



# PREMIER CONFERENCE VENUE

CORPORATE FUNCTIONS & CONFERENCES



PORT MACQUARIE PANTHERS is the perfect venue for your next Conference. Overlooking the beautiful Hastings River, Panthers offers flexible and versatile spaces. Our well equipped Auditorium hosts up to 950 people and is the largest Conference venue in Port Macquarie.

Whether you want a scrumptious breakfast, a working lunch or the delicious options available in our Cocktail or Buffet Menu, you will be pleasantly surprised with the range of tantalising fresh food options on offer. Teamed with the professional and friendly service of our staff, you can be ensured the success of your Conference.

For more information or to book your next Conference at Port Macquarie Panthers, contact our Meetings and Events Specialists now to discuss your requirements.

PANTHERS  
Event *S*pecialists

PANTHERS PORT MACQUARIE

1 Bay Street, Port Macquarie NSW 2444

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[PORTMACQUARIE.PANTHERS.COM.AU](http://PORTMACQUARIE.PANTHERS.COM.AU)

# FACILITIES & INCLUSIONS

PANTHERS  
Event Specialists

## CONFERENCE INCLUSIONS

- Wireless Internet
- Projector Screen
- Lectern & Microphone
  - Whiteboard
  - Flipchart

ADDITIONAL SERVICES  
Lapel Microphone **\$120.00 per day**  
Data Projector **\$110.00 per day**  
Photocopying **20 cents per copy**



FACILITIES

FUNCTION ROOM	AREA M2	THEATRE	CLASSROOM	BANQUET Seated	COCKTAILS Standing	FEE
Auditorium	1000	1000	350	700	850	\$1,000
Pier One	300	140	65	130	200	\$300
Renaissance Room	160	120	40	90	120	\$250
Rushcutter Room (Full)	260	250	150	180	200	\$250
Rushcutter Room (1)	200	100	70	130	150	\$160
Rushcutter Room (2)	60	30	25	30	N/A	\$110
Executive Training Room	20	40	20 Boardroom	20 U-Shape	N/A	\$110

