workplace Health & Safety:**

Fire exits & public entrances are to be kept clear at all times. Copies of the evacuation plan & exit points are placed in the room. It is recommended that organizers notify guests & attendees of these procedures.

## **Conduct of Guests:**

The Club reserves the right to remove any guest from the premises if they behave in an unreasonable manner or are not adhering to Government Laws & Club policy.

## **Responsible Service of Alcohol:**

Licensees & staff who sell or supply liquor are required to conduct their business in a responsible manner. Licensees have a responsibility to patrons in & around their venue. At functions, the host must be aware that service will be refused to unduly intoxicated patrons & they will be asked to leave the premises. Also, if persons entering the premises are unduly intoxicated they will be refused entry.



# *Terms & Conditions*

## **Third Party Equipment Providers**

Any equipment or decorations provided by a third party must be set-up & removed on the same day of the function. This includes audio systems such as DJ equipment & juke boxes. Please see Kaitlyn if you would like an exemption to this condition.

## **Entertainment:**

The Club reserves the right to control the quality & volume of all entertainment. Any entertainment equipment must be set-up & removed on the same day as the function. This is to ensure no interruption of any functions following it.

## **Payment:**

Payment in full of the meal account & decoration package (where applicable) is required 2 weeks prior to your event. In addition, at least half the anticipated beverage account is also required. The remaining beverage account balance is to be paid on the night of the function. Please note that progressive payments can be made on your account leading up to your Corporate Event. Cancellation of the function within 2 weeks of the function voids refund of meal payment.



# *Confirmation*

## *Corporate Function Agreement*

Please read the above Terms & Conditions & complete the form below. A non-refundable deposit of \$200.00 will be required, which will be deducted from your function account when paid in full.

Agreements must be received by the Function Coordinator to ensure confirmation of venue.

*I have read & understood the above Terms & Conditions regarding my Function at the Frenchville Sports Club.*

<b>Contact Name of Function:</b>	
<b>Phone:</b>	
<b>Mobile:</b>	
<b>Email Address:</b>	
<b>Contact Signature:</b>	
<b>Date of Function:</b>	
<b>Date of Confirmation:</b>	
<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Receipt Number:</b>	

*Reception to keep original for the Function Coordinator  
Please give copy to customer*

