



TOWNSVILLE YACHT CLUB

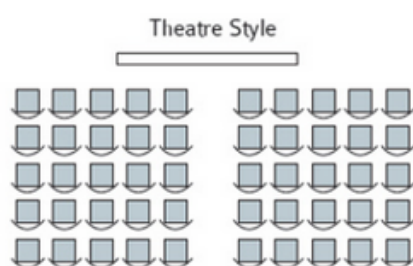
CONFERENCE
PACKAGE

CONFERENCE ROOM LAYOUTS

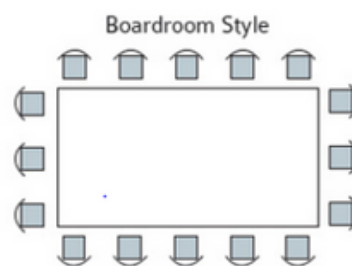
Our two conference areas offer versatile spaces, modern equipment and professional service.

Room	Price
Mariner's	\$500

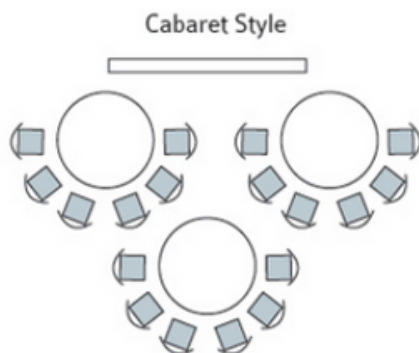
Room Layout may depend on your preferred room and the number of delegates attending. We are happy to discuss what may best suit your needs.



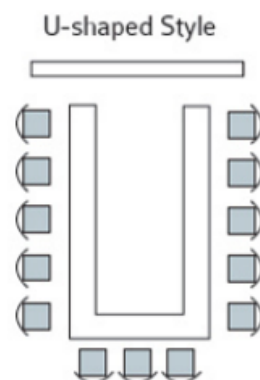
CAPACITY - 80PAX



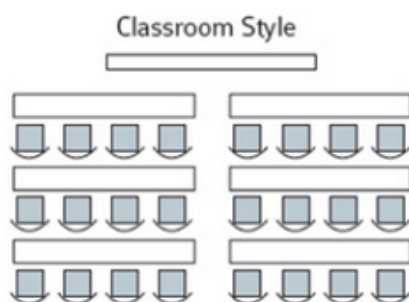
CAPACITY - 38PAX



CAPACITY - 64PAX



CAPACITY - 30PAX



CAPACITY - 40PAX



DELEGATE PACKAGES

DELEGATE PACKAGE 1: \$35 per person

- White board, marker & duster
- Data projector & screen
- Lectern & microphone
- All day tea & coffee
- Morning tea (one choice)
- Lunch - Sandwiches & Wraps
- Freshly made assorted Sandwiches & Wraps
- Assorted soft drink
- Afternoon tea (one choice)

DELEGATE PACKAGE 2: \$40 per person

- White board, marker & duster
- Data projector & screen
- Lectern & microphone
- All day tea & coffee
- Morning tea (one choice)
- Hot Conference Lunch
- Soft drink with lunch
- Afternoon tea (one choice)

CUSTOM PACKAGES

COLD LUNCH - \$22 per person

Freshly made assorted Sandwiches & Wraps
Assorted soft drink

BISTRO LUNCH - \$30 per person

Assorted soft drink

MORNING / AFTERNOON TEA

One choice: \$10 per person

Two choice: \$18 per person

TEA & COFFEE

All day tea & coffee \$7 per person

Per session tea & coffee \$3 per person

A vertical photograph of a wooden desk. On the desk, there is a menu with a grid of food items and prices, a white cup of coffee on a saucer, a small potted plant with green grass-like leaves, a spiral-bound notebook with a pen, and a white cloth. A hand is pointing at the menu.

