



# MEETINGS, CONFERENCES & SEMINARS 2019



65 Northside Drive Hillarys WA 6025  
t 9246 2833 f 9448 9566  
e [functions@hillarysyachtclub.com.au](mailto:functions@hillarysyachtclub.com.au)  
w [hillarysyachtclub.com.au](http://hillarysyachtclub.com.au)



# WELCOME TO HILLARYS YACHT CLUB

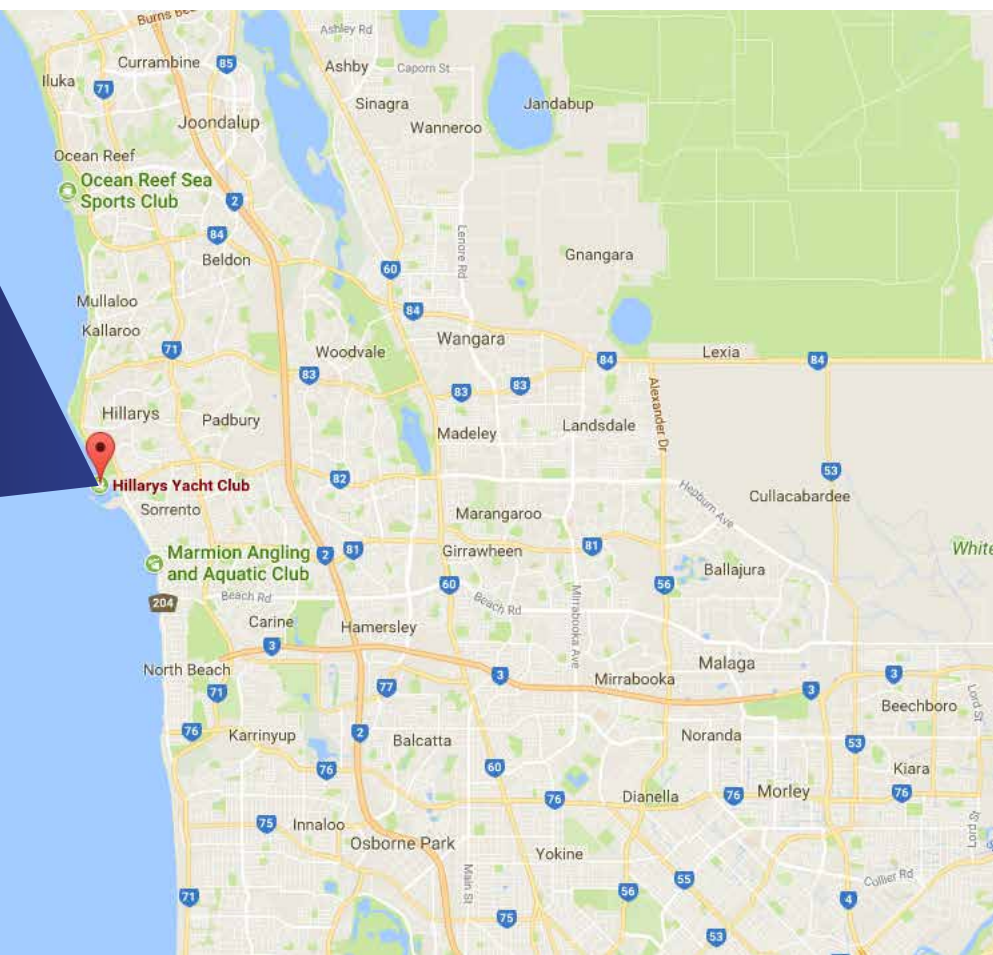
Located on the northern side of Hillarys Marina, Hillarys Yacht Club is only 20 minutes from the CBD and 10 minutes from the City of Joondalup. It is a unique venue offering superb facilities, secure free on-site parking, great views and versatile club rooms, providing an ideal setting for your next conference, business meeting or event.

The Club's four stylish yet functional rooms are ideally suited to a vast array of events including meetings, conferences, presentations, product launches, workshops, galas and award ceremonies.

Hillarys Yacht Club prides itself on a high level of service and our professional, friendly staff are on hand to arrange every detail of your coming event.

**Please contact our Functions Manager on 9246 2833 or  
email [functions@hillarysyachtclub.com.au](mailto:functions@hillarysyachtclub.com.au)**

We look forward to welcoming you soon!





## VENUES

Whether you're planning a business meeting, seminar or product launch, Hillarys Yacht Club's relaxed atmosphere provides the perfect venue.

### Reflections

Ideal for smaller conferences, training sessions or presentations with views over the Marina.

### Marina Room

Offering amazing views, the Marina Room, on the lower level of the club, the Marina Room is significantly bigger than Reflections, able to host a vast array of events from conferences, team building events, product launches, expos and more!

### Harbour Room

Arguably our most popular room with stunning uninterrupted views over the Indian Ocean to one side and stunning Hillarys Boat Harbour on the other. Seating up to 250, guests can also enjoy breaks on the balcony, using the fresh sea air to reinvigorate for the next session.

