

# WELCOME, THANK YOU FOR CONSIDERING THE DOG ROCK CONVENTION CENTRE

The Dog Rock Convention Centre is the perfect place for any style of conference, seminar, function, cocktail party, wedding or dining experience, coupled with Dog Rock Motel accommodation, staff & catering from the adjoining award winning licensed Lime 303 Restaurant.

Dog Rock Convention Centre features:

- \* situated in the heart of the city
- \* convenient on-site free parking
- \* freshly renovated
- \* fully air conditioned
- \* varying function room configurations
- \* audio visual & communication equipment
- \* dance floor (where applicable)
- \* bar facility, cash / tab (where applicable)
- \* offers various levels of accommodation suitable for a lavish special occasion, corporate stop over or as a base while touring the south coast. Motel rooms provide: room service, in-house movies, tea & coffee facilities, remote television, en suite,, refrigerator, hair dryer, in-house guest laundry.
- \* complimentary 1 night executive room for bride & groom and discounted accommodation rates for confirmed function attendees

May I take this opportunity to invite you to the Dog Rock Convention Centre to view our facilities, at a convenient time for you.

For further information please call (08) 98457 200 / email [conventions@dogrockmotel.com.au](mailto:conventions@dogrockmotel.com.au)

Yours Sincerely  
Kerry Harfield  
Convention Centre Liaison

Phone: Tel (08) 9845 7200  
Fax (08) 9842 1027  
Email: [conventions@dogrockmotel.com.au](mailto:conventions@dogrockmotel.com.au)  
Website: [www.dogrockmotel.com.au](http://www.dogrockmotel.com.au)  
ABN 48294966903

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## HIRE RATES

PRICES & AVAILABILITY SUBJECT TO CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

- \* \$375.00.00, access 8 hours / less  
Conference, 20 guests  
U shape, 30 guests  
Classroom, 40 guests  
Theatre Style, 60 guests  
Open faced round tables, 5 per table, 60 guests
- \* Split room variations available – please inquire
- \* \$ 545.00, access 8 hours / less  
Theatre style, 60 – 160 guests
- \* \$ 745.00, access 8 hours / less  
CORPORATE dinner events with bar, 100 guests  
Plus minimum \$55.00 pp food catering
- \* \$ 745.00, access 8 hours / less  
CORPORATE stand up style events with bar, 180 guests  
Plus minimum \$8.40 pp food catering
- \* \$950.00 access 10:00 a.m. – Midnight  
Plus minimum food catering @ \$55.00 per person  
PRIVATE dining events 80 guests, with bar & dance floor.
- \* \$950.00 access 10:00 a.m. – Midnight  
Plus minimum food catering @ \$16.00 per person  
PRIVATE stand up style with bar & dance floor 160 guests
- \* \$ 1495 .00, access times by arrangement  
Plus minimum \$55.00 pp food catering  
CORPORATE dining events 80 - 160 guests  
includes Lime 303 Restaurant & bar
- \* \$ 1650.00 , access times by arrangement  
Plus minimum \$55.00 pp food catering  
PRIVATE dining events 80 - 160 guests  
includes Lime 303 Restaurant, bar & dance floor

Should you require date availability & an estimate, please email your function details such as:  
Date/s, access times, function times, approx. guests attending, set up, equipment & catering needs  
to [conventions@dogrockmotel.com.au](mailto:conventions@dogrockmotel.com.au)

All prices include GST

## EQUIPMENT RATES

PRICES & AVAILABILITY SUBJECT TO CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

