



ROYAL SYDNEY YACHT SQUADRON

March 2018

CATERING PACKAGES

CONFERENCE PACKAGE A

Served in the Conference Room

\$36.00 per person includes the following:

Arrival Coffee & Tea

Morning Tea – Tea, Coffee, Fresh Muffins and Danishes

Afternoon Tea – Tea, Coffee and Assorted Biscuits

*Why not add an a la carte lunch in the Neutral Bay Veranda
or a brasserie-style lunch in the Careening Cove Anchorage?*

CONFERENCE PACKAGE B

Served in the Conference Room

\$70.00 per person includes the following:

Arrival Coffee & Tea

Morning Tea – Tea, Coffee, Fresh Muffins and Danishes

Working Luncheon

Gourmet Sandwiches

Cheese and Fresh Fruit Platter

Orange Juice, Soft Drink

Tea and Coffee

Afternoon Tea – Tea, Coffee and Assorted Biscuits

CONFERENCE PACKAGE C

Served in the Conference Room

\$80.00 per person includes the following:

Arrival Coffee & Tea

Morning Tea – Tea, Coffee, Fresh Muffins and Danishes

Working Luncheon

Choice of 2 lunch items (1pp)

see selections on page 2

Gourmet Sandwiches

Green Salad, Lemon Vinaigrette Dressing

Cheese and Fresh Fruit Platter

Orange Juice, Soft Drink

Tea and Coffee

Afternoon Tea – Tea, Coffee and Assorted Biscuits



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CATERING PACKAGES

CONFERENCE PACKAGE D

Served in the Conference Room

for minimum of 20 guests

\$90.00 per person includes the following:

Arrival Coffee & Tea

Morning Tea – Tea, Coffee, Fresh Muffins and Danishes

Grazing Lunch Menu

Cheeses - Brie, Blue, Cheddar, Dried Fruit, Nuts, Strawberries, Grapes

Charcuterie - Prosciutto, Ham, Salami

Olives, Green & Black, Sundried Tomatoes, Bocconcini, Cherry Tomatoes, Artichokes

Marinated Grilled Vegetables, Crudités with Hommus

Garden Salad

Chutneys, Aioli, Mustards

Bread Station (sliced and rolls), Crackers / Grissini

Choice of 2 hot lunch items

see selections below

Tea and Coffee

Orange Juice, Soft Drink

Afternoon Tea – Tea, Coffee and Assorted Biscuits

HOT LUNCH SELECTIONS

CONFERENCE PACKAGE C

Mushroom, Asparagus & Gruyere Tarts

Spinach & Fetta Spanakopita

Beer Battered Flathead Fillets

Chicken & Leek Pie

Tandoori Chicken Skewers

Ham & Cheese Croissants

Focaccia Pepperoni Pizza Fingers

Beef & Red Wine Pie

Pork & Fennel Sausage Roll

Large Vegetable Samosa

CONFERENCE PACKAGE D

Roasted Portobello Mushrooms
goats cheese, pine nuts, watercress (gf) (v)

Slow Braised Beef Cheek
salsa verde, roast eschallots (gf)

Roast Pork
char sui, bok choy

Roasted Barramundi Fillet
cauliflower, baby caper & raisins (gf)

Moroccan Saffron Chicken
tomato & coriander salsa (gf)

Baked Tasmanian Salmon Fillet
Confit cherry tomatoes, basil oil (gf)

Grilled Haloumi
chorizo sausage, mache leaves, vincotto (gf)

Chargrilled Lamb Rump
roasted spice eggplant, tahini dressing (gf)



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EQUIPMENT INFORMATION

AUDIO VISUAL EQUIPMENT:

6 ft Tripod or Drop down Screen (depending on room)	\$ 30.00
Whiteboard with markers	\$ 30.00
Flipchart with paper & markers	\$ 45.00
50' Panasonic HD Plasma Panel with DVD Player, stand & remote	\$195.00
Panasonic Electronic Whiteboard with markers	\$ 80.00
NEC or Panasonic Data Projector (XGA) with 6 ft Screen	\$165.00
Powered iPod / iPad / MP3 Tower Speaker with remote	\$ 95.00
Installation of (portable) single speaker with CD playback & microphone	\$120.00

*Additional audio-visual equipment can be quoted & ordered
(Additional charges apply)*



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CONFERENCE TERMS & CONDITIONS

March 2018

Conference Room Name	Room Fees		Minimum Food & Beverage Spend	
	1/2 Day Meeting only	Full Day Meeting, Lunch & Dinner Functions	Mon-Fri	Sat & Sun
Carabella Room	300	300	\$7 000	\$12 000
Shell Cove Room	100	150	\$1 500	\$2 500
Careening Cove Room	100	150	\$2 500 (specific days only)	NA
Bennelong Room	50	100	\$500	\$1 000
Sirius Cove Room	100	100	\$500	\$1 000
Cellar	100	100	\$700	\$1200
Kirribilli Room	50	100	\$500	\$500
Milson Room	-	50	\$100	\$100

REQUIREMENTS OF SPONSORING MEMBER & THEIR GUESTS

Under the Registered Clubs Act 1976 all guests are required to observe the By-Laws of the Club and may be asked to leave if they do not do so. In addition all members and their guests must also be aware of the following:

The sponsoring member **MUST** be present for the duration of their conference.

All guests **MUST** be signed in including full name and address (suburb & state).

Any Club property lost, stolen or damaged at a private function by a guest will be charged to the Member's House Account at the replacement cost.

The Club takes no responsibility for the personal property of a Member or their guests brought to a conference.

DRESS REGULATIONS

Smart Casual Dress in all areas of the Clubhouse is acceptable seven days.

Ladies: Shirt or blouse, dress, skirt or tailored pants, shoes.

