



FUNCTION PACKAGES

corporate



Port City Bowling Club
Corporate Function Package

4 Owen Street, Port Macquarie | 6583 1133
www.portcity.com.au

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Thank you for considering holding your next function at the Port City Bowling Club.

At the Port City Bowling Club our service is the difference. As your venue partner we pride ourselves on offering a friendly and professional approach to all your function needs. We will work closely with you to ensure that your event is exactly how you imagine it.

Our team combines style, creativity, dedication & quality service to ensure that your corporate event is everything you desire.

We know not everyone is the same & are proud to be able to deliver to you a customised package.

For conferences, training days/seminars and meetings away from the office we are committed to ensuring that every aspect of your corporate function is coordinated with precision and professionalism.

If you would like more information please do not hesitate to contact our function team on 6583 1133 or functions@portcity.com.au.

We look forward to speaking with you soon.
Regards,

Jordan Humphries
Functions Manager

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Club Facilities

Port Macquarie City Bowling Club is located a short drive from the heart of Port Macquarie and is just a moment from the iconic Town Beach.

For guests visiting the area there are a number of accommodation offerings close by. We also have ample off street parking adjacent to the club.

Our function room seats up to 80 people, theatre style and can be divided into two rooms for smaller groups. The function room has direct access on to the balcony area which overlooks Oxley Beach and can be utilised during conference breaks.

We have two dining options within our facility which are ideal to for your guests during meal breaks. Club Buffet is located adjacent to our function rooms and offers affordable buffet style dining. The Ocean Breeze Cafe is located downstairs and serves coffees, snacks and light meals.

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Conference Packages

Basic Package

- Whiteboard
- WiFi Access
- TV/DVD
- Digital Projector & Screen
- Tea & Coffee Station (includes freshly brewed coffee & a selection of teas)
- Water on Tables

\$11.00 per person

Conference Package A

- Tea & Coffee Station (includes freshly brewed coffee & a selection of teas)
- Water on Tables
- Morning Tea – Scones – Jam & Cream, made in house

Inclusions

- Whiteboard
- Wi-Fi Access
- TV/DVD
- Digital Projector & Screen

\$18.00 per person

Conference Package B

- Tea & Coffee Station (includes freshly brewed coffee & a selection of teas)
- Water on Tables
- Morning Tea – A selection of house made muffins
- Afternoon Tea – A selection of lamingtons, Vanilla Slice & Cheesecake

Inclusions

- Whiteboard
- Wi-Fi Access
- TV/DVD
- Digital Projector & Screen

\$28.00 per person

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Conference Packages

Conference Package C

- Tea & Coffee Station (includes freshly brewed coffee & a selection of teas)
- Water on Tables
- Morning Tea - A selection of fresh house scones served with jam & cream
- Lunch (Hot or Cold \$10 each)
 - Cold - A selection of Gourmet Bagels & Wraps
 - Hot – A selection of Gourmet Mini Pizzas & Mini Quiche
- Afternoon Tea- A selection of fresh lamingtons, vanilla slices & cheese cake

Inclusions

- Whiteboard
- Wi-Fi Access
- TV/DVD
- Digital Projector & Screen

\$38.00 per head

The packages above are available for groups of 15 or more. If you have a group of less than 15; please contact our function team to discuss options. Prices include full day use of our function rooms and replenishment of Tea & Coffee Stations where possible during breaks. Final numbers for bookings requiring food need to be confirmed seven working days before your function. Access to Wi-Fi is based on one internet connection per booking, please advise if additional connections are required, charges apply.

Nearby Accommodation

Ki-*ea* Apartments

67 William Street, Port Macquarie

Ph – 1800 00 85 75

[www.ki-*ea*.com.au](http://www.ki-<i>ea</i>.com.au)

The Observatory

40 William Street, Port Macquarie

Ph – 02 6586 8000

www.observatory.net.au

Town Beach Motor Inn

12 Gordon Street

Port Macquarie

Ph - 02 6583 8899

www.townbeachmotorinn.com.au

The Beachcomber Resort

54 William Street, Port Macquarie

Ph - 02 6584 1881

www.beachcomberresort.com.au

Beach House Holiday Apartments

7 Lord Street

Port Macquarie

Ph – 6584 1084

www.beachhouseholidayapartments.com

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Terms & Conditions

Deposit

A non refundable deposit of \$100 is required within seven days of your initial expression of interest. This deposit secures your desired date. Until a deposit is received your function is not considered confirmed.

Catering & Beverage

No food or beverages are to be brought into Port City Bowling Club unless prior approval has been made. A 10% surcharge on catering is applicable for functions held on public holidays. We are able to meet most special dietary needs, please advise of any requirements when confirming numbers. Please note there may be an additional charge of \$3 per person, depending on catering requirements.

Final Numbers

Must be confirmed seven working days prior to your event, final numbers may be increased but not decreased. Charges will be based on confirmed final numbers, including functions that chose to eat from the buffet. Catering must be paid for in one account and the account must be settled a minimum of 24hrs prior to your function. If payment is not received prior to your function, it may be cancelled at the discretion of management without notice.

Decorations

You are welcome to decorate your designated function area, provided that decorations are considered tasteful and do not do lasting damage to the premises. Any damage deemed to be a result of your function will be at your expense. Payment for repairs will be required within seven days of your function being held.

Minors

A minor is defined by law as any person under the age of 18 years of age. This definition is extended to babies & infants. Minors are not permitted in any part of the Club unless they are in the immediate presence of a parent. The presence of minors at functions within the Port City Bowling Club should be discussed with the Function Manager prior to your event.

House Policy

Entry will not be permitted to guests if they are intoxicated or considered unsuitably attired. You will be considered financially responsible for any damage or loss of property that occurs as a result of your event.

Management reserves the right to facilitate the conclusion of a function/event. Function finishing times should be prearranged and clarified prior to your event; however no event shall finish after midnight.

All guests attending your function will be required to sign in on arrival. Any guests that are not members and live within a 5km radius of the Club will be offered the opportunity to become a member. If your guests do not wish to do this they will be required to have an existing member of the Club sign them in.

Minimum numbers of 60 are required to utilise both Function Rooms 1 & 2. The location of your function may be changed if there is a significant reduction from original quoted numbers.

Cancellation

Cancellation of your function must be advised in writing 30 days prior to the event, if this does not occur your full deposit will be lost. Any booking cancelled within seven days of the function date will incur the full cost of the function based on confirmed details.

Contact Name.....

Phone Mobile

Postal Address..... Email.....

I have read, accept and understand the above Terms & Conditions

Signed.....Date.....

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Booking Confirmation

Booking Name – Contact -

Phone - Email –

Address –

Function Details

Seminar Dates –

Type of Function –

Start Time – Finish Time –

Access to Room From – Number of Guests –

Catering & Beverage Details

Menu Selection –

Meal Service Times –

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Room Configuration

Room Set Up –

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Additional Information

Audio Visual Equipment To Be Used –

Special Requests -

Payment Details

Payment of food, room hire and security is required a minimum of 24 hours prior to your function date. Payment of any bar tabs or additional can be settled at the conclusion of your function.

Name (please print)

Signed..... Date.....

Please sign booking confirmation and return with signed Terms & Conditions via fax 02 6583 1461 or email to functions@portcity.com.au