- \* \$90.00, access 8 hours / less  
106" drop down screen (1024 x 768 resolution) includes overhead data projector & DVD player
- \* \$45.00, access 8 hours / less  
Public address system 14 surround sound, includes lectern, lapel, portable microphone , laser pointer & CD player
- \* \$60.00 ,access 8 hours / less  
Electronic whiteboard with paper, markers & cleaner
- \* \$45.00, access 8 hours / less  
Flip chart with easel and markers
- \* \$35.00, access 8 hours / less  
Standard TV with VCR player
- \* \$30.00, access 8 hours / less  
Standard whiteboard with markers & eraser
- \* \$20.00, (plus call charges on consumption), access 8 hours / less  
Conference speaker telephone
- \* \$5.00 for 20minutes, \$15.00 for 2 hours / \$27.00 for 24 hours  
Hotspot wireless internet access (1.5mbps /256kbps)
- \* \$155.00 , access 8 hours / less  
Dance floor, wooden raised platform (23 square meters & 6cm height)

Should you require date availability & an estimate, please email your function details such as: Date/s, access times, function times, approx. guests attending, set up, equipment & catering needs to [conventions@dogrockmotel.com.au](mailto:conventions@dogrockmotel.com.au)

All prices include GST

## TEA / COFFEE / JUICE / SNACKS

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

Self service tea & Coffee station set up & serviced for your convenience.  
Stocked with a variety of quality tea, coffee & sugar sachets, full / hi lo milk  
(soy available upon request)

Price	Order #	Minimum guests	Maximum guests
<b>\$3.50 per person</b>	<b>T1</b>	<b>10</b>	<b>180</b>
Self service tea / coffee (1 p.p.) available only at specified time.			
<b>\$7.50 per person</b>	<b>T2</b>	<b>10</b>	<b>180</b>
Self serve tea / coffee - half day continuous (available for 4 hours / less).			
<b>\$9.50 per person</b>	<b>T3</b>	<b>10</b>	<b>180</b>
Self serve tea / coffee - full day continuous (available 8 hours / less).			
<b>\$1.50 per person</b>	<b>T4</b>	<b>10</b>	<b>180</b>
Whole fresh fruit (1 p.p.)			
<b>\$2.50 per person</b>	<b>T5</b>	<b>15</b>	<b>180</b>
Home baked biscuits (2 p.p.)			
<b>\$3.25 per person</b>	<b>T6</b>	<b>15</b>	<b>180</b>
Home baked sweet or savoury muffins (2 p.p.)			
<b>\$3.50 per person</b>	<b>T7</b>	<b>15</b>	<b>180</b>
Pastries / danishes (2 p.p.)			
<b>\$3.75 per person</b>	<b>T8</b>	<b>15</b>	<b>180</b>
Sweet / savoury scones with cream & jam / chutney (2 p.p.)			
<b>\$3.75 per person</b>	<b>T9</b>	<b>15</b>	<b>180</b>
Assorted sandwiches (½ round p.p.)			
<b>\$4.00 per person</b>	<b>T10</b>	<b>15</b>	<b>180</b>
Cake (1 slice p.p.)			
<b>\$5.50 per person</b>	<b>T11</b>	<b>10</b>	<b>180</b>
Sliced fresh fruit			
<b>\$9.00 per jug</b>	<b>T12</b>	<b>10</b>	<b>180</b>
Juice, orange / apple			

