

CONFERENCE BOOKING 2022



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.

<input type="checkbox"/>	Full Day	\$340
<input type="checkbox"/>	Half Day	\$240
<input type="checkbox"/>	Evening	\$250
<input type="checkbox"/>	Hourly	\$95

EQUIPMENT REQUIREMENTS

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

<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>	PA System
<input type="checkbox"/>	Projector Screen	<input type="checkbox"/>	Telephone Conferencing Facilities
<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>	55 inch TV

ADDITIONAL EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	Logitech Video Conferencing Facilities	\$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	\$240			
Full day room hire	\$340			
Evening rate	\$250			
Quoted room hire (other)				
Logitech Video Conferencing Facilities	\$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

\$4.50 per person

Option 2

Tea & Coffee

Served with Croissants, Jam or Honey

\$7.50 per person

Option 3

Traditional Indian Tea

Served with roasted Cumin Shortbread

\$7.50 per person

Option 4

Tea & Coffee (or Juice)

Served with homemade Muffins of the Day

\$12.50 per person

Option 5

Tea & Coffee (or Juice)

Served with Savory Scones with Jam & Whipped Cream

\$12.50 per person

Option 6

Tea & Coffee (or Juice)

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

\$12.50 per person

Option 7

Freshly Squeezed Juice – Seasonal Fruits

Trio of homemade Dips with crusty Bread & Vegetable Crudits

\$13.50 per person

Fresh Fruit Platter available for \$50.00

All dietary requirements catered for!

Minimum 10 Adults

LIGHT LUNCHES



Option 1

Tea & Coffee

Assorted Sandwiches & Wraps

\$15.00 per person

Option 2

Tea & Coffee

Assorted Baguettes and Ham & Cheese Croissants

Fresh Fruit Platter

\$20.00 per person

Option 3

Tea & Coffee

Halal Pies & Sausage Rolls with Chips & Garden Salad

Fresh Fruit Platter

\$20.00 per person

Option 4

Tea & Coffee

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

Greek Salad & freshly baked Dinner Rolls

Fresh Fruit Platter

\$22.00 per person

Fresh Fruit Platter available for \$50.00

Freshly Squeezed Juice available - \$6.00 per person/Bottled Juice - \$3.00 per person

All dietary requirements catered for!

HEARTY LUNCHESES



Hearty Lunch Time at The Savannah

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

\$34.00 per person

Crusty Bread & Butter

Please choose 3 Dishes from the following Main Meals

Beef Lasagna

Slow braised Lamb Shanks

Grilled Barramundi in Lemon Butter Sauce

Curry of the Day with steamed Rice & Pappadums

Sweet & Sour Pork with Capsicum & Onions

Vegetarian Pasta of the Day

Roast Beef in Red Wine Jus

Traditional Roast Chicken

Please choose 2 Salads

Caesar Salad

Potato Salad

Greek Salad

Roast Vegetables

Tea & Coffee Included

Fresh Fruit Platter available for \$50.00

Freshly Squeezed Juice available - \$6.00 per person/Bottled Juice - \$3.00 per person

All dietary requirements catered for!

EVENT PLATTERS

Platter 1 – The Savannah Platter

Vegetarian Spring Rolls

Garlic & Chilli Prawn Skewers

Chicken & Mushroom Dumplings

Salt & Pepper Calamari

Somosas with Sweet Chili Sauce

\$75.00 per platter

Platter 2 – Finger Sandwich Platter

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

\$80.00 per platter

Platter 3 – Canapé Platter

Chicken Skewers

Cherry Tomato & Goats Cheese Bites

Buffalow Wings

Slow cooked Pork Belly Bites

Chilli Garlic Prawns

\$85.00 per platter

Platter 4 – Asian Platter

Chicken Wings

Vegetarian Kofta

Falafal with Hummus

Chicken Satay with homemade Peanut Sauce

Curry style Beef

\$90.00 per platter

Platters serve approximately 8pax

EVENT PLATTERS

Platter 5 – Mezze Platter

Trip of Dips

Flatbread

Vegetables Crudits

Antipasto Selection

\$90.00 per platter

Platter 6 – 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

\$TBC

Platter 7 – Kid’s Platter

Chicken Nuggets

Mini Sausage Rolls

Vegetarian Spring Rolls

Party Pies

Chips & Wedges

\$60.00 per platter

Platter 8 – Fresh Fruit Platter

Selection of Fresh Seasonal Fruits

\$50.00 per platter

Platters serve approximately 8pax