

# CORPORATE PACKAGES

WE ARE DELIGHTED TO HAVE THIS OPPORTUNITY TO PRESENT OUR CORPORATE SERVICES TO YOU. OUR CATERING AND STAFF ARE OF THE HIGHEST STANDARD ENSURING THAT YOUR CONFERENCE OR SEMINAR IS AN OUTSTANDING SUCCESS.

WE HAVE CONFERENCE ROOMS AVAILABLE SEVEN DAYS A WEEK WITH SEATING UP TO 600 GUESTS  
A ROOM HIRE FEE IS APPLICABLE DEPENDING ON THE ROOM SELECTED.  
WE ARE ONLY TOO HAPPY TO ORGANIZE A TIME FOR YOU TO VIEW OUR VENUE.

WE CAN ACCOMPANY YOUR CONFERENCE WITH CATERING FROM VARIOUS MENUS.  
PLEASE FIND ATTACHED OUR CONFERENCE PACKAGES FOR 15 PLUS DELEGATES, OR OUR ITEMISED MENU FOR INDIVIDUAL ORDER.  
COCKTAIL, BUFFET AND SET MENUS ARE ALSO AVAILABLE FOR A MINIMUM OF 30 PERSONS.

A SELECTION OF COLD BEVERAGE REFRESHMENTS IS AVAILABLE FOR SERVICE THROUGHOUT THE DAY.

A RANGE OF STANDARD EQUIPMENT IS AVAILABLE FREE OF CHARGE, AND TECHNICAL EQUIPMENT AVAILABLE HOLDING A HIRE CHARGE.

TO CONFIRM YOUR BOOKING, THE COST OF THE ROOM HIRE FEE WILL BE ACCEPTED AS A DEPOSIT. THE DEPOSIT SHOULD BE MADE PAYABLE TO 'SNIVES & FORKS CATERING' THAT ARE THE CATERERS HERE AT SHARKIES AND IS DUE WITHIN SEVEN DAYS OF YOUR BOOKING, OTHERWISE MANAGEMENT RESERVES THE RIGHT TO CANCEL THE BOOKING AND ALLOCATE THE VENUE TO ANOTHER CLIENT.

TO ENSURE MAXIMUM EFFICIENCY, WE REQUIRE FINAL DELEGATE NUMBERS AND FULL PAYMENT SEVEN DAYS PRIOR TO YOUR EVENT. IN THE EVENT OF CANCELLATION WITHIN SEVEN DAYS THE DEPOSIT IS NON-REFUNDABLE. SETTLEMENT OF ANY OUTSTANDING ACCOUNTS MUST BE PAID AT THE CONCLUSION OF THE FUNCTION. CREDIT CARDS, CHEQUES OR CASH ARE ALL ACCEPTABLE.

FOR A CONFERENCE HELD ON A SUNDAY OR PUBLIC HOLIDAYS AN ADDITIONAL 10% SURCHARGE IS APPLICABLE.

PLEASE ADVISE US IF THERE IS ANY PART OF YOUR EVENT THAT HAS NOT BEEN COVERED. WE LOOK FORWARD TO DISCUSSING OUR SERVICES AND PLANNING YOUR EVENT IN MORE DETAIL.

KIND REGARDS

RACHELLE FREEMAN  
FUNCTIONS COORDINATOR



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# CONFERENCE & SEMINARS

## WORKING DAY PACKAGE ONE

FOR 15 DELEGATES OR MORE THE CONFERENCE PACKAGE INCLUDES:

### ON ARRIVAL

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### MORNING TEA

- FRESHLY BREWED COFFEE AND TEA
- HOUSE BAKED ASSORTMENT OF MUFFINS AND DANISH PASTRIES

### WORKING LUNCH

- CHEFS SELECTION OF GOURMET SANDWICHES AND TORTILLA WRAPS
- FRESH SEASONAL FRUIT
- SELECTION OF FARMHOUSE CHEESES
- FRESH ORANGE JUICE
- FRESHLY BREWED COFFEE AND TEA

### AFTERNOON TEA

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### OTHER INCLUSIONS

- FLIP CHART
- WHITE BOARD
- ICED WATER
- MINTS
- PADS AND PENS
- COMPLIMENTARY CAR PARKING

**FULL DAY DELEGATE    \$38.50 PER PERSON    (8 HOURS)**

# CONFERENCE & SEMINARS

## WORKING DAY PACKAGE TWO

FOR 20 DELEGATES OR MORE THE CONFERENCE PACKAGE INCLUDES:

