

# PORT MACQUARIE GOLF CLUB



Thank you for considering our Club as the Venue for your Function

Overlooking the picturesque Golf Course with beautiful ocean views  
Port Macquarie Golf Club is an ideal venue for intimate  
or formal gatherings.

Our Seaview room is an excellent option for gatherings of up  
to 85 seated guests  
and other areas of the club can cater for larger numbers.

In our function guide we attempt to answer most of your questions.  
Please be assured that we will do everything to ensure your function is a  
success.

In order to meet your needs we are flexible in all  
areas of our operations, except in licensing matters.

For further information,

Please contact – Andy Lloyd  
or Heidi Sawyer

Ph: 6582 0409 or email: [pmgreception@midcoast.com.au](mailto:pmgreception@midcoast.com.au)

# PORT MACQUARIE GOLF CLUB



## Function Guide

Listed below are some things you will need to know

### **BOOKINGS**

- Room hire is \$110.00 for conference and \$220.00 for parties. Tentative bookings may be made at anytime.
- Tentative bookings will be held for 14 days
- To confirm your function we require the room hire payment.
- Confirmation of menu and guest numbers will be required 7 days prior to the function
- All room hire and catering costs are to be paid in full 7 days prior to the function unless otherwise arranged.

### **MINIMUM NUMBERS**

- Minimum numbers for functions and bar service catering is 40 guests. Less than 40 the room hire will not be charged but the seaview room can not be guaranteed. Another area of the club will be sectioned off.
- Smaller dinners can be arranged

### **CANCELLATIONS**

- Your room hire payment is non refundable in the event your function is cancelled 7 days prior to the date.

### **DURATION OF FUNCTIONS**

- Functions are booked for a 5 hour period.
- Extension of time is possible but must be arranged when booking.

# PORT MACQUARIE GOLF CLUB



## **MENU OPTIONS**

- We are happy to assist you with your catering requirements, however to ensure your needs are met, we require your menu selection at least 7 days prior to your function.
- When perusing menus, remember you may select straight from our menu presentation, you may pick and choose from each menu, or you may design your own menu and have our chef cost the menu for you.
- Children's menus may be arranged separately.

## **BEVERAGE POLICY**

- Port Macquarie Golf Club has a Responsible Service of Alcohol policy and conforms to all legislation relevant to this policy
- Club staff members are not permitted to serve alcohol to minors and intoxicated guests under the NSW Liquor Act 1982.
- Club policy does not permit members and guests to bring their own alcohol onto the premises.
- Beverage needs are at your request. You decide what is served and set your own budget.
- Cashless (dry tills) are available.
- Beverage accounts require payment at the conclusion of the event.
  
- All general and normal cleaning is handled by our staff and is included in the cost of room hire.  
Please no confetti, as this will incur an additional per hour cost.
  
- A labour surcharge of 15% of the total bill will apply on Public Holidays. The Registered Club Act requires at least 1 function organizer to be a member of the club. A membership application form is enclosed (1yr - \$10.00) or part thereof.



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

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

**ADDRESS:** \_\_\_\_\_

**PHONE/FAX NUMBER(S):** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**FUNCTION DETAILS:**

**ARRIVAL TIME (approx):** \_\_\_\_\_

**TYPE OF FUNCTION:** (eg. Wedding, Birthday, 21<sup>st</sup>, etc.) \_\_\_\_\_

**APPROX. NO. OF GUESTS:** \_\_\_\_\_

**MENU SELECTION** (Please circle Menu Type):

A-la-Carte

Buffet

Finger Food

**SPECIAL REQUIREMENTS:**

Please outline below any special needs or requirements you may have and we will meet your requests where-ever possible.

---

---

---