

gladstone**events**
CENTRE

functions

Gladstone Events Centre

Yaralla Sports Club
Corner of Wood & Bell Streets
Gladstone, Q, 4680

t. +61 (07) 4979 8290

w. gladstoneeventscentre.com.au

e. events@gladstoneeventscentre.com.au

Venue Details

Gladstone Events Centre boasts the most comprehensive convention facilities in the Gladstone region catering for up to 350 delegates & is set in the heart of Yaralla Sports Club.

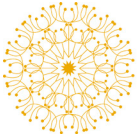
The club also has a total of six conference rooms from boardrooms for small meetings through to the purpose built Events Centre suitable for large conferences, gala dinners, product launches and exhibitions.

Our first class service, delicious range of menus and impressive choice of stylish rooms, means you can relax and enjoy the celebrations, confident that every last detail has been taken care of.

Good food plays an important part in any successful function. That's why our Head Chef has created a selection of well-considered menus to satisfy your every need.

Our Chefs take enormous pride in the preparation and presentation of their dishes and only use the best seasonal produce. They are also passionate about ensuring the menu at your meeting, conference or seminar is well planned, taking into consideration special dietary needs and other requirements.

With innovative cuisines, exceptional facilities and a team of professionals to coordinate your event from start to finish, your function at GEC is guaranteed to be a huge success.



Venue Inclusions

Venue

The GEC is a multi-purpose venue with outstanding flexibility. It is ideal for large cocktail events, gala dinners, presentations, trade shows, product launches, wedding receptions or corporate staff and client parties. There are 3 meeting rooms available, it lies in the heart of Yaralla Sports Club and also has Mercure Gladstone attached to the venue.

Venue Capacity

Events 50 - 620
Meetings 2 - 50

Entrance

The Sports Club entrance boasts a tranquil water fountain and drive up walkway to set the tone for your event.

AV

Audio facilities including a wireless microphone, iPod compatibility and laptop integration.

Venue Styling

Floor Plan

A tailored floor plan will be created to reflect your final layout.

Furniture

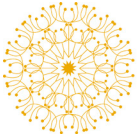
All furniture will be supplied

Staging & AV

If you require additional staging and lighting or AV, we can provide contact details of our preferred suppliers.

Styling

We are available to make suggestions / recommendations with regards to the styling for your special occasion. With a background in styling and design, our events planner is always on hand to lend her expertise and help style and theme your event to reflect your wishes.



Events Centre

Events 1

Banquet - 280pax | Cocktail - 460pax

Guest lounge area
Private bar
Portable dance floor for flexible positioning
Built in audio visual

Events 2

Banquet - 90pax | Cocktail - 160pax

Guest lounge area
Private bar
Portable dance floor for flexible positioning
Built in audio visual

Events 3

Banquet - 370pax | Cocktail - 620pax

Guest lounge area
Private bar
Portable dance floor for flexible positioning
Built in audio visual

Venue Styling

Connors 1

Theatre - 20pax | Boardroom - 10pax | Classroom - 18pax

Coffee station
Projector facilities

Connors 2

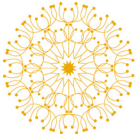
Theatre - 30pax | Boardroom - 15pax | Classroom - 20pax

Coffee station
Projector facilities

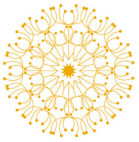
Connors 1 & 2

Theatre - 50pax | Boardroom - 35pax | Classroom - 38pax

Coffee station
Projector facilities



	Option 1 (minimum 10 attendees)
Full Day	\$89.00p/p
Half Day (4hrs or less)	\$65.00p/p
Inclusions	Venue hire Projector & screen Whiteboard Flip chart & markers Notepads, pen & mints Wi-Fi access Wireless presenter AV & sound Telephone Nespresso coffee & a variety of teas
	Morning & Afternoon Tea
Baker's Selection Select for morning or afternoon	Assorted muffins Assorted danishes Croissants, filled with interest
Savoury Selection Select for morning or afternoon	Assortment of mini gourmet pies Spinach & ricotta rolls Cajun chicken baguette with lettuce, avocado & topped with garlic aioli Vegetable samosas with fruit chutney Mini assorted quiches
	Lunch Selection
	Chefs selection of sandwiches with a choice of 2 salads & fresh seasonal fruit.
Salads	Greek salad, feta cheese, olives, capsicum Caesar Salad, grilled chicken, bacon, egg Noodle salad, Asian vegetables, shredder chicken & chilli lime dressing Roasted vegetable salad, coriander & haloumi



