



# professional

## Seminar & Conference Packages

### Event Information

At Arana Leagues Club our prime focus is on professionalism and providing the resources necessary to achieve the very best for your event. For us, nothing is too much trouble. Enjoy first class service for your conference or seminar with catering facilities and room capacity to suit 10 to 250 people. Let us make the arrangements for you, as our experienced Functions Co-ordinator will assist in all aspects of convention planning.

### Function Rooms

The Arana Leagues Club has two separate function rooms: The Foundation 20m x 13m and The Panther Den 12m x 9m. Both rooms are air-conditioned, have their own bathroom facilities and a fully complemented bar. They are located on the first floor of the Arana Leagues Club where you are able to step outside onto an internal balcony, perfect for those intimate pre-dinner drinks and Hors D'Oeuvres. Both rooms are equipped with many different levels of lighting, perfect for setting the mood for any occasion.

### Room Capacity

Room	Theatre Style	Classroom	U-Shape Setting	Banquet Style	Cocktail Function
Foundation	250	150	n/a	200	300
Panther Den	80	50	30	70	80

### Room Hire

Room	Half Day Function	Full Day Function
Foundation	\$220.00	\$320.00
Panther Den	\$110.00	\$210.00

Full members attract a 50% discount on the above rates for all private functions. Conditions Apply.



Chris McEnery

Functions Coordinator

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### Each Conference Package includes:

- ☞ Personalised service and professional advice
- ☞ Complimentary microphone
- ☞ Complimentary lectern
- ☞ Complimentary whiteboard and accessories
- ☞ Chilled water



### Let us organise everything for you:

ITEM	COST
Data Projector, Notebook & screen	\$110.00
Screen	\$35.00
Data Projector & Screen only	\$80.00
80cm Television and VCR or DVD	\$50.00
Staging	Pricing available on request

All other Audio Visual equipment is available upon application – simply ask our Functions Co-ordinator Chris McEnergy for further information.





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## Seminar & Conference Packages

### Breakfasts

#### Plated Breakfast Served

\$14.95 per person

- ☞ Chilled Fruit Juices
- ☞ Freshly Brewed Tea & Coffee
- ☞ Sausage, Bacon, Scrambled Eggs, Tomatoes, Toast & Pastries
- ☞ Selected Jams, Honey & Vegemite

#### Arana's Breakfast Buffet

\$12.95 per person

- ☞ Chilled Fruit Juices
- ☞ Assorted Breakfast Cereals & Yoghurts
- ☞ Seasonal Sliced Fruits
- ☞ Toast, Muffins & Croissants
- ☞ Scrambled Eggs with Bacon, Sausages & Grilled Tomato
- ☞ Selected Jams, Honey & Vegemite

### Coffee Breaks

#### General Charges

Per person

Freshly Brewed Coffee & Tea - \$2.50

Juice by the jug - \$6.90

#### Coffee Break A

\$4.50 per person

- ☞ Freshly Brewed Coffee & Tea
- ☞ Home baked assorted Cookies

#### Coffee Break B

\$6.95 per person

- ☞ Freshly Brewed Coffee & Tea
- ☞ Mini Muffins & Scones
- ☞ Strawberry Jam & Cream

### Working Lunches

#### Working Lunch A

\$8.50 per person

- ☞ Assorted Sandwiches
- ☞ Seasonal Fruit Platter
- ☞ Freshly Brewed Coffee & Tea
- ☞ Chilled Fruit Juice

#### Working Lunch B

\$9.95 per person

- ☞ Open Danish Sandwiches (3 per person)
- ☞ Display of Seasonal Sliced Fruits
- ☞ Freshly Brewed Coffee & Tea
- ☞ Chilled Fruit Juice

#### Working Lunch C

\$14.00 per person

- ☞ Selection of Open Face Sandwiches
- ☞ Deluxe Filled Croissants
- ☞ Display of Seasonal Sliced Fruits & Cheese
- ☞ Freshly Brewed Coffee and Tea
- ☞ Chilled Fruit Juice

\* Decaffeinated coffee, herbal teas, light milk & artificial sweeteners available upon request





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## Seminar & Conference Packages

### Terms & Conditions: The Arana Leagues Club Functions Policy

#### Booking Confirmation and Deposit

A deposit of \$250.00 is required to confirm all function bookings. The Club reserves the right to cancel any tentative booking that has not been confirmed within fourteen (14) days of the reservation being made.

#### Responsible Service of Alcohol

Responsible Service of Alcohol applies to all functions. House policy available on request.

#### Cancellations

We realise that circumstances may occur which would make it necessary for a function to be cancelled. In such an event, written notice is required for all cancellations. **All refunds will be subject to the room being resold.**

- Notification in writing up until two (2) months prior to the scheduled event – full refund.
- Notification in writing up until two (2) weeks prior to the scheduled event – 50% refund.
- Notification in writing within two (2) weeks of the scheduled event – no refund.

#### Advice of Final Numbers and Details

The Clubs' Function Coordinator should be notified of all final details fourteen (14) days prior to the event. A guaranteed minimum number must be advised 48 hours prior to the function which will confirm the minimum number to be invoiced.

#### Menu Selections and Price Variations

Our Menu Packages offer a wide and varied selection. It is necessary for the Club to have a minimum of fourteen (14) days notice of the menu selection to ensure your requirements are met. Although every effort is made by the Club to hold menu prices as printed, menu prices may vary slightly on occasion at the discretion of management. **Special menus can be tailor designed to suit any dietary requirement.**

#### Surcharge

A surcharge of 25% is applicable on room hire and menu prices to functions being held on a public holiday.

#### Food and Beverage Policy and Licensing

All beverages for functions are charged at standard bar pricing throughout the Club. Due to the nature of the Clubs license and policies, we are unable to permit patrons, guests or invitees to bring liquor or food onto the premises with the exception of Celebration Cakes.

#### Entry Requirements

Guests attending your function are welcome to enter the premises primarily for that purpose. If your guests would like to utilise the Clubs many other facilities, they must satisfy the conditions of entry requirements as governed by Liquor Licensing Laws and the Responsible service of alcohol house policy.

#### Equipment and Entertainment

All equipment and entertainment provided by the client must have prior permission from the Club.

#### Payment – Direct Debit BSB 064 – 116 A/C No. 10023740 Arana Leagues Club Ltd

Payment for catering account is required with the advice of the final numbers. Your beverage account is required to be paid for at the completion of the function. Payment may be in the form of cash, bank cheque or credit card.

#### Special Conditions Regarding 18<sup>th</sup> – 21<sup>st</sup> Birthday Parties Inclusive

- As an added condition to the above function, the client is to cover the Clubs cost of hiring security personnel, whom in return will remain within the function for its duration at a cost of \$200.00.
- All guests under the age of 18 must have their legal guardian remain on the premises at all time during their stay.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS & AGREE TO ABIDE BY THEM.

Name: ..... Date of Function: .....

Signature: ..... Date: .....

Deposit Paid: ..... Receipt Number: .....

Last updated 18.05.09