MENU

MORNING / AFTERNOON TEA OPTIONS

- Scones with jam & cream
- Selection of Muffins
- Assorted Danish Pastries
- Ham & Cheese Croissants

HOT CONFERENCE LUNCH

- **Under 40pax delegate choose on arrival**
- **Over 40pax client to select 2 options for alternate drop**
- **Lunch Served at 12pm**
- Beer Battered Mackerel, Salad & Chips
- Chicken Schnitzel, Chips & Salad
- 250g Rump Steak, Chips, Salad and Gravy
- Vegetarian or Vegan Salad
- Assorted soft drink
- Specific dietary requirements can be catered for

TIMINGS

Monday - Thursday

- 8.00am - 5.00pm

Friday

- 8.00am - 4.00pm

Saturday - Sunday

- 11.00am - 4.00pm

Alternate times can be arranged on request.
Staffing fee will apply



BOOKING FORM

Company name: _____

Contact name: _____

Reason/ name of conference: _____

Phone: _____

Fax: _____

Email: _____

Date of conference: _____

Start/Finish time: _____

Number of expected attendees: _____

Room: _____

Room layout: _____

MONDAY AND TUESDAY CONFERENCES

Delegate Package 1 available for Monday and Tuesday Conferences only

CATERING REQUIREMENTS

Please choose:

☐ Delegate Package 1

- Morning Tea: _____
- Sandwich lunch
- Afternoon tea _____

☐ Delegate Package 2

- Morning tea _____
- Hot Conference lunch
- Afternoon tea _____

CUSTOM PACKAGES

- ☐ Morning tea- 1 choice
- ☐ Morning tea- 2 choice
- ☐ Afternoon tea- 1 choice
- ☐ Afternoon tea- 2 choice
- ☐ Sandwiches and Wraps
- ☐ Hot Conference lunch
- ☐ All day tea & coffee
- ☐ 1 session tea & coffee

TIMINGS

Client Arrival for Set Up: _____

Guest arrival: _____

Morning Tea: _____

Lunch: _____

Afternoon Tea: _____

Finish: _____

ADDITIONAL REQUIREMENTS

- ☐ Lectern
- ☐ Microphone
- ☐ Screen & Projector
- ☐ Whiteboard



TOWNSVILLE YACHT CLUB

PAYMENT METHODS

CASH

Please pay at the Office

CHEQUE

Make payable to Townsville Yacht Club

CREDIT CARD

☐ Mastercard ☐ Bank Card ☐ Visa

Card No: _____

Expiry Date: ____ / ____

Payment Amount (\$): _____

Cardholders Name: _____

Signature: _____

Invoice No: _____

DIRECT DEBIT DETAILS

Bank: ANZ Bank

A/C Name: Townsville Motor Boat & Yacht Club

BSB: 014-730

Account No: 4854 03077

Reference: Please quote company name & date of conference

BOOKING TERMS & CONDITIONS

(Please read the following carefully).

Room hire fees must be paid and TYC's Terms and Conditions signed and returned to confirm booking. As

the club will refuse any other booking for the area on this date, this amount is non-refundable. A Public

Holiday surcharge will apply to functions held on public holidays. Max of 1 area bookable per function.

Cancellations made by client outside the fortnight prior to conference will forfeit 100% of room hire, however will be refunded 100% of pre-paid catering. Cancellations made within the fortnight of said conference will forfeit 100% pre-paid catering and room hire fee. The room hire fee can be transferred to an available date no later than 21 days from original conference date.

Catering: Final numbers must be supplied to the club at least seven (7) days prior to the function date. All monies are to be paid in full at least four (4) days prior to the Conference date. Charges will be made based on the confirmed numbers. All catering is to be provided by Townsville Yacht Club.

Liquor Licence: The Club's liquor licence hours are from 10:00am to 12 Midnight Monday to Sunday. The club's liquor licence does not allow any beverages to be brought onto the premises. Please be aware that the Club is not permitted by law to serve alcohol to intoxicated persons or persons under 18 years of age.

Damage: Any damage that is deemed to be not fair wear and tear due to inappropriate behaviour will result in the organiser being responsible for any cost incurred. The Club reserves the right to request a bond, which is fully refundable on the successful completion of your function.

Management reserves the right to cancel any function if any of the above terms and conditions are not met.

Prices quoted are correct at time of printing whilst every effort will be made to keep these prices as standard, management reserves the right to change prices without prior notice. All prices quoted are inclusive of the Goods and Service Tax (GST).

Please sign: I/We:

have read and agree to all of the terms and conditions set out in this agreement.

Signature: _____ Date: ____ / ____ / ____

OFFICE USE ONLY

Booking Accepted (Yes/No): Amount (\$): _____

Room Hire Fee Received: / / _____