Option 2

(minimum 10 attendees)

Full Day

\$95.00p/p

Half Day (4hrs or less)

\$70.00p/p

Inclusions

Venue hire
Projector & screen
Whiteboard
Flip chart & markers
Notepads, pen & mints
Wi-Fi access
Wireless presenter
AV & sound
Telephone
Nespresso coffee & a variety of teas

Morning & Afternoon Tea

Baker's Selection
Select for morning or afternoon

Assorted muffins
Assorted danishes
Croissants, filled with interest

Savoury Selection
Select for morning or afternoon

Assortment of mini gourmet pies
Spinach & ricotta rolls
Cajun chicken baguette with lettuce, avocado & topped with garlic aioli
Vegetable samosas with fruit chutney
Mini assorted quiches

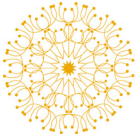
Lunch Selection

Ploughman's Lunch

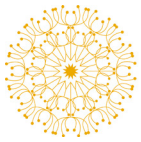
Sliced leg ham
Roasted chicken pieces
Smoked salmon
Cheddar cheese
Fresh vegetables
Assorted dips
Bread

Salads

Greek salad, feta cheese, olives, capsicum
Caesar Salad, grilled chicken, bacon, egg
Noodle salad, Asian vegetables, shredder chicken & chilli lime dressing
Roasted vegetable salad, coriander & haloumi



	Option 3 (minimum 10 attendees)
Full Day	\$99.00p/p
Half Day (4hrs or less)	\$75.00p/p
Inclusions	Venue hire Projector & screen Whiteboard Flip chart & markers Notepads, pen & mints Wi-Fi access Wireless presenter AV & sound Telephone Nespresso coffee & a variety of teas
	Morning & Afternoon Tea
Baker's Selection Select for morning or afternoon	Assorted muffins Assorted danishes Croissants, filled with interest
Savoury Selection Select for morning or afternoon	Assortment of mini gourmet pies Spinach & ricotta rolls Cajun chicken baguette with lettuce, avocado & topped with garlic aioli Vegetable samosas with fruit chutney Mini assorted quiches
	Lunch Selection
Working Lunch Select two of the following	Traditional salt & pepper squid with lime aioli Butter chicken & basmati rice Whiting fillets with shoe string fries & tartare sauce Thai beef salad Vegetables dumplings with chilli sauce



Cost	\$60p/p*
Alternate Plate	Entrée & main; or Main & dessert
Add	\$10p/p* Chef's choice 1/2 hour pre dinner canapés
2 Course Menu	
Cost	\$75p/p*
Alternate Plate	Entrée, main & dessert
Add	\$10p/p* Chef's choice 1/2 hour pre dinner canapés
3 Course Menu	

Entrées

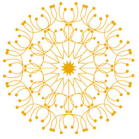
- Spiced pumpkin, feta & pine nut topped with a lime dressing
- Marinated beef & bruschetta on a garlic croute, drizzled in a balsamic glaze
- Moroccan lamb salad with mint yoghurt
- Chilled Thai style poached chicken breast, baby leaf & sprout salad with coconut & lime dressing
- King prawn salad, lime, coriander, chilli & julienne vegetables with palm sugar dressing
- Seafood cocktail, rose sauce & lemon cheek