### ON ARRIVAL

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### MORNING TEA

- FRESHLY BREWED COFFEE AND TEA
- HOUSE BAKED ASSORTMENT OF MUFFINS AND DANISH PASTRIES

### WORKING LUNCH

- BUFFET LUNCH WITH SELECTION OF ONE WET DISH (CHEFS SELECTION) SERVED WITH RICE
- SELECTION OF ONE SALAD (CHEFS SELECTION)
- FRESH SEASONAL FRUIT
- FARMHOUSE CHEESES WITH CRACKERS
- FRESH ORANGE JUICE
- FRESHLY BREWED COFFEE AND TEA

### AFTERNOON TEA

- FRESHLY BREWED COFFEE AND TEA
- LUKENMAY GOURMET MEETINGS BISCUITS

### OTHER INCLUSIONS

- FLIP CHART
- WHITE BOARD
- ICED WATER
- MINTS
- PADS AND PENS
- COMPLIMENTARY CAR PARKING

FULL DAY DELEGATE    \$44.00 PER PERSON    (8 HOURS)

# CONFERENCE & SEMINARS

## ALTERNATIVE SELECTIONS

- FRESHLY BREWED COFFEE AND TEA \$ 3.00 PP  
THIS IS BASED ON PER SESSION; ON ARRIVAL, MORNING TEA, LUNCH AND AFTERNOON TEA
- ASSORTMENT OF LUKENMAY GOURMET BISCUITS \$ 2.20 PP
- FRESHLY BAKED MUFFINS \$ 4.95 PP
- GOURMET SANDWICHES AND TORTILLA WRAPS \$ 6.60 PP
- SELECTION OF FARMHOUSE CHEESES AND CRACKERS \$ 7.15 PP
- FRESH SEASONAL FRUIT \$ 5.50 PP
- SELECTION OF INDIVIDUAL CAKES & SLICES \$ 4.95 PP

## EQUIPMENT AVAILABLE

- DATA PROJECTOR AND SCREEN (5 HOURS) \$100.00
- TELEVISION AND VIDEO PLAYER (5 HOURS) \$100.00
- DVD PLAYER \$ 50.00
- FLIP CHART
- SCREEN
- WHITE BOARD
- PAD AND PEN SETS \$ 3.00

# ROOM HIRE FEES

ROOM NAME	SQUARE METRES	CEILING HEIGHT MM	THEATRE STYLE	CLASS ROOM	COCKTAIL	BANQUET	ROOM HIRE
THE SHOWROOM AND MEZZANINE LEVEL	255.2		700	400	700	540	\$1650.00
THE SHOWROOM ONLY	494.3	6400 H 2360 L	500		600	400	\$1650.00
BLUEFIN FUNCTION LOUNGE (NORTH AND SOUTH)					250	185	\$ 660.00
BLUEFIN FUNCTION LOUNGE SOUTH					80	65	\$ 440.00
BLUEFIN FUNCTION LOUNGE NORTH					170	120	\$ 440.00
IMMORTALS BAR	87.3	2800	50	20	50	40	\$ 275.00
SHARKS SPORTS BAR	463.3	4070	80	50			\$ 200.00
SUMMERTIME BAR		2290	200	60	300	140	\$ 440.00

# TERMS AND CONDITIONS

## CONFIRMATION OF BOOKING

A FUNCTION BOOKING FOR ANY OF OUR ROOMS CAN ONLY BE CONFIRMED UPON RECEIPT OF A DEPOSIT. TO CONFIRM A BOOKING THE COST OF THE ROOM HIRE FEE WILL ACT AS A DEPOSIT. A DEPOSIT IS REQUIRED WITHIN 7 DAYS OF RECEIVING A DEPOSIT INVOICE. SHARKIES RESERVES THE RIGHT TO CANCEL A BOOKING AND ALLOCATE THE VENUE TO ANOTHER CLIENT IF THE DEPOSIT HAS NOT BEEN RECEIVED WITHIN SEVEN DAYS OF A BOOKING BEING MADE.

SHOULD YOUR EVENT FALL ON A SUNDAY OR PUBLIC HOLIDAY; A SURCHARGE OF 10% OF THE TOTAL COST OF YOUR FUNCTION WILL APPLY.

## CATERING

IT IS POLICY OF SHARKIES THAT NO OUTSIDE CATERING IS ALLOWED ON THE PREMISES OF THE CLUB, WITH THE EXCEPTION OF BIRTHDAY AND WEDDING CAKES.

WHEN PROVIDING A CAKE OF YOUR OWN THERE ARE 2 OPTIONS:

- i) THE CAKE WILL BE CUT, PLATED INDIVIDUALLY AND SERVED WITH A GARNISH TO YOUR GUESTS AT A FEE OF \$2.50 PER PERSON.
- ii) THE CAKE WILL BE CUT AND SERVED TO YOUR GUESTS ON PLATTERS WITHOUT GARNISH AT NO CHARGE.

