



THE PORT CLUB

Welcome,

The Port Club is a fully licensed venue offering a Sports bar with Sky, T VN, Foxtel, TAB, Keno and X-Lotto, a Gaming Room, friendly, atmospheric Bistro and **The Oval Rooms on Brougham** function centre located upstairs catering between 30-500 guests.

The Oval Rooms on Brougham is here to help you create a successful event, whether it is for a business or social occasion. We are well practiced in coordinating:

Corporate - conferences, seminars, product launches, board meetings, training days, workshops (please ask to see our corporate packages)

Sport functions - perfect venue for presentation nights, team building events or just a social gathering

Weddings - a unique and friendly venue for your special day – (please ask to see our wedding packages)

Parties - birthday, anniversary, engagement, reunion, kids parties

You think of a reason to celebrate and we will make it happen

The Oval Rooms on Brougham is a venue offering 3 individual function rooms or for larger bookings, the space can be opened and utilized as one large room. Each Oval Room has access to a bar and features floor to ceiling windows where you are treated to a spectacular view of Alberton Oval and the Adelaide foot hills.

We are perfectly located only 20 mins from the CBD, airport and a short drive to the magnificent shore line of West Beach and Semaphore.

The Management and staff pride themselves on the fantastic food and service that is provided here at The Port Club. Our professional and friendly staff will help to ensure your special event is a success.

Should you wish to view our facilities or would like to receive further information, please do not hesitate to contact us and arrange an appointment.

The Port Club

Ph: 8447 9902
Fax: 8447 7500



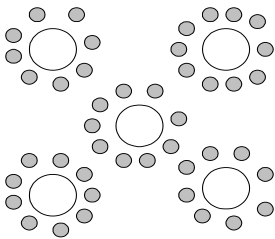
THE PORT CLUB

ROOM HIRE & ARRANGEMENT

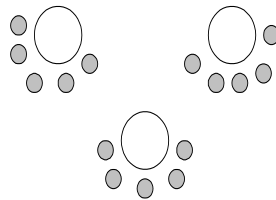
Room	Cocktail Style	Theatre Style	Classroom	Banquet	Room Hire
Oval Room 1	200	100	90	120	\$300.00
Oval Room 2	100	80	50	100	\$300.00
Oval Room 3	200	150	90	130	\$300.00
Oval Rooms 1&2 or 2&3	500	300	180	250	\$600.00
Oval Rooms 1, 2&3	600	400	-	200	\$900.00

ROOM ARRANGEMENT

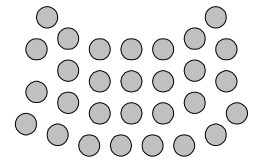
Please select a room arrangement style from below to which you require. Other seating arrangements required can be arranged within the constraints of our furniture and arranged prior to event with the Function Manager. Additional furniture or subcontracted furniture can be organised, which may better meet your requirements at additional cost. Our large round banquet tables seat 10guests maximum per table for dinners and luncheons, for classroom style seating up to 8guest per table.



