

# CONFERENCE

AT THE COMMERCIAL CLUB

# WELCOME

## CONFERENCES AT THE COMMERCIAL CLUB

### ABOUT US

At the Commercial Club, our job is to ensure that you are provided with all you need to make your special event a memorable and enjoyable time.

### CATERING

Enclosed are the function menus for your perusal. Our on-site caterers, Mat and Lauren Oates, are only too happy to discuss varying options available to suit your individual requirements.

### CATERING CANCELLATION POLICY

Please note that should you cancel your event within 7 days prior to the event taking place, you will be charged 50% of your catering costs. If you cancel within 3 days of the event, you will be charged full cost of your catering. Once final numbers have been confirmed with the Functions Co-ordinator 7 days prior this will be your minimum guest number charged. Any increase in numbers will be charged accordingly and must be advised 3 days prior to the function. The catering is provided by the contracted company CnL Catering.

All prices are GST inclusive. Surcharge of \$5 per person on Sunday and public holidays.

### OUR SERVICES

Whether you need to organise a board meeting for 10 or a forum for 250, the Commercial Club can cater to all of your needs. The club offers a number of rooms for your next event. Your room hire rate includes setup of the room to your specifications, plus the use of our standard technical facilities as listed below.

*Lectern*

*Screen*

*Whiteboard*

*Flip Chart*

*PA System*

*Data projector (Nathan Room & RJ Hall only)*

Optional extras for hire:

*Data projector for hire at an additional cost of \$50 per session in the Board Room*

If we are unable to meet your audio visual requirements we can arrange a quote from a local supplier for you.

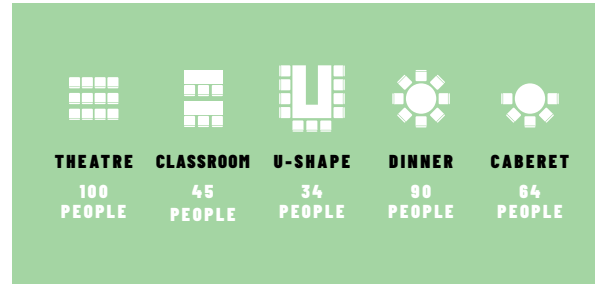
# ROOM HIRE

CONFERENCES AT THE COMMERCIAL CLUB

## RJ HALL ROOM

With seating for 50 - 100 people, full bar facilities, toilets and disabled access, the RJ Hall Room is the ideal room for smaller, more intimate functions.

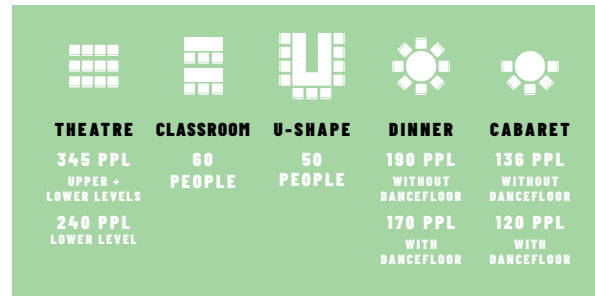
Room size ..... approximately 12m x 13m



## NATHAN ROOM

The Nathan Room has the capacity to hold 80 - 200 people. Providing bar facilities for 50+ guests, toilets and disabled access, the Nathan Room is the ideal room for larger, more elaborate functions.

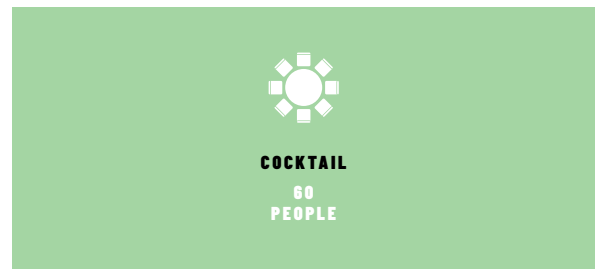
Room size ..... approximately 22.73m x 12.3m



## THE DECK

There is also the option for guests to experience our al fresco area for canapes before moving to the main event in their chosen dining area.

