



YACHT  
CLUB

CONFERENCE

CANBERRA SOUTHERN CROSS CLUB

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# Welcome to the Canberra Southern Cross Club

Thank you for considering the Canberra Southern Cross Yacht Club for your next event. As one of Canberra's most iconic and picturesque locations, situated on the shores of Lake Burley Griffin, the Yacht Club offers a beautiful setting for any event. From the Waterfront Balcony, Lotus Room or Wardroom within the Club, to cruising the lake on the MV Southern Cross, the Yacht Club offers a diverse range of options.

You'll be impressed with our highly qualified and dedicated team, with over forty years' experience in helping clients plan and deliver successful events.

Our award-winning chefs have developed an extensive range of affordable function packages for you to choose from, or if you prefer, we can work with you to tailor a menu to reflect your personal taste and style – from ocean fresh seafood to decadent desserts – allowing of course for any special dietary requirements.

We offer complimentary parking and are conveniently located close to public transport, which makes attending your event that little bit easier for your guests.

Please come in and talk with us about how we can make your next event a success.

We look forward to hearing from you.

## Event Bookings and Enquiries

### Contact

02 6153 4526  
functions.yacht@csccl.com.au

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# Room Hire Rates

Room	Rate*
<b>Yacht Club</b>	
Wardroom	\$250
Balcony	\$250
Lotus Room	\$500
Restaurant	\$800
Whole Venue	\$1200

\*Room hire rates require a catering spend per person, based on a minimum of 30 guests. A surcharge will apply for groups with less than 30 attending. Please speak to our team for more details.

Please note a 10% surcharge of the total event cost is applied on Sundays and Public Holidays. Access prior to 9am will incur a \$50 per hour surcharge or part thereof.

Visit [www.csc.com.au/functions-events](http://www.csc.com.au/functions-events) to view our rooms.

## Audio Visual

We offer a basic plug and play package consisting of lectern, roving microphone, data projector and screen.

Pricing starts from \$150



# Conference Package

**Half Day Package \$55 per person | Full Day Package \$65 per person**

\*Half day package includes your choice of morning OR afternoon tea and lunch.

## Morning / Afternoon Tea Break

Please select any two items per service

Assorted muffin

Assorted flavoured yoghurt tubs *(GF)*

Granola, berry, yoghurt, and vanilla jar

Homestyle cookies *(GF on request)*

Banana and walnut slice

Carrot cake *(GF on request)*

Freshly baked scones with strawberry jam and clotted cream

Double smoked ham and cheese croissant

Gourmet beef sausage roll

Assorted Danish pastries

Blueberry friand *(GF)*

## Lunch

Please select any three items

Classic triangle sandwiches with three fillings

- Tuna, dill, corn, mayo on brown bread
- Ham and cheese on classic white bread
- Egg, salad and mayo on classic white bread

Tandoori chicken wrap with fresh salad leaves and minted yoghurt

Korean BBQ pulled beef wrap with spicy Asian slaw

Roast pumpkin, Persian feta, iceberg and Cajun spice in Turkish bread

Smoked salmon wrap with sour cream, caper and Spanish onion

Roma tomato, ricotta, fresh basil and rocket in ciabatta

Roast chicken, guacamole, mesclun leaves in baguette

### Served with;

- Chef's selection of two salads
- Seasonal sliced fruit platter
- Chilled fruit juice and soft drinks

# Breakfast Menu

## Continental Breakfast Buffet Style

**\$25 per person**

minimum of 30 people

Selection of orange, pineapple and apple juice

Granola, berry and yoghurt

Assortment of freshly baked breakfast pastries

Fresh seasonal sliced fruit platter

Freshly brewed Lonsdale Street Roasters coffee and a selection of tea

## Buffet

**\$45 per person**

minimum of 50 people

### Cold

Selection of orange, pineapple and apple juice

Assorted fruit yoghurt tubs

Granola, berry and yoghurt

A selection of cheese and charcuterie items

Fresh seasonal sliced fruit platter

### Bakery

Bakery basket with assorted Danish pastries, croissants, muffins and bread served with jams, butter and margarine