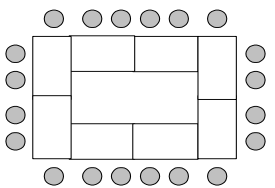
Banquet



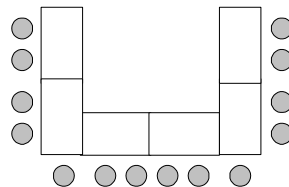
Classroom



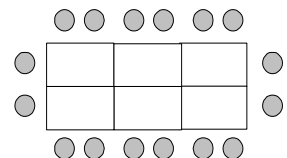
Theatre /Lecture



Hollow Rectangle



U- Shape



Boardroom

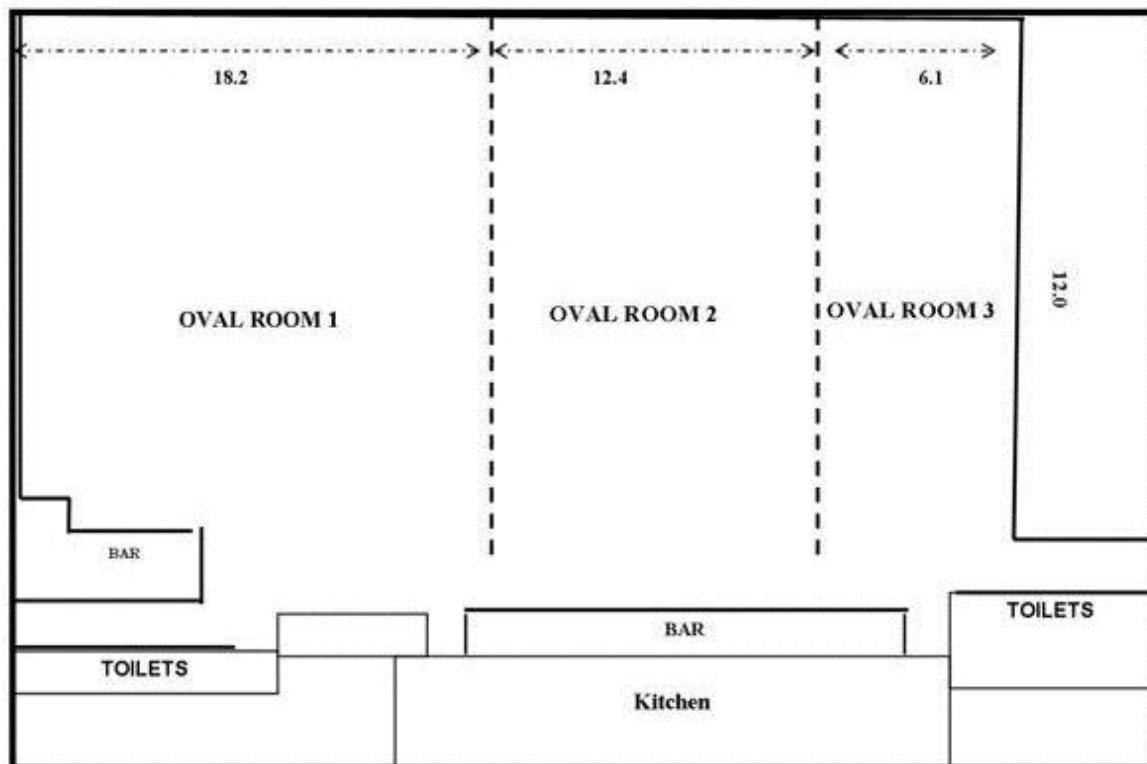


THE PORT CLUB

FLOOR PLAN

THE OVAL ROOMS

Window and Grand stand over looking Alberton Oval





THE PORT CLUB

AUDIO VISUAL & EQUIPMENT

EQUIPMENT

Below equipment usage is included in room hire cost

Overhead projector and screen	Lectern
Whiteboard	Dance Floor (16*16 foot)
Stage	Registration Desk

AUDIO VISUAL

Complimentary usage dependant on level of complexity

DVD player & Video	CD player
Plasma Screen's	AV Technician Hire -P.O.A
Microphone	Juke Box Hire- P.O.A
Dj & MC -P.O.A	

ADDITIONAL EQUIPMENT

Flipcharts with paper—\$10.00
2 white board markers & Duster- \$15.00

PHOTOCOPYING

100 or more pages 0.15c per copy
Less then 100 pages 0.20c per copy

OVAL LIGHTS

Enjoy the magnificent view of Alberton Oval from your own private room by illuminating the oval with the Stadium lights
Cost \$50.00 for 4 hrs \$75.00 for 6hrs (no later than 12:00am)

DÉCOR & SECURITY

LINEN

Black or white linen table cloths and napkins are inclusive for luncheons and dinners.
Coloured overlays are available at additional cost.

