

Latrobe Golf Club



Meetings And Seminars





Your Business Function at the Latrobe Golf Club

The Latrobe Golf Club cordially welcomes members and guests to our magnificent Club. We have much to offer you in our versatile function facility with elegant club atmosphere amongst serene surrounds of magnificent green and beauty of native trees.

Latrobe Golf Club is situated on the banks of the Yarra River, only 8 kilometres from the Melbourne CBD.

MENU SELECTION

Menu selection will be required at least seven (7) days prior to your Business Function.

FINAL NUMBERS

Final numbers are required five (5) working days prior to your Business Function. Your account will be calculated on the number.

DEPOSIT/CONFIRMATION

Your booking must be confirmed within 14 days of the tentative booking. If such confirmation is not received, the date will be released. Your booking will be confirmed upon return of the Booking Form and deposit. A deposit of \$300 is required to secure the day.

FOOD AND BEVERAGE

Food and beverages is not permitted to be brought onto the premises for consumption by the organiser or organiser's guests due to Health and Safety Regulations.

EQUIPMENT

White Board, Markers, Overhead Projector, Data Projector, Flip Chart and Screen are provided at a cost.

PARKING

Ample parking is available within our spacious grounds.

NON SMOKING

Latrobe Golf Club is a non-smoking venue, however, smoking is allowed on the outside balconies.

DRESS

Strictly no track suits or thongs.



Room Hire

Time	Cost
½ Day	\$250.00 - (8.00 a.m. to 12.00 p.m.)
Full Day	\$400.00 - (8.00 a.m. to 4.00 p.m.)
Evening	\$400.00 - (5.00 p.m. to 10.00 p.m.)
Board/Conference Room	\$550.00 - (Both rooms opened up)

Equipment Hire

Equipment	Cost
Data Projector	\$50.00 per day
Overhead Projector	\$45.00 per day
Screen - Tripod	\$35.00 per day
Flip Chart and Paper	\$35.00 per day
Electronic Whiteboard	\$25.00 per day

Room Size

Conference Room	-	9.5 metres X 10 metres	-	Seats up to 40
Board Room	-	8 metres X 9.5 metres	-	Seats 12

Room can be set up to your requirements:

- Classroom
- Theatre
- Conference
- U-shape
- Hollow Square
- Chevron or "V" Shape
- Herringbone



Breakfast, Coffee Breaks, Morning and/or Afternoon Tea, lunches can be organised.

All tables are set up with water jugs and glasses.

Tea, Coffee and Mints are included in Room Hire fees.

PRICES APPLY PER BREAK

BREAKFAST

OPTION 1

CONTINENTAL BREAKFAST

Croissants and Danish Pastries
Cereals and Muesli
Toast and Preserves
Poached seasonal and dried fruits
Orange and Apple Juice
Brewed Coffee and Tea

\$17.50 per person

OPTION 2

FULL BREAKFAST

Cereals and Muesli
Croissants and Danish Pastries
Hot Buffet including:-
Choice of eggs scrambled, poached or fried
Tomatoes
Mushrooms
Bacon
Sausages
Toast and Preserves
Orange and Apple Juice
Brewed Coffee and Tea

\$24.50 per person



MORNING / AFTERNOON TEA

OPTION 1

Scones, Jam and Cream
Muffin Selection
Orange and Apple Juice
Coffee and Tea

\$15.50 per person

OPTION 2

Mini Bagels with smoked salmon, cream cheese
Selection of Club sandwiches
Scones, Jam and Cream
Fresh fruit platter
Orange and Apple Juice
Coffee and Tea

\$22.50 per person

LUNCH

OPTION 1

Selection of Sandwiches
Slice of Frittata
Fresh fruit platter
Soft drinks

\$19.50 per person

OPTION 2

Selection of Sandwiches and Rolls
Caramelised onion tart
Bagels with smoked salmon and cream cheese
Selection of cakes and slices
Fresh fruit platter
Soft drinks

\$26.50 per person



Booking Form

Company Name: _____

Contact Name: _____

Address: _____

Work No. _____

Fax No. _____

Mobile No. _____

E-mail: _____

Booking Date: _____

Arrival Time: _____

Departure Time: _____

Number of Guests: _____

Event Type: Seminar Conference Meeting Staff Training

EQUIPMENT REQUIRED

Whiteboard/Markers Data Projector Screen

Overhead Projector Flip Chart TV/DVD/VIDEO

MENU SELECTION

Breakfast Option 1 Option 2 Time: _____

Morning Tea Option 1 Option 2 Time: _____

Lunch Option 1 Option 2 Time: _____

Afternoon Tea Option 1 Option 2 Time: _____

Dietary/Special Requirements: _____

DEPOSIT: Please enclose a deposit of \$300 with this form. Bookings are considered tentative until receipt of the deposit and this signed Booking Form.

Signed: _____

Print Name: _____

Date: _____