



*Corporate*  
EVENTS

# Make Memories

WITH US

The newly renovated Club Catalina has several unique function spaces, and is the perfect destination to hold your next corporate event.

Each space offers something different whether it be boasting immaculate views of our 27-hole championship golf course, an impressive private bar or a dedicated children's area, our dedicated event coordinator will assist you in bringing your vision to life and making your event one to remember.

From working lunches to business dinners to large scale expos, Club Catalina is the perfect destination for your next corporate function.

---





# Corporate

S P A C E S



## View Room

Boasting a large outdoor balcony overlooking our award winning 27 championship hole golf course The View Room is perfect for smaller meetings, breakout spaces, cocktail parties, and conferences. The space has an abundance of natural light, flexible set-up options and conference capabilities.

Name	Hire	Dimensions	Theatre	Classroom	U-Shape	Banquet	Cocktail
View Room	\$200	10.4 x 7	40	27	24	36	40

## The Centenary Room

The Centenary Room provides the perfect intimate meeting space tucked away from the Main Club you will have a completely private space to conduct your meetings.

Name	Hire	Dimensions	Theatre	Classroom	U-Shape	Banquet	Cocktail
The Centenary Room	\$200	7.4 x 10.1	50	27	27	50	60

## Waratah Room

The perfect mid-size meeting room featuring a private bar and open plan design, the Waratah room is perfect for your next business dinner or cocktail evening.

Name	Hire	Dimensions	Theatre	Classroom	U-Shape	Banquet	Cocktail
Waratah Room	\$260	12.9 x 10.1	100	60	33	84	100

## The Seaside Room

With an open concept design our Seaside Room offers a versatile space for larger functions and events. With a concertina door you have the options for a break-out room or a large open space offering endless versatility. With stage options this space can be transformed for theatre style productions and shows.

Name	Hire	Dimensions	Theatre	Classroom	U-Shape	Banquet	Cocktail
The Seaside Room	\$400	20.4 x 10.1	200	60	NA	120	160



# Conference

PACKAGES





# Conference

## WORKSHOP PACKAGE 1

### CATERING

#### On arrival

Selection of Barista brewed coffees and teas or Juice

#### Lunch

Assorted gourmet sandwiches and wraps

#### Afternoon Tea

Fresh fruit platter

### EXTRAS

#### Equipment

Built in audio visual  
Whiteboard  
Complimentary high speed WiFi

---

**\$39 cost p/p**





# Conference

PACKAGE 2

## CATERING

### On arrival

Selection of Barista brewed coffees, teas, juice or mineral water

### Morning Tea

Assorted platter of Homemade Biscuits and Slices

### Lunch

Combination of hot & cold finger foods including:  
Prawn Dumplings, Four Cheese Arancini, Vegetarian Spring Rolls,  
Mini Beef Pies, Cold Meat Sandwiches. Vegetarian Sandwich  
Option

### Afternoon Tea

Selection of Barista brewed coffees, teas, juice or mineral water  
along with a seasonal fruit platter  
Mints and Water

## EXTRAS

### Equipment

Equipment  
Built-in audio visual  
Conference notepads and pens  
Complimentary high speed WiFi

---

**\$45 cost p/p**



# Conference

PACKAGE 3  
ALL-INCLUSIVE DELUXE

## CATERING

### On arrival

All-day access to selection of Barista brewed coffees,  
teas, juice or mineral water

### Morning Tea

Assorted platter of Homemade Biscuits and Slices

### Lunch

Choice of 5 mini canapes:

Bruschetta with Heirloom Tomato, Basil, Danish Feta and Balsamic  
Glaze

Freshly Shucked Clyde River Oysters with Red Wine Vinegar  
Dressing

Four Cheese Arancini with Garlic Aioli

Mac and Cheese Bite with Chef Special Sauce

Jalapeño Poppers with Chipotle Mayo

Salt and Pepper Calamari with Garlic Aioli

BBQ Prawn Skewers with Salsa Verde

Crispy Fried Buttermilk Chicken Wings with Chipotle Mayo

Snapper Tostadas with Chili, Tomato, Lime,

Coriander and Olive Oil, Lamb Souvlaki Skewers with Tzatziki

Chicken Tikka Skewers with Raita

Tempura Prawns with Tartare Sauce

Steamed Pork Dumplings with Sweet Chilli and Soy

Steamed Prawn Dumplings with Sweet Chili and Soy

Chicken Satay Skewers, Mini Beef Pie with Tomato Sauce

House Made Sausage Rolls with Tomato Sauce

BBQ Prawn Skewers with Salsa Verde

### Afternoon Tea

Selection of Barista brewed coffees, teas, juice or mineral water  
along with a seasonal fruit platter