CHAIR COVERS & CENTREPIECES

Black or white chair covers with choice of coloured sash \$4.00 /person
A variety of centerpieces are available upon request

HELLIUM BALLOONS

100 balloons w/ ribbon & clip \$200.00 (fashion or metallic balloon)
Under 100 balloons \$2.30 each fashion or metallic or \$2.80 each for printed

SECURITY

If the function manager anticipates that security may be required at your event we are able to provide you with a licensed security guard at additional cost. The safety of you and your guests is paramount to us at the Port Club.
Cost = \$40.00 ph Min 3 hrs



THE PORT CLUB

BREAKFAST MENU

CONTINENTAL BREAKFAST

\$23/person (minimum of 20 people)

Orange Juice

A selection of seasonal fruit

Assorted cereals and muesli

Danish pastries

Croissants and toast accompanied by butter, fruit preserves and vegemite

Freshly brewed coffee and tea

AUSTRALIAN BREAKFAST

\$26/person (minimum of 20 people)

Orange Juice

A selection of seasonal fruit

Baked Beans

Toast with crispy bacon and scrambled eggs

Sausages, mushrooms and grilled tomatoes

Freshly brewed coffee and tea

DELUXE BREAKFAST

\$29/person (minimum of 20 people)

Orange and Apple Juice

A selection of seasonal fruit

Assorted cereals and muesli

Danish pastries

Croissants and toast accompanied by butter, fruit preserves and vegemite

Scrambled eggs, crispy bacon and sausages

Hash browns, mushrooms and grilled tomatoes

Freshly brewed coffee and tea

Ala Carte breakfast may be organised on request



THE PORT CLUB

COFFEE BREAK

COFFEE AND TEA

\$3.00 per person

Freshly brewed coffee and a selection of tea

COFFEE, TEA AND COOKIES

\$4.50 per person

Freshly brewed coffee and a selection of tea served with home made white and milk chocolate cookies

MORNING OR AFTERNOON TEA

\$6.50 per person

Freshly brewed coffee and a selection of tea served with a selection of warmed muffins and/or Danish pastries

ALL DAY COFFEE AND TEA

\$9.00 per person

Freshly brewed coffee and a selection of tea made available continuously throughout the day

Cookies, muffins and Danish pastries are available with all day coffee and tea at an additional cost of; \$1.50/person for cookies, \$3.00/person for muffins and \$3.50/person for Danish pastries.

LIGHT LUNCH

The following selections are available from 11:30am at the price set bellow. However if you had something different in mind please ask our functions manager about selecting an item from our function packages at an agreed cost.

SANDWICHES

\$6.00 per person

Assorted sandwiches freshly made with various meat and salad fillings

BAGUETTES/WRAPPS

\$9.50 per person

Freshly baked baguettes or wraps made with various meat and salad fillings

SOUP

\$6.00 per person

Served with bread rolls and butter, choose any home made soup from our banquet menu

LASAGNE

\$12.50 per person

Oven baked beef lasagne served with bread rolls and garden salad

CHEESE AND FRUIT

\$5.00 per person

A selection of four Australian cheeses, water crackers, strawberries and dried fruit



THE PORT CLUB

CONFERENCE PACKAGES

Minimum 20 people; packages include complimentary filtered water & mints.

Package 1

\$34 per person

- Upon arrival - Freshly brewed coffee and a selection of tea served with cookies
- Morning tea - Freshly brewed coffee and a selection of tea served with warmed assorted muffins
- Lunch
 - Assorted meat and salad sandwiches and/or baguettes
 - Cheese and fruit platter
 - Orange juice and assorted soft drinks
- Afternoon tea - Freshly brewed coffee and a selection of tea served with cookies

Package 2

\$37 per person

- Upon arrival - Freshly brewed coffee and a selection of tea served with cookies
- Morning tea - Freshly brewed coffee and a selection of tea served with warmed assorted muffins
- Lunch
 - Oven baked beef lasagna
 - Fresh garden salad
 - Bread roll with butter
 - Cheese and fruit platter
 - Orange juice and assorted soft drinks
- Afternoon tea - Freshly brewed coffee and a selection of tea served with cookies

