





## CORPORATE EVENTS

The Pier Room & Bay Room are our two main function rooms, located within the Level One Function Centre at Pelicans Landing, Williamstown.

Both function rooms are ideally suited for small to large scale corporate meetings, trainings and / or conferences, offering stunning waterfront views across the Commonwealth Reserve Gardens, Gem Pier, Melbourne City and Port Phillip Bay.

Our corporate events packages offer you contemporary spaces with natural light, versatile seating arrangements exceptional catering selections and a range of state of the art audio-visual equipment to hire.

By sending through your corporate enquiry, our Functions Manager will be in touch to assist with planning and providing a tailored package to suit your requirements.

Corporate Function Rooms are available Monday - Friday throughout all months of the year.

## ROOM HIRE

♥ **Pier Room Hire \$350.00 per day** (up to 50 guests seated)

♥ **Bay Room Hire \$350.00 per day** (up to 80 guests seated)

Our Room Hire Fee is based upon a corporate function booking from 9:00am - 5:00pm, Monday to Friday.

If you have 80 or more delegates attending your corporate event, we will suggest a whole floor function.

We offer a variety of room set up configurations, tailored to suit your event. including:

U shape, theatre, classroom, herringbone, boardroom, or hollow square.

## CATERING PACKAGE

(All attendees must be booked with a Catering Package) Catering Package includes the following:

- ♥ Morning Tea
- ♥ Lunch
- ♥ Afternoon Tea
- ♥ Tea & Coffee Station
- ♥ Mints
- ♥ Chilled Water

### Optional extras

- |                         |  |
|-------------------------|--|
| ♥ Bottled Still Water   | \$5.50 per 600ml bottle                        |
| ♥ Bottled Mineral Water | \$5.50 per 330ml bottle or \$9.00 750ml bottle |
| ♥ Juice                 | \$24.00 per jug                                |
| ♥ Soft Drink            | \$16.00 per jug or \$5.50 per 385ml bottle     |
| ♥ Nuts                  | \$3.50 - \$5.50                                |
| ♥ Potato Chips          | \$5.00   |

# CORPORATE CATERING MENU



A coffee and tea station will be set up and available for your morning tea and throughout your corporate event. If you have any special requests for beverages, we kindly ask you to advise our Pelicans Landing Function Manager.

## MORNING TEA

**You will select one of the following menu items for your Corporate Morning Tea**

- ♥ Assorted Muffins
- ♥ House made Jam Doughnuts
- ♥ Fruit Salad Served with Yogurt
- ♥ Banana Bread Served with Butter
- ♥ Croissants Served with Jam & Butter

## LUNCH

**You will select one of the following options for your dining experience in our Restaurant**

### 1. Bar Meals

- ♥ \$24 served with
- ♥ A Pot of Beer, House Wine or Soft Drink

### 2. A La Carte Menu

- ♥ Request our Menu for Options
- ♥ Please see Menu on our website

### 3. Set Menus

- ♥ 2 Course ~ \$60 per person
- ♥ 3 Course ~ \$75 per person

## AFTERNOON TEA

**You will select one of the following menu items for your Afternoon Tea**

- ♥ Cheese & Seasonal Fruits
- ♥ House made Jam Doughnuts
- ♥ Chef's Selection of Sweet Slices or Cakes

## OPTIONAL DINNER BOOKINGS

**Need to book Drinks or Dinner after concluding your Corporate?**

- ♥ Please simply ask our Functions Manager to book you a lovely table in our Restaurant.

Please note, each course can be served at your preferred time to suit your corporate conference schedule at Pelicans Landing. Dietary requirements can also be catered for, so please ensure to advise these at least 48 hours prior to your corporate function

# CORPORATE EQUIPMENT HIRE



## EQUIPMENT HIRE

**We are here to help arrange any required presentation and/or audiovisual equipment for your corporate event.**

Please see the list of available items below which you can hire with us at Pelicans Landing.

Other presentation & audio visual equipment may be available upon request, please feel free to consult with our Functions Manager regarding any items not on this list.

- ♥ Screen 6' x 6' \$80
- ♥ Data Projector \$240
- ♥ Whiteboard - Standard 5' x 4' \$70
- ♥ Microphone \$25
- ♥ Flipchart \$60
- ♥ Butchers Paper- 50 Sheets \$25
- ♥ TV LCD on Stand 50" \$400
- ♥ Lectern \$145
- ♥ Multimedia Speakers \$65

## BOOKING EQUIPMENT

As we outsource the hire equipment through a private company, we require a minimum 48 hours notice to arrange for items to be delivered and/or set up in our function centre. Please note, prices and specific product availability are subject to change, pending changes with our supplier.