# MORNING & AFTERNOON TEA

PANTHERS  
Event Specialists

## INDIVIDUAL CATERING OPTIONS

Freshly brewed coffee & tea

**\$3.00 per person**

Continuous coffee & tea

**\$8.00 per person**

Home baked cookies

(chocolate chip, Anzac, macadamia nut)  
served with freshly brewed tea & coffee

**\$4.50per person**

Selection of cakes and slices

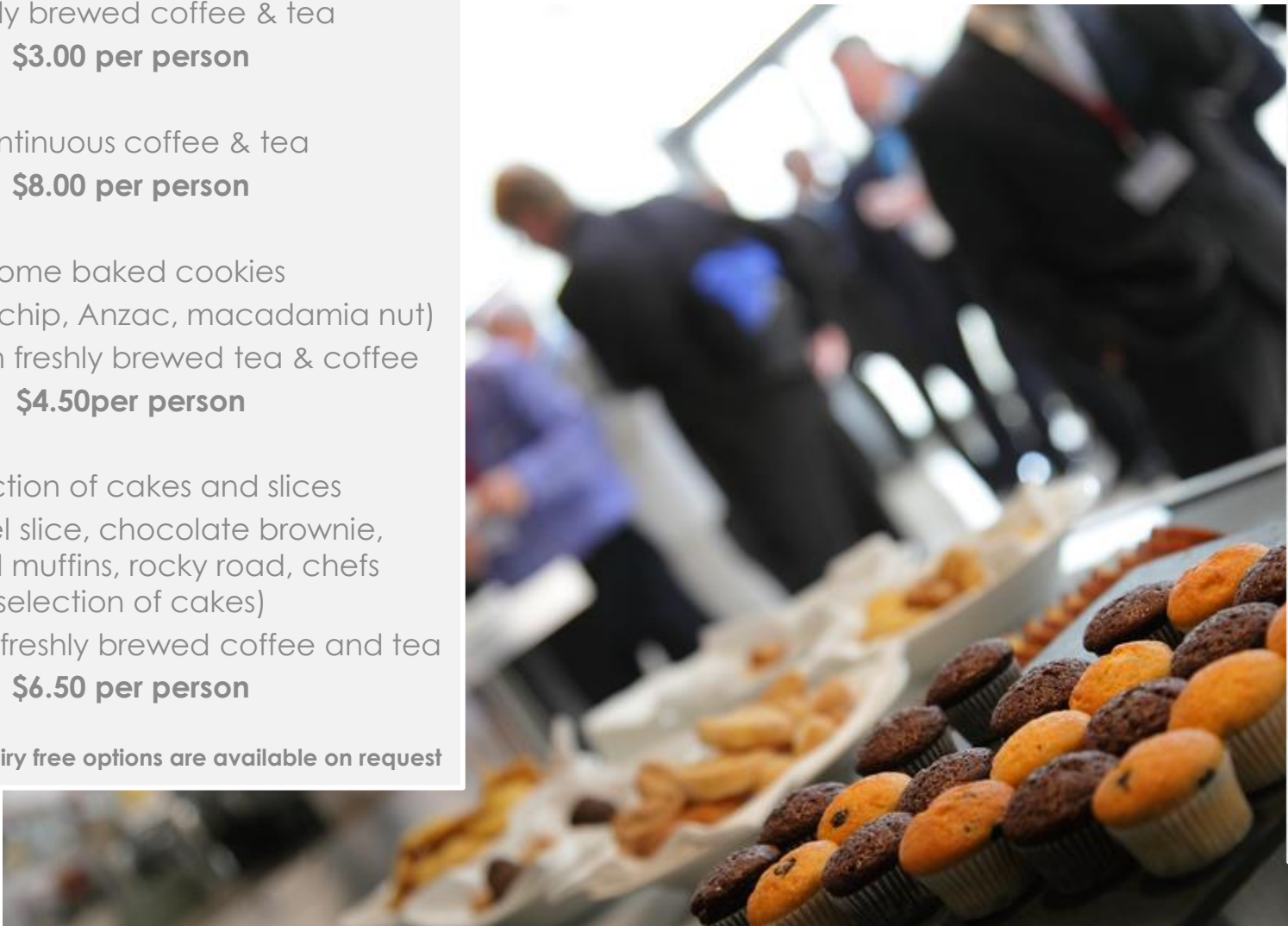
(caramel slice, chocolate brownie,  
assorted muffins, rocky road, chefs  
selection of cakes)

served with freshly brewed coffee and tea

**\$6.50 per person**

**\*\*Gluten and dairy free options are available on request**

MORNING & AFTERNOON TEA  
**BREAKS**







# LUNCH MENU

PANTHERS  
Event Specialists

Assorted sandwiches  
Fresh cut seasonal fruit platter  
Chilled orange juice  
Freshly brewed coffee and tea

WORKING LUNCH 1  
\$15.50 per person

Assorted sandwiches  
Fresh cut seasonal fruit platter  
Selection of hot finger food  
Chilled orange juice  
Freshly brewed coffee and tea

WORKING LUNCH 2  
\$18.50 per person

Selection of gourmet rolls & wraps including  
Smoked Salmon | Honey & Mustard Chicken |  
Thai beef | Vegetarian  
Fresh cut seasonal fruit platter  
Chilled orange juice  
Freshly brewed coffee and tea

GOURMET WORKING LUNCH  
\$22.00 per person

LUNCH MENU

# DAY PACKAGE

\$39 PER PERSON  
MINIMUM OF 20 PERSONS

PANTHERS  
Event Specialists

## PACKAGE INCLUSIVE SERVICES

Room Hire Fee (with exception of the Auditorium)

Wireless Internet Access (upon request)