Gentlemen: Open neck collared shirt, long trousers, shoes and socks.

PLEASE NOTE: Jeans, shorts and sneakers are not permitted at any time.

CONFERENCE TIMES

Day conference (commence no earlier than 8.00am – conclude no later than 5.30pm)

Evening meeting (commence after 5.30pm & conclude by 11.00pm)

All functions: **Beverage service &/or music/entertainment will conclude by 11.00pm sharp.** All guests to have vacated the Clubhouse by 11.30pm and the Squadron grounds by 12.00pm.

COMMENCEMENT & VACATING OF ROOMS

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond the agreed finishing time the Squadron reserves the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.



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CANCELLATION POLICY

Cancellation of a conference with less than 10 guests requires **1 weeks** written notice, otherwise 50% of the minimum room spend is payable. For less than **5 days** notice of cancellation given, conference charges based on original number of guests booked will apply.

Cancellation of a conference with more than 10 guests, requires no less than **2 weeks** written notice, otherwise 50% of the minimum room spend is payable. For less than 2 weeks notice of cancellation given, conference charges based on original number of guests booked will apply.

FINAL DETAILS

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection ten (10) working days prior to your event. This will include details such as catering and equipment requirements, approximate guest numbers, timings and floor plans.

Final confirmed guest numbers and a full guest list (including suburb and state) are required no later than three (3) working days prior to your event.

FINAL ATTENDANCE

Guest numbers can be increased or decreased by up to 10% of the original number up to 3 working days out from the event. If numbers drop below 10% of the agreed number then the original number of guests will be charged.

SET UP & DELIVERY OF EQUIPMENT

Any additional costs associated with a function including, but not limited to, staffing for set up / pack down, security or supervision outside of normal operating times will be at the expense of the client.

All deliveries to the Squadron must be advised and agreed upon with the Functions Manager and sent no earlier than 48 hours prior to the event.

All deliveries must be clearly marked with the name of the event and/or organiser.

Whilst every effort will be made to assist in the movement of goods from the loading bay to the function room, assistance will only be offered on the basis of staff being available at that time.

The Squadron does not have storage facilities other than rooms booked by the Client.

Goods left at the Squadron without prior arrangement will be deemed abandoned and discarded by the Squadron.

DISPLAYS & SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Squadron common areas is to be kept to a minimum and must be approved by the Squadron.

Any special effect requests will be viewed on a one off basis.

You must obtain prior written permission of the Squadron to use the Squadron name and/or logo in print, audio-visual display and/or other multimedia display. All proposed artwork, which consists of the Squadron's name and/or logo must be approved in writing by the Squadron.

PARKING

The Squadron's car park is limited; guests should be encouraged to make alternative arrangements.

The Car park is strictly for Members only. Any additional car spaces are subject to availability on the day.

During the Sailing Season ***the car park is restricted to Members only at the following times:***

Friday 4.00pm onwards; Saturday 9.00am onwards; Sunday 9.00am onwards.



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ROOM ALLOCATION

The Squadron reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Squadron. Such substitution shall be deemed as full performance under this contract.

CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Squadron for consumption at the function by the client or any of the client's guests, invitees or persons attending the function.

We practice Responsible Service of Alcohol at all times and reserve the rights to refuse service of alcohol to any person.

SMOKE FREE ENVIRONMENT

The Royal Sydney Yacht Squadron is a smoke free environment for staff, members and their guests. Clients are asked to make their guests aware of this policy.

MOBILE PHONE USE POLICY

The use of mobile phones and PDA's is not permitted in the common areas of the Clubhouse other than for checking messages and sending and receiving email. Mobile phones must be switched to silent mode.

Clients are asked to make their guests aware of this policy.

PUBLICITY

No publicity of an event in the electronic or printed media is permitted under any circumstances. Photography is not permitted in the Club unless with the express permission of the Club Secretary on special occasions on conditions applied by the Club.

COMPLIANCE

It is understood that the client will conduct their function in an orderly manner in full compliance with the Squadron's management and with all applicable laws. This will include, however not be limited to, maintaining reasonable noise levels, adhering to the WH&S regulations of NSW etc.

DAMAGES

Clients are financially responsible for any damage sustained to the Squadron by the Client, the Clients guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Squadron. This can include, however is not limited to, extra cleaning charges, cost to repair damages etc.

RESPONSIBILITY

The Squadron will not accept any responsibility for damage or loss or merchandise left in the Squadron prior, during or after the function. Clients should arrange their own insurance and/or security.

NOISE RESTRICTIONS

The Squadron is located in a residential area and as such noise levels need to be maintained at an appropriate level so as not to disturb our neighbours.

At the conclusion of a function guests are requested to wait for taxi collection in the underground car park and not on the street.



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SECURITY

The Squadron reserves the right to exclude or eject any or all objectionable persons from the function on the Squadron premises without liability.

LIABILITY

If the Squadron has reason to believe that the function will affect the smooth running of the Squadron business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT

Performance of this agreement is contingent upon the ability of the Squadron to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure and other causes whether enumerated herein or not, which are beyond the control of the Squadron.

In no event shall the Squadron be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise.

In no event shall the Squadron's liability be in excess of the total amount of food and beverage contracted hereto.

Please read, complete and return the section below.

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I have read and understood the Royal Sydney Yacht Squadron's **Conference Terms & Conditions** and agree to be bound by those conditions. The signatory agrees to be liable for payment of all accounts payable and the conditions under this agreement.

Members House Account: Date Confirmed:/...../2018/19

Members Signature: Date of Function:/...../2018/19

Function Room:

NB: Members must attend or be on the premises during a conference booked in his/her name.

Frances Allison, Functions & Events Manager

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