A SELECTION OF COCKTAIL, BUFFET AND SET MENUS ARE AVAILABLE WITH A MINIMUM OF 30 GUESTS, IF NUMBERS ARE TO FALL BELOW THE MINIMUM, A CHARGE WILL BE INCURRED.

WE ARE ABLE TO PROVIDE MEALS FOR ANY GUESTS WITH DIETARY REQUIREMENTS.

## BLUEFIN FUNCTION ROOMS

FOR A FUNCTION TO BE HELD IN BLUEFIN SOUTH OR BLUEFIN NORTH A MINIMUM SPEND OF \$30.00 PER PERSON IS REQUIRED.

## BAR FACILITIES

FOR A BAR TO BE OPENED FOR A FUNCTION A MINIMUM PAYMENT OF \$300.00 IS REQUIRED.

## FINAL NUMBERS

FOR ORGANIZATION PURPOSES, WHEN BOOKING YOUR FUNCTION THE APPROXIMATE NUMBER OF GUESTS ARE REQUIRED.

THE FINAL NUMBER OF GUESTS IS REQUIRED 7 DAYS PRIOR TO THE FUNCTION.

THE FINAL NUMBER WILL THEN BE TAKEN AS MINIMUM AND ANY ADDITIONAL GUESTS WILL BE CHARGED FOR ACCORDINGLY.

## FINAL PAYMENT

UPON CONFIRMATION OF FINAL NUMBERS A FINAL INVOICE WILL BE ISSUED.

THE FINAL INVOICE IS PAYABLE WITHIN 7 DAYS OF RECEIPT, BUT MUST BE PAID PRIOR TO THE FUNCTION DATE.

ALL INVOICES ARE PAYABLE BY CASH, CREDIT CARD OR CHEQUE TO 'SNIVES & FORKS CATERING'.

## CANCELLATIONS

BOOKINGS THAT ARE CANCELLED AFTER A DEPOSIT HAS BEEN RECEIVED ARE SUBJECT TO THE FOLLOWING TERMS:

IF CANCELLATION OCCURS MORE THAN 30 DAYS PRIOR TO THE FUNCTION DATE, THE DEPOSIT AMOUNT WILL BE REFUNDED IN FULL.

IF CANCELLATION OCCURS BETWEEN 14 AND 30 DAYS PRIOR TO THE FUNCTION DATE, THE DEPOSIT WILL BE REIMBURSED SUBJECT TO THE FUNCTION ALLOCATION BEING FILLED.

IF CANCELLATION OCCURS WITHIN 14 DAYS PRIOR TO THE FUNCTION DATE, THE CLIENT WILL FORFEIT THE FULL DEPOSIT AND ANY CANCELLATION FEES THAT SHARKIES INCUR WILL BE DIRECTED TO THE CLIENT.

IF CANCELLATION OCCURS WITHIN 7 DAYS PRIOR TO THE FUNCTION DATE, 50% OF THE CATERING COSTS WILL BE CHARGED.

## MUSIC AND ENTERTAINMENT

ALL TYPES OF MUSIC AND ENTERTAINMENT SUCH AS DJ'S, JUKEBOXES, DUOS, BANDS AND MC'S CAN BE ARRANGED FOR YOUR FUNCTION AT AN EXTRA COST.

GUESTS ARE WELCOME TO PROVIDE THEIR OWN DJ OR ENTERTAINMENT, IF SO; THE DJ OR ENTERTAINER MUST PROVIDE ALL OF THEIR OWN EQUIPMENT OF WHICH SHARKIES HAVE NO RESPONSIBILITY.

## SMOKING

SMOKING IS PROHIBITED IN ALL AREAS OF THE CLUB EXCEPT FOR THE DECK 3 AREA AND NORTH DECK AREA.

## SECURITY

ALL 21<sup>ST</sup> BIRTHDAY PARTIES OR ANY FUNCTION AT THE CLUBS DISCRETION, ARE REQUIRED TO HAVE SECURITY.

SECURITY IS BOOKED THROUGH SHARKIES WITH THE CHARGE BE INCURRED TO THE CLIENT.

## PRICING

ALL PRICES ARE CURRENT AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.

# TERMS AND CONDITIONS

## LOSS, DAMAGE AND INSURANCE

THE HIRER IS LIABLE FOR ANY LOSS OR DAMAGE TO SHARKIES BUILDING, FURNITURE, FIXTURES AND FITTINGS SUSTAINED AS A RESULT OF A FUNCTION.

SHARKIES WILL NOT TAKE ANY RESPONSIBILITY FOR ANY LOSS OR DAMAGE OF PERSONAL ITEMS PRIOR TO, DURING OR AFTER AN EVENT.

