PORT MACQUARIE GOLF CLUB

Functions Information Pack

Welcome to Port Macquarie Golf Club

Thank you for your enquiry into our function facilities. Our team will make every effort to ensure your function is planned and catered to your complete satisfaction.

The Seabreeze function room can cater from a small intimate gathering to a larger group of up to 120.

We are more than happy to arrange for you to inspect our room and the facilities available.

Please find in the following pages a listing of the room costs, our menus which we are happy to discuss any dietary requirements along with any extras you may desire.

Our staff understand the importance of your special occasion and will strive hard to ensure that your event will be remembered for years to come!

Weddings, Engagements, Anniversaries, Birthdays, Special Occassions, Wakes, Meetings and more!

Port Macquarie Golf Club
Ocean Drive
Port Macquarie NSW 2444

P. 0265 820409
E. reception@portmacquariegolf.com.au
www.portmacquariegolf.com.au

SEABREEZE ROOM

Port Macquarie Golf Club provides the perfect setting for your special occassion. With spectacular views of the golf course from our function room, bar facilities, ample on-site parking and professional service, we are equipped in every way to enhance your special occassion.

Our Prices

- Room Hire $165 includes the setting of your function
- Bar facilities $30 per hour or $120 for 5 hours
- Table Cloths $7.50 per table
- White seat covers $6 per chair
- White table skirt $25 per skirt
- Dancefloor $300
- Tea/Coffee $2.50 per person
- Scones w' jam & cream $4.00 per person

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MENU OPTION 1

This is an alternate menu
Choice of two options

Entree & Main $25

Main & Dessert $25

Entree, Main & Dessert $32

Bread rolls $1

ENTREE (CHOOSE 2)

* Roasted Pumpkin soup w' crusty bread
* Pea and Ham soup w' garlic croutons
* Potato and Leek soup w' crusty bread
* Vegetable soup

MAIN (CHOOSE 2)

* Roast Beef, Lamb or Pork w' roast vegetables, seasonal greens and gravy (GF)
* Ham and Turkey w' roast vegetables, seasonal greens, cranberry sauce and gravy (GF)
* Vegetarian Lasagne w' roast vegetables or salad
* Tomato basil and lemon marinated roast Chicken w' roast vegetables and seasonal greens (GF)

DESSERT (CHOOSE 2)

* Pavlova w' Chantilly cream and berry compote (GF)
* Christmas Pudding w' vanilla custard and Chantilly cream
* Apple Crumble w' whipped cream and strawberries

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MENU OPTION 2

This is an alternate menu
Choice of two options

Entree & Main $42

Main & Dessert $38

Entree, Main & Dessert $41

Bread rolls $1

ENTREE (CHOOSE 2)

* Satay Chicken skewers w' jasmine rice or salad (GF)
* Garlic Prawns w' jasmine rice (GF)
Sundried Tomato Arancini balls w' beetroot jam and rocket
* Sweet Potato and Feta parcels w' crispy kale and tomato chutney

MAIN (CHOOSE 2)

* Chicken coq au vin w' roasted chats, eschalots, sauteed mushrooms and green beans (GF)
* Crispy skin Pork belly w' sultana and turmeric rice topped with pear, parmesan and walnut rocket salad (GF)
* Braised Lamb shank w' creamy mashed potato and beans
* Vegetarian Lasagne w' roast vegetables or salad

DESSERT (CHOOSE 2)

* Pavlova w' chantilly cream and berry compote (GF)
* Lemon Tart w' vanilla custard and strawberries (GF)
* Sticky Date Pudding w' butterscotch sauce and cream
* Chocolate Mud cake w' strawberries and chantilly cream

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MENU OPTION 3

This is an alternate menu
Choice of two options

Entree & Main $65

Main & Dessert $65

Entree, Main & Dessert $75

Bread rolls $1

ENTREE (CHOOSE 2)
Seafood options subject to seasonal pricing

* 1/2 dozen oysters (GF)
* 1/2 dozen fresh prawns (GF)
* Seared Scallops and grilled Chorizo w' cauliflower puree (GF)
* Char siu Pork belly w' watermelon and mint salad (GF)

MAIN (CHOOSE 2)

* Eye Fillet Steak w' smashed potato, dutch carrots, beetroot puree and jus (GF)
* Chicken saltimbocca w' pumpkin puree and steamed greens with creamy mustard sauce (GF)
* Crispy Atlantic Salmon w' herb potato cake, baby vegetables and creamy bernaise sauce (GF)
* Dark beer braised Beef cheek w' spiced couscous, sultanas and cashews
* Lamb rump served on autumn salad, pickled cabbage topped w' rich red wine sauce (GF)
* Confit Duck maryland w' skordalia, roasted kumara potato and sweet plum sauce