Data Projector & Screen

White board

Microphone & lectern

Room Set to your Requirements

Registration Table

## PACKAGE INCLUSIVE CATERING

Iced Water with glasses

All Day Tea & Coffee

Morning Tea

Chef's selection of cakes/pastries

Conference Luncheon

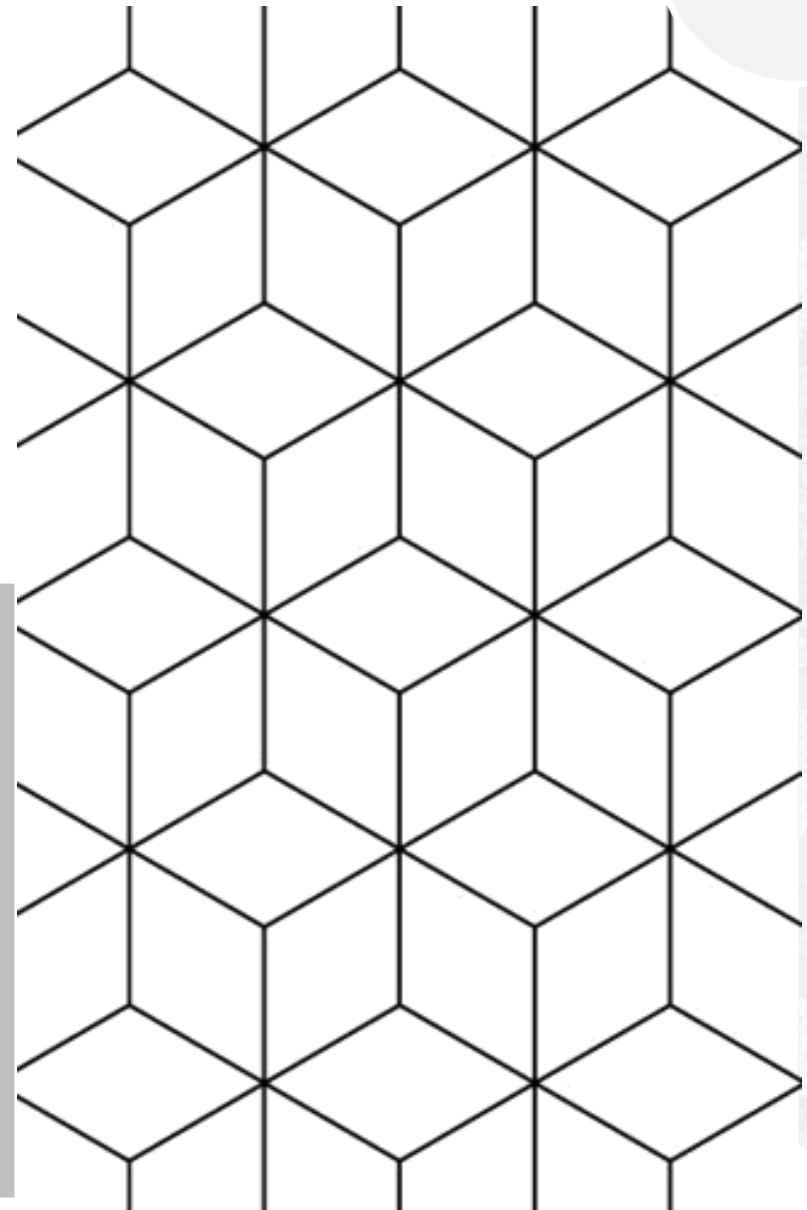
Working lunch 2

With optional upgrade to Gourmet extra \$2.50 per person

Afternoon Tea

Chef's selection of home baked cookies

DAY PACKAGE



## PANTHERS PORT MACQUARIE MEMBERSHIP

Under the Club Licensing Act it is required that our facilities are booked by a member of Panthers Port Macquarie or on behalf of a member attending the function. If there is not a member of the Club in your organisation please speak with your Panthers Port Macquarie Functions Co-ordinator.

## EVENTS WITH MINORS AS GUESTS

Guests under the age of 18 must be accompanied by an adult or guardian at all times while on club premises.

It is against the law to supply minors with alcohol.

Under the Registered Club Act 1976 and Gaming Act 2001 any person under the age of 18 is prohibited to be in a part of the club defined in the Act as a Bar or Gaming Machine Area.

## EVENT CONFIRMATION

Your booking will be confirmed on receipt of the deposit which is required 10 full working days after making a tentative booking.