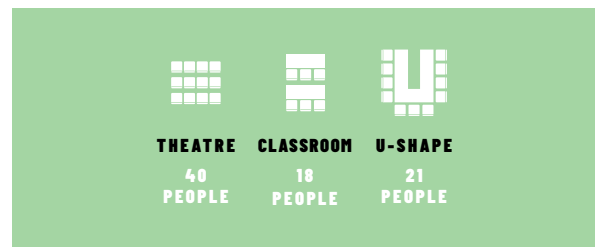
Room size ..... approximately 22m x 4m



## BOARDROOM

For an intimate private dining experience, the boardroom can host up to 40 patrons.

Room size ..... 9m x 6m



# CATERING

CONFERENCES AT THE COMMERCIAL CLUB

## BEVERAGES

|  |      |
|--|------|
| Basic Tea & Coffee .....                       | 3.00 |
| Tea & Coffee served continuously all day ..... | 5.00 |
| Juice bar (fruit punch & iced tea) .....       | 5.00 |
| Tea, coffee & juice bar all day .....          | 8.50 |

If all day tea & coffee is ordered you can select one morning or afternoon tea selection for an additional \$4.00 per person per session

## BASIC OPTIONS

|   |       |
|---|-------|
| Basic morning tea .....                   | 7.00  |
| <i>Tea, coffee and scones</i>             |       |
| Tea, coffee and biscuits .....            | 5.00  |
| Tea, coffee and biscuits all day .....    | 6.50  |
| Fresh fruit platter .....                 | 50.00 |
| <i>Serves approximately 10 people</i>     |       |
| Sandwich platter (toasted or fresh) ..... | 59.50 |

## MORNING OR AFTERNOON TEA

|  |      |
|--|------|
| Tea, coffee & choice of 3 bakery items ..... | 9.50 |
|--|------|

*Chocolate brownie slice  
Orange and poppy seed muffins  
Chef's selected gateaux  
White chocolate and lemon poppy biscuits  
Butter cookies  
Fresh fruits  
Muesli bars  
Sultana scones  
Pumpkin scones  
Zucchini slice  
Vegetable frittata slice  
Banana bread slices  
Bacon, shallot and cheese muffin  
Gluten free available upon request*

## LUNCH PACKAGES

|   |       |
|---|-------|
| Option One <i>Minimum 25 people</i> ..... | 16.50 |
|---|-------|

*Make your own sandwich buffet for guests to make their own sandwich from a variety of breads and fillings with tea and coffee facilities.*

|                  |       |
|------------------|-------|
| Option Two ..... | 12.00 |
|------------------|-------|

*A selection of two choices of gourmet wraps, sandwiches or gourmet bread rolls with a selection of two salads - green salad, potato salad, pasta salad or baby spinach and roasted pumpkin*

|                    |       |
|--------------------|-------|
| Option Three ..... | 14.00 |
|--------------------|-------|

*Hot finger food with sandwiches, mini rolls and a choice of either two salads or one soup*

|  |       |
|--|-------|
| Option Four <i>Maximum 40 people</i> ..... | 12.00 |
|--|-------|

*Pre-order a selection of meals off our special board. Once pre-ordered, a set table in the restaurant is available for your meals to be served in your break*

|  |       |
|--|-------|
| Option Five <i>Minimum 25 people</i> ..... | 16.50 |
|--|-------|

*Choice of two curries with rice and salads to suit*

*Butter chicken  
Malayan chicken  
Massaman beef  
Vegetarian chickpea  
Thai style coconut satay chicken*

# MOTEL

---

## CONFERENCES AT THE COMMERCIAL CLUB

---

To experience officially accredited 4.5 star quality accommodation try the Wagga RSL Motel & Apartments. Enjoy a relaxed stay complemented by outstanding customer service, modern decor and high quality facilities including a solar heated pool. Centrally located opposite the Murrumbidgee Turf Club Racecourse, the Wagga RSL Motel is five minutes from Wagga's CBD, a fifteen minute drive from Wagga Airport and a short stroll to the Commercial Club.

