

Your Conference Venue

Southern Cross Club Tuggeranong

Cnr Pitman & Howell Sts, Tuggeranong ACT 2900

Ph 02 6293 7200

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functions.tuggeranong@csccl.com.au

www.csccl.com.au



Conference & Seminars

The Southern Cross Club Tuggeranong is the ideal venue for a wide range of conferences, seminars and meetings to suit all occasions.

Conferences Seminars Business Breakfasts
Training Workshops Product Launches Information Talks

At the Southern Cross Club Tuggeranong we can help you plan your business event to the last detail. We offer day packages, which are inclusive of technical equipment and all day catering.

This unique venue is beautifully appointed with its own distinctive charm and appeal, and is just a short drive from the city, nestled in the heart of the Tuggeranong Valley.

Our function rooms are bright and open onto a large balcony, ideal for breakout areas.

We can supply technical equipment for seminars, conferences or workshops (prices on application). Room hire is inclusive of screen, overhead projector and standard whiteboards.

Phone 02 6293 7200

Email functions.tuggeranong@csc.com.au

Web www.csc.com.au

Room Seating Capacities

Function Room	Boardroom	U-Shape	Theatre style	Cafe style	Classroom
Formal Dining Room	36	30	120	60	48
Centauri Room	28	24	100	50	40
Function Hall (combined rooms)	64	54	250	120	100

Room Hire Rates

Function Room	Room Hire Charge
Formal Dining Room	\$120
Centauri Room	\$120
Function Hall (combined rooms)	\$200

* Room hire charge requires minimum catering spend of \$10 per person based on a minimum of 15 guests

Conference room hire charge includes the following:

All tables dressed with white linen

Overhead projector and screen, whiteboard and markers

Television and video (on request)

Microphone and lectern (on request)

Free parking

Iced water and refreshing mints

Conference Catering

Refreshment Breaks

Freshley brewed tea, coffee and biscuits	\$5.00
Continuous coffee and premium tea selection	\$6.00

Conference Catering

Scones with jam and cream	\$7.00
Ham and cheese croissants	\$8.00
Chef's selection of cakes	\$7.50
Freshly baked muffins	\$7.50
Frinds	\$7.00
Danish pastries	\$7.50
Homemade savoury quiche	\$11.00
Fresh fruit platter	\$9.50
Assorted gourmet sandwiches or wraps	\$9.50
Chef's selection of hot finger food	\$14.50

* Add \$2.00 for orange juice

* Herbal teas, skim and soy milk can be supplied on request

Conference catering prices are quoted per person and are based on a minimum of 15 guests (a surcharge will apply for groups with less than 15 persons attending)

Breakfast Buffet

Light Breakfast **\$20.00**

Selection of cereals
Danish, pastries and muffins
Fresh seasonal fruits
Orange juice
Freshly brewed coffee and selection of teas

Full Breakfast **\$24.00**

Grilled sausages, bacon, tomato and scrambled eggs
Croissants, danish pastries and muffins, toast and jams, selection of cereals and fresh seasonal fruits
Orange juice
Freshly brewed coffee and selection of teas

Breakfast prices are quoted per person and are based on a minimum of 40 guests (a surcharge will apply for groups with less than 40 persons attending)

All prices quoted are per person

Conference Packages

The Southern Cross Club Tuggeranong has conference packages available to suit your needs on your busy conference days. These packages are based on a minimum of 15 people.

The room set to your requirements

All tables dressed with white linen

Overhead projector and screen, whiteboard and markers

Television and video

Microphone and lectern

Free parking

Iced water and refreshing mints

Flipchart with butchers paper and markers

\$12.00 per chart

Portable microphone

\$85.00 per day

Pads and pens

\$4.50 per person

Bottled water

\$2.00 per person

Data projector

\$100.00 per day

Electronic whiteboard

\$190.00 per day

Option 1

\$28.00

Continuous: Freshly brewed coffee and selection of teas

Morning Tea: Danish pastries

Working Lunch: Assorted gourmet sandwiches, fruit platter and orange juice

Afternoon Tea: Scones with jam and cream

Option 2

\$32.00

Continuous: Freshly brewed coffee and selection of teas

Morning Tea: Assorted muffins

Working Lunch: Chef's selection of assorted Turkish pide sandwiches, with a variety of gourmet fillings, fresh salad and orange juice