### Hot

Free range scrambled eggs

Black forest bacon, sausages, sautéed mushrooms, hash brown and herb roasted tomatoes

### Served With

Freshly brewed Lonsdale Street Roasters coffee and a selection of tea

## Continental Breakfast Seated

**\$45 per person**

minimum of 30 people

### Cold items set on table

- Selection of orange, pineapple and apple juice
- Assortment of freshly baked breakfast pastries
- Fresh seasonal sliced fruit platter

Freshly brewed Lonsdale Street Roasters coffee and a selection of tea

### Plated Selection

*Please select one dish. All egg dishes are served with sourdough toast*

Eggs Florentine-boiled eggs, sautéed spinach, roast tomato, hollandaise sauce

Shakshuka inspired Moroccan style baked eggs, bacon and chipolata sausage

Free range scrambled eggs, field mushroom and roast tomato

Belgian Waffle

Golden waffle served warm topped with berries, whipped cream, raspberry sauce and honey

Mediterranean Bowl *(GF, DF on request)*

Grilled halloumi, cauliflower, zucchini, eggplant, hummus, labneh, chickpeas and a free-range poached egg with fresh herb

### Served With

Freshly brewed Lonsdale Street Roasters coffee and a selection of tea

# Additions

## Barista Add-On

Add theatre to your breaks by offering a combination of expertly made barista espresso coffee.

Full day hire (8am–5pm) **\$300**

Half Day (4 hours) **\$200**

On consumption

- **\$2.50** per cup and
- **\$3.50** per mug

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## Additional Catering

*price per person*

Freshly brewed Lonsdale Street Roasters coffee and a selection of tea

- Per break **\$5**
- All day **\$9**

Assorted chilled Emma and Tom juices and quenchers **\$5.50**

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## Hot Dishes

*price per person*

*(Only available as an upgrade to our full or half day package)*

Mediterranean pasta bake with vegetables and cheesy crust **(VG) \$13**

Vegetable korma served with steamed basmati rice **(GF) \$14**

Beef in red wine sauce served with steamed rice **(GF, VG) \$16**

Soup of the day with bread roll **\$8**

Mediterranean lasagne **\$14**

# Canberra Southern Cross Club

## Terms and Conditions

### TENTATIVE BOOKINGS

The Club will hold your tentative booking for a period of 7 days. If your booking is not confirmed within this time your booking will be relinquished. To secure your booking, a non-refundable deposit of 20% is required based on the full amount of the invoice. If your booking is within 10 days of the event, full payment is required at time of booking. We require the signed Terms and Conditions to be returned at time of deposit and/or full payment of the invoice 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 BOOKING

If your event is cancelled 60 days or more prior to the function, we will provide you with a full refund. If the function is cancelled between 59-10 days prior to function being held a cancellation fee equal to the deposit paid will apply. If the function is cancelled 10 days or less prior to the function, your deposit will not be refunded and 100% of estimated total cost will be charged.

### DATE CHANGE

A date change will be treated as a cancellation according to the Terms and Conditions above unless the Club is able to resell the room.

### GUARANTEED NUMBERS

We require a realistic indication of numbers 21 days prior to the function. We will not accept any reduction in numbers after this date. We ask for final numbers and dietary requirements to be confirmed 10 working days prior to the event taking place. Charges will be based upon this number. If the client fails to advise final numbers 10 working days prior to the event, the client will be required to pay for the numbers indicated provided 21 days prior to the function, or the number in attendance, whichever 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 guests for an event (40 on the MV Southern Cross, 30 at all other venues) you will be charged for the required minimum number at a fee of the selected menu costs per person for the difference.

### ROOM ALLOCATION

The Canberra Southern Cross Club Limited reserves the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate.

### SURCHARGES

A labour charge of \$500 per hour will be incurred for any event exceeding the booked time. Access prior to 9am will incur a \$50 per hour surcharge or part thereof. A 10% surcharge of the total event cost is applied on Sundays and public holidays.

