

Flagstaff Hill Golf Club

Conference, Meetings & Seminar Information



The Flagstaff Hill Golf Club offers an exclusive venue to hold business seminars, conferences and training sessions, with the ability to cater for groups from 10 to 150.

Our flexible function room, overlooking the picturesque golf course, provides privacy and comfort along with a tranquil setting.

The room divides into 1/3 or 2/3 of its total capacity enabling private meetings of all sizes.



Our conference room on the lower level.

Enjoy golf course views in a private room suitable for smaller meetings up to 20 guests. Our professional staff will liaise all the details for your event & arrange for room settings to your specific requirements.

The following items are available by prior arrangement:

Roaming Microphone & Lectern

Wi-Fi

Data Projection & Screen hire \$25.00

White boards

Full Day Hire - \$330.00 inc. GST

Half Day Hire - \$220.00 inc GST max 4½ hours

Tea & Coffee facilities \$3.50pp

Catering available

Private bar facilities

Separate area for meals if required
(depending on total numbers)

Wheelchair access available

Canapé platters

Designed for 10 people

Pizzas - 15inch	\$15.00
Hawaiian, BBQ Chicken, Spinach Fetta & Olive, Meatlovers	
Duo of Dips with grilled pitta bread and vegetable sticks	\$55.00
Spring Rolls & Samosas with sweet chilli sauce	\$65.00
Sandwiches - Chicken, vegetarian, roast beef & ham	\$65.00
Wraps - Spinach tortilla wraps filled with meats and vegetarian options	\$65.00
Party Pies and Pasties with tomato relish	\$65.00
Mini Bacon Caesar Salads	\$75.00
Tomato & Bocconcini Pesto Tartlets	\$75.00
Caramelised Onion & Goats Cheese Tartlets	\$75.00
Prawn Twisters - with aioli	\$75.00
Crispy Chicken Brioche Sliders - Cos, chipotle mayo, cheddar	\$75.00
Beef Brioche Sliders - Cos, mustard, cheddar, pickles	\$85.00
Salmon & Avocado Sushi - Soy, wasabi & pickled ginger	\$85.00
Antipasto - Cured meats, marinated vegetables, cheese, crackers	\$85.00
Chicken Satay Skewers - Toasted peanuts, coriander	\$85.00
Smoked Salmon Blinis - Chive crème fraiche	\$85.00
Panko Crumbed Prawns - Dill mayonnaise	\$95.00
Dessert Platter - Assorted variety of sweets, tarts, cream filled choux eclairs	\$85.00

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Terms and conditions



All conference bookings are made upon, and are subject to the following Terms and Conditions as determined by the Flagstaff Hill Golf Club.

Bookings & Deposit

On receipt of an enquiry a tentative booking will be made on behalf of the organisation and will be held for five (5) days only. No reservation will be confirmed until a deposit equal to the Room Hire Fee is received by the Club within seven (7) days of the date of invoice. Receipt of payment of the deposit amount will be deemed as confirmation of the booking. The management of the Club reserves the right to cancel the booking if confirmation and deposit is not received by the due date.

Payment Terms

The quoted prices are valid for a period of six (6) months from the booking date. Please be aware that seminar dates beyond this period may be subject to CPI price increases. Every endeavour will be made to maintain prices as printed; however, these prices are subject to alterations without notice. All expenses incurred in relation to the conference, less the deposit amount paid, will be invoiced within 7 days after the event. Final payment is due within seven (7) days from the date of the invoice, however if not paid by due date interest may apply to outstanding accounts.

Cancellation

Deposits will only be refunded if the conference is cancelled more than 14 days prior to the function, otherwise the deposit will be retained as compensation for loss of business. Cancellation within 24 hours of the event start time may incur a catering fee in addition to the deposit. The amount of this fee will be determined by the Club Manager.

Final Numbers

The final number of guests attending must be advised one (1) week prior to your conference. We will honour changes in final numbers up to 48 hours prior but ONLY to a maximum of 5 guests and this number will be the basis on which the invoice for the event is prepared, irrespective of whether a lesser number attend on the day. Obviously if more attend, the number present will be the basis of a charge.

Catering & Refreshments

All refreshments and beverages in the Clubhouse must be purchased from the Flagstaff Hill Golf Club and will be charged on consumption. No food or beverage will be permitted to be brought into the Club for consumption at the Conference by the organisers or any persons attending unless approved by the Manager. No food or beverage shall be removed from the Club following the event. Management and staff will abide by all conditions set down in the Liquor Licensing Act.

Commencement Times

Any conferences commencing earlier than 8.30 am will incur an additional charge of \$25.00 per hour

Smoking

Smoking is totally prohibited in the Clubhouse. Ashtrays are provide outside the front of the building.

Damage

The conference organisation will be responsible for expenses incurred by the Club to repair and damage to the Clubhouse, or property belonging to third parties caused by participants of a Conference. The Club will not accept any responsibility for damage or loss of merchandise left in the Club prior, during or after the Conference.

By signing this form you hereby agree to the Terms & Conditions set by The Flagstaff Hill Golf Club on behalf of:

Company: _____ Date of Function: _____

Name (printed): _____ Signature: _____

For and on behalf of the above named company