

Comfort Inn Haven Marina

FUNCTION PACKAGE





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CONFERENCE AND FUNCTION ROOMS

The Boardroom

2 - 12 guests | *First Floor with Marina Views*

Perfect for small boardroom meetings and interview space

Chart Room

2 - 20 guests | *Second Floor with Marina Views*

A unique intimate room with a private balcony overlooking the Marina

Adelphi Room

4 - 35 guests | *Ground Floor with Marina Views*

OUR NEWEST ROOM! Perfect for conferences, intimate dinners and cocktail functions

Compass Room

4 - 90 guests | *First Floor*

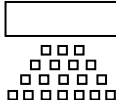
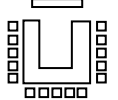
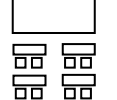
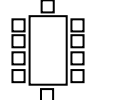
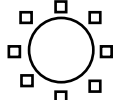
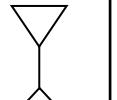
A medium sized room, the perfect size for conferences and workshops

Waterfront Room

20 - 180 guests | *First Floor with Marina Views*

Floor to ceiling windows viewing the Holdfast Shores Marina, private balcony and cocktail bar

\$350 per day

Room	SQM	Theatre	U-Shape	Classroom	Boardroom	Banquet	Cocktail	\$ per day
								
Boardroom	21	N/A	N/A	N/A	12	N/A	N/A	\$200
Chart	55	35	20	20	20	30	30	\$170
Adelphi	66	45	30	20	20	40	45	\$250
Compass	101	80	40	45	40	50	90	\$250
Waterfront	230	160	50	80	80	130	180	\$350

BREAKFAST MENUS

Continental Buffet Breakfast

Minimum 20 Guests | \$14.00 per person

- Selection of Cereals
- Fruit Platters
- Assorted Jams and Preserves
- Warm Toast
- Raisin Toast
- Selection of freshly prepared Yoghurts
- Selection of Tea's and Freshly Brewed Coffee

Full Buffet Breakfast

Minimum 20 Guests | \$18.00 per person

- Scrambled Eggs
- Grilled Bacon
- Breakfast Sausages
- Grilled Tomatoes
- Golden Hash Browns
- Fruit Salad
- Warm Toast
- Assorted Jams, Spreads and Preserves
- Selection of freshly prepared Yoghurts
- Selection of Tea's and Freshly Brewed Coffee

DAY DELEGATE PACKAGE

Minimum 10 Guests | \$50.00 per person

Room Hire

Continuous Tea and Coffee

Morning Tea

Choose from either:

Assorted Muffins

Warm Scones with Jam and Cream

Working Lunch Buffet

Choose from either:

Assorted Savoury Baguettes, Fruit Platter and Soft Drink

Assorted Wraps, Fruit Platter and Soft Drink

Pre order lunch menu (max 20 guests)

Afternoon Tea with a Bakery Item

Choose from either:

Assorted Cookies

Fruit Platter

Savoury Scones with Butter

Water and Mints

Standard Audio Visual Equipment

PLANK KITCHEN AND BAR PRE ORDER MENU

Let your guests do the choosing with our Plank Kitchen order options, and a glass of soft drink. | Maximum 25 guests

Traditional Beer Battered Fish and Chips

Market fresh fish fillets coated in beer batter. Served with crispy fries, lemon aioli & lemon wedges

Chicken Linguine

Fresh roasted chicken with pureed spinach and béchamel sauce

Salt and Pepper Squid

Tender squid lightly dusted in sea salt and cracked pepper. Served with crispy fries, salad and a lemon aioli dipping sauce

Plank Steak Sandwich

Caramelised onion, lettuce, tomato, bacon, tasty cheese served on a char grilled foccacia and fries

Roasted Pumpkin Salad

With baby greens, feta cheese, parmesan & split balsamic dressing

ROOM HIRE INCLUSION

Room Hire Inclusions

FREE Cable Broadband and Internet Access

Iced Water and Mints

Overhead Projector

Screen

Pads and Pens *(NB: We are committed to reducing our carbon footprint and will only be available on request)*

Flip chart and Markers

White board Markers

Photocopying and Faxing Available at Reception

Other equipment can be arranged for hire on request

AUDIO VISUAL

Data Projector.....	\$200.00 per day
Standard PA System.....	\$150.00 per day
Large PA System.....	\$200.00 per day
Laptop.....	\$200.00 per day
Lapel or Roving Microphone.....	\$135.00 per day

