

CONFERENCE CENTRE PORT PANTHERS

Port Panthers is the ideal venue for your next event. Overlooking the beautiful Hastings River, we offer your complete conference solution, accommodating large or small meetings, workshops, training sessions and conferences with ample exhibition space. Our well equipped Auditorium hosts up to 1000 people and is the largest conference venue in Port Macquarie.

We cater for any style of corporate event delivering a unique & professional experience - whether your catering for an early morning breakfast, a working lunch or simply light refreshments, our team are here for you to ensure the success of your next event.

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



PORT MEETINGS & EVENTS
02 6580 2300
port.meteam@panthers.com.au

CONFERENCE

2017 PACKAGE

VENUE OPTIONS

ROOM	AREA M2	BANQUET	COCKTAIL	THEATRE	CLASSROOM	FEE
AUDITORIUM	1000	600	850	900	350	\$1,300
THE BASEMENT	340	100	200	200	90	\$250
RENAISSANCE	160	60	120	120	40	\$250
RUSHCUTTER FULL	260	140	200	200	100	\$250
RUSHCUTTER 1	200	80	150	120	60	\$180
RUSHCUTTER 2	60	N/A	N/A	30	20	\$120
EXECUTIVE TRAINING ROOM	20	N/A	N/A	30	20	\$120

INCLUSIONS

Wireless Internet
Data Projector & Screen
Lectern & Microphone
Whiteboard
Flipchart

ADDITIONAL SERVICES

Lape I Microphone - \$120 per day
Photocopying - \$0.20 per page

BREAKFAST

All served with freshly brewed coffee, tea & juice

\$20

PER PERSON
MINIMUM 25 PERSONS

CHOOSE TWO OPTIONS
FOR ALTERNATIVE SERVE

BUFFET OPTION AVAILABLE ON REQUEST



1 - Warm Pancakes (x2) served with maple syrup, mascarpone cream & fresh berries

2 - Fresh herbed tomato soup with poached eggs & crostini

3 - Natural yogurt with raspberry puree topped with an apple, almond, date & coconut crumble & served with fresh seasonal fruit

4 - Ham, spinach & poached eggs on an English muffin with hollandaise sauce

5 - Classic Breakfast
Bacon, scrambled eggs, roasted tomatoes & mushrooms, grilled sausages & toast

6 - Baked basil and ricotta scramble with grilled bacon, field mushroom & lemon seared asparagus topped with sabayon & served with toasted focaccia

MORNING & AFTERNOON TEA

Freshly brewed coffee & tea | orange juice
\$3.50 per person

Home baked cookies
served with freshly brewed tea &
coffee | orange juice
\$5.50 per person

Chefs selection of cakes and slices
served with freshly brewed tea &
coffee | orange juice
\$7.50 per person

Gourmet selection of cakes,
slices & fresh seasonal fruit
served with freshly brewed coffee,
tea & orange juice
\$10 per person

**Gluten and dairy free options are
available on request

All served with freshly
brewed coffee, tea
& juice

WORKING LUNCH 1
\$16.50 PER PERSON

WORKING LUNCH 2
\$19.50 PER PERSON

GOURMET WORKING LUNCH
\$22.00 PER PERSON

LUNCH

Assorted sandwiches
Fresh cut seasonal fruit platter

Assorted sandwiches
Fresh cut seasonal fruit platter
Selection of hot finger food

Selection of gourmet rolls & wraps:
- Smoked Salmon
- Honey & Mustard Chicken
- Thai beef
- Vegetarian
Fresh cut seasonal fruit platter
Hot finger food



INCLUSIVE SERVICES

Room Hire Fee
(with exception of the Auditorium)
Wireless Internet Access
Data Projector & Screen
White board
Flipchart
Microphone & lectern
Room Set to your Requirements

INCLUSIVE CATERING

Iced water with glasses
All Day Tea & Coffee
Morning Tea
Afternoon Tea
Working Lunch 2

DAY PACKAGE

\$40

PER PERSON

MINIMUM OF 20 PERSONS





COLD PLATTERS

SUITABLE FOR 8-10 PEOPLE

COLD PLATTER 1 \$65

CHEESE PLATTER

Gourmet Australian cheese assortment with dried fruits and nuts

COLD PLATTER 2 \$85

SUSHI PLATTER

Chef's selection of Nori rolls with tamari & soy

COLD PLATTER 3 \$80

ANTIPASTO PLATTER

Marinated vegetables, stuffed olives & fried chorizo with sourdough

COLD PLATTER 4 \$50

PARTY PLATTER

Tasty cheeses, vegetable crudité's, cabanossi, house made dip & water crackers



HOT PLATTERS

SUITABLE FOR 8-10 PEOPLE

HOT PLATTER 1 \$65 - 60 *pieces*

Mini vegetarian spring rolls, mini cocktail samosa, chilli meat balls & steamed mini dim sims

- with soy & sweet chilli dipping sauce

HOT PLATTER 2 \$65 - 40 *pieces*

Sausage rolls & party pies

HOT PLATTER 3 \$70 - 80 *pieces*

Crumbed calamari, tempura battered prawns & fish pieces

- with house made tartare & lemon wedges

HOT PLATTER 4 \$70 - 20 *pieces*

Tandoori chicken bites (x10) & minted lamb bites (x10)

- with minted yoghurt

HOT PLATTER 5 \$65 - 40 *pieces*

Italian meatballs & fried kabana

HOT PLATTER 6 \$65 - 40 *pieces*

Buffalo chicken wings

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 Coordinator.

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.
This excludes celebration cakes.

TERMS
& CONDITIONS

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.