### EXECUTIVE SUITE

Large rooms with a choice of bedding options to accommodate up to 3 guests as couples or colleagues. Spacious ensuite with walk in shower and large fluffy bath sheets. Flat screen TV plus CD player and Ipod dock. Also available are interconnecting suites for families as well as a choice of courtyard, terrace or first floor with a balcony for no additional cost. Complimentary Wi-Fi is available throughout the Motel.

Rates ..... from \$159

### LUXURY SPA

Spread out in our massive suite, the best in the Motel with views over the MTC racecourse. King pillow top bed, full lounge area with 127 cm flat screen, dining suite and walk in robe. All the features of the Deluxe suite plus a massage spa bath, kitchenette with full size fridge. A generous selection of coffees and teas, complimentary bottled water and a coffee pod machine.

Rates ..... from \$259

### EXECUTIVE SPA

All spa suites feature views over the MTC racecourse and include a large spa bath as well as a shower and dual basins. A larger flat screen TV, 3 seater lounge (doubles as a fold out bed for young children) and pillow top Queen Bed. A generous selection of coffees and teas, complimentary bottled water and a good size fridge.

Rates ..... from \$179

### CORNER SPA

Views over the MTC racecourse with personal balcony plus a large corner spa, dual basins and shower. A larger flat screen TV, 3 seater lounge (doubles as a fold out bed for young children) and pillow top Queen Bed. A generous selection of coffees and teas, complimentary bottled water and a good size fridge.

Rates ..... from \$199

### DELUXE SPA

Views over the MTC racecourse with a huge bathroom with extra deep spa bath as well as a shower and dual basins, plus bathrobes. Extra-large suite with King pillow top bed 107 cm flat screen, surround sound, 3 seater lounge (doubles as a fold out bed for young children). A generous selection of coffees and teas, complimentary bottled water, a good size fridge and a coffee pod machine.

Rates ..... from \$229

### APARTMENTS

Luxuriously appointed 2 bedroom apartments, adjacent to the Motel with access to all the Motel/Club facilities. Choice of bedding to accommodate up to 6 guests with a flat screen in every bedroom! Brand new fully equipped kitchen and large dining/living area as well as outside seating on the patio/terrace. Perfect for short or longer term stays with servicing optional, the ultimate in comfort, space and privacy.

Rates ..... from \$279

# CONDITIONS

CONFERENCES AT THE COMMERCIAL CLUB

## COMMERCIAL CLUB CONFERENCE BOOKING GUIDELINES

### Room Hire Fee .....

The room hire fee includes:

*Venue set up*

*White board and markers*

*Flip chart*

*Extension cords and power boards*

*Cloths for cabaret tables (depending on availability)*

*Lectern and hand-held microphone. Fixed microphone can be arranged upon request.*

*Screen*

*Glasses and water in the room*

A roof mounted data projector is included in the Nathan Room and RJ Hall Room, or can be hired for the Boardroom at \$50 per day (You may also BYO)

Photocopying is also available-black and white (20c per page) and colour (30c per page) .

Pens, notepads and mints are available at \$5 per person.

### Catering .....

In-room catering is provided by contactor CnL Catering.

Catering numbers must be advised by the Wednesday of the week prior to the function. This is the minimum number you will be charged for however catering numbers may increase.

CnL Catering will invoice for catering following the meeting/conference.

### Damages .....

All function space provided is in working order and clear of any damages. Any damages must be reported immediately by the client and will be charged accordingly. Fire alarm call out fees which have resulted from a fault of the client will also be charged to the client.

### Confirmation .....

The week prior to the event all details must be confirmed either by phone or email. Please carefully check the information.