TEA AND COFFEE OPTIONS

Freshly Brewed Coffee and a selection of Teas	\$4.00 per person
Continuous Freshly Brewed Coffee and a Selection of Tea's	\$8.00 per person

Choose from either of the above tea and coffee options to accompany any number of morning tea options listed below

MORNING AND AFTERNOON TEA OPTIONS

\$10 per person

- Fruit Platters
- Fresh Warm Scones with Jam and Cream
- Savoury Scones with Jam and Cream
- Selection of Gourmet Mega-Cookies
- Individual Yoghurts
- Mixed Berry Crunch Cups
- Selection of Freshly Baked Danishes
- Homemade Muesli Slices

ADDITIONAL BEVERAGE OPTIONS

• Soft Drink	\$2.80 Glass	\$9.00 jug
• Juice	\$2.80 Glass	\$9.00 jug
• Red Bull	\$3.50 Glass	
• Vitamin Water	\$3.50 Glass	
• Tea or Coffee and a Juice		\$8.80 per person
• Tea or Coffee and a Soft Drink		\$8.50 per person

BUFFET SERVICE

Minimum 15 Guests

Option 1 | *\$19.50 per person*

- Assorted Savoury Baguettes
- Seasonal Fruit Platter
- Rich Chocolate Cake

Option 2 | *\$22.00 per person*

- Assorted Wraps
- Roasted Pumpkin Salad
- Assorted Gourmet Mega-Cookies

Option 3 | *\$22.90 per person*

- Individual Asian Style Chicken Noodle Boxes
- Spring Rolls and Samosas with Dipping Sauce
- Seasonal Fruit Platter

Option 4 | *\$23.90 per person*

- Beef Rogan Josh
- or*
- Thai Chicken and Vegetable Curry
- Green Leafy Salad
- Seasonal Fruit Platter

Option 5 | *\$26.90 per person*

- Chicken Penne Pasta with Mushroom and Seeded Mustard Sauce
- Seasonal Fruit and Cheese Platter
- Greek Salad
- Beef and Mushroom Bake

SET MENU

Soup

- Creamy potato and leek
- Spiced pumpkin and sour cream
- Cream of tomato and basil pesto
- Mushroom soup with rocket pesto
- Spicy Asian broth with shredded chicken

Entree

- Smoked salmon terrine with olive oil rocket and grissini
- Roasted pumpkin risotto with feta, parmesan and wilted spinach
- Char grilled chicken salad with tomato, red onion, cucumber and balsamic aioli
- Cumin crusted pork belly with candied apple walnut and watercress salad
- Seared sea scallops with mushroom veloute and lemon aioli

Main

- Dijon mustard beef sirloin with parmesan potato galette, olive oil rocket and shiraz jus
- Proscuitto wrapped chicken breast with spinach polenta and a garlic cream sauce
- Char grilled barramundi fillet on smashed chat potato, lemon zucchini noodles and salsa verde
- Pithier of roasted wild mushrooms, chick peas, and feta cheese
- Sweet potato & Gruyère cheese cannelloni w a rich tomato garlic basil sauce

Dessert

- Sticky chocolate pudding with mocha chocolate sauce & vanilla bean ice cream
- Lemon curd tart with raspberry compote & sugared zest
- Sticky date pudding with toffee sauce & double cream
- Australian cheddar cheese with fig jam, crackers & fresh seasonal fruit

Number of Options	Entree	Main	Dessert
\$42.00 pp	1	1	
\$42.00 pp		1	1
\$48.00 pp	1	1	1
\$54.00 pp	1	2	1

BUFFET MENUS

Soup

- Potato and leek
- Spiced pumpkin and sour cream
- Cauliflower and parmesan
- Cream of tomato and basil pesto
- Broccoli, flaked almond and pepper pesto

No of Options	Soup	Salad	Mains	Dessert
\$37.00 pp	1	1	2	1
\$44.00 pp	1	1	3	2
\$54.00 pp	1	2	4	2