Package 3

\$39 per person

- Upon arrival - Freshly brewed coffee and a selection of tea served with cookies
- Morning tea - Freshly brewed coffee and a selection of tea served with an assortment of Danish pastries
- Lunch
 - Assorted meat and salad sandwiches and/or baguettes
 - Cocktail pies, pasties and sausage rolls
 - Assorted mini quiches
 - Cheese and fruit platter
 - Orange juice and assorted soft drinks
- Afternoon tea - Freshly brewed coffee and a selection of tea served with cookies



THE PORT CLUB

LUNCH & DINNER BANQUET PACKAGES

2 course menu \$40/person

Entrée & Main or Main & Dessert

3 course menu \$48 /person

Entrée, Main & Dessert



THE PORT CLUB

ENTRÉE

SOUP

Pumpkin
Potato and Leek
Tomato and Basil
Bacon and Red Lentil
Minestrone
Chicken and Corn Veloute
Cream of Leek and Asparagus
Mexican Chicken and Chili

(All soups served with a herb and parmesan crouton)

COLD ENTRÉE

Asian Inspired Chicken Salad

Marinated chicken tenderloins on a julienne vegetable and rice noodle salad

BBQ Lamb Salad

Marinated tender strips of lamb served on a Greek salad salsa with roasted bread croutons and a sun dried tomato aioli

Chicken and Angel Hair Pasta

Marinated chicken thigh, kalamata olives, fetta cheese and roasted capsicum served on fresh angel hair pasta with an extra virgin olive oil and rosemary dressing

Carpaccio of Peppered Kangaroo

Stacked with onion compote, roma tomato and garlic crostini

Vegetarian Pumpkin and Potato Salad

Served with poached egg, tomato and asparagus with a garlic and walnut dressing

Marinated Beef Sirloin

Thinly sliced and served on toasted ciabatta with an olive tapenade and cherry tomato

Trio of Oysters

Served chilled with tomato and fennel, champagne mayonnaise and pesto, accompanied by a Spanish onion salad

Smoked Salmon Stack

With mixed lettuce, pappadums, capers and horseradish cream



THE PORT CLUB

HOT ENTRÉE

Tortellini Alla Panna

Fresh beef tortellini tossed through a creamy ham and mushroom sauce

Chicken Satays

Served with a timbal of rice and peanut sauce

Salt and Pepper Squid

Served with Spanish paella rice and lemon

Chicken, Spinach and Roast Vegetable Lasagna

Oven baked and served with napolitaine sauce and shaved parmesan

Mediterranean Frittata

Oven baked with Kalamata olives, oregano, Spanish onion, basil and sun dried tomato, drizzled with extra virgin olive oil

Tandoori Chicken

Marinated chicken thigh with steamed coconut rice and mint yoghurt

Char-Grilled Quail

Semi deboned quail with chorizo sausage, reduced balsamic and roquette

Seafood Roulade

Steamed marinated prawns wrapped in fish served with a light turmeric mash and a parsley and garlic aioli



THE PORT CLUB

MAIN COURSE

Sirloin Steak

With fried onions and a pink peppercorn cream sauce

Oven Baked Chicken Breast

Filled with tomato, basil and smoked cheese, wrapped in prosciutto and served with a field mushroom sauce

Dill Crusted Nile Perch

With wilted bok choy and a basil pesto cream sauce

Greek Style Oven Roasted Lamb Tenderloin

Served on a cucumber and cherry tomato salsa with a mint jus

Duck Leg

Twice cooked duck leg with fried hokkien noodles and a sticky grape jus

Pork Rib Eye

With poached apple and a mustard seed sauce

Scotch Fillet

With caramelized onion, camembert cheese and red wine jus

Braised Lamb Shank

In a traditional red wine and tomato gravy, served with sweet potato mash



THE PORT CLUB

Kiev Cut Chicken Breast

With avocado and freshly made hollandaise sauce

Atlantic Salmon

Oven baked with fresh asparagus and béarnaise sauce

Fillet Mignon

Beef fillet wrapped in bacon served on a crouton with a Swiss brown mushroom and red wine glaze