Mains

- Chicken breast, button mushrooms, bacon batons, potato mash & steamed spinach
- Seeded mustard & rosemary lamb rack, grilled lemon polenta, broccoli & jus
- Beef fillet, truffle oil, poached potatoes, seasonal vegetables with a pepper & cognac sauce
- Tasmanian salmon, garlic, mash, roasted cherry tomatoes & parsley oil
- Potato & sage gnocchi, roasted field mushrooms, baby spinach & Parmesan cream
- Pistachio & Parmesan crusted pork loin served with caramelised apple, honey glazed sweet potato puree & seasonal vegetables

Desserts

- Baked berry cheesecake, berry compote & Chantilly cream
- Warm sticky date pudding, butterscotch sauce & thickened cream
- Lemon meringue tart, mango salsa, chocolate stick & ginger crumbs
- Pavlova, seasonal fruit & fresh cream
- Homemade tiramisu with hazelnut biscotti
- Chocolate overload tart served with berry coulis & fresh cream



Roast Dishes
Please select two

Potato
Please select two

Vegetables
Please select two

Salads
Please select two

Dessert

Roast Buffet - \$45.00p/p*

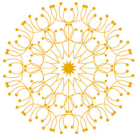
Roasted beef sirloin with mustard & garden herbs
Leg of lamb with garlic & rosemary
Honey-glazed pork leg with crackling & apple sauce
Whole roast chicken with sage & onion stuffing

Roasted
Scalloped in three cheese sauce
Potato salad
Honey-glazed sweet potato

Corn cobbettes
Honey glazed carrots
Minted baby peas
Green beans with hazelnuts

Tossed garden
Greek salad
Homemade chunky coleslaw
Beetroot & feta
Caesar salad

Chef's selection of mini cheesecakes



Seafood Buffet - \$85.00p/p*

Entrée

Baker's basket
Antipasto selection
Continental small-goods display

Fresh Seafood Display

Prawns
Oysters natural
Selection of smoked & marinated seafood
Your choice of 3 internationally inspired hot dishes & one dish from the traditional roast selection, accompanied by steamed rice, mixed seasonal vegetables & chefs' selection potato dish

Hot Dishes

Please select three

Miso salmon fillet with stir fried Asian greens
Salt & pepper calamari
Beer battered flathead & tartare sauce
Butter chicken curry
Beef in oyster sauce & Asian greens
Eggplant, roasted tomato & feta lasagne with a pesto dressing
Spiced pumpkin & chickpea ragout with minted yoghurt raita

Roast Dishes

Please select one

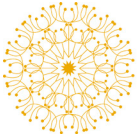
Roasted beef sirloin with mustard & garden herbs
Leg of lamb with garlic & rosemary
Honey-glazed pork leg with crackling & apple sauce
Whole roast chicken with sage & onion stuffing

All Served With

Steamed rice
Chef's selection of salads with condiments & dressing
Mixed seasonal vegetables
Chefs' selection potato dish
Condiments & jus

Dessert

Our pastry chef's selection of desserts
Freshly sliced seasonal fruits
A selection of Australian cheese with crackers



The Buffet - \$65.00p/p*

Entrée

Baker's basket
Antipasto selection
Continental small-goods display

Hot Dishes

Please select three

Miso salmon fillet with stir fried Asian greens
Salt & pepper calamari
Beer battered flathead & tartare sauce
Butter chicken curry
Beef in oyster sauce with Asian greens
Eggplant, roasted tomato & feta lasagne with a pesto dressing
Spiced pumpkin & chickpea ragout with minted yoghurt raita
Moroccan lamb with mint yoghurt

Roast Dishes

Please select one

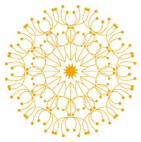
Roasted beef sirloin with mustard & garden herbs
Leg of lamb with garlic & rosemary
Honey-glazed pork leg with crackling & apple sauce
Whole roast chicken with sage & onion stuffing

All Served With

Steamed rice
Chef's selection of salads with condiments & dressing
Mixed seasonal vegetables
Chefs' selection potato dish
Condiments & jus

Dessert

Our pastry chef's selection of desserts
Freshly sliced seasonal fruits
A selection of Australian cheese with crackers

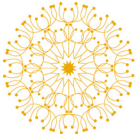


Platter menu

Our platter menus are designed for a quick snack offering with drinks. All items are priced per person. The number of platters will vary according to the number of guests catered for.