All prices include GST

## BREAK / LUNCH MENU

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

Price	Order #	Minimum guests	Maximum guests
<b>\$5.00 per person</b>	<b>B1</b>	<b>10</b>	<b>180</b>
Self service tea, coffee (1 p.p.) with standard assorted cream biscuits (2 p.p.)			
<b>\$6.00 per person</b>	<b>B2</b>	<b>15</b>	<b>180</b>
Self service tea, coffee (1 p.p.) with home baked biscuits (2 p.p.)			
<b>\$6.75 per person</b>	<b>B3</b>	<b>15</b>	<b>180</b>
Self service tea, coffee (1 p.p.) with home baked sweet muffins (2 p.p.)			
<b>\$6.75 per person</b>	<b>B4</b>	<b>15</b>	<b>180</b>
Self service tea, coffee (1 p.p.) with home baked savoury muffins (2 p.p.)			
<b>\$7.50 per person</b>	<b>B5</b>	<b>30</b>	<b>180</b>
Self service tea, coffee (1 p.p.) with home made dip, crackers & vegetable crudettes			
<hr/>			
<b>\$13.25 per person</b>	<b>L1</b>	<b>15</b>	<b>180</b>
Assorted sandwiches (1 p.p.), sweet muffins (2 p.p.), whole fresh fruit (1 p.p.), juice (1 p.p.)			
<b>\$15.50 per person</b>	<b>L2</b>	<b>25</b>	<b>180</b>
Assorted baguettes (6" p.p.), sweet muffins (2 p.p.), whole fresh fruit (1 p.p.), juice (1 p.p.)			
<b>\$16.95 per person</b>	<b>L3</b>	<b>25</b>	<b>180</b>
Buffet style: Home made soup & bread roll (1 p.p.), cake (1 p.p.), whole fresh fruit (1 p.p.), juice (1 p.p.)			
<b>\$22.45 per person</b>	<b>L4</b>	<b>30</b>	<b>160</b>
Buffet style: Pasta carbonara – bacon, mushroom & spring onion in a creamy garlic sauce. Seafood fettuccine – prawns, mussels, chilli and snow peas in a Napoli Sauce. Sweet muffins (2 p.p.), whole fresh fruit (1 p.p.), juice (1 p.p.)			
<b>\$24.95 per person</b>	<b>L5</b>	<b>30</b>	<b>160</b>
Buffet style: Savoury croissants (1.5 p.p.), greek salad, cake (1 p.p.), whole fresh fruit (1 p.p.), juice (1 p.p.)			
<b>\$25.85 per person</b>	<b>L6</b>	<b>30</b>	<b>160</b>
Buffet style: Assorted meat kebabs with sate sauce, ginger & sesame flavoured jasmine rice. Freshly sliced fruit platter, sweet muffins (2 p.p.), juice (1 p.p.)			

All prices include GST

## PLATTERS

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

**\$5.50 per person, Fruit Platter** fresh sliced seasonal fruits - **Min 10 guests**

**\$5.50 per person, Sweet Platter** a selection of cakes/pastries/slices– **Min 20 guests**

**\$7.00 per person, A Touch of Sweetness** gourmet hand crafted chocolates – **Min 20 guests**

**\$6.00 per person, Dip Platter** home-made dips with crackers & fresh veg crudettes – **Min 20 guests**

**\$7.00 per person, Cheese Platter** a selection of cheeses, crackers & dried fruit – **Min 20 guests**

**\$8.50 per person, Antipasto Platter** cold cuts, cheeses, marinated veg & crackers – **Min 20 guests**

**\$7.80 per person, Savoury Platter** cocktail pies, mini quiches (v), sausage rolls, chicken nuggets with dipping sauce – **Min 20 guests**

**\$7.80 per person Asian Platter** , mini spring rolls (v), curried samosas (v), money bags & tempura prawns with dipping sauce – **Min 20 guests**

**Mixed Platter – Min 20 guests**

**\$7.80 per person**, mini spring rolls (v), tempura prawns, cocktail pies and mini quiches with dipping sauce

**Sandwich Platter 1 – Min 10 guests**

**\$6.50 per person for 1 round, \$9.50 per person for 1.5 rounds**

White and multigrain bread with assorted fillings, example below:

- Cajun chicken, avocado, sun dried tomato and cucumber.
- Ham, tomato, cheese, lettuce and mustard.
- Curried egg and cucumber.

**Sandwich Platter 2 – Min 20 guests**

**\$7.50 per person for 1 round, \$10.50 per person for 1.5 rounds**

White and multigrain bread with assorted fillings, examples below:

- Smoked salmon and ricotta with dill mayonnaise
- Eggplant, feta, sun dried peppers & semi-sun dried tomato with basil
- Roasted chicken, cranberry and brie.