Roasted Rack of Lamb

With a herb crust, roasted Spanish onion and a red currant glaze

Oven Baked Barramundi Fillet

Topped with a tarragon and breadcrumb crust, served with an almond and lemon butter sauce and garnished with fresh watercress

Medium Roasted T-Bone Surf and Turf

Oven roasted beef T-bone steak served with a creamy garlic prawn sauce

All mains are served with potato, seasonal vegetables and fresh tossed salad

**We also cater for any special dietary requirements
Please specify these requirements when confirming menu selection**



THE PORT CLUB

DESSERT

Chocolate Mousse Gateau

With port wine cream and shaved chocolate

Individual Passion fruit Cheese Cake

Served with a grand marnier chocolate ganache

Mars Bar Chocolate Mousse

Home made chocolate mousse served with crème Chantilly and a chocolate marble shard

Individual Black Forest Cake

With crème Chantilly and maraschino cherry

Individual Cheese Plate

Brie, smoked cheese, dried fruit and home made lavosh

Lemon Heaven

Individual creamy lemon mousse cake with peaks of scorched meringue, served with passion fruit pulp and crème Chantilly

Mortal Sin

Individual rich chocolate mud cake with a two tone choc cookie and a sprig of toffee served with chocolate ganache

Individual Raspberry Cheese Cake

Served with mixed berry coulis and crème Chantilly

Profiteroles

Filled with crème patissiere and served with strawberries and chocolate ganache



THE PORT CLUB

ADDITIONAL

Choice of 2 menu items for entrée	\$3.00 per person
Choice of 2 menu items for main course	\$4.00 per person
Choice of 2 menu items for dessert	\$3.00 per person
Choice of 2 menu items for entrée, main & dessert	\$8.00 per person
Tea and coffee with chocolate mints after dessert	\$3.00 per person
Cheese, dried fruit and mixed nut platter per table	\$3.00 per person

CHILDRENS MENU

\$10 per child

\$15 per child to have an entrée or dessert with main

Fish and Chips
Chicken Nuggets and Chips
Beef or Chicken Schnitzel and Chips
Penne Napolitaine



THE PORT CLUB

BUFFET

STANDARD

\$46.00 per person
(Minimum 50 people)

Cold Selections

Leg ham, cold meats and roast chicken
Soft and hard cheeses with dried fruits, mixed nuts and
water crackers

Salads

Potato salad
Pasta salad
Garden salad
Traditional coleslaw

Hot Selections

Carved roast beef
Red wine gravy
BBQ chicken in plum sauce
Fried rice
Pasta bake
Roast potato
Honey sesame carrots
Roast pumpkin
Cauliflower mornay
Freshly baked bread rolls
Condiments and sauces

Desserts

A mirror of fresh seasonal fruits
Chef's selection of 3 gateaux

DELUXE

\$52.00 per person
(Minimum 50 people)

Soup

Choice of soup from our function package, served
individually to each table

Cold Selections

Leg ham, cold meats and roast chicken
Soft and hard cheeses with dried fruits, mixed nuts and
water crackers

Salads

Potato salad
Pasta salad
Garden salad
Traditional coleslaw

Hot Selections

Carved roast beef
Carved roast pork
Red wine gravy
Fish goujons with tartare
Roast potato
Roast pumpkin
Honey sesame carrots
Steamed broccoli
Pasta bake
Freshly baked bread rolls
Condiments and sauces

Desserts

A mirror of fresh seasonal fruits
Chef's selection of 3 gateaux
Assorted mini tartlets
Freshly brewed coffee and a selection of tea



THE PORT CLUB

COCKTAIL MENU

Please choose any 3 selections for \$14.00 per person

Choose any additional selections for \$3.50 per person, per selection

Cold Selections

- Crisp vegetable crudities with tzatziki and hommus
- Soft and hard cheeses with dried fruit, mixed nuts and water crackers
- Leg ham and assorted cold meats
- Antipasto platter with grilled chorizo, olives, marinated mushrooms and bocconcini
- Assorted sushi rolls
- Assorted cocktail sandwiches
- Assorted mini baguettes
- Canapé; Smoked salmon with sour cream and chives on croutons
- Canapé; Sun dried tomato, eggplant and basil pastry tarts
- Canapé; Mixed seafood salad in Thousand Island dressing on Melba toast