A booking will be regarded as confirmed only upon receipt of the room hire, along with the signed contract.

An invoice will be sent within a week following the event. Payments may be made prior to the event if preferred, and a tax invoice can be arranged upon request.

Functions cancelled less than 2 weeks prior to booking date may still be charged room hire (full or partial amount).

Date changes or postponement less than 2 weeks prior to function may be considered a cancellation.

# BOOKING

CONFERENCES AT THE COMMERCIAL CLUB

## YOUR CONFERENCE

Date of Event ..... Venue .....

Name of Conference .....

Company .....

Postal Address for Invoice Purposes .....

.....

Contact Name .....

Phone ..... Fax .....

Email .....

Facilitator on the day .....

Contact of Facilitator .....

Number of Attendees ..... Payment Method Cash | Credit Card | Direct Debit

## ROOM REQUIREMENTS

Room Hire Nathan Room | RJ Hall Room | Boardroom | The Deck

Room Setup Theatre | Classroom | U-Shape | Cabaret | Board

Room Access (Available from 8.30am) .....

Commencement Time ..... Finish Time (Room fully vacated) .....

AV Equipment Required Whiteboard | Flip chart | Speakers | Lectern | Microphone

Optional Extras Data Projector - \$50 | Teleconferencing Facilities - \$50 | Pens, notepads & mints - \$5 per person

# BOOKING

## CONFERENCES AT THE COMMERCIAL CLUB

### CATERING

Arrival Coffee Time ..... Morning Tea Time .....  
Lunch Time ..... Afternoon Tea Time .....  
Other .....

*Please circle selections:*

**Beverages** Basic | All Day Tea & Coffee | Juice Bar | All Day Tea, Coffee & Juice

**Basic Options** Basic Morning Tea | Tea, Coffee & Biscuits | All Day Tea, Coffee & Biscuits | Fresh Fruit Platter

#### Morning or Afternoon Tea

Tea, Coffee & Choice of 3 Bakery Items

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Chocolate Brownie Slice  | <input type="checkbox"/> Chef's selected gateaux | <input type="checkbox"/> Orange & Poppy Seed Muffins                            |
| <input type="checkbox"/> Butter Cookies           | <input type="checkbox"/> Fresh Fruits            | <input type="checkbox"/> White Chocolate & Lemon Poppy Biscuits                 |
| <input type="checkbox"/> Muesli Bars              | <input type="checkbox"/> Sultana Scones          | <input type="checkbox"/> Pumpkin Scones <input type="checkbox"/> Zucchini Slice |
| <input type="checkbox"/> Vegetable Frittata Slice | <input type="checkbox"/> Banana Bread Slices     | <input type="checkbox"/> Bacon, Shallot & Cheese Muffin                         |

#### Lunch Packages

- Option One - Sandwich Buffet
- Option Two - A selection of wraps, sandwiches and gourmet bread rolls with your choice of two salads  
 Green salad       Potato salad       Pasta salad       Baby spinach & roasted pumpkin
- Option Three - Hot finger food with sandwiches, mini rolls and a choice of sides  
 Two salads - Green salad | Potato salad | Pasta salad | Baby spinach & roasted pumpkin *(Please circle selections)*  
 One soup
- Option Four - Pre-order meals from special board
- Option Five - Choice of two curries, with rice and salads to suit  
 Butter chicken       Malayan chicken       Massaman beef       Vegetarian chickpea  
 Thai style coconut satay chicken

### DIETARY REQUIREMENTS

Name of Person ..... Requirement .....

Name of Person ..... Requirement .....

Name of Person ..... Requirement .....



# BOOKING

CONFERENCES AT THE COMMERCIAL CLUB

## BEVERAGES

Tab .....

Tab Limit .....

Drink Selection .....

## AGREEMENT

Company Name .....

would like to confirm the above details and agree to the Commercial Club conditions.

Contact Name .....

Signature ..... Date .....