**\$12.50 per person , Croissant Platter – Min 25 guests**

**for 1.5 croissants** each served warm with assorted fillings, examples below:

- Roasted chicken, cheese and pineapple.
- Honey ham, cheese and tomato.
- Asparagus, roasted capsicum and Swiss cheese.

**\$9.50 per person, Baguette Platter – Min 15 guests**

**for one 6” baguette each** (white French stick ) with assorted fillings, example below:

- Smoked chicken, sun dried tomato and salad with aioli
- Honey ham, feta salad and flavoured mayonnaise
- Mediterranean vegetable mixture with feta and salad

All prices include GST

## HORS' D'OURVES

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

**\$ 2.80 per selection, per person (1.3 pieces of each selection per person) - Min 30 guests**

**For 30 - 50 people, please choose 3 from below, total p.p. = \$8.40**

**For 50 - 80 people please choose 5 from below, total p.p. = \$14.00**

**For 80 – 180 people please choose 7 from below list, total p.p. \$19.60**

### **HOT selections**

Malay Chicken Kebabs: chicken loins coated in a malay style curry batter, served with an orange & ginger glaze

Four Bite Quiches: bacon & onion with parmesan and parsley

Vegetarian Mini Quiches: Asparagus, spinach, caramelized onion and parmesan cheese

Pan seared scallop: with master stock braised pork belly

Asian Style Spring Rolls: served with plum sauce

Crumbed Baby Squid Kebabs: served with a sweet chilli and coriander mayonnaise

Cajun Kangaroo Kebabs: served with guacamole

Vol-au-vents: filled with smoked chicken, goats cheese, sun-dried tomato and rocket

### **COLD selections**

Smoked Salmon Canapés: smoked salmon on a crouton served with cottage cheese, dill & caviar

Melon Balls: Watermelon, rock-melon and honeydew melon, sprinkled with mint, served with toothpicks

Peppered Beef Strips: served on a crouton with chicken liver pate and sweet onion confit

Cherry tomato, Bocconcini and Basil Kebabs: marinated in a basil Pesto

All prices include GST

## BUFFET MENU — EXAMPLES

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

### **BUFFET - Example 1**

**\$55.00 per person**

This menu serves a minimum of 20 people and a maximum of 160 people.

Soup of the Day (2) Country vegetable, Potato, bacon & leek

Meat Dishes (3) Roast beef with gravy, Tempura fish and tartare sauce, Chicken parmigiana

Salads (3) Coleslaw, Beetroot, Greek

Vegetables (3) Roasted potato & pumpkin, Cauliflower with cheese sauce

Medley of vegetables with a honey butter sauce

Desserts (3) Trifle, Cheesecake, Pavlova

Self service tea / coffee

### **BUFFET - Example 2**

**\$74.50 per person**

This menu serves a minimum of 40 people and a maximum of 160 people.

Soup of the Day (2)

Pumpkin & cinnamon, Creamy tomato & roasted red bell pepper

Meat Dishes (3)

Spiced aubergine moussaka: char grilled eggplant with local fish, scallops, prawns in a mornay sauce & sautéed tomato in Asian pesto.

Home made beef & guinness pie: with puff pastry.

Chicken parcel: filled with sun dried tomato & herbs and wrapped with parma ham

Salads (3)

Caesar, Mixed Bean, Roasted red capsicum with asparagus, green beans, corn & english spinach

Cold Platters (2)

Whole tiger prawns served in a cocktail sauce, Oysters kilpatrick

Vegetables (2)

Duo of sweet potato & garlic scented potato mash

Medley of vegetables with a honey butter sauce

Desserts (3)

Mixed melon & kiwi fruit platter, Chocolate cake, Apple slice with custard

Self Service Tea / Coffee

All prices include GST

## SET MENU — EXAMPLES

PRICES & SELECTIONS SUBJECT TO SEASONAL CHANGE WITHOUT NOTICE  
NOTE: PUBLIC HOLIDAY 20% SURCHARGE APPLICABLE

SET MENU - Example 1, \$55.00 per person

This menu serves a minimum of 20 people and a maximum of 160 people.