If there are any particular presentation items that you would like to hire which are not on this list, please simply ask our Functions Manager and we will do our best to source the item and provide the best available quote for you.

## CORPORATE DINNERS

**Would you like to arrange your corporate event in the evening?**

Of course, we will be more than happy to assist in offering a corporate dinner package, which will be tailored with a delightful two or three course set menu dining option, to best suit your company's plans and preferences. Corporate dinners are available to book Monday - Friday, with presentation equipment also available for bookings.



# BOOKING TERMS AND CONDITIONS



## TERMS & CONDITIONS

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### 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 and addressed to our Functions Manager by email [info@pelicanslanding.com.au](mailto:info@pelicanslanding.com.au).

We do, however, suggest making every attempt to reschedule your event, in preference of cancellation, if this is an option for you and your company, please call on (03) 9397 0155 to see if we can look at scheduling and alternative date for your event.

In the event of a function being cancelled, the following cancellation conditions will apply:

- Fourteen days or greater prior to your corporate event; the \$350.00 room hire fee is non refundable, however the outstanding balance for the function, including catering package and/or equipment hire is fully refundable, as long as the 14 days notice period is provided directly to our Pelicans Landing Function Manager on [info@pelicanslanding.com.au](mailto:info@pelicanslanding.com.au)
- Less than 14 days will incur 100% cost of the quoted/estimated corporate function. If you are required to cancel, we do.

### PAYMENTS

Room hire is required to secure your reservation. All Card/Eftpos payments made over the phone or onsite will attract a 1.81% service fee, the service is provided by Zeller and is a 3rd party charge. Zeller can be contacted on 1800 935 537.

Final payment will be invoiced to the client and needs to be paid in full 14 days before 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 14 days prior to the event for catering and billing purposes.

### 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 organised function if necessary.

### ROOM HIRE

Corporate functions – full day room hire is based on 9.00am to 5.00pm., Monday to Friday.

Any extra time will incur a charge of \$100.00 per hour overtime. Corporate Dinner bookings available upon request.

### MENUS

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

### SMOKING

Smoking is not permitted within the level one function rooms and/or balconies.

There is a designated semi enclosed balcony located on the ground floor restaurant at Pelicans Landing.

### 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 your event.

### 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 corporate 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 Pelicans Landing 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

**PUBLIC HOLIDAYS** 20% surcharge applies for any bookings on a public holiday.

# CORPORATE BOOKING FORM



Pelicans Landing

1 Syme Street, Williamstown,  
Victoria 3016  
P : (03) 9397 0155  
E : info@pelicanslanding.com.au

Pelicans Landing Corporate Functions Booking Form

**This booking agreement form is required to be completed and signed to confirm your corporate function booking at Pelicans Landing.**

<b>Company Name</b>	
<b>Corporate Name</b>	
<b>Event Day &amp; Date</b>	
<b>Number of Delegates</b>	
<b>Primary Contact Name</b>	
<b>Primary Contact Phone</b>	
<b>Primary Contact Email</b>	

<b>Start Time</b>	
<b>Finish Time</b>	

**Please advise your preferred room configuration**

<input type="checkbox"/> Classroom	<input type="checkbox"/> Hollow Square
<input type="checkbox"/> U Shape	<input type="checkbox"/> Theatre
<input type="checkbox"/> Boardroom	<input type="checkbox"/> Cabaret

<b>Morning Tea Menu Selection</b>		<b>Time: Morning Tea</b>	
<b>Lunch Menu Selection</b>		<b>Time: Lunch</b>	
<b>Afternoon Tea Menu Selection</b>		<b>Time: Afternoon Tea</b>	

**Please Advise Any Extras;**  
**Mineral water, Juice or Soft drinks**  
(Bottles, Jugs or Glasses)

**Please Advise any Presentation Equipment, you would like to Hire**

**Corporate Function Deposit of \$350.00 is required, accompanied with the completion of this form.**

For credit card payments

Credit card number			
Expiry Number		CCV Number	

I, \_\_\_\_\_ (Client's Name), have read and understood the Pelicans Landing Corporate Function booking agreement

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

This booking form will be submitted to the Pelicans Landing Functions Manager for approval.

A formal booking confirmation will then be provided to you, finalising confirmation of your corporate function booking at Pelicans Landing.

