



Conference & Function Centre



Conference Information Pack 2009-10

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Conference & Function Centre

Welcome to the Port Macquarie Race Club Conference and Function Centre. Thank you for considering us for your next function.

The Port Macquarie Race Club Conference and Function Centre is available for conferences and private or commercial functions. In addition to being able to host your conference or function, we are also able to offer the opportunity for race day outings, Corporate Race Days and race day Sponsorship.

Port Macquarie Race Club is conveniently located 3km from the CBD and approximately 4km from the airport. Our facilities include a number of air conditioned function rooms which cater for 15 – 250 people. We are also able to provide sealed car parking for over 200 cars.

Our team of experienced staff will be able to assist you with the planning of your next business or private function. We can cater for all occasions from business functions to Christmas parties either at a location of your choice or at the Port Macquarie Race Club.

If you have any questions regarding this information or would like to make a booking, please contact Rachel Freudenstein on 0488 411 964.



Conference & Function Centre

Conference Room Hire

Prices effective as of 1 July 2008

Ivan Livermore Stand

Full Day	\$165
Half Day	\$120

Clydesdale Room

Full Day	\$165
Half Day	\$120

Chairman's Lounge

Full Day	\$80
Half Day	\$60

Steward's Room

Full Day	\$50
Half Day	\$40

Betting Ring

Cost to be negotiated

Our room hire includes the use of the following equipment that we have onsite:

- Whiteboard
- Flip Chart
- CD Player/DVD Player
- Lectern and microphone
- Wireless internet access

Additional Equipment available for hire includes:

- Data projector and screen \$220

The hire of other items can be organised for you at an additional cost. Please do not hesitate to ask if you do not see it on the lists above. We will endeavour to source and accommodate all requests.

Function Room	Area m2	Dimensions	Ceiling height	Theatre	Classroom	Boardroom	Banquet	Cocktails
Betting Ring - open air	1000	20 x 50	5m	900	440		400	1000
Ivan Livermore Stand	230	7 x 33	3.3m	250	100	40	200	250
Clydesdale Room	200	9 x 20	2.4m	150	80	40	120	120
Chairman's Lounge	30	5 x 6	2.4m	20	N/A	14	N/A	N/A
Stewards' Room	20	5 x 4	2.4m	16	N/A	10	N/A	N/A



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Conference Price List

(all prices quoted are per person and inclusive of GST)

Minimum number - 10 people

Morning tea only \$5.50 Afternoon tea only \$5.50
Both include Chef's selection of biscuits, scones, or cakes

Selected All Day Menus

Selection 1 - Gourmet Sandwiches \$25.00 per person

Morning tea – selection of homemade biscuits and scones

Lunch – Platters of freshly made gourmet sandwiches

Afternoon tea – selection of cakes and pastries

Bottomless tea and coffee

Orange Juice

Mints

Selection 2 - Salad Plate \$28.00 per person

Morning tea – selection of homemade biscuits, cakes and scones

Lunch – Individually served Cold meat and salad plate

Afternoon tea – Fresh fruit & cheese platter

Bottomless tea and coffee

Orange Juice

Mints

Selection 3 - Hot Dish \$30.00 per person

Morning tea – selection of danishes and scones

Lunch – Warm quiche and salad or smoked chicken risotto

Afternoon tea – selection of cakes and homemade biscuits

Bottomless tea and coffee

Orange Juice

Mints

Selection 4 - BBQ Lunch \$35.00 per person

Morning tea – selection of homemade biscuits and scones

Lunch – Piece of steak, sausages & meat pattie (rissole), onions, bread rolls and
a selection of 3 salads

Afternoon tea – selection of cakes and pastries

Bottomless tea and coffee

Orange Juice

Mints



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Offsite Catering Price List

(all prices quoted are per person and inclusive of GST)

Minimum number - 10 people

For those unable to get out of the office or who have their own conferencing facilities, Port Macquarie Race Club Conference & Function Centre is able to complete your package with offsite catering.

We can supply a variety of finger food platters or individually plated meals. All selections can be made from our finger food menu attached.

Food will be delivered and presented on platters ready for service to your office or offsite location.

Wait staff may be hired for \$25 per hour per staff member.

Seafood

Prawns (unpeeled) served with lemon wedges and cocktail sauce **\$18 per kg**

Oysters served with lemon wedges **\$18 per dozen**

Salad Selection \$1 per person per salad

Greek, Tossed Garden, Potato, Coleslaw, Rice, Pasta, Asian Noodle

Hand made bread rolls 50 cents per roll

Additional Platter Selections

Each platter will serve approximately 10 people

Gourmet cheese and lavoche with assorted fruit \$55.00

Cheese types include Australian blues, camemberts and cheddars with fresh grapes, strawberries and various dried fruits, accompanied by our own crisp flat bread.