If your deposit is not received within 10 full working days your booking will be released for resale.

By payment of your deposit you have agreed to these terms and conditions.

All prices are inclusive of GST.

## CANCELLATION

If written notice of 30 days or more is received, part or all of the booking requirements may be cancelled and deposit refunded.

If less than 30 days written notice is given the deposit will be forfeited.

For bookings between 5pm and 12 midnight Friday to Saturday, 2 months written notice must be given of cancellation for deposit to be refunded.

## VENUE ALLOCATION

Banquet venues are allocated for a 5 hour period Monday to Saturday, and a 4 hour period Sundays and public holidays. Clients must vacate the venue within 15 minutes of the allocated finishing time.

Meeting venues are allocated as follows: Day use – 8.30am to 5.00pm. Evening use – 6.00pm to 12 midnight.

We reserve the right to re-allocate function rooms and spaces due to circumstances beyond our control. If final numbers change significantly from those advised we may substitute a more appropriate room of our choice.

If an event continues after the designated finishing time labour charges will apply. The charge is \$75.00 per hour or part thereof.

Panthers Port Macquarie is a non-smoking venue, and function rooms are no exception to the rule. There are balconies and terraces outside the Club where smoking is permitted.

## GUARANTEED MINIMUM CATERING NUMBERS

Guaranteed minimum numbers for catering are required three full working days prior to the first day of the event. Minimum charges will be based on these numbers. Additional labour fees may be charged for smaller functions.

## MENU SELECTION

Written confirmation of menu and wine selection is required 20 full working days prior to the first day of your event. Changes to menu and wine selection will only be accepted 10 full working days in advance.

For changes outside these guidelines the client will be required to pay for any costs that Panthers Port Macquarie have incurred in pre-ordering food.

If the numbers increase within 3 full working days of the event, Panthers Port Macquarie cannot guarantee the same menu and wine selection will be served to additional attendees.

No food or beverage may be brought onto the premises of Panthers Port Macquarie;

This excludes celebration cakes.

# TERMS & CONDITIONS

PANTHERS  
Event Specialists

## BANQUET FUNCTIONS

A minimum of 35 adult guests is required to book a private function.

Food payment - full payment of the functions catering costs is required within three full working days of the function; however the account may be paid in advance by instalments.

Beverage payment – full payment for beverages is required at the conclusion of the event.

Entertainment booked by the client – full descriptions of all entertainment must be made available to Panthers prior to that entertainment commencing. Panthers reserve the right to cancel or amend any entertainment it deems to be dangerous or offensive to members, guests, staff or neighbours. Set-up is required to be completed one hour prior to the commencement of the function. Decibel levels must not exceed 95dB inside the room.

## VARIATION

Panthers Port Macquarie reserves the right to charge an additional 15% loading on all catered functions booked on Sundays and 35% loading to all catered functions booked on public holidays.

Prices are subject to change based on prevailing market conditions.

To avoid price increases, Panthers Port Macquarie reserves the right to substitute a suitable alternate food item.

While every effort is made to accurately describe facilities and offerings at Panthers, some variation may occur.

## INSURANCE

Panthers Port Macquarie accepts no responsibility for damages or loss of merchandise or any property left on the premises.

The responsibility of arranging insurance lies with the function organiser.

## THIRD PARTY PROVIDERS

Clients must provide certificates of currency for public liability insurance for any third party provider attending the event on the clients' behalf. A third party provider is considered to be any other business entity contracted directly by the client to provide goods and services at the event. This includes, but is not limited to, Entertainment providers such as soloists, duo's, trio's, bands or any other live entertainment.

## DAMAGE

Clients are financially responsible for any damage sustained to Panthers Port Macquarie property, or equipment hired on behalf of the client during the event.

Display material must not be nailed, stapled or glued to any part of the building or venues.

Please consult the Functions Co-ordinator regarding any display requirements.

## SECURITY

Any events where security is required will be contracted by Port Macquarie Panthers, the costs of which will be borne by the client.

If Panthers Port Macquarie believes that a function will adversely affect the operations, security or reputation of our establishment, we reserve the right to cancel the function without liability.