Platter selections incur room configuration charges.

Mezze Platter	\$6.00 p/p Selection of dips served with crudités & char-grilled breads
Fruit Platter	\$6.50 p/p Quality seasonal & exotic fruits
Finger Sandwiches	\$6.50 p/p Assorted mini sandwiches, ideal for a light snack
Cheese Platter	\$9.50 p/p Australian farmhouse cheeses served with fresh & dried fruits & water crackers
Ploughman's Platter	\$11.00 p/p Sliced leg ham, roasted chicken pieces & smoked salmon, cheddar cheese, pate, fresh vegetables, assorted dips & crusty bread
Hot Nibbles Platter Select four items	\$14.50 p/p Tempura battered fish bites Mini vegetable spring rolls Mini dim sims Mini sausage rolls & meat pies Salt & pepper calamari Assorted mini quiche Potato wedges Vegetable samosas



Cold Canapés

Select a minimum of three

Hot Canapés

Select a minimum of three

Dessert Canapés

Cold Canapés

Select a minimum of three

Hot Canapés

Select a minimum of three

Dessert Canapés

Bamboo Boats

Canapé Selections - \$12.00 per person

Please select a minimum of three cold & three hot options.

Salmon & cream cheese croutes

Avocado & grilled haloumi bruschetta

Mini zucchini & bacon blinis with sour cream

Bocconcini, sun-dried tomato wrapped in prosciutto

Assorted bruschetta

Chicken mousse & cranberry tarts

Vegetable samosas with mint yoghurt

Tempura prawns & fish with soy sauce

Mini spring rolls

Chef's choice of assorted mini quiches

Gourmet mini pies

Fruit skewers with honey yoghurt

Assorted mini tarts

Assorted chocolate truffles

Canapé Selections - \$16.00 per person

Please select a minimum of three cold & three hot options.

Assorted Vietnamese rice paper rolls

Caramelised onion & goats' cheese tartlet

Smoked salmon & cream cheese pinwheel

Thai beef skewers with coriander & chilli dipping sauce

Assorted sushi

Prosciutto, bocconcini, cherry tomato & basil skewer

Chilled king prawn & cocktail dipping sauce

Mini Aranchini

Assorted sliders

Potato skins filled with sour cream, bacon & shallots

Thai fish cakes

Lamb skewers

Chicken & mushroom dumplings

Profiteroles

Chocolate overload tarts

Mini berry cheesecakes

Substantial Selections - \$6.50 each

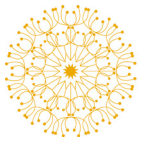
Traditional salt & pepper squid with lime aioli

Butter chicken with basmati rice

Whiting fillets with shoe string fries & tartare sauce

Thai beef salad

Vegetable dumplings with chilli sauce



Beverage Options

The Gladstone Events Centre offer a variety of beverage options to suit your event. These include open account, fixed limit bar tab, cash on consumption & set packages.

Open Account

Your guests consume over a nominated period with a pre selection of beverage inclusions, with the account being finalised via invoice.

Fixed Limit Bar Tab

A set dollar limit with a pre-selection of beverage inclusions.

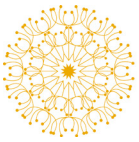
Cash on Consumption

Your guests purchase their own beverages from the bar for cash on an individual consumption basis.

Set Packages

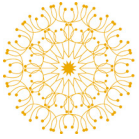
A beverage package elected for a period of time and charged upon a price per head, with your selection of the following all-inclusive options.