Antipasto Platter \$55.00

An assortment of marinated roasted vegetables, olives, crackers, dips and deli meats.

Seasonal Fresh Fruit Platter \$45.00

A selection of seasonally available fruits sliced and presented. Fruits may include strawberries, mango, watermelon, rockmelon, honeydew, oranges, apples, pears, grapes and various stonefruits.

These items are subject to change and variation at your request or due to seasonal availability. Please do not hesitate to ask if you have any special requests.



Finger Food Price List

(all prices quoted are per person and inclusive of GST)

Minimum number - 10 people

Minimum of 5 items

\$2.50 per item

This list represents a sample of the canapés we can offer. If you do not see what you would like, please do not hesitate to ask if it is available.

- Mini savoury pies
- Sausage rolls
- Meat balls
- Cocktail spring rolls
- Assorted quiches
- Fish pieces
- Prawn cutlets
- Crumbed Calamari
- Chicken wedges
- Satay chicken skewers
- Curry vegetable samosas
- Savoury scones with guacamole
- Roasted potato cakes with salsa **c**
- Oysters natural with fresh lemon **c**
- Smoked chicken and parmesan risotto balls **c**
- Crostini bread with crème cheese, smoked salmon and pesto
- Lamb souvlaki meatballs with Greek style tzatziki yoghurt
- Savoury breadcase tarts with goat's cheese, roasted vegetables or various mousses
- Prawn skewers **c**
- Polenta pancakes with smoked salmon and cream cheese
- Marinated chicken pieces
- Pastry swirls
- Garlic tempura prawns
- Crispy wrapped noodle prawns
- Tomato bruschetta with balsamic& parmesan
- Malaysian fish cakes **c**
- Vegetarian frittata bites **c**
- Thai chicken salad cups **c**
- Sesame crusted chicken pieces
- Spinach and ricotta fillo parcels
- Ginger pork wonton foldovers
- Panko crumbed prawns
- Salt & Pepper squid **c**
- Chilled prawns on melba toast
- Gourmet sandwiches including Turkish fingers, tortilla wraps and open Danish
- Steamed Asian pork dumplings with ginger and soy
- Crumbed Camembert cheese with cranberry sauce
- Herb blinis with sour cream and smoked salmon
- Chicken frittata
- Assorted sushi rolls and nori
- Rice paper rolls

- All items marked with **c** are gluten free
- All gluten free items are made with rice or gluten free flour



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Conditions for Conduct of Conferences

- The hirer is responsible for the behaviour of their guests and accepts liability for any damage or injury arising from any misconduct by their guests.
- The Port Macquarie Race Club is strictly **NON SMOKING** in all buildings.
- The bar is conducted by the Port Macquarie Race Club Ltd. The Hirer or their Guests are not permitted to bring their own alcohol. Port Macquarie Race Club has the right to confiscate any alcohol brought onto the premises.
- All drinks will be provided at the current race day prices on the day of the function. These prices may be subject to change without notice.
- Due to contractual arrangements the bar is only permitted to sell Carlton products, Southcorp Wines and Coca-cola soft drinks. Should you require alternatives to the current wines available on the wine list, we are able to offer other selected wines from the Southcorp portfolio. These wines include Penfolds, Seppelt, Lindemans and Rosemount.
- In addition to the room hire charge – a surcharge of \$110.00 will be payable for functions booked on a Sunday and \$220.00 for functions booked on a Public Holiday.
- A deposit of \$200 will be required for securing the date of your function.
- Cancellation of your function must be advised as soon as possible prior to the event. If the event is cancelled with less than **7 days** notice, **100%** of the deposit will be retained. Notice given more than **7 days** prior to the function will incur a cancellation fee of **50%** of the deposit.
- Final numbers must be confirmed no less than **48 hours** prior to function. Settlement of the catering account will be required at this time. Bar accounts are to be settled at the conclusion of your function.
- Mastercard, Visa and bankcard payments will incur a 2% surcharge.
- Corporate accounts are to be settled within **14 days** of the invoice date. Split accounts will not be issued.
- In order for bar staff to comply with the principles for the Responsible Service of Alcohol – service will be refused to intoxicated or disorderly persons, persons under 18 or persons buying alcohol for under 18s.
- All functions will be subject to 1:00am lock-out.
- Bar closure time will be discussed between the Bar manager and the Hirer, however, the Bar Manager's decision is final.

I _____ agree to the above terms and conditions. Date: _____

Signature: _____ Witnessed by: _____