(Pending numbers, may require alternate drop & / 2 mains only)

Bread roll & butter

Entrees (choice of 2)

Soup of the Day

Pumpkin & ricotta ravioli in a tomato and roasted red pepper sauce

Mains (choice of 3)

Aged rib eye beef: served on mash with seasonal vegetable & a red wine reduction

Baked chicken breast: filled with wild rice, bacon & philadelphia cheese served with parsnip mustard mash, green beans & a champagne cream sauce.

Fresh local fish: served on garlic scented potato with stir fried asian green

Desserts (choice of 2)

Cheesecake of the day served with fruit coulis & fresh cream

Green pear ice cream with a choc fudge centre served with fruit coulis

Self Service Tea / Coffee

SET MENU - Example 2, \$74.50 per person

This menu serves a minimum of 20 people and a maximum of 160 people

(Pending numbers, may require alternate drop & / 2 mains only)

Bread roll & butter

Entrees (choice of 2)

Thai style baby squid & yabbie tails with a mixed leaf and avocado salad

Spiced loin of Amelia park lamb on guacamole with a sun dried tomato & lime sambal

Mains (choice of 3)

Oven baked spatchcock on kumera mash, wilted bok choy & cubes of pork belly in a master stock glaze

Grilled loin of linley valley pork on a parsnip mash, with mediterranean frittata wedge and a roasted red pepper sauce

Fish of the day: served on seafood laced rice with ginger & spring onion jus

Desserts (choice of 2)

Quince & ginger pudding: served warm with honey baked seasonal fruit, vanilla ice cream & a spiced shiraz syrup

Lemon brulee: zingy lemon brulee served with candied orange

Self Service Tea / Coffee

All prices include GST

## Terms, Conditions, Confirmation Form (CORPORATE)

### Prices & Products

All prices & products are subject to change at any time. All charges include GST.

**Tentative bookings:** Should the centre receive a second inquiry for the same date, the centre shall endeavour to advise the first inquirer of the situation and provide 24 hours to submit confirmation. Second inquirer will be advised of availability a.s.a.p. The centre reserves the right to cancel tentative reservations.

**Confirmation:** All reservations are only deemed confirmed when The Dog Rock Convention Centre processes a completed Dog Rock Convention Centre Terms, Conditions, and Confirmation Form with Credit Card authority for both security and final payment transaction at conclusion of function. A written estimate of requested function requirements can be forwarded to you.

**Cancellations:** Cancellations/reschedules of confirmed functions must be made in writing by the organiser to the centre management. Functions cancelled/rescheduled 14 days or less prior to the function date will incur a cancellation fee which will be calculated at 50% of the total estimated value of the function. Cancellation fee will automatically be transacted from the supplied credit card & a tax invoice/receipt will be supplied to the organiser.

**Final Account payment including beverages account (TAB):** will be transacted in full at conclusion of event against the credit card supplied by the organiser. An itemised tax invoice/receipt will then be provided to the organiser.

**Alternative account management:** an official purchase order is required from the organiser, centre accounts are strictly 7 day invoice - full payment required within 7 days from date of invoice.

**Rates & access:** As per arranged schedule between the organiser & centre management. Times must be in accordance with centre access times rather than start and finish times. Wages for rostered room set up hours, service, and pack down, cleaning, linen and administration are included in rates. Centre must be vacated within 30 minutes of scheduled departure time. Additional access charges may apply.

**Final details of requirements:** No less than 10 days prior to the event, the organiser must supply written confirmation to the centre management stating final details of requirements, including number of guests attending. The centre reserves the right to supply & charge in accordance with the last known requirements & greater number indicated if final details of requirements have not been advised within the specified timeframe. An additional amount will be charged should your numbers increase on the day.

It is the responsibility of the organiser to advise all final details including: set up, final numbers, wording for standard entry sign, schedule times, contact of day details, catering and equipment requirements.