Afternoon Tea: Scones with jam and cream

Option 3

\$42.00

Continuous: Freshly brewed coffee and selection of teas

Morning Tea: Assorted cakes and pastries

Working Lunch: Green chicken curry and beef stroganoff with steamed rice, tossed salad, fresh seasonal fruit platter and orange juice

Afternoon Tea: Platter of Australian cheese, dried fruit, nuts and crackers

Prices quoted per person and are based on a minimum of 15 guests (a surcharge will apply for groups with less than 15 persons attending)

All prices quoted are per person

Conference Confirmation

Please complete and return to:

Functions Manager

Phone: (02) 6293 7200

Facsimile: (02) 6293 3299

Email: functions.tuggeranong@csccl.com.au

Function date: from _____
to _____

Contact name: _____

Contact name on day: _____

Company: _____

Name & address _____

(For invoicing purposes, invoice will be mailed on completion of conference, unless specified)

Phone _____

Work _____

Mobile _____

Fax _____

Email _____

No. of attending delegates incl. presenter's: _____

Agenda times:

Early access to presenter's _____

Arrival of delegate's _____

Conference start _____

Morning tea _____

Lunch _____

Afternoon tea _____

Completion of Conference _____

Catering

Option 1

Option 2

Option 3

* If not using a package please tick and state your requirements

Tea and coffee (per break)

Continuous tea and coffee

Assorted biscuits

Morning tea _____

Lunch _____

Afternoon tea _____

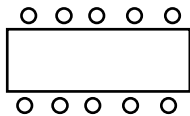
Dietary concerns _____

Conference Confirmation

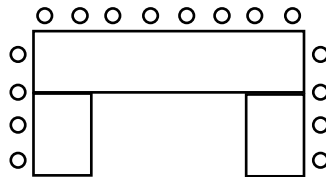
Equipment Needed

- Whiteboard with markers
- Electronic whiteboard with markers \$190.00 per day
- Flipchart with butchers paper and markers \$12.00 per chart
- Projection screen
- Overhead projector
- Lectern
- Microphone with speakers \$100.00 per day
- Data projector \$100.00 per day
- Lapel microphone \$100.00 per day
- Presenter's table with power
- Television and video

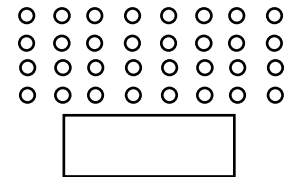
Requested Floor Plan



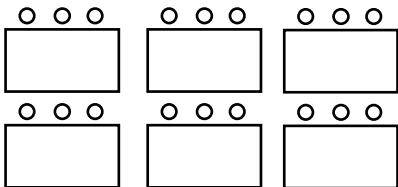
Boardroom Style



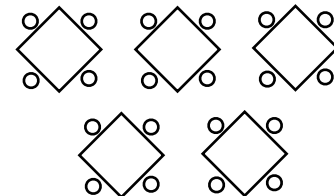
U-Shape Style



Theatre Style



Classroom Style



Café Style with long or round tables

Further comments _____

Thank you for your continued support.
We look forward to welcoming you and your delegates.

Dietary Choices

On your invitation include a simple request that your invitees inform you of their particular dietary needs when they RSVP. Once we have this information we will endeavour to provide a suitable cuisine.

Gluten Free: Many of our meals featured in this package are gluten free or can easily be adapted. Please ensure you discuss this requirement with the function manager.

Diabetic: The requirements of diabetics vary depending on the type and severity of the individual's case. The most vital aspect of a diabetic diet is timing. A diabetic must carefully consider how much food is entering their system at what time. For this reason timing of the overall function can be critical for a diabetic. Additionally meals must feature a low level of sugar. Consider ordering a fruit platter for a diabetic dessert.