DESSERT (CHOOSE 2)

* Vanilla Creme brulee served w' biscotti and strawberry
* White Chocolate panna cotta served w' raspberry coulis
* Mango semifreddo w' passionfruit and chocolate
* Sticky Date Pudding w' butterscotch sauce and chantilly cream
* Chocolate Mud cake w' mixed berry compote and cream

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TERMS & CONDITIONS

EVENT BOOKINGS

* Tentative bookings will be held for fourteen (14) days
* To secure your booking we require the last page of this document to be signed and returned with payment of deposit of $165 (This equates to the room hire).
* The Club accepts cash, cheque, direct deposit or credit card (No Diners Club, sorry).
* Regardless of your payment method the Club requires details of a valid Visa or MasterCard to be held until your account is settled. This card will only be debited in the event of Damage to Property, or overdue accounts as laid out in this document. All Credit Card details are securely disposed of upon settlement of your account.
* The initial holding deposit of $165 will be refunded when notice is given more than one (1) month prior to the event.
* Due to the increased costs of staffing on Sundays and Public Holidays, a surcharge of 10% may be charged on the total catering account of events held on these days.
* Please note that as a registered club, each function is subject to Board approval. In extenuating circumstances, the Board of Port Macquarie Golf Club may cancel existing bookings.

DECORATIONS

We are more than happy for you to provide your own decorations.We do ask however that foil scatters , confetti or rice not be used inside the Club or on the surrounds. Please use bluetac only to fix decorations to walls. Nothing is to be affixed to the wallpaper.
All decorations brought into the Club must be removed at the end of the function. The Club is not held responsible for any lost or broken items if they are left on the premises.

EVENT PAYMENT & NUMBERS

* To ensure the success of your event, we require confirmation of final numbers and menu details no later than one (1) week prior to your event.
* Numbers may be increased following this period, but only after consultation with the Events Team. Any decreases after this date attracts full charges.
Progress payments are as follows:
* $165 to secure booking
* one (1) month prior 25% of estimated final bill
* one (1) week prior the balance of estimated bill.
If cancellation occurs within one (1) month the 25% progress payment and $165 secure payment will be forfeited.

DURATION OF FUNCTIONS

* Functions are booked for a standard five (5) hour period. Please make provisions for any necessary set-up at the time of booking.

DRESS REQUIREMENTS

Entry may not be permitted for guests failing to meet dress regulations.
The event organiser is responsible for ensuring all guests are aware of and comply with our dress regulations.

MUSIC

The Club has a sound system which you can play your own music via a smart device throughout the course of your function at no cost. Alternatively, you may wish to hire a DJ or musician which we are able to assist you with at your own cost.

TERMS & CONDITIONS

FOOD & BEVERAGE POLICY

* Club staff are not permitted to serve alcohol to minors or intoxicated persons under the NSW Liquor Act.
* Port Macquarie Golf Club is a fully licensed venue. The NSW Legislation and Club Policy does not allow food or beverage (including alcoholic beverage) to be brought into the Club.
* Celebratory cakes are permitted into the club upon prior arrangements. Cakeage fee of $2 per person will apply.
* Please note that seasonal changes may occur to our menus. In this case, you may be asked to reselect a dish or make changes to your menu if you wish to maintain quoted pricing. Every effort will be made to give reasonable notice should this occur.

DAMAGE & PERSONAL PROPERTY

* The Account Holder/ Organiser of the event is financially responsible for any damage sustained to Club property during your function. (This does not include accidental glass breakages etc). In the event of any damage to club property as a result of inappropriate behaviour during your function, the organiser will be notified and the Account Holder will be invoiced for replacement or repair fees where necessary.
* Access to the Golf Course during non-golf functions is strictly prohibited, with the exception of pre-arranged on-course Wedding Photographs.
* Port Macquarie Golf Club will take all necessary care, but accepts no responsibility for damage or loss of property left at the Club prior, during or after the function, this includes vehicles left in our car park.

EVENT ORGANISER DETAILS

PLEASE READ AND RETURN COMPLETED FORM TO:
reception@portmacquariegolf.com.au

I have read and accept the Terms and Conditions of Port Macquarie Golf Club

DATE OF FUNCTION _____FUNCTION TYPE _____

ACCESS TIME_____GUEST ARRIVAL TIME_____

FINISH TIME_____

EXPECTED NUMBER OF GUESTS: _____

NAME OF ORGANISER _____CONTACT NO_____

EMAIL _____

ORGANISER SIGNATURE _____ DATE_____

CREDIT CARD DETAILS (Visa or MasterCard Only)

CARDHOLDERS NAME _____SIGNATURE _____

CARD NO _____EXPIRY DATE _____ccv_____