



**YARRA YARRA**  
GOLF CLUB

# CONFERENCE



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# WELCOME TO YARRA YARRA

Established in 1898 Yarra Yarra is one of Melbourne's most prestigious golf clubs, boasting an immaculately presented Sandbelt golf course and Mediterranean styled Clubhouse.

Yarra Yarra is a stunning location for your next off-site business meeting. Whether you want to book a top level board meeting or pick a conference venue, Yarra Yarra will be sure to inspire you.

Across our four function rooms we can host a diverse range of corporate events, from boardroom meetings to product launches, award ceremonies, conferences, lunches and dinners.

When the business turns to pleasure, our Functions Team can also coordinate your golf needs.

## VENUE AND FACILITIES

The Clubhouse has four function rooms in which to entertain your family, friends or guests. With a choice of room sizes available we can host a diverse range of events, whether it is a small intimate group or large cocktail party of up to 200 or more.

All function rooms can be dressed or styled to meet your specific theme.

## ROOM HIRE

Room hire charges apply for all functions and events where numbers are less than 30 guests or when no food and beverage is purchased.

Half Day	\$ 350.00
Full Day	\$ 500.00
Public Holidays	\$ 1,000.00
Yarra Yarra Boardroom	\$ 500.00
Breakout Room	\$ 250.00



## EAGLEMONT ROOM

This historic Spanish-style room features high ceilings complete with dark wood beams, rich wooden trusses and panelling, large arched windows with views to the golf course, impressive fireplace and Spanish-style chandeliers. You enter the Eaglemont Room through its magnificent bar and lounge area, a perfect space for arrival drinks and canapés. The Eaglemont Room offers an ideal setting for your special event or large meeting.

Room Capacity	Cabaret (half tables)	48
	Theatre	120
	Cocktail	150
	Banquet	80
	Banquet (with dance floor)	50

## ROSANNA ROOM

This light filled room offers sweeping views of the course through its large windows and doors, which lead to its spacious outdoor terrace. The terrace is an ideal place to host your arrival drinks and canapés. The Rosanna room is the superb setting for your special event or meeting.

Room Capacity	Cabaret (half tables)	36
	Theatre	100
	Cocktail	80
	Banquet	60
	Banquet (with dance floor)	50

## EAGLEMONT AND ROSANNA ROOMS COMBINED

Together these rooms create the perfect space for your special event, whether it is a large meeting, cocktail party, dinner or wedding reception.

Rooms Capacity	Cabaret (half tables)	112
	Theatre	160
	Cocktail	300
	Banquet	160
	Banquet (with dance floor)	130

## YARRA YARRA ROOM

This is a superb choice for those planning a smaller, more intimate meeting. It is the ideal location for boardroom style meetings of up to fourteen delegates and has the added attraction of the adjoining terrace that overlooks the golf course. The room is equipped with WIFI, data projector and presentation screen, large boardroom table with impressive leather chairs and mini bar.

Room Capacity	Boardroom	14
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## PACKAGES

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### FULL DAY PACKAGE

Less than 30 attendees \$80.00 per person

More than 30 attendees \$70.00 per person

#### **Includes**

Arrival coffee, tea & orange juice

Morning break

Lunch

Afternoon break

Whiteboard, flipchart, data projector, screen, 60 inch television & internet

Note pads, pens, water & mints

### HALF DAY PACKAGE

Less than 30 attendees \$60.00 per person

More than 30 attendees \$55.00 per person

#### **Includes**

#### **Morning Meeting - 7:00am - Midday**

Arrival coffee, tea & orange juice

Morning break

Lunch

Whiteboard, flipchart, data projector, screen, 60 inch television & internet

Note pads, pens, water & mints

OR

#### **Morning Meeting - 12:30pm - 5:30pm**

Arrival coffee, tea & orange juice

Lunch

Afternoon break

Whiteboard, flipchart, data projector, screen , 60 inch Television & internet

Note pads, pens, water & mints



## MENU OPTIONS

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### MORNING & AFTERNOON TEA

Fresh baked mini muffins (v)