Main

- Beef and mushroom bake with roasted garlic vegetables
- Pepper beef stir fry with hokkien noodles and Asian greens
- Beef rogan josh with steamed jasmine rice
- Chicken semi dried tomato, rocket in a white wine sauce with baked potato
- Chimichurri chicken with garlic and lemon scented rice
- Charred tandoori chicken with steamed jasmine rice
- Cajun spiced chicken with roasted pumpkin and sauce soubise
- Asian chicken stir fry with hokkien noodles, bok choy and flaked chili
- Spinach and ricotta ravioli with a roasted tomato sauce
- Penne pasta bake with tuna, chives and cream cheese sauce
- Roasted Mediterranean vegetables with penne pasta and basil pesto
- Grilled barramundi with sea salted chats and a lemon cream sauce* \$4pp
- Seared atlantic salmon with potato galette and sautéed baby spinach* \$5pp
- Seafood trio with Asian greens, hokkien noodles and fresh coriander* \$5pp
- Roasted beef accompanied with a selection of vegetables

Salads

- Roasted pumpkin, feta, wild rocket and sticky balsamic
- Roasted Mediterranean vegetables, chick pea and a citrus dressing
- Green leafy salad with cucumber, tomato, red onion & split balsamic dressing
- Traditional coleslaw
- Baby potato salad with seeded mustard mayo and baby salad leaves
- Pasta salad with roasted vegetables and chopped fresh herbs

Desserts

- Tropical fruit skewers with mint sugar syrup
- Banana caramel tarts with fresh cream
- Treble chocolate dipped strawberries* \$3pp
- Brandy snaps with vanilla bean custard and fresh fruit
- Chocolate Baileys mousse martini* \$3pp
- Australian cheese selection with crackers and dried fruit
- Sticky chocolate pudding with white chocolate ganache hot option
- Baked sticky coconut rice with poached fruits hot option

COCKTAIL MENU

Minimum 20 Guests | H = Hot Option V = Vegetarian C = Cold Option

1 hour package 5 Hot or Cold Choices	\$17.00 per person
2 hour package 6 Hot or Cold Choices	\$23.50 per person
3 hour package 7 Hot or Cold Choices	\$30.00 per person

- Tomato and basil bruschetta with sticky balsamic (C,V)
- Lemon and rosemary chicken skewers with tzatziki dipping sauce (H)
- Spring rolls with sweet chilli dipping sauce (H,V)
- Petite toastini with caramelized onion and confit tomato (C,V)
- Mushroom feta and chive arancini balls (H,V)
- Spiced Samosa's with satay sauce (H)
- Corn and zucchini fritters with chilli lime dressing (V,H)
- Fish goujons with herbed aioli and lemon (H)
- Salt and pepper squid with Asian dipping sauce (H)
- Tropical fruit skewers with raspberry syrup (C)
- Strawberries with whipped vanilla cream (C)

GOURMET BBQ MENU

BBQ Package 1 \$28.00 per person

Salads

- Assorted Gourmet bread basket
- Baby potato, bacon, spring onion and seeded mustard mayonnaise
- Green leaf house salad with sticky balsamic dressing
- Vine ripened baby tomato salad with ripped basil, red onion and split balsamic dressing

Hot BBQ Foods

- Rosemary, thyme and garlic minute steaks
- Continental sausages
- Caramelised onion with balsamic and sea salt
- Parsley, garlic and lemon marinated chicken breast
- Crisp lemon baby jacket potatoes
- Char grilled corn on the cob with whipped chive butter

GOURMET BBQ OPTIONS CONTINUED

BBQ Package 2

\$36.00 per person

Salads

- Assorted Gourmet bread basket
- Coleslaw
- Roasted pumpkin salad with parmesan, feta, red onion and split balsamic dressing
- Tomato, basil, olive and wild rocket salad

Hot BBQ Foods

- Pandan chicken with lemon scented rice
- Rosemary and garlic minute steaks
- Continental sausages
- Caramelised onion with balsamic and sea salt
- Parsley, garlic and lemon marinated chicken breast
- Lemon grass, coriander and lime scented barramundi fillets
- Pan seared scallops with mushroom, bacon and cream with steamed baby potatoes

BEVERAGE PACKAGES

Standard Package

- Winery Road Sparkling Cuvee
- The Creek Station Semillon Sauvignon Blanc
- The Creek Station Shiraz

Deluxe Package

- Sir James Cuvee Brut
- Longview "Whippet" Sauvignon Blanc
- Longview "Yacca" Shiraz

Premium Package

- Sir James Cuvee Brut
- Hardy's Oomoo Sauvignon Blanc
- Tintara "Horseshoe Row" Shiraz

	Standard	Premium	Deluxe
1 hour (min 30 guests)	\$14.00pp	\$17.00pp	\$21.00pp
3 hours	\$28.00pp	\$33.00pp	\$39.00pp
5 hours	\$36.00pp	\$42.00pp	\$50.00pp

TERMS AND CONDITIONS

Confirmations and Deposit

Confirmation in writing and a deposit of either \$300.00 or 25% of the total proposed function charges (whichever is greater) is required within 14 days of making the function booking. If extra time is needed please contact the Banquet Sales Coordinator.