## PARKING

AMPLE FREE PARKING IS AVAILABLE AT SHARKIES FOR YOU AND YOUR GUESTS.

DISABILITY SPACES ARE ALSO ALLOCATED CLOSE TO THE MAIN ENTRANCE OF THE CLUB.

## SPECIAL REQUIREMENTS

SHARKIES ARE PLEASED TO ASSIST WITH ANY SPECIAL REQUIREMENTS.

LIFT AND WHEELCHAIR ACCESS IS AVAILABLE TO ALL LEVELS OF THE CLUB.

## SHOWROOM

OUR SOUND AND LIGHT SYSTEM AVAILABLE IN THE SHOWROOM IS LIMITED TO THE OPERATION OF OUR IN HOUSE TECHNICIAN. THE TECHNICIAN IS AVAILABLE UPON REQUEST AND WILL INCUR AN EXTRA FEE.

## DRESS CODE

THE APPEARANCE OF ALL GUESTS AND MEMBERS MUST BE NEAT AND TIDY AT ALL TIMES.

THE FOLLOWING DRESS IS NOT PERMITTED AT ANY TIME;

THONGS, BARE FEET, SINGLETS, SWIMWEAR, OFFENSIVE T-SHIRTS AND CAPS

THE MANAGEMENT'S DECISION WILL BE FINAL.

## RESPONSIBLE SERVICE OF ALCOHOL

THE SHARKIES MAINTAINS STRICT GUIDELINES FOR RESPONSIBLE SERVICE OF ALCOHOL.

PLEASE BE AWARE THAT WE HAVE A RESPONSIBILITY TO ALL OUR PATRONS, GUESTS AND STAFF.

UNDER THESE GUIDELINES WE ARE NOT AT LIBERTY TO:

- SELL OR SERVE LIQUOR TO MINORS
- HOLD LIQUOR PROMOTIONS THAT ENCOURAGE BINGE DRINKING, DRUNKENNESS OR ARE DISCRIMINATORY
- ALLOW THE ADMISSION OF INTOXICATED PERSONS
- SERVE ALCOHOL TO ANY PERSONS WHO WE BELIEVE TO BE INTOXICATED, OR ACTING IN A DRUNK AND DISORDERLY MANOR.
- ALLOW PATRON BEHAVIOR TO HAVE AN ADVERSE IMPACT ON THE NEIGHBORHOOD.

IT IS A REQUIREMENT OF SHARKIES THAT ALL FUNCTIONS HAVING THE SERVICE OF ALCOHOL MUST ALSO HAVE CATERING PROVIDED.

## RULES AND REGULATIONS

ALL PATRONS, UNLESS A MEMBER, MUST SIGN INTO THE CLUB ON ARRIVAL AT THE RECEPTION DESK.

EXISTING MEMBERS MUST SHOW THEIR MEMBERSHIP CARD ON ARRIVAL.

ALL OTHER PATRONS MUST COMPLY WITH THE REGISTERED CLUBS ACT GOVERNING THE CLUBS LICENSE CONDITIONS.

ANY PATRON OF THE CLUB THAT LIVES WITHIN A 5KM RADIUS MUST BE A MEMBER OR BE SIGNED IN BY A MEMBER OF THE CLUB.

ANY PATRON THAT LIVES OUTSIDE THE 5KM RADIUS AND IS NOT A MEMBER CAN SIGN IN AS A TEMPORARY MEMBER UPON SHOWING PROOF OF RESIDENCY.

ANY PATRON THAT IS A MEMBER OF ANOTHER LEAGUES CLUB IS ENTITLED TO SIGN IN AS A TEMPORARY MEMBER.

WHEN BOOKING A FUNCTION AT THE CLUB THERE MUST BE AT LEAST ONE OF YOUR GUESTS THAT ARE A MEMBER OF THE CLUB. THIS MEMBER IS THEN RESPONSIBLE FOR ALL GUESTS ATTENDING THE FUNCTION.

## MEMBERSHIP

AT LEAST ONE MEMBER OF YOUR PARTY MUST HAVE A MEMBERSHIP WITH THE SHARKIES.

THEIR NAME, MEMBERSHIP NUMBER AND SIGNATURE ARE REQUIRED TO BE FILLED OUT BELOW.

# TERMS AND CONDITIONS

I ACKNOWLEDGE AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS SET BY SHARKIES  
AND SNIVES AND FORKS CATERING.

NAME OF FUNCTION HOLDER

ADDRESS

CONTACT NUMBER

TYPE OF FUNCTION

DATE OF FUNCTION

SIGNATURE

NAME OF MEMBERSHIP HOLDER

MEMBERSHIP NUMBER

SIGNATURE



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