Mints and Water

## EXTRAS

### Equipment

Whiteboard

Built-in audio visual

Notepads and pens

Complimentary

High-Speed WiFi

---

**\$55 cost p/p**



# Supplementary EQUIPMENT

EQUIPMENT	HIRE COSTS
Microphone	FREE
Lectern	FREE
Conference Camera	FREE
Laptop	\$25
Flip Chart	\$25
White Board	\$25
MiPro Speaker as a PA	\$55
Data Projector	\$50
Conference Speaker	\$25





T & C S  
*Conference*





# Terms & Conditions

## C L A U S E

### TENTATIVE BOOKINGS

- 1.0 Tentative bookings will be held for a period of seven (7) calendar days from the date of your initial inquiry
- 1.1 Tentative bookings that are not confirmed within seven (7) calendar days will be removed without notice
- 1.2 Tentative bookings must be confirmed via email or in writing as with full payment of the deposit (Deposit amount is the full amount of the room hire for the event)

### DEPOSITS

- 2.0 Deposit payment is due upon confirmation of tentative booking. Without a deposit a tentative booking will be released and classed as "cancelled"
- 2.1 Deposits are non-refundable once paid, and Club Catalina will not release your deposit should a change of mind occur
- 2.2 Deposits must accompany our Terms and Conditions statement signed by the event holder(s)

### CANCELLATIONS

- 3.0 Club Catalina will accept cancellations via email or in writing. Any other form will not be accepted
- 3.1 Events cancelled within 8 (eight) days of the event date will incur the loss of the deposit
- 3.2 Club Catalina may at their discretion, return any monies paid up until the cancellation should a valid reason be presented to the Club. A simple change of mind for venue choice is not acceptable.
- 3.3 Events cancelled within seven (7) days of the event will be required to make the full payment.

### CATERING

- 4.0 Club Catalina reserves the right to supply all catering and beverage requirements for all events onsite.
- 4.1 Any unconsumed goods remain the property of Club Catalina at the conclusion of the event (as approved by management and special cakes)

- 4.2 Club Catalina is NOT a BYO Venue. Persons found with BYO goods will be asked to leave the event and the Club.

### PRICING

- 5.0 Prices quoted are in Australia dollars (\$ AUD) and include GST.
- 5.1 Pricing is subject to change at discretion of Club Management. Should an alteration affect your event you will be given a minimum of two (2) months' notice

### PUBLIC HOLIDAYS

- 6.0 Events held on Public Holidays may incur a 10% surcharge, on all catering, room hire & equipment hires

### PAYMENT TERMS

- 7.0 All events are strictly paid in advance, no later than seven (7) days of the final numbers given prior to your event
- 7.1 Any adjusting amounts or shortfalls in payments will be settled at the completion of the event or within seven (7) days

### NON-SMOKING VENUE

- 8.0 All Function rooms, including the View Deck & the Terrace, at Club Catalina are Non-Smoking. Designated smoking areas are located around Club premises

### INSURANCE AND LIABILITY

- 9.0 Club Catalina accepts no responsibility for damage, loss of merchandise, personal affects or articles left on premises before, during or after an event
- 9.1 Club Catalina reserves the right to request a current copy of Public Liability Insurance for all secondary suppliers (such as, but not limited to; amusement or arcade entertainment). The minimum cover required is \$10 million dollars for a single occurrence and must be valid for the entirety of the booking. A copy must be supplied to Club Catalina prior to the commencement of your event.
- 9.2 Club Catalina MUST be noted as interested parties in your insurance policy for the duration of your booking
- 9.3 Electrical equipment and leads must be tested and tagged in accordance with Australian Standards.