Ham and cheese filled croissants

Toasted muesli & yoghurt jars (v)(gf)

Bacon, egg, cheese and chutney English muffins

Scones, jam & cream (v)

Assorted cut sandwiches

Selection of French Danishes (v)

Peking duck spring rolls, plum sauce (df)

Seasonal sliced fruit platter (v)(gf)(df)

Mini gourmet beef pies or sausage rolls

Selection of homemade slices (v)

Assorted shortbread biscuits (v)

Extra item \$5.00 per person

All served with percolated coffee and assorted teas

Espresso coffee available \$4.00 per coffee

**MOST MENU ITEMS CAN BE ADAPTED TO SUIT ALL DIETARY NEEDS**

**Vegetarian (v) Gluten Free (gf) Dairy Free (df)**



## MENU OPTIONS

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### LUNCH SELECTIONS

#### CORPORATE LUNCH

Assorted filled sandwich points

Packed and rolled tortillas

Bostcastle mini beef pies (df)

Sliced seasonal fruit platter (v)(gf)(df)

#### HEALTHY BUSINESS LUNCH

Crusty warm rolls (v)(df)

Sliced free-range grilled chicken breast (gf)(df)

Sumac roasted Tasmanian salmon (g)(df)

Wilted greens (v)(gf)(df)

Organic quinoa salad (v)(gf)

#### EXECUTIVES LUNCH

Crusty ciabatta rolls (v)(df)

Roasted sliced lamb leg & gravy (gf)(df)

Baked rosemary baby potatoes (v)(gf)(df)

Tuscan roasted vegetables (v)(gf)(df)

Lightly dressed chefs harvest salad (v)(gf)(df)



## MENU OPTIONS

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### BREAKFAST MENU

#### Continental Breakfast

Filled mini bakes muffins (v)  
Warm French pastries (v)  
Sliced fresh fruits (v)(gf)(df)  
Toasted muesli & yoghurt jars (v)(gf)

#### Buffet Breakfast

Toasted English muffins (v)(df)  
Scrambled free range eggs (v)(gf)  
Rashers of smoked bacon (gf)(df)  
Golden hash brown (v)(df)  
Tuscan roasted tomatoes (v)(gf)(df)  
Chicken & herb breakfast sausages (gf)(df)

#### Shared Breakfast Platters

English muffin filled with free-range egg, smoked bacon, cheese & tomato chutney

#### Individually Plated Breakfast

Eggs benedict, split muffin, poached free-range eggs, shaved champagne ham & sauce hollandaise

#### Pricing

Continental Breakfast	\$18.00 per person
Buffet Breakfast	\$30.00 per person
Shared Breakfast Platters	\$10.00 per person
Individually Plated Breakfast	\$25.00 per person

Continental Breakfast Served With:

Buffet Breakfast	\$45.00 per person
Shared Breakfast Platters	\$25.00 per person
Individually Plated Breakfast	\$40.00 per person

**Vegetarian (v) Gluten Free (gf) Dairy Free (df)**



## TERMS AND CONDITIONS

These terms and conditions are designed to ensure your event at Yarra Yarra Golf Club (YYGC) runs smoothly. If you have any questions regarding any aspect of these terms and conditions please contact our Functions Coordinator.

**BOOKING CONFIRMATION:** Confirmation of a booking is to be made using the attached booking form within fourteen (14) days of making the initial enquiry. A \$1,000 deposit is required to secure all bookings; this is to be paid within seven (7) days of invoice issue date. You will be issued this invoice once the attached booking request form is returned.

**CANCELLATION:** Cancellations with three (3) or more months notice from the event date will receive a 50% refund on deposits paid. Cancellations with less than three (3) months notice will receive no refunds on deposits paid.

**FINAL ATTENDANCE:** The final number of guests attending, food and beverage requirements and all other event requirements are required fourteen (14) days prior to the event. This is the minimum number of guests for which you will be charged. You will be issued with an Event Order with all details of the day which is required to be returned signed by the event organiser nine (9) days prior to the event.

