

CONFERENCE BOOKING 2020



Thank you for your enquiry regarding conference facilities at Knotts Crossing Resort. The following information is required to ensure each function runs effectively. Your conference will be booked 'tentatively' for three days from booking date. If no paperwork is received during the three days the booking may be cancelled.

Please assist us by making the appropriate choices and returning the completed forms to confirm your conference reservation.

If you wish to discuss anything please do not hesitate to contact me on 08 8972 2511 or via email jo.pace@knottscrossing.com.au

Kind Regards,

Joanna Pace
Function Coordinator

CONFERENCE INFORMATION



CONTACT DETAILS

Contact person:

Company Name:

Phone:

Fax:

Email:

Address:

Date of enquiry:

Function name:

CONFERENCE DATE AND DURATION

DAY	DATE	TIME

Number of Delegates:

CONFERENCE ROOM CHARGES

Includes room setup, use of audiovisual equipment and iced water.

Please advise if you require anything further.

	Full Day	\$330
	Half Day	\$230
	Evening	\$240
	Hourly	\$90

EQUIPMENT REQUIREMENTS

Please select any of the following that you may require. The below items are included in your room hire.

	Whiteboard		Television & Video/DVD
	Projector Screen		Telephone Conferencing Facilities
	Microphone		Lectern
	PA System		Free WIFI

ADDITIONAL EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	Flip Chart	\$30 per day
<input type="checkbox"/>	Data Projector	\$30 per day

ROOM CONFIGURATION

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	U-Shape
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Boardroom

Other:

CATERING REQUIREMENTS & TIME REQUIRED

Breakfast:

Morning tea:

Lunch:

Afternoon tea:

Dinner:

ACCOMMODATION REQUIREMENTS

MEANS OF PAYMENT

<input type="checkbox"/>	Please fax invoice to:
<input type="checkbox"/>	Please send invoice to:
<input type="checkbox"/>	Copy of purchase order attached
<input type="checkbox"/>	Will settle account at function (must be prearranged)

CONFERENCE QUOTE



Name of conference: _____

Date: _____

Please note that catering prices may vary depending on menu selections. Please see attached menus for options and pricing.

CONFERENCE				
ITEM	COST	OCCURENCE		TOTAL
Half day room hire	\$225			
Full day room hire	\$325			
Evening rate	\$235			
Quoted room hire (other)				
Flip chart	\$30 per day			
Data projector	\$30 per day			
CATERING	COST	PAX	OCCURRENCE	TOTAL
Tea and Coffee	\$3.50pp			
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
CONFERENCE SUBTOTAL				
ACCOMMODATION				
ROOM TYPE	AMOUNT	NIGHTS	TOTAL	
ACCOMMODATION SUBTOTAL				
GRAND TOTAL				

TERMS AND CONDITIONS



CONFIRMATION AND DEPOSITS

Tentative bookings for conference room will be held for a period of 3 working days, after which time the function space will be released.

All final details, menus, beverage arrangements, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed in writing 7 days prior to the function.

Guaranteed numbers are required 7 days prior to the function and charges will be based on guaranteed numbers or final head count whichever is greater. If final numbers are not received by this time Knotts Crossing Resort will assume the minimum as stated on the function sheet and charges will be made accordingly.

CANCELLATION POLICY

Should your booking be cancelled within 7 days of your scheduled function, all associated room hire; catering and accommodation charges will be the responsibility of your company.

GENERAL TERMS AND CONDITIONS

Organizers are financially responsible for any damage sustained to resort fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

All deliveries to the Resort must be advised to the conference coordinator in advance and must be marked with the name of the function.

Nothing is to be nailed, screwed, taped, stapled or adhered to any wall, door or other surface or part of the building.

Signage in the Resort public areas is to be kept to a minimum and must be approved by the conference coordinator.

If the number of guests who attend your function differs by more than 20% from the number of persons originally quoted, the Resort may review the price charged for your meals.

The Resort cannot accept any responsibility for the damage or loss of client's property.

A surcharge will apply after 10pm.

Whilst we are pleased to provide a venue for your evening functions, consideration must be given to all guests on the Resort with regards to bands and noise levels. Bands may be booked for functions however; the noise level may need to be reduced after 10pm.

It is a Resort policy that food and beverage may not be brought onto the premises.