# Terms & Conditions

## **FINAL NUMBERS:**

- 10.0 Final numbers are required in writing to Club Catalina Events Team no later than seven (7) working days prior to your event.
- 10.1 Should fewer delegates attend, we reserve the right to charge for the numbers given seven (7) days prior
- 10.2 Failure to give final numbers at the cut-off date, will revert to last numbers given in writing for invoicing

## **SCHEDULED TIMES**

- 11.0 Agreed entry, exit and service times are final. Failure to comply with these times may result in a fine issued and added to your final invoice
- 11.1 All guests must depart the allocated venue within one (1) hour of closing on any given day
- 11.2 Bar Facilities and entertainment must cease fifteen (15) minutes prior to closing time of the event
- 11.3 When leaving the Club premises guests should do so quickly and quietly to avoid disturbance of the neighbourhood.

## **RESPONSIBLE SERVICE OF ALCOHOL**

- 12.0 Club Catalina upholds RSA practices and is a member of the Eurobodalla Liquor Accord.
- 12.1 Club Catalina ensures the safe sale, supply and consumption of liquor in accordance with our Liquor House Policy
- 12.2 Club Catalina upholds the objective to minimise harm with the misuse and abuse of alcohol with the use of the Liquor in House Policy.
- 12.3 Club Catalina ensures the sale, supply and consumption of liquor contributes to, and does not affect or detract from, the amenity of community life
- 12.4 Club Catalina reserves the right to cease and close bar operations without liability
- 12.5 Club Catalina reserves the right to cease and close bar operations where there are fewer than ten (10) delegates. Attendees may continue to utilise services on the main trading floor during operating hours (if signed in)

## **CLUB SIGN-IN**

- 14.0 Guests who live outside a 5km radius of the Club will be asked to show identification and sign in as an out of town guest
- 14.1 Guests who live within the 5km zone are required to sign in as a member or under our function's authority
- 14.2 Guests signed in under the function authority are only permitted in the designated function area.

## **DAMAGES AND LIABILITY:**

- 15.0 Clients and guests are financially liable for any damage or loss sustained to Club property. Nothing is to be nailed, screwed, stapled, or adhered to any wall, door, or surface on Club property, without prior written approval by Club Management
- 15.1 Club Catalina does not accept responsibility for goods, equipment or property or loss thereof, before during or after an event.
- 15.2 Club Catalina reserves the right to charge a surcharge for additional cleaning services rendered should they be required after an event

## **ADVERTISING:**

- 16.0 In the event of advertising your event, Club Catalina reserves the right to request a copy of the advertisement prior to print or promotion.
- 16.1 Advertisements in the form of print, newspaper, magazine, internet, Flyer, Social Media Posts, Radio or Television apply to section 16.0
- 16.2 Send advertisements prior to print approval to Events Team, 154 Beach Road, Batemans Bay NSW 2536 or via email [events@clubcatalina.com.au](mailto:events@clubcatalina.com.au)

## **ACCEPTANCE OF TERMS & CONDITIONS IS REQUIRED FOR ALL EVENTS.**



# What's Next

## **VENUE VIEWING**

If you are not sure of what function space would be best, why not come in for a tour of our venue. To book a walk through, please contact our Events Manager at 02 4472 4022 or via email [events@clubcatalina.com.au](mailto:events@clubcatalina.com.au).

## **TENTATIVE HOLD**

We can place a tentative hold on your preferred event date for seven days

## **SECURING THE DATE**

In order to secure your event booking we will require a deposit of the room hire costs outlined in your personalised quote to be paid within 7 days of your initial enquiry.

## **START PLANNING**

Once your booking is confirmed our Events Manager will be in touch to finalise the finer details.

## **CONTACT**

154 Beach Road Batemans Bay NSW 2536, Phone 02 4472 4022, Email [events@clubcatalina.com.au](mailto:events@clubcatalina.com.au)

---



*Here to help!*

If you have any questions regarding your upcoming event,  
please do not hesitate to contact our Events Manager on  
02 4472 4022 or by email [events@clubcatalina.com.au](mailto:events@clubcatalina.com.au).

Kind Regards

*Madi x*

Madi Iddles

Events Manager, Club Catalina

---





*Corporate*  
THE END