**PAYMENT:** Full payment is required nine (9) days prior to the event date. Accounts created on the day of the event will be charged to the nominated credit card listed on the booking request form post event.

**INSURANCE:** Whilst YYGC will take the utmost care, no responsibility will be accepted for the loss, or damage to, any equipment or merchandise left on the premises prior to, during, or after your event. Organisers are financially responsible for any damage sustained to the YYGC property by their guests during the event.

### REGULATIONS

**DRESS:** All guests are required to comply with the YYGC dress standards. These are available on the YYGC website [www.yarrayarra.com.au/golf/dress standards](http://www.yarrayarra.com.au/golf/dress-standards). YYGC reserves the right to refuse entry or participation of any guest who does not comply with the dress standards.

**SMOKING:** Smoking is not permitted inside the Clubhouse. Smoking must be in designated areas. Please refer to signage and staff assistance.

**MOBILE PHONES:** Mobile phones are not permitted to be used inside the Clubhouse at any time.

**FOOD AND BEVERAGE:** Dietary requirements must be given at the time final attendance numbers are provided fourteen (14) days prior to the event. YYGC reserves the right to charge for additional meals if notice is not given prior. Under no circumstance may food or beverages be provided from a supplier other than YYGC.

**SEASONAL MEAT AND PRODUCE:** Menu items and/or specific seasonal produce may change based on availability.

**IMPORTANT NOTICE REGARDING FOOD ALLERGIES:** While YYGC will endeavor to accommodate requests for special meals for customers who have food allergies or intolerances, we cannot guarantee completely allergy-free meals.

This is due to the potential trace allergens in the working environment and supplied ingredients.

**GUEST LIST:** Guest list required for all events to comply with liquor licensing laws

**RESPONSIBLE SERVICE OF ALCOHOL:** YYGC operates in accordance to the responsible service of alcohol. You will be responsible for ensuring your guest's behaviour is acceptable. YYGC reserves the right to:

- Refuse service of alcohol to minors less than 18 years of age.
- Refuse access or service to people who are suspected of being intoxicated, quarrelsome, disorderly or behaving in a violent manner and will be asked to leave the premises.



# BOOKING REQUEST FORM



**PLEASE PRINT**

Function Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Event Organiser: \_\_\_\_\_ Position Held: \_\_\_\_\_

Telephone (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact On The Day: \_\_\_\_\_ Mobile: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Estimated Number Of Guests: \_\_\_\_\_

Select More Than One If Applicable

Package:  Full Day  Morning  Afternoon

Additional Beverages:  Consumption To Master Account  Guests To Purchase

Audio Visual:  Whiteboard  Flip Chart  Data Projector  60 Inch TV

Seating:  Cabaret  Theatre  Cocktail  Banquet

Comments:

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Events Orders are to be finalised 14 days prior to event, including final guest numbers and dietary requirements.

I acknowledge receiving a copy of the Yarra Yarra Golf Club Terms and Conditions and agree to comply with all respects of such conditions on acceptance of this application.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## METHOD OF PAYMENT

Please select one method of payment



### PAYMENT BY CREDIT CARD / EVENT DAY CHARGES

I have read and understood the terms and conditions. I authorise Yarra Yarra Golf Club Limited to debit my credit card below the amount of \$1,000 to secure my confirmed booking request. This credit card will be used to settle all accounts on the day of the event.

Please note all credit card payments will incur a 1% surcharge

Visa       Mastercard       AMEX

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### PAYMENT BY DIRECT DEBIT

Please ensure you enter your Company/Name or provided reference number in the description (reference).

Account Name:            Yarra Yarra Golf Club

BSB (Branch):            083 337

Account Number:        515 109 419

### PAYMENT BY CHEQUE

Cheques are to be made payable to Yarra Yarra Golf Club.

Due to longer clearance times, payments by cheque will be required fourteen (14) days prior to the event.