Hot Selections

- Fish goujons with tartare
- Mini pies, pasties and sausage rolls
- Cocktail spring rolls, samosas and dim sims
- Chicken satays with peanut sauce
- Moroccan chicken drumettes with minted yoghurt
- Seasoned potato wedges served with sour cream and chives
- Assorted mini quiche
- Salt and lemon pepper squid with caper aioli
- Mini beef hamburgers with tomato, cheese and spicy tomato chutney
- Honey chicken in batter with crispy rice noodles

Dessert Selections

- Profiteroles with chocolate ganache
- Assorted mini tartlets
- Fresh fruit platter
- Assorted home made cookies
- Assorted cake slices

Tea & Coffee Station

Freshly brewed coffee and a selection of tea is available for an extra \$3.00 per person



THE PORT CLUB

BEVERAGE OPTIONS

TAB

A cash amount is established and beverages can be limited to beer, wine, champagne and soft drink (for example) or you can choose to have an open bar. Beverages are then served until the cash amount has reached its limit and guests can then buy their own drinks or you may wish to increase the cash amount of the tab.

CONSUMPTION

Similar to the TAB option only you don't have a set spend limit. Client collects the TAB at the end of event or duration selected.

OPEN BAR

Each guest pays for their own beverages

CORKAGE

We do allow you to provide your own wine with a corkage fee of \$10.00 per bottle

BEVERAGE PACKAGES

STANDARD

Select a duration beverages will be served:

- 1 Hr - \$17.00p/p
- 2 Hrs - \$21.00p/p
- 3 Hrs - \$25.00p/p
- 4 Hrs - \$29.00p/p
- 5 Hrs - \$33.00p/p

TAP BEER

West End Draught
Hahn Premium light

WINE

Rothbury Estate Chardonnay
Rothbury Estate Shiraz / Cab
Rothbury Brut Cuvee

OTHER

A selection of soft drinks and orange juice

DELUXE

Select a duration beverages will be served:

- 1 Hr - \$21.00p/p
- 2 Hrs - \$27.00p/p
- 3 Hrs - \$31.00p/p
- 4 Hrs - \$35.00p/p
- 5 Hrs - \$39.00p/p

TAP BEER

West End Draught
Hahn Premium Light
Southwark Pale Ale
Toohey's Extra Dry (Optional)

WINE

Penfolds Rawson's Retreat Riesling
Penfolds Rawson's Retreat Cab / Sav
Killawarra Brut Sparkling White

OTHER

A selection of soft drinks and orange juice



THE PORT CLUB

BOOKING APPLICATION

CLIENT DETAILS

Name of Client/Organisation:

Contact Name:

Address:

Contact No. Home/Business:..... Mobile:.....

Email: Fax:.....

EVENT DETAILS

Date of event:..... No. of Guests (max):.....

Title of event:..... Time of event: From:..... To:.....

PLEASE TICK ✓

BREAKFAST

Continental Premium Australian

COFFEE BREAK

Coffee & Tea Morning Tea All day coffee & Tea

Coffee, Tea & Cookies Afternoon Tea All day muffins/Danishes

LIGHT LUNCH

Sandwiches Baguettes Wraps

Lasagne Cheese & Fruit Soup

CONFERENCE PACKAGES

Package 1 Package 2 Package 3

BANQUET LUNCH OR DINNER

2 Course Menu Additional Choice Entrée

3 Course Menu Additional Choice Main

Kids Menu Additional Choice Dessert

Tea & Coffee



THE PORT CLUB

BOOKING APPLICATION Con.....