Nuts and Nut Oils: The Southern Cross Club Tuggeranong does not use peanut oil as an ingredient in any of our meals. Some products we use may contain nut oils and it is vital that any guest allergic to nuts and nut products bring this to our attention as early as possible.

Religious and Lifestyle Choices: Our chefs have many years experience at catering to a large number of varied dietary styles. We are confident that we can provide special meals given sufficient notice.

All prices quoted are per person

Terms & Conditions

Tentative Bookings

The Club will hold your tentative booking for 14 days. If you cannot confirm your booking within that time the room may be re-booked. To secure your booking a deposit of \$200.00 is required and \$500.00 for the MV Southern Cross. If your booking is within the 14 days an immediate deposit payment is required. We require the signed Terms and Conditions to be returned at time of deposit or it will be assumed that the terms and conditions have been accepted and that you will abide by the terms and conditions.

Cancellation of Reservation

If the function is cancelled 60 days or more prior to the function, a full refund of the deposit will be given. If the function is cancelled 59-31 days prior to the function, we regret that your deposit will not be refunded. If the function is cancelled 30-8 days prior to function being held, your deposit will not be refunded and a 50% of estimated total revenue will apply. If the function is cancelled 7 days or less prior to the function, your deposit will not be refunded and a 100% of estimated total revenue will apply.

Guaranteed Numbers

We require a realistic indication on numbers 2 weeks prior to the function; we will not accept any decline in numbers within this time frame. We ask for final numbers and function details to be confirmed three working days prior to the function taking place. Charges will be based upon this number. If you fail to advise the Club of any decline in numbers within three working days of the function, you will be charged according to the original numbers indicated at the time of the booking or the number in attendance which ever is the greater. We ask that you abide to the maximum number capacity applicable to the room you have booked; we cannot accept numbers greater than the room capacity. If you do not reach the required minimum number of 30 for a function you will be charged up to the minimum.

Surcharges

A labour charge of \$150.00 per hour will be incurred for any function exceeding the booked time. If the minimum number of 30 is not reached, you will still be required to pay for the minimum. Access prior to 9am will incur a \$50 per hour surcharge.

Settlement of Account

Full settlement of the account, excluding beverage dry tills, is required three working days prior to the event with confirmation of the final numbers. Other charges must be settled at the completion of the function.

Catering Details

To achieve the highest possible standards of service we ask for confirmation in writing of all relevant details of the function at least 14 days prior to the function. To make your event a success, we need information such as function room set-up, menu selection, beverage and entertainment requirements, estimated number of guests, duration of function, and any special requests or equipment required. We cater for special dietary requirements, so please let us have the necessary information by that time. Catering must be included when a private function room is booked.

Food

No food is to be brought in to the Club with the exception of celebration cakes. A minimum charge per person will apply.

Functions without Catering

The Club will not provide alcohol for any function unless there is catering. The Club will provide catering for no less than the number attending.

Conduct

Responsible Service of Alcohol policies are adhered to at all times. The management of the Club reserves the right to refuse service of liquor to any person as they see fit and terminate a function due to inappropriate behaviour. Due to adjoining function facilities and for the comfort of other patrons, the Club management may ask function organisers to reduce/lower any amplified music or sound to an acceptable level.

Damages

The client and guests will be financially responsible for any damages or loss sustained. The Canberra Southern Cross Club Limited does not accept any responsibility for damages or loss of property and equipment during or after the event. The Canberra Southern Cross Club Limited does not permit items or decorations to be attached to walls, ceilings, glass, furniture or any club furniture without prior approval.

Price Variation

We guarantee a function quotation for a period off three months. Whilst we endeavour to maintain all prices printed, to meet rising costs we may have to make changes at our discretion. The Club will advise you beforehand.

ACCEPTANCE

I have read the above terms & conditions and agree to comply.

Date of function _____

Name of your function _____

Please print name _____

Address _____

Phone _____

Signature _____ Member # _____

For all function bookings, the organiser must be a member of the Canberra Southern Cross Club as they will be signing guests into the Club.