



# Corporate Package 2018

**Pelicans Landing Restaurant,  
Bar & Function Centre**  
1 Syme Street, Williamstown, 3016  
Ph: 9397 0155 Fax: 9397 0166  
[functions@pelicanslanding.com.au](mailto:functions@pelicanslanding.com.au)  
[www.pelicanslanding.com.au](http://www.pelicanslanding.com.au)



## Room Hire

Full Room Hire – Whole Floor	\$650 per day
Half Floor Hire – Bay or Pier Room	\$350 per day
Ante Room (additional small break-out room)	\$150 per day

Please Note: Ante Room is subject to availability.  
Room Hire is based on 9am – 5pm (or part thereof), any additional time required will incur a charge of \$40 per hour overtime.



## Corporate Catering Package \$50 per person – Full Catering

### Includes:

Morning Tea  
Lunch  
Afternoon Tea  
Freshly brewed coffee and tea  
Chilled Water  
Mints  
Pens

### Extras:

Orange Juice           \$12.00 per jug  
Soft Drink               \$9.00 per jug

**Dietary Requirements available on request: Notice Required**

Vegetarian  
Vegan  
Gluten Free  
Allergies

The prices listed above are GST inclusive and are subject to change without notification



## Corporate Catering Menu

### Morning Tea (Select one)

**Homemade Warm Scones**

Served with fresh cream and jam

**Indulgent Muffins**

**Mini Chocolate Croissants**

**Mini Almond Croissants**

**A Selection of Cakes and Slices**

**Banana Bread served warm with butter**

**Fresh Fruit Platter**

A variety of fresh seasonal fruit

**What time would you like your morning tea served:\_\_\_\_\_**

**Would you like jugs of juice served with morning tea:\_\_\_\_\_**

For groups of 15 or more guests we can arrange a selection of the above and or include additional items.

For groups of 25 or more we can arrange a continental breakfast to be served "buffet style" in the function room, this will consist of cereals with milk, yoghurt and fruit, toast with butter and spreads and warm pastries.



## Lunch (Select one option)

### Light Luncheon –Option 1

- Roasted Vegetable Frittata
- Dips & Turkish Bread
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### Light Luncheon –Option 2

- Antipasto Platter
- Dips & Turkish Bread
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### Light Luncheon –Option 3

- Cocktail Pies & Sausage Rolls
- Mini Quiches
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### Light Luncheon –Option 4

- Homemade Pizza Slices – Meat or Vegetarian
- Dips & Turkish Bread
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad



### **HOT Luncheon –Option 1**

- Satay Chicken Skewers
- Steamed Rice
- Stir Fried Vegetables
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### **HOT Luncheon –Option 2**

- Warm Focccacias – Chef’s Selection
- Stir Fried Rice or noodles
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### **HOT Luncheon –Option 3**

- Mongolian Beef
- Steamed Rice
- Warm Bread Rolls
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

### **HOT Luncheon –Option 4**

- Stir Fried Chicken & Vegetables
- Egg Fried Rice
- Warm Bread Rolls
- Fruit Platter/ Cheese Platter
- Caesar Salad
- Garden Salad

**What time would you like your lunch served:\_\_\_\_\_**

**Would you like jugs of juice or soft drink served with lunch:\_\_\_\_\_**



## **Afternoon Tea (Select one)**

### **Homemade Warm Scones**

Served with fresh cream and jam

### **Indulgent Muffins**

### **A Selection of biscuits/ slices**

### **A Selection of Cakes and Slices**

### **Fresh Fruit Platter**

A variety of fresh seasonal fruit

**\*Paleo/protein options can be ordered in upon request**

**What time would you like your Afternoon Tea served:\_\_\_\_\_**

**Would you like jugs of juice or soft drink served with Afternoon Tea:\_\_\_\_\_**



## Equipment Hire Price List

### Please Select Items Required:

- Screen 6' x 6' \$70.00
- Data Projector \$220.00
- Electronic Whiteboard \$195.00
- Whiteboard (Standard) 5' x 4' \$60.00
- Flipchart \$40.00
- Butchers Paper- 50 Sheets \$25.00
- TV LCD on Stand 50" \*Weddings \$330.00
- Handheld Microphone \$100.00
- Lectern with Light \$130.00

**Please Note:** You are welcome to bring in your own AV equipment as we outsource the hire equipment through a private company, prices may change at any time.