ADDITIONAL SELECTION MENU

- | | | | |
|---------|--------------------------|---------------------------|--------------------------|
| Entrée | <input type="checkbox"/> | Additional Choice Entrée | <input type="checkbox"/> |
| Main | <input type="checkbox"/> | Additional Choice Main | <input type="checkbox"/> |
| Dessert | <input type="checkbox"/> | Additional Choice Dessert | <input type="checkbox"/> |

BUFFETT

- | | | | |
|----------|--------------------------|--------|--------------------------|
| Standard | <input type="checkbox"/> | Deluxe | <input type="checkbox"/> |
|----------|--------------------------|--------|--------------------------|

COCKTAIL

- | | | | |
|-----------------------|--------------------------|---------------------------------------|--|
| Standard 3 Selections | <input type="checkbox"/> | Number of Additional Selections:..... | |
|-----------------------|--------------------------|---------------------------------------|--|

BEVERAGE PACKAGES

- | | | | | | |
|----------|--------------------------|---------|--------------------------|--------------------|--------------------------|
| Standard | | Deluxe | | | |
| 1 Hour | <input type="checkbox"/> | 1 Hour | <input type="checkbox"/> | Open cash bar | <input type="checkbox"/> |
| 2 Hours | <input type="checkbox"/> | 2 Hours | <input type="checkbox"/> | TAB | <input type="checkbox"/> |
| 3 Hours | <input type="checkbox"/> | 3 Hours | <input type="checkbox"/> | TAB on Consumption | <input type="checkbox"/> |
| 4 Hours | <input type="checkbox"/> | 4 Hours | <input type="checkbox"/> | Corkage | <input type="checkbox"/> |
| 5 Hours | <input type="checkbox"/> | 5 Hours | <input type="checkbox"/> | | |

ROOM ARRANGEMENT

- | | | | | | |
|------------------|--------------------------|-----------|--------------------------|-----------------|--------------------------|
| Cabaret | <input type="checkbox"/> | Classroom | <input type="checkbox"/> | Theatre/Lecture | <input type="checkbox"/> |
| Hollow Rectangle | <input type="checkbox"/> | U-Shape | <input type="checkbox"/> | Boardroom | <input type="checkbox"/> |

AUDIO VISUAL AND EQUIPMENT

- | | | | | | |
|--------------------|--------------------------|-----------------------|--------------------------|----------------------|--------------------------|
| Microphone | <input type="checkbox"/> | Lectern | <input type="checkbox"/> | Dance Floor | <input type="checkbox"/> |
| Stage | <input type="checkbox"/> | Flipchart | <input type="checkbox"/> | Dj /Band | <input type="checkbox"/> |
| Overhead Projector | <input type="checkbox"/> | Whiteboard | <input type="checkbox"/> | AV Technician | <input type="checkbox"/> |
| Projector Screen | <input type="checkbox"/> | Whiteboard w/ markers | <input type="checkbox"/> | DVD, VHS & CD player | <input type="checkbox"/> |
| Oval Lights | <input type="checkbox"/> | Registration Desk | <input type="checkbox"/> | Juke Box | <input type="checkbox"/> |

DECORE

- | | | | | | |
|--------------|--------------------------|--------------|--------------------------|----------|--------------------------|
| Centerpieces | <input type="checkbox"/> | Chair Covers | <input type="checkbox"/> | Balloons | <input type="checkbox"/> |
|--------------|--------------------------|--------------|--------------------------|----------|--------------------------|

SECURITY

- | | | | | | |
|---------|--------------------------|---------|--------------------------|---------|--------------------------|
| 3 Hours | <input type="checkbox"/> | 5 Hours | <input type="checkbox"/> | 6 Hours | <input type="checkbox"/> |
|---------|--------------------------|---------|--------------------------|---------|--------------------------|



THE PORT CLUB

DEPOSIT/PAYMENTS

DEPOSIT CONDITIONS

A minimum of 10% of total bill or FULL room hire which ever is the highest amount is required at the time of confirming your booking/function; this secures the selected room and date of the function. Any cancellations made 14 working days prior to the event date will result in the loss of 50% deposit payment. Cancellations made within 7 working days of event will incur loss of 100% deposit payment.

