



# *CONFERENCE PACKAGE*

**(02)4822 2222**

**[events@goulburnraceclub.com.au](mailto:events@goulburnraceclub.com.au)**

Take the hassle out of organising your next meeting, conference or event and visit Goulburn Race Club. Our dedicated Events Coordinator will ensure that your next business meeting or corporate function is delivered with professional service, and achieves the desired results.

**Members Lounge | Venue Hire \$150 | Minimum of 20 people**

	Room Capacity	Hire Fee
Banquet	Theatre	U Shape
50 people	60 people	20 people

**Fred Cooper Building | Venue Hire \$250 | Minimum of 50 people**

	Room Capacity	Hire Fee
Banquet	Theatre	U Shape
250 people	300 people	50 people

**Winning Post Marquee | Venue Hire \$500 | Minimum of 50 people**

	Room Capacity	Hire Fee
Banquet	Theatre	U Shape
200 people	250 people	50 people

Room capacity is a guide only as there are many different configuration options.

# *Conference Package*

**Full Day Package | \$40 per person**

**Half Day Package | \$30 per person**

**(Minimum of 20 people)**

## **Includes:**

- Morning / afternoon tea - a selection of cakes, slices and fruit
- Lunch - Selection of hot food, sandwiches and salads
- Tea, coffee, water and juice station
- Audio visual – projector, screen and whiteboard
- Complimentary registration table upon request
- LCD TV upon request
- Complimentary WiFi in the Member Lounge and Fred Cooper Building
- Wireless microphone
- Lecturn

\*Half Day Package includes morning or afternoon tea, lunch and presentation equipment as listed. Room hire fee applies to all bookings.



# *Terms & Conditions*

## *Bookings*

Tentative bookings will be held for a period of 14 days only, after which time the booking will be released. Confirmation of the booking requires a non refundable deposit which is equals full payment of the venue hire fee along with the return of the signed Terms & Conditions. Bookings are subject to race dates being confirmed.

## *Venue Hire*

A hire fee applies to all bookings – Members Lounge \$150, Fred Cooper Building \$250 & Winning Post Marquee \$500. Please note that both heating and cooling is available in the Members Lounge & Winning Post Marquee however only cooling is available in the Fred Cooper building.

## *Cancellations*

Should you decide to cancel your booking, your deposit is non refundable

## *Linen*

Linen table cloths are for hire at a fee of \$10 per cloth.

## *Guest Numbers*

A minimum guests number as specified in package above is required. 14 days prior to your event, we require final numbers of persons attending and you will be invoiced accordingly.

## *Pricing*

Every endeavour is made to maintain prices as printed, but all prices are subject to alteration without notice. Prices are inclusive of GST.

## *Payment*

All accounts must be paid in full 7 days prior to your event. We accept cash, Bank cheques and electronic funds transfer. Please provide your name in the narration field if you wish to make payment via electronic funds transfer. The bank details are as follows:

**Goulburn & District Race Club**  
**National Bank, Goulburn**  
**BSB – 082 624**  
**Account Number – 048882073**

## *Smoking*

Smoking is not permitted in any part of the building or marquee. Outdoor designated smoking area will be advised by events manager.

### **Damage of Property or Excess Cleaning**

Goulburn & District Race Club reserves the right to charge for any damages to fittings, fixtures, furnishings and/or equipment that is beyond normal wear and tear that occurs through the actions of the guests before, during or after the event. An additional cleaning charge will be applied in instances where this request is disregarded, or in the event that excess cleaning time is required as determined by the Race Club.

### **Public Holidays and Sundays**

Functions held on Public Holidays and Sundays incur a 10% surcharge.

### **Force Majeure**

Performance of this contract is contingent upon Goulburn & District Race Club not being restrained from making arrangements associated with the Client's request due to factors beyond its control including, but not limited to, industrial action, acts of God, accidents, compliance with authorities, restrictions on travel, transport, food and beverage supply. At no time will Goulburn & District Race Club be held liable for any type of loss or damage resulting from such an event, whether based on a breach of contract, warranty or otherwise.

### **General Information**

Goulburn & District Race Club accepts no responsibility for the loss or damage of any personal property or belongings.

I have read and understand the above information. I agree to the terms and conditions stipulated in the above document.

Company Name \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_