	House Package
2 hours	\$28.00p/p
3 hours	\$37.00p/p
4 hours	\$46.00p/p
5 hours	\$55.00p/p
Additional hours	\$9.00p/p p/h
Tap Beer	Hahn Premium Light Heineken Hahn Superdry 3.5 XXXX Gold
Bottled Beer	James Squire Golden Ale
Wine	2 selected red wines 2 selected white wines
Soft Drink	Coke Diet Coke Sprite Lift Creaming Soda Soda Water Orange Juice



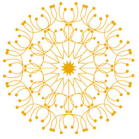
Premium Package

2 hours	\$32.00p/p
3 hours	\$42.00p/p
4 hours	\$52.00p/p
5 hours	\$62.00p/p
Additional hours	\$10.00p/p p/h
Tap Beer	Hahn Premium Light Hahn Superdry 3.5 Heineken XXXX Gold XXXX Heavy Iron Jack
Bottled Beer & Cider	5 Seeds Crisp Apple Cider James Squire Golden Ale
Wine	2 selected red wines 2 selected white wines 1 selected sparkling wine
Soft Drink	Coke Diet Coke Sprite Lift Creaming Soda Soda Water Orange Juice



Deluxe Package

2 hours	\$36.00p/p
3 hours	\$48.00p/p
4 hours	\$58.00p/p
5 hours	\$68.00p/p
Additional hours	\$10.00p/p p/h
Tap Beer	Hahn Premium Light Hahn Superdry 3.5 Hahn Superdry XXXX Gold XXXX Heavy Iron Jack James Squire 150 Lashes Heineken
Bottled Beer & Cider	5 Seeds Crisp Apple Cider James Squire Golden Ale XXXX Summer
Wine	3 selected red wines 3 selected white wines 1 selected sparkling wine
Soft Drink	Coke Diet Coke Sprite Lift Creaming Soda Soda Water Orange Juice



Additional

Premium Spirits

\$22.00p/p p/h

Additional to selected beverage package

Spirits

Smirnoff Vodka

Bundaberg Rum

Jim Beam Bourbon

Johnnie Walker Scotch

Deluxe Spirits

Additional

\$38.00p/p p/h

Additional to selected beverage package

Spirits

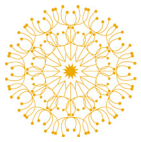
Belvedere Vodka

Appleton Estate Rum

Dimple Scotch Whiskey

Woodford Reserve Bourbon

Macallan Single Malt Scotch



1. Confirmation & Deposits

- 1.1 Bookings are confirmed once the club has received the deposit amount and signed terms and conditions by the due date specified in the booking agreement.
- 1.2 A non-refundable minimum deposit amount is calculated as 10% of total invoice amount.
- 1.3 If venue hire is required inside 10 days of the initial contract, full prepayment amount may be requested
- 1.4 Deposit and final payment amounts can be made by cash, EFTPOS at Gladstone Events Centre. Or via credit card, electronic funds transfer or account.

2. Payment

- 2.1 Final payment to The Gladstone Events Centre is required 10 days before your event for all associated costs. Additional charges incurred during your scheduled event can be invoice after completion of your event if;
 - (a) An account has been established with your Events Manager. Account applications must be received 21 days prior to the commencement of your event unless otherwise advised.
- 2.2 If an account has been approved, The Gladstone Events Centre will provide you with an invoice for additional extras.
- 2.3 Advantage Plus privileges do not apply to conference bookings.

3. Event Details

- 3.1 You are required to provide The Gladstone Events Centre in writing with particulars of all venue requirements, beverages, catering & number of attendees, technical equipment required, room layout, start and finish times, meal times, accommodation requirements in relation to your event and the number of attendees for your event. These details are required at least 10 days prior to your event date.
- 3.2 Confirmation of minimum numbers is required 10 days before the event commences, if no amendments are received verbally or via email the contracted numbers apply. Should numbers be increased the venue requires a minimum of 3 working days notice for catering purposes.
- 3.3 Any materials that you propose to present must be received 3 days prior to event date.
- 3.4 All attendees must leave the designated function space at contracted event finish time. Should you need to extend your finish time, please see your Event Manager.
- 3.5 Should you opt to confirm any additional event bookings, catering or beverages and this is received by the Club, these items will be considered as an addition to your agreement and will be bound by these terms and conditions.