**Food and beverages:** Function organisers or their guests are not permitted to supply their own food or beverages.

Speciality cakes are an exception, must be by pre arrangement with the centre, charges will apply.

**Special dietary requirements:** must be advised no less than 10 days prior to event.

**Usage:** Organisers wishing to reserve the centre for the purpose of the promotion / sale of product must seek the approval of centre management. Organizer must submit full details in writing. The centre reserves the right to cancel any reservation that has not submitted such details, and will accept no responsibility for any organiser losses incurred.

The centre management reserves the right to cancel a function at anytime if it has reason to believe it will disrupt the operations, security or reputation of the centre & surrounding establishments.

No items are to be nailed, screwed, stapled or adhered to any wall, door, window or other surface or part of the centre building.

Candles / tea lights: of the flammable variety are not permitted, please arrange an alternative such as battery operated lights.

**Room allocation:** The centre reserves the right to assign the organisers function to another room/area/set up style if the reserved space is not considered suitable due to significant changes to numbers of guests attending (additional charges may apply), centre maintenance or safety issues.

**Parking:** convenient free on – site & nearby parking, organiser to advise function guests no parking permitted in motel accommodation bays, unless a motel guest.

**Security:** The centre takes every care with security and protection of your property; however no responsibility will be taken for the damage or loss of property left in the centre prior to, during or after a function.

**Damage:** To the centre property caused by function guests or organisers will be the financial responsibility of the organiser.

**Cleaning:** General & normal cleaning is included in the cost of hiring the centre. Additional cleaning fee will apply in instances where extraordinary cleaning is required. Fee will automatically be transacted from the supplied credit card & a tax invoice/receipt will be supplied to the organiser.

**Music & excessive noise:** Use of musical instruments or any equipment that produces excessive noise must be approved by the centre management & may be restricted.

**Delivery & collection:** Restrictions may apply. The centre management must be provided with a full description from the organiser no less than 10 days prior to the event, of items intended to be delivered & collected for the function. Payment for delivery and collection of items is the responsibility of the organiser. Assistance for moving in, setting up & removal of items will only be possible if centre staff are available and may incur additional charges.

**Alcohol licence:** The centre is a fully licensed venue. Liquor license at the centre is until the time of 12:00 midnight and service of alcohol will cease at this time. The centre license is not al fresco, no alcoholic beverages permitted outside. Please note the centre is required by laws within the Liquor License Act to serve alcohol responsibly. Organisers are required to aid the centre staff to ensure these laws are upheld. Penalties are imposed on the licensee, staff & anyone aiding a drunken person to obtain more liquor. Persons under the age of 18 must be accompanied by their legal guardian or an adult family member to be allowed on the centre premises and they must not consume alcohol at any time.

**Accommodations:** A 10% discount is available for attendees of confirmed centre functions. Please contact Dog Rock Motel Reception 0898457200, request "function attendee accommodation". Guest name, contact, credit card details & payment arrangement must be advised direct to the Dog Rock Motel 10 days prior to arrival.

**Public Holidays** A 20% surcharge applies to total function accounts held on a Public Holiday.

**Trading Hours: 7:00 a.m. - 12:00 a.m. Daily Closed: Christmas Day & Australia Day.**

**Terms, Conditions, Confirmation Form (CORPORATE)**

**This form will only be processed if all the below information is completed.**

I (the organiser) \_\_\_\_\_ wish to confirm

On behalf of \_\_\_\_\_ (company/individual)

Function Date/s \_\_\_\_\_ 2010 / 2011.

Access Times/s: Arrival \_\_\_\_\_ Departure \_\_\_\_\_.

Function Time/s: Start (guests arrive) \_\_\_\_\_ Finish (guests depart) \_\_\_\_\_.

Function description / name \_\_\_\_\_.

Function requirements:  
Approximate guests attending \_\_\_\_\_ Set up style \_\_\_\_\_ Equipment \_\_\_\_\_.

Wording for entry signage \_\_\_\_\_ Contact of Day \_\_\_\_\_.