### SECURITY

The Canberra Southern Cross Club Limited reserves the right to hire security staff at the client's expense if deemed necessary, subject to providing written notice to the client. This includes but not limited to 18th and 21st birthday celebrations.

### AV REQUIREMENTS

The Canberra Southern Cross Club has a preferred partnership with ELITE Event Technology and they are recommended when booking your event across any of our venues.

### PRICE VARIATION

We guarantee a function quotation for a period of one month. While 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.

### SETTLEMENT OF ACCOUNT

Upon confirmation of your final numbers 10 working days prior to your event, you will be issued with a tax invoice. Full settlement of the account, excluding on-consumption bar tabs, is required 10 working days prior to the event. A receipt must be provided to [events.accounts@cscc.com.au](mailto:events.accounts@cscc.com.au). Failure to settle the account 10 working days prior to the event will result in the event being cancelled. If the event is cancelled, full payment is still required. All other charges must be settled on the day at the completion of the function with the pre-authorised credit card provided.

### ON CONSUMPTION BAR TAB

If you wish to set up an on-consumption bar tab for your event, we will require completion of our credit card pre-authorisation form no later than 10 working days prior to your event. Upon completion of your event the Club will charge the outstanding beverage amount to your credit card. Alternatively, upon approval a cash deposit payment of \$500 must be made 10 working days prior, with the outstanding amount payable on the day upon conclusion of your event.

### CATERING DETAILS

Catering must be included when a private function room is booked. To achieve the highest possible standards of service we ask for confirmation in writing of all relevant details of the function at least 21 days prior to the function. To make your event a success, we need information such as function room set-up, menu and beverage selection and entertainment requirements along with an estimated number of guests. We cater for special dietary requirements, so please let us have the necessary information by this time.

### FOOD

No food is to be brought into the Club with the exception of celebration cakes. A minimum charge per person will apply. The Club will provide catering for no less than the number of guests attending.

### CONDUCT

Responsible Service of Alcohol policies are always adhered to. 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. Inappropriate behaviour and failure to comply with the directions of staff, may result in the closure of some areas of the MV Southern Cross or other vessel, including disembarking passengers displaying inappropriate behaviour ashore at the nearest available jetty. Management reserves the right to early termination of the cruise with no refund, in the event of antisocial behaviour.

### 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 or any Club furniture without prior approval.

### SETUP, BREAKDOWN AND DELIVERIES

Clients are responsible for all costs associated with the setup and breakdown of external equipment. The Canberra Southern Cross Club Limited must be advised of all deliveries and pick-ups prior to their arrival and collection. Collection times must be within the Club's operating hours or by prior arrangement.

## Acceptance

☐ I have read and agreed to the above terms and conditions.

Name of function \_\_\_\_\_ Event Date \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Signature \_\_\_\_\_ Member # \_\_\_\_\_

Signature – Events Manager \_\_\_\_\_

For all event bookings, the organiser must be a Member of the Canberra Southern Cross Club. If you are not currently a Member you will need to join or have a Member attending your function be responsible for signing in guests.

# Credit Card Authorisation

All information is kept confidential and is used only for the purpose of event booking and payment.

## Event Information

Event Name \_\_\_\_\_ Event Time \_\_\_\_\_ Event Date \_\_\_\_\_  
Event Type \_\_\_\_\_ Venue \_\_\_\_\_ Function No. \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
(person responsible for payment of function)  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ Email \_\_\_\_\_

## Payment Information

☐ I certify that all information is complete and accurate. I authorise Canberra Southern Cross Club to collect payment by processing the following charges to this credit card.

☐ Deposit ☐ Beverage Dry Till ☐ Invoice No. \_\_\_\_\_ ☐ Other \_\_\_\_\_

☐ Visa ☐ Mastercard

Credit Card No. \_\_\_\_\_ Exp. \_\_\_\_\_ CVV Security No. \_\_\_\_\_

Name on card \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

## Form Submission

Please email this completed form to [events.accounts@csccl.com.au](mailto:events.accounts@csccl.com.au) at least two weeks prior to your event date.