



Conference/Function Package

2018

Sun Palms Hotel Motel provides the best value function facilities in Rockhampton.

A professional and dedicated catering and function team will tailor a function package to suit any style and budget.

Our function room hire includes a data projector, overhead projector, whiteboard & markers, lectern and flip chart.

Contact us now to book and plan your next:

- Work Function
- Business Seminar
- Conferences
- Party
- Engagement

Managers: Tim & Kylie Pleming
160 Gladstone Road Rockhampton
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FAX: (07) 49 279 643
EMAIL: admin@sunpalms.com.au



SUNPALMS

2017/18

TERMS AND CONDITIONS

Thank you for choosing the Sun Palms as the venue for your function.
We are delighted to be hosting your event and look forward to working closely with you to ensure a memorable and successful experience.

Catering

A 10% deposit, your menu selection, times for serving and final numbers are required 2 weeks prior to your function date. Full payment is required 7 days prior to the function date unless otherwise pre-arranged with the Functions Coordinator. Function numbers can still increase up to 48 hours prior to the function commencing, with additional payment also required at this time. No decrease in numbers will be accepted or refunded.

Food may not be purchased from an external source and brought onto the premises. The only exception is a cake to celebrate an occasion, which must be authorised prior to your function commencing. Also please advise us of any expected deliveries.

Special dietary requirements can be accommodated if discussed in advance with the Function Coordinator.

Beverages

Beverages can be based on pay own drinks or a bar tab. You can simply advise a bar tab amount and what beverages you would like available to your guests. The Duty Manager will monitor the bar tab amount throughout the evening and liaise with you.

The Sun Palms Hotel Motel practises Responsible Service of Alcohol, and as such each staff member reserves the right to refuse service to intoxicated patrons.

Beverages may not be purchased from an external source and brought onto the premises.

Decorating and Theme

Sun Palms are happy to provide decorations for your function; however this will incur additional costs. You are more than welcome to decorate yourself by advising the function coordinator. Kindly advise of any expected deliveries or companies booked to theme your function.

Damage

In the event of damage to hotel facilities caused by activities or by guests associated with your event, cost for repair and potential loss of income may apply.



Payment

Sun Palms has a one bill per booking policy. If guests wish to pay separately this is to be clarified with the function coordinator prior to booking.

Payment can be made by CASH, EFTPOS or by CREDIT CARD – please see confirmation sheet. If paying in person our reception staff will be available to take your payment.

Unforeseen Circumstances

In the event of inability to comply with any of the provisions of this contract by virtue of cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food items or other unforeseen contingencies or accidents, the venue reserves the right to cancel any booking or refund any deposit without notice.

Cancellation

The 10% deposit paid is **not refundable**, however, it is transferable to another date should you give at least 2 weeks' notice. If your function is cancelled within 1 week from the function date, full payment of catering is required for the confirmed numbers and any deposit will be forfeited.

Confirmation

Please read all the above **terms and conditions** sign the attached **confirmation sheet** and return it to the function coordinator.

Fax (07) 49 279 643

OR

Email admins@sunpalms.com.au

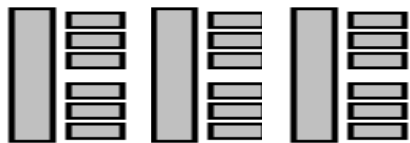
Thank you for choosing the Sun Palms Hotel Motel
for your upcoming event.



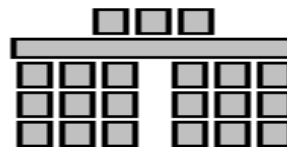
CONFERENCE ROOM

ROOM SIZE – 11m x 5m approximately

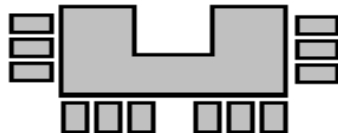
CLASSROOM STYLE – Seating 20



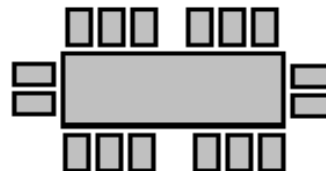
THEATRE STYLE – Seating 40



U SHAPE STYLE – Seating 21



BOARDROOM STYLE – Seating 24



FUNCTION ROOM EQUIPMENT

- *Whiteboard and Markers*
 - *Lectern*
 - *Data Projector*

CONFERENCE CATERING

MORNING OR AFTERNOON TEA

\$10 per person

Please select 1 of the following

** Scones * Muffins * Lamingtons * Cakes*

LUNCH

Assorted Sandwiches/ Wraps \$12.00 per person **Cold Meat & Salad** \$15.00 per person

This selection is served platter style which includes the following:

*Roast chicken, Ham off the bone
Fresh garden salad, Coleslaw
Fresh buttered French stick
Condiments*

FUNCTION CATERING (Evenings only)

Hot Platter

\$10 per person

5 from the following:

Dim Sims	Spring Rolls	Calamari Rings	Cheerios
Prawn Cutlets	Samosa	Party Pies	Sausage Rolls
Prawn Twisters		Marinated Chicken pieces	

Savoury Platter

\$160 per platter

Consists of the following (no variations):

2 x Dips	Kabana	Salami
1 x Camembert	Olives	Pickled Onions
Celery Sticks	Smoked cheese	Gouda or Edam Cheese
Carrot Sticks	Crackers	

Parrilla Menu

\$25 per person

3 meats, served with salad and chips

MINIMUM NUMBERS FOR ANY BUFFET IS 20 PEOPLE

CONFERENCE ROOM

HIRE FEE - \$110.00 FLAT FEE NON REFUNDABLE
ROOM SIZE – 11m x 5m approximately

RESTAURANT

HIRE FEE – \$110.00 FLAT FEE NON REFUNDABLE

(Only available at owner's discretion)



Conference/Function Confirmation Sheet

Conference Name: _____

Conference Date: _____

Contact Name: _____

Conference Start Time: _____

Contact Phone: _____

Email Address: _____

Conference Catering (Circle/Tick)

- Morning Tea
- Lunch
- Afternoon Tea

Conference Catering (Circle/Tick)

- Assorted Sandwiches
- Assorted Wraps
- Cold Meat & Salad

Conference Patron Numbers: _____

Conference Start Time: _____

Conference Finish Time: _____

Conference Equipment Required: Flipchart Data Projector Whiteboard & Markers Lectern

Seating Arrangements: Theatre Classroom Boardroom U Shape

Morning Tea Time Required: _____

Lunch Time Required: _____

Afternoon Tea Time Required: _____

Accommodation Required: Yes No Number of Guests: _____ Number Of Rooms: _____

Single/Double Twin Family 2 bedroom Apartment

Form Of Payment

- Cash
- Eftpos
- Visa/MasterCard (Circle One)
- Amex/Diners (Circle One)

Credit Card Payment Only

Name on Card: _____

Card Number: _____

Card Expiry Date: _____

Signature of Cardholder: _____

Special Requirement

I have read and accept the terms & conditions as set out in the Sun Palms Hotel Motelfunctions package:

Name: _____ Signed: _____ Date: _____