PAYMENT METHOD Credit card Cheque Money Order
(ONLY 14 days prior)

If paying by credit card, please record details below:

Card Number..... Expiry Date: / /

Card Holders Name:.....

Name Client/Organisation:.....

Sign: Date: / /

AMOUNT\$.....

Office use only (Clients Copy)

Event Date: / / Time:..... No. of Guests Max:.....

PAYMENT METHOD Credit card Cheque Money Order
(ONLY 14 days prior)

AMOUNT\$.....

Employee Name:..... Sign: Date: / /



THE PORT CLUB

TERMS AND CONDITIONS

1. QUOTES

A quote will take 3-5 working days to receive dependant on the depth of your requirements and is only valid for 14 working days once issued. Quotes are deemed as a tentative booking not a confirmed booking. Therefore the event date and room can be released after the 14 day period without notice.

2. TENTATIVE BOOKING

A tentative booking is only held for 14 working days after this time a deposit will be required to secure the room and date of function. After such time, management reserves the right to cancel your function and or re-allocate your room without notice.

3. DEPOSIT

A minimum of 10% of total bill or room hire which ever is the highest amount is required at the time of booking a function; this secures the selected room and date of the function.

4. CANCELLATIONS

Any cancellations made 14 working days prior to the event date will result in the loss of 50% deposit payment. Cancellations made within 7 working days of event will incur loss of 100% deposit or payment.

5. FINAL NUMBERS & MENU SELECTION

Guaranteed numbers of guests attending are required 14 working days prior to the event date. Numbers given at this time will be considered final therefore the hirer deemed to pay the FULL amount booked for. Final menu selections and special dietary requirements, including children's menu's are to be confirmed 14 working days prior to the event. No food or beverage may be brought into the Oval rooms unless given prior authorization.

6. FLOOR PLAN & ROOM ALLOCATIONS

A floor plan of room arrangement must also be finalised 14 days prior to event; after this time full usage of furniture or equipment may not be available. Due to unforeseeable circumstances or the unexpected increase or decrease of numbers in an event we hold the right to re-allocate the event to a comparable space to that previously allocated. Every responsible effort will be made to inform the clients before hand should this occur.

7. PAYMENTS/ ACCOUNT PAYMENT

Full payments are required 7 working days prior to the event. Any additional charges must be finalised before the conclusion of the event, unless credit has been approved, whereby settlement of the account is required strictly within 7 days of the event conclusion. We accept cash, visa, MasterCard, AMEX and Diners. Personal or business cheques are also accepted 14 days prior to event and substantial notification is required.

8. DELIVERY / PICK UP OF GOODS

Any goods delivered must be clearly labeled with the company or event name and date of the event. The Port Club will not be held liable for any loss or damages of any goods or equipment. Goods must be collected within 24 hours of the event concluding.

9. PRICE VARIATIONS

Every endeavor is made to maintain prices as published, however prices are subject to change without notice, to cover unforeseen variations and in cost. Prices are held for a 12 month period from the date of initial deposit is received. A price increase may occur after this time.

10. BEHAVIOUR

The management at the Port Club holds the right to remove any individual that is deemed to be behaving in an objectable manner, in accordance with the Liquor Licensing Act 1997.

11. TIME RESTRICTIONS

Guests must vacate the Oval rooms by 1:00am; any persons under the age of 18 must be vacated by 12:00am. Closing times may vary due to public holidays and Sundays. Confirmed function Arrival and departure times; at the time of final payment will be deemed as true and correct. If you require to access the venue outside these allocated times approval must be granted by the club manager or function manager.

12. DAMAGES

The Port Club hold the client/organisers financially responsible for any damages sustained to the Club by the client/organisers, guests or outside contractors prior, during or after the function. Smoke machines are not permitted at The Port Club. The Port Club will not be held liable for any insurance claims against injury, damage or loss of equipment, merchandise or personal property occurring as a result of the actions of external contractors.

I & agree to the Term & Conditions stated above.

DATE OF FUNCTION SIGN 1..... SIGN 2.....

WITNESS SIGN DATE.....