# Other Equipment available on request

## For Private Corporate Dinners Available on request





## Terms and Conditions

### CONFIRMATION

Pelicans Landing must receive a minimum deposit and a signed copy of the booking agreement within 10 days of the tentative reservation to confirm.

### CANCELLATIONS

All cancellations must be made in writing. In the event of a function being cancelled, the following conditions will apply:

90 days prior to the event – the deposit is forfeited to Pelicans Landing

60-90 days prior to the event - the cancellation fee will be 35% of the **estimated value** of the function.

30-60 days prior to the event – the cancellation fee will be 50% of the **estimated value** of the function.

7-30 days prior to the event – the cancellation fee will be 100% of the **estimated value** of the function.

### PAYMENTS

**Deposit is required to secure your reservation.**

All Card/Eftpos payments made over the phone or onsite will attract a 1.79% service fee, the service is provided by First Data and is a 3<sup>rd</sup> party charge. First Data can be contacted on 1300364164

**Final payment will be invoiced to the client and needs to be paid in full 14 days after the event concludes.**

Methods of payment include, cash, company cheque, credit card or eftpos.

### FINAL ATTENDANCE

A guaranteed minimum number of guests attending the function is required 7 days prior to the event for catering and billing purposes. This will be the minimum number charged for.

### PRICES

All prices are current at the time of quotation but may be subject to change. All prices are G.S.T. inclusive.

### ROOM ALLOCATION

Pelicans Landing reserves the right to assign another room for the organized function if necessary.

### ROOM HIRE

Corporate functions – Full Day room hire is based on 9.00am to 5.00pm (or part thereof). Any extra time will incur a charge of \$40.00 per hour overtime.



## Terms and Conditions (cont.)

### **MENUS**

Catering selections are to be finalized 7 days prior to your conference date.

### **SMOKING**

Smoking is not permitted in the function rooms or balconies. There is a designated smoking area located in our Level One Restaurant.

### **RESPONSIBILITY**

Pelicans Landing does not accept responsibility for damage or loss of any client's property left in the function room prior to, during or after a function.

### **DAMAGES**

Clients are financially responsible for any damage sustained to the function room fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

### **CLIENT RESPONSIBILITY**

The client is required to inform all relevant persons involved in the organizing of the function, whether colleagues or contractors, of Pelicans Landing's Terms and Conditions.

### **DISPLAYS AND SIGNAGE**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building without permission from the Function Manager.

### **SECURITY**

**Pelicans Landing reserves the right without liability to exclude or eject any or all objectionable persons from the premises. Pelicans Landing reserves the right to request the client to have mandatory security for functions if it deems necessary.**

*PLEASE NOTE: Prices listed above are current at the time of printing and are subject to change without notification. Prices are inclusive of GST.*



## Booking Agreement

This form is required to be lodged at the time of booking

**Day & Date of Event:**

<b>Room:</b>	<b>Whole Floor Bay Room</b>	<b>Pier Room</b>
<b>Configuration:</b>	<b>U-Shape* Classroom</b>	<b>Cabaret Theatre style</b>

**Type of Function/Corporate:**

**Approx. No. of Guests:**

**Times required: from:** ..... **until:** .....

**Company Name:** .....

**Contact Person:** .....

**Postal Address:** ..... **Phone:** .....

**Postcode:** ..... **Fax:** .....

**E-mail:** ..... **Mobile:** .....

**Morning Tea: Time**.....  
**Menu Choice**.....  
**Drinks**.....

**Lunch: Time**.....  
**Menu Choice**.....**Hot/Cold**  
**Option:**.....

**Drinks**.....

**Afternoon Tea: Time**.....  
**Menu Choice**.....  
**Drinks**.....

**Private Dinner: Time**.....  
**Set Menu Choice**..... **Drinks**.....



**Welcome Sign to State:**  
Pelicans Landing *Welcomes you to*.....

**Equipment Hire:**  
Requirements:.....

.....  
.....

**Deposit requested: \$250.00 accompanying this form.**

**Method of Deposit Payment:**    **Company Cheque**        **Credit Card**        **Cash**        **EFT**

Credit Card No: .....

Expiry Date: .....

CCV:.....

Name on Card: .....

Type of Card: .....

Amount to be processed: \$.....

Authorization signature: .....

**I have read and understand the Pelicans Landing Bookings Terms and Conditions.**

Signed: .....

Date: .....

**Where did you hear about Pelicans Landing?**

- Internet
- Through a friend
- An advertisement in a magazine
- Have visited previously
- Other (please specify) .....

\*U-Shape configuration subject to number of guests