Management reserves the right to cancel any reservation that has not been confirmed within 14 days of being reserved.

Guaranteed minimum number of Guests or Delegates as stated within this contract, the final number of guest attending the function is required 10 working days prior to the function, any further reduction in numbers will be charged at the guaranteed amount.

Cancellation

All cancellations must be received in writing.

More than 60 Days Prior – Full Deposit

Less than 30 days Prior – Non-refundable. Deposit will be held in suspension for your next event if held with in 3 months.

Less than 15 days Prior – the full confirmed value of the function will be charged

Damages

1. The Comfort Inn Haven Marina will not accept responsibility for the damage or loss of merchandise left in the hotel prior to, during or after the function.
2. Nothing is to be nailed, screwed or adhered in anyway to any wall, door or other part of the building unless the Comfort Inn Haven Marina Management grants prior permission.
3. The hirer assumes responsibility for any and all damages caused by them or any of their guests, invitees or any other persons attending the function. It is understood by the hirer that they conduct their function in an orderly manner in full compliance with the guidelines set down by the hotel, and within all applicable laws.

Variation

1. Prices may be subject to change at the Management's discretion in order to meet cost increases. Every effort will be made to inform the hirer prior to the commencement of the function of any changes.
2. Management reserve the right to move the function to another function room should this be deemed necessary. Every effort will be made to discuss this with the client prior to the event.
3. Any set-up changes required by client after the room has been set as stated on the event order, will incur a \$100 charge.

Payment

- 5.1 All food costs are to be paid 7 working days prior to the function
- 5.2 The client is responsible for advising final numbers and should they not be advised, the client may be charged for the numbers estimated.
- 5.3 Beverage Packages must be prepaid at the time food is, and Consumption Accounts settled at the conclusion of the function.
- 5.4 Payment can be made in form of business cheque, credit card or cash.
- 5.5 Personal cheques will only be accepted by prior arrangement.
- 5.6 Payment by way of Invoice after the event will not be offered unless prior credit approval by CIHM's Financial Manager

Menu Selection

1. Menu Selections must be made 7 working days prior to your function.
2. PLEASE NOTE THAT DUE TO GOVERNMENT FOOD REGULATIONS, CLIENTS ARE NOT PERMITTED TO SELF-CATER A FUNCTION OR REMOVE CATERED FOOD ITEMS FROM THE COMFORT INN HAVEN MARINA.

Timing

1. Start and finish time must be estimated at the time of booking, and confirmed at the time of menu selection, being 5 working days prior to the function date.
2. A labour surcharge of \$250.00 per hour or part thereof will be applicable for each additional hour after midnight, or after the 'finish' time indicated.

TERMS AND CONDITIONS

Entertainment

1. The Comfort Inn Haven Marina reserves the right to approve all musicians, bands, DJs and all other forms of entertainment prior to the function.
2. CDs are permitted in all upstairs function areas
3. Management reserves the right to control volume levels of entertainment at all times as we also operate as a motel and must respect our other guests on the property.

Deliveries

1. All Deliveries (i.e. cakes, bonbonieres, flowers, etc) are to be made on the day after 10.00am for afternoon functions and after 4:30pm for evening functions.
2. Times can be altered with previous arrangement with Management.
3. The Comfort Inn Haven Marina accepts no responsibility for goods left on the premises.

Accommodation Cancellation Policy

60 -30 Days of arrival - If 10% or less than total room nights are cancelled, no penalty applies. If more than 10% of total room nights are cancelled - deposit is non refundable

30 Days- Day of arrival - Penalty of 100% of first night accommodation

Liability.

The person and organisation stated, as the Company/Client shall be liable in full for all costs and charges incurred as a result of the agreed booking. Room incidentals, room service or phone calls will be the responsibility of the Company/Client unless otherwise advised.

Event Orders and Rooming Lists. Preliminary Rooming List 30 Days prior to arrival. Final Rooming List must be finalised 14 days prior to arrival. The Comfort Inn Haven Marina accepts no responsibility for incorrect numbers and group details if not confirmed by the client.