### Meeting Room

Perfect for boardroom meetings, small training sessions and presentations.

## ROOM CAPACITIES:

FUNCTION ROOM	ROUNDS	THEATRE	BOARDROOM
REFLECTIONS <sup>+</sup>	40	80	-
MARINA <sup>+</sup>	120	200	-
HARBOUR <sup>*</sup>	200	250	-
MEETING ROOM	-	40	25

\*\$5 per person room charge + Available 7am - 4pm



# CONFERENCE PACKAGES

All conference packages include:

- Conference room hire and set up with linen
- Whiteboard, screen, data projector and cordless microphone
- Iced water and mints
- Continuous tea and coffee service
- Complimentary internet access for one device

## Package One

\$45 per person

### Morning Tea

Seasonal fruit platter and a selection of assorted cakes

### Lunch

Freshly made gourmet wraps  
Fruit and cheese platter  
Soft drinks

### Afternoon Tea

Mini muffins and biscuits

## Package Three

\$55 per person (maximum of 20 people)

### Morning Tea

Seasonal fruit platter and a selection of assorted cakes

### Lunch

Choice of four plated meals and soft drinks.  
(One of our friendly staff will take your order at morning tea)

### Afternoon Tea

Mini muffins and biscuits

## Package Two

\$50 per person (minimum 30 people)

### Morning Tea

Seasonal fruit platter and a selection of assorted cakes

### Lunch

Gourmet buffet selection  
Chef's choice of two hot dishes  
(one meat, one vegetarian dish)  
Crumbed Calamari and hand cut chips  
Three seasonal salads  
Fruit platter and cheese platter  
Soft drinks

### Afternoon Tea

Mini muffins and biscuits





## CONFERENCE UPGRADES

### UPGRADE YOUR EVENT WITH BREAKFAST

When you book your conference with us, you can take advantage of our discounted breakfast options. Give your event the best possible start by fueling your guests for a day's work. All our breakfasts are freshly prepared and bound to be popular!

#### Light Breakfast

**\$15 per person**

An easy way to start your day where your guests can enjoy chilled orange and apple juice, selection of cereals, yoghurt, berry compote, croissants, toast, preserves, freshly brewed tea & coffee.

#### Plated Breakfast

**\$20 per person**

Combine business with breakfast and start your event with discreet table service for your delegates. Chilled orange and apple juice, toast, preserves, freshly brewed tea & coffee are coupled with your choice of **four** items from below:

Scrambled eggs, mushrooms, bacon rashers, baked beans, grilled tomatoes, hash browns, chipolata sausages.

*Add \$2.50 for each additional item*

#### Add a Fruit Platter per table

**\$3 per person**

#### Buffet Breakfast

**\$26 per person**

The ultimate start to your meeting or conference, buffet breakfasts can be an effective ice breaker and ensures all dietary requirements are catered for. On the buffet, you'll find chilled orange and apple juice, a selection of cereals, yoghurt, sliced fresh fruit platter, croissants, toast, preserves, rashers of bacon, scrambled eggs, grilled tomato, chipolata sausages, hash browns, freshly brewed tea & coffee.





## POST EVENT SUNDOWNER

After a hard day's work, there's nothing better for team building than a quick social drink, especially surrounded by the relaxing waters of the marina and the Indian Ocean.

Sundowners that approach evening timings will be subject to availability - please contact us to create the perfect end to your event.

### Silver Sundowner Package

Includes soft drinks, tap beers (Cascade Premium Light, Great Northern, Carlton Draught) and wines:

- Stony Peak Brut
- Stony Peak Semillon Sauvignon Blanc
- Stony Peak Shiraz Cabernet Sauvignon

	<b>Standard</b>	<b>Include Premium Tap Beers</b>
<b>1 Hour</b>	<b>\$22</b>	<b>\$23.50</b>
<b>2 Hours</b>	<b>\$26</b>	<b>\$29</b>

### Gold Sundowner Package

Includes soft drinks, tap beers (Cascade Premium Light, Great Northern, Carlton Draught) and wines:

- Wolf Blass 'Bilyara' Brut
- Hartog's Plate Sauvignon Blanc Semillon
- Wolf Blass 'Bilyara' Chardonnay
- Hartog's Plate Cabernet Merlot
- Wolf Blass 'Bilyara' Shiraz

	<b>Standard</b>	<b>Include Premium Tap Beers</b>
<b>1 Hour</b>	<b>\$24</b>	<b>\$25.50</b>
<b>2 Hours</b>	<b>\$30</b>	<b>\$33</b>

## TAPAS PLATE

Complete your Sundowner with antipasto platters with Turkish bread and dips for just \$6pp!





# TERMS & CONDITIONS

It is important to us that your event is successful as we take great pride in our professionalism. To ensure the organisation of your event runs as smoothly as the day itself, we would appreciate your attention to the following policies.