Catering request & times required \_\_\_\_\_.

TITLE: Mr. / Mrs. / Ms

FIRST NAME: \_\_\_\_\_ SURNAME \_\_\_\_\_.

COMPANY: \_\_\_\_\_ POSI-  
TION \_\_\_\_\_.

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ MOB: \_\_\_\_\_.

EMAIL: \_\_\_\_\_.

POSTAL ADDRESS: \_\_\_\_\_.

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ P/CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_.

**CREDIT CARD PAYMENT AUTHORITY**

CARD TYPE: VISA AMEX DINERS MASTERCARD

CARD NUMBER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXPIRY: \_\_\_\_ / \_\_\_\_

NAME ON CARD: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I have read and accept the above Dog Rock Convention Centre terms, conditions, confirmation form.

Signed \_\_\_\_\_ Name \_\_\_\_\_.

## Terms, Conditions, Confirmation Form (Private)

### Prices & Products

All prices & products are subject to change at any time. All charges include GST.

**Tentative bookings:** Should the centre receive a second inquiry for the same date, the centre shall endeavour to advise the first inquirer of the situation and provide 24 hours to submit confirmation. Second inquirer will be advised of availability a.s.a.p.

The centre reserves the right to cancel tentative reservations.

**Confirmation:** All reservations are only deemed confirmed when The Dog Rock Convention Centre processes a completed Dog Rock Convention Centre Terms, Conditions, and Confirmation Form with Credit Card payment authority for \$500.00 deposit and any additional account transactions deemed necessary pre and post function.

A written estimate of requested function requirements can be forwarded to you.

**Cancellations:** Cancellations/reschedules of confirmed functions must be made in writing by the organiser to the centre management. Functions cancelled/rescheduled 60 days or less prior to the function date will incur a cancellation fee which will be calculated at 50% of the total estimated value of the function. Cancellation fee will automatically be transacted from the supplied credit card & a tax invoice/receipt will be supplied to the organiser.

**Account payment including beverages account (TAB):** will be transacted in full 10 day prior to function against the credit card supplied by the organiser. An itemised tax invoice/receipt will then be provided to the organiser.

**Alternative account management facilities:** please submit your request to the centre management.

**Rates & access:** As per arranged schedule between the organiser & centre management. Times must be in accordance with centre access times rather than start and finish times. Wages for rostered room set up hours, service, and pack down, cleaning, linen and administration are included in rates. Centre must be vacated within 30 minutes of scheduled departure time.

Additional access charges may apply.

**Final details of requirements:** No less than 10 days prior to the event, the organiser must supply written confirmation to the centre management stating final details of requirements, including number of guests attending. The centre reserves the right to supply & charge in accordance with the last known requirements & greater number indicated if final details of requirements have not been advised within the specified timeframe.

An additional amount will be charged should your numbers increase on the day.

It is the responsibility of the organiser to advise all final details including: set up, final numbers, wording for standard entry sign, schedule times, contact of day details, catering and equipment requirements.

**Food and beverages:** Function organisers or their guests are not permitted to supply their own food or beverages.

Speciality cakes are an exception, must be by pre arrangement with the centre, charges will apply.

**Special dietary requirements:** must be advised no less than 10 days prior to event.

**Usage:** Organisers wishing to reserve the centre for the purpose of the promotion / sale of product must seek the approval of centre management. Organizer must submit full details in writing. The centre reserves the right to cancel any reservation that has not submitted such details, and will accept no responsibility for any organiser losses incurred.

The centre management reserves the right to cancel a function at anytime if it has reason to believe it will disrupt the operations, security or reputation of the centre & surrounding establishments.

No items are to be nailed, screwed, stapled or adhered to any wall, door, window or other surface or part of the centre building.

Candles / tea lights: of the flammable variety are not permitted, please arrange an alternative such as battery operated lights.