MORNING & AFTERNOON TEA SELECTION

Option 1

Tea & Coffee

\$3.50 per person

Option 2

Tea & Coffee

Served with a variety of Biscotti Biscuits & Shortbreads

\$6.50 per person

Option 3

Tea & Coffee (or Juice)

Served with homemade Muffins of the Day

\$11.50 per person

Option 4

Tea & Coffee (or Juice)

Served with bit size savory Scones with Jam & Cream & selection of Carrot & Orange Cake

\$11.50 per person

Option 5

Tea & Coffee (or Juice)

Served with sausage Rolls, Mini Pies and Spinach & Ricotta Rolls

\$11.50 per person

Option 6

Fresh Juice – Orange, Pineapple or Apple Juice

Served with Ham & Cheese Croissants

\$11.50 per person

Fresh Fruit Platter available for \$40.00

Minimum 10 Adults

LIGHT LUNCHESES

Option 1

Tea & Coffee

Assorted Sandwiches & Wraps

\$14.00 per person

Option 2

Tea & Coffee

Assorted Baguettes and Ham & Cheese Croissants

Fresh Fruit Platter

\$18.00 per person

Option 3

Tea & Coffee

Cold Lunch Buffet with Cold Meat Platter; Pasta Salad or Potato Salad

Greek Salad & freshly baked Dinner Rolls

Fresh Fruit Platter

\$20.00 per person

Option 4

Tea & Coffee

Beef Burgers with Hot Chips & Garden Salad

Fresh Fruit Platter

\$22.00 per person

Fresh Fruit Platter available for \$35.00

Should you wish to include fresh juices with option please add an additional \$3.00 per person

HEARTY LUNCHES



Hearty Lunch Time at The Savannah

All our Lunches are served Buffet style with a wide range of variety to suit all tastes.

\$30.00 per person

Crusty Bread & Butter

Please choose 3 Dishes from the following Main Meals

Beef Lasagna

Pork Ribs with American BBQ Sauce

Grilled Barramundi in Lemon Butter Sauce

Curry of the Day with steamed Rice & Pappadums

Sweet & Sour Pork with Capsicum & Onions

Vegetarian Penne of the Day

Roast Beef in Red Wine Jus

Grilled Moroccan spiced Chicken Breast strips

Please choose 2 Salads

Caesar Salad

Potato Salad

Greek Salad

Roast Vegetables

Pasta Salad

Tea & Coffee Included

Fresh Fruit Platter available for \$40.00

Should you wish to include fresh juices with option please add an additional \$3.00 per person

EVENT PLATTERS

Platter 1 – The Savannah Platter

Vegetarian Spring Rolls

Garlic & Chilli Prawn Skewers

Thai Fish Cakes

Salt & Pepper Calamari

Somosas with Sweet Chili Sauce

\$65.00 per platter

Platter 2 – Finger Sandwich Platter

- Ham, Cheese & Tomato
- Tuna & Mayonnaise
- Chicken & Pesto
- Cucumber & Cheese
- Salami & Cream Cheese

\$70.00 per platter

Platter 3 – Canapé Platter

Chicken Skewers

Cherry Tomato & Goats Cheese Bites

Buffalow Wings

Slow cooked Pork Belly Bites

Deviled Eggs or mini Hot Dogs

\$70.00 per platter

Platter 4 – Mezze Platter

Tomato Basil Bruschetta

Fetta Cheese, Gherkins, Olives

Dips with Vegetable Crudits

Kabana Sticks

Cream Cheese & Avocado Bites with Crusty Bread

\$80.00 per platter

Platters serve approximately 8pax

EVENT PLATTERS

Platter 5 – Seafood Platter – (Platter for 2-4pax)

Freshly shucked Oysters with Lemon

Prawns with Cocktail Sauce

Beer Battered Barramundi Sticks with Tartare Sauce

Crispy Salt & Pepper Squid with Aioli

\$120.00 per platter

Platter 6 – Kid's Platter

Chicken Nuggets

Mini Sausage Rolls

Vegetarian Spring Rolls

Party Pies

Chips & Wedges

\$50.00 per platter

Platter 7 – Fresh Fruit Platter

Selection of Fresh Seasonal Fruits

\$40.00 per platter

Platters serve approximately 8pax