## TENTATIVE BOOKINGS

Tentative bookings will be held for a period of TWO WEEKS and will automatically be cancelled unless other arrangements have been made.

## CONFIRMATION

To fully confirm a reservation, a signed copy of the letter of confirmation and a **\$500.00** non-refundable deposit is required prior to the tentative booking time relapse. The reservation is not confirmed until these are received. Pricing is subject to change without notice. Pricing may vary. Indicative pricing available from our website.

## CANCELLATION POLICY

In the event of cancellation the following terms will apply:

- All cancellations must be made in writing
- If payment is not received the booking will be released
- Deposit is non refundable within three months prior to event

## FINAL ATTENDANCE NUMBERS

FINAL NUMBERS are required 10 days prior to the event with FINAL PAYMENT.

## ROOM HIRE

Minimum numbers and penalty rates apply:

- Meeting Room - if number fall below 10 people a room hire fee of \$150 will be charged
- Reflections - if number fall below 20 people a room hire fee of \$180 will be charged
- Marina - if number fall below 50 people a room hire fee of \$200 will be charged
- Harbour - if number fall below 100 people a room hire fee of \$250 will be charged

## SUNDOWNER CONDITIONS

Sundowners are to be held on the boardwalk or harbour balcony. A staff cost applies, \$40/hr per staff member. Friday sundowners must vacate before 1730.

## ACCOUNT SETTLEMENT

10 days prior with confirmation of final numbers.

## METHOD OF PAYMENT

We accept cash, bank cheque, Visa, Mastercard, Bankcard. We do not accept Diners, Amex and personal cheques.

\*A 1.4% surcharge applies to all credit card payments.

## BANK ACCOUNT DETAILS

Bankwest | BSB: 306 105 | ACCOUNT: 4878380

Remittance advice to fax: (08) 9448 9566 or email: functions@hillarysyachtclub.com.au. Include Function ID number with remittance.

## MENU AND DETAILS

ALL FOOD AND BEVERAGE SELECTIONS TO BE SUPPLIED

BY HILLARYS YACHT CLUB Inc. Confirmation of all arrangements should be no later than 14 days prior to the event.

## DELIVERIES

All deliveries to the venue must be advised to the Function Manager prior and marked with the name and date of the function. Whilst every effort will be made to assist in the movement of goods from the car park to the function room, assistance will be offered only if staff are available at that time. Hillarys Yacht Club Inc. does not have storage facilities other than the venues booked by the client. All theming and centrepieces need to be removed at the end of the function.

## INSURANCE

Hillarys Yacht Club Inc. is always extremely careful when looking after people and their belongings; however we cannot take responsibility for the damage or loss of items left in the Club prior, during or after the function. We recommend that the organisers arrange their own insurance if necessary.

## DAMAGE TO PROPERTY

Function organisers are financially responsible for any damage to Hillarys Yacht Club Inc. property caused by their guests.

## SMOKING

Smoking is not permitted on the balcony or entrances to the building. Designated smoking areas are provided.

## DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building without prior consent from the Functions Manager.

## AIR CONDITIONING

All function rooms are fully air conditioned.

## LIQUOR LICENSE

Hillarys Yacht Club Inc is a fully licensed venue. NO PRIVATE SUPPLIES OF ALCOHOL MAY BE BROUGHT ON THE PREMISES.

The Club is licensed from 0800 - 2400 hours Monday - Saturday, Sunday 0800 - 2200 hours.

Function end time is 2330. Functions will be required to cease service of alcohol 15 minutes prior to the end of the function. All Responsible Service of Alcohol conditions are adhered to at all times. It is the Manager's discretion whether to cease service based on these conditions being breached on a case by case basis.

## GUEST PARKING

Guests may park their cars in the bays available to the Clubhouse and across the road there is a large car park at the beach. Reserved parking bays may not be used by guests.

## VENUE ACCESS

Function clients may gain access to the venue no earlier than one (1) hour prior to function start time.



# BOOKING ENQUIRY FORM

## Your Details

Contact Name:

Company Name:

Tel:

Email:

Address:

Postcode:

HYC Membership Number (if applicable):

How did you hear about our function venues?

Internet Search

Word of mouth

Facebook

HYC Member

[www.functionroomsperth.com.au](http://www.functionroomsperth.com.au)

Other:

## Event Details

Event Date:

Start Time:

Finish Time:

Event Name (for signage):

Preferred Function Room:

Approximate number of guests:

Conference Package:

One

Two

Three

Breakfast Options:

Light

Plated

Buffet

Sundowner Package:

Silver

Gold

Include Premium tap beers

Include Tapas Plate

Other special requirements/notes:

I have read, understand and agree to the Terms & Conditions and accept responsibility to abide by these terms. I accept that prices are subject to change without notice.

A \$500 deposit is required to secure your booking. You will receive an invoice following receipt of this form. Thank you - we look forward to creating your event with you!

If your computer/device does not support the button above, please email this form to [functions@hillarysyachtclub.com.au](mailto:functions@hillarysyachtclub.com.au).