**Room allocation:** The centre reserves the right to assign the organisers function to another room/area/set up style if the reserved space is not considered suitable due to significant changes to numbers of guests attending (additional charges may apply), centre maintenance or safety issues.

**Parking:** convenient free on – site & nearby parking, organiser to advise function guests no parking permitted in motel accommodation bays, unless a motel guest.

**Security:** The centre takes every care with security and protection of your property; however no responsibility will be taken for the damage or loss of property left in the centre prior to, during or after a function.

**Damage:** To the centre property caused by function guests or organisers will be the financial responsibility of the organiser.

**Cleaning:** General & normal cleaning is included in the cost of hiring the centre. Additional cleaning fee will apply in instances where extraordinary cleaning is required. Fee will automatically be transacted from the supplied credit card & a tax invoice/receipt will be supplied to the organiser.

**Music & excessive noise:** Use of musical instruments or any equipment that produces excessive noise must be approved by the centre management & may be restricted.

**Delivery & collection:** Restrictions may apply. The centre management must be provided with a full description from the organiser no less than 10 days prior to the event, of items intended to be delivered & collected for the function. Payment for delivery and collection of items is the responsibility of the organiser. Assistance for moving in, setting up & removal of items will only be possible if centre staff are available and may incur additional charges.

**Alcohol licence:** The centre is a fully licensed venue. Liquor license at the centre is until the time of 12:00 midnight and service of alcohol will cease at this time. The centre license is not al fresco, no alcoholic beverages permitted outside. Please note the centre is required by laws within the Liquor License Act to serve alcohol responsibly. Organisers are required to aid the centre staff to ensure these laws are upheld. Penalties are imposed on the licensee, staff & anyone aiding a drunken person to obtain more liquor. Persons under the age of 18 must be accompanied by their legal guardian or an adult family member to be allowed on the centre premises and they must not consume alcohol at any time.

**Accommodations:** A 10% discount is available for attendees of confirmed centre functions.

Please contact Dog Rock Motel Reception 0898457200, request "function attendee accommodation". Guest name, contact, credit card details & payment arrangement must be advised direct to the Dog Rock Motel 10 days prior to arrival.

**Public Holidays** A 20% surcharge applies to total function accounts held on a Public Holiday.

**Trading Hours:** 7:00 a.m. - 12:00 a.m. Daily **Closed:** Christmas Day & Australia Day

**Terms, Conditions, Confirmation Form (Private)**

**This form will only be processed if all the below information is completed.**

I (the organiser) \_\_\_\_\_ wish to confirm

On behalf of \_\_\_\_\_ (company/individual)

Function Date/s \_\_\_\_\_ 2010 / 2011.

Access Times/s: Arrival \_\_\_\_\_ Departure \_\_\_\_\_.

Function Time/s: Start (guests arrive) \_\_\_\_\_ Finish (guests depart) \_\_\_\_\_.

Function description / name \_\_\_\_\_.

Function requirements:

Approximate guests attending \_\_\_\_\_ Set up style \_\_\_\_\_ Equipment \_\_\_\_\_.

Wording for entry signage \_\_\_\_\_ Contact of Day \_\_\_\_\_.

Catering request & times required \_\_\_\_\_.

TITLE: Mr. / Mrs. / Ms

FIRST NAME: \_\_\_\_\_ SURNAME \_\_\_\_\_.

COMPANY: \_\_\_\_\_ POSI-  
TION \_\_\_\_\_.

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ MOB: \_\_\_\_\_.

EMAIL: \_\_\_\_\_.

POSTAL ADDRESS: \_\_\_\_\_.

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ P/CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_.

**CREDIT CARD PAYMENT AUTHORITY**

CARD TYPE: VISA AMEX DINERS MASTERCARD

CARD NUMBER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EXPIRY: \_\_\_\_ / \_\_\_\_

NAME ON CARD: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I have read and accept the above Dog Rock Convention Centre terms, conditions, confirmation form.

Signed \_\_\_\_\_ Name \_\_\_\_\_.