4. Charges For Reduced Catering Numbers

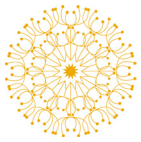
- 4.1 Changes to catering numbers will not affect your agreement if received in writing 10 days prior to your event.
- 4.2 At 10 days and under, contracted numbers stated in your agreement will apply and will be charged.

5. Substitution of Function Rooms

- 5.1 Gladstone Events Centre may assign you to another area to hold your function in the event that the area or room originally designated to your event is unavailable for any reason or the area is deemed inappropriate for use should attendee numbers be significantly reduced.
- 5.2 If attendees are reduced within 10 days prior to your event and a smaller room is deemed more suitable the original agreed room hire fee will remain applicable.
- 5.3 Should numbers be reduced 10 days prior to the commencement of your event and The Gladstone Events Centre deems a smaller room more suitable the room hire fee stated in the agreement will be amended.

6. Event Cancellation/Postponement

- 6.1 All cancellations must be confirmed in form of written correspondence. In case of the event being cancelled the following terms are applicable;
 - (a) Over 30 days prior to event date the deposit can be transferred to a future booking within the same calendar year.
 - (b) Should the booking be cancelled between 10 - 30 days of the event date your deposit amount will be forfeited.
 - (c) Should the booking be cancelled within 10 days of the event date 50% of the total invoice amount is payable to Gladstone Events Centre.
 - (d) Should the booking be cancelled within 3 days of the event date 100% of the total invoice amount is payable to Gladstone Events Centre.
 - (e) The deposit amount is a non-refundable payment.



7. Conduct of the Event

- 7.1 Your event must be conducted in a lawful manner; The Gladstone Events Centre holds the right to terminate your event if the venue reasonably believe that your event is not being conducted in an orderly and lawful manner.
- 7.2 The Gladstone Events Centre takes no responsibility for any costs, damages or expenses that you may incur as a result of the termination of your event.
- 7.3 The Gladstone Events Centre may exclude or remove any attendees or possessions from your event or from our premises.
- 7.4 No food or beverages other than those provided by the Club will be permitted in any of the function areas without the consent of a representative of the club.
- 7.5 Nothing is permitted to be nailed, screwed or adhered to any part of the event space unless the venue has granted prior permission.
- 7.6 Any items left behind will be stored for 14 days after your event, once notified you must collect all items.
- 7.7 Property of Gladstone Events Centre and Mercure Gladstone must be used in a correct manner, should there be any faulty equipment in use, a venue representative must be notified immediately.

8. The Club Waivers Responsibility For

- 8.1 Theft, damage or loss of any goods brought onto premises
- 8.2 The Club is not responsible for any theft damage to any goods that may occur within the Hotel, Events Centre or Carpark.

9. Rates & Prices

- 9.1 Rates /prices for any food & beverage or other associated costs are subject to change without notice.

10. Club Policies

- 10.1 All attendees are required to adhere to the clubs houses policies, this includes dress code standard whilst outside of the Function area.

11. Additional Terms

- 11.1 Unless otherwise agreed, the party whom signs these terms and conditions will be responsible for full payment of the event charge. Alternately the party must provide the Event Coordinator written authorisation from the third party whom takes responsibility of payment.

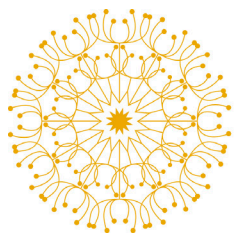
I hereby acknowledge that I have read and agree to all function terms and conditions as outlined by the Gladstone Events Centre & Mercure Gladstone:

Print Full Name:

Signature:

Date:

Please return the signed terms and conditions to Yaralla Sports Club either in person, by email to events@gladstoneeventscentre.com.au or by fax to **(07)4979 8289**.



gladstone**events**
CENTRE

t. +61 (07) 4979 8270

w. gladstoneeventscentre.com.au

e. events@gladstoneeventscentre.com.au