



**FORRESTERS BEACH RESORT**  
Function and Conference Centre

## 2015 Christmas Party Packages!

**GOLD Christmas Party Package - \$85 per person**  
40 person minimum

- Functions Coordinator to help plan your event
  - 3 Course Meal (Alternating Service)
    - Venue Hire
    - Professional DJ
  - Dance floor with Disco Lighting Effects
  - Table Centre Pieces including Bon Bon
    - Table Place Cards
    - Chair covers with sash
    - Red carpet entry

**SILVER Christmas Party Package - \$75 per person**  
40 person minimum

- Functions Coordinator to help plan your event
  - 2 Course Meal (Alternating Service)
    - Venue Hire
    - Professional DJ
  - Dance floor with Disco Lighting Effects
  - Table Centre Pieces including Bon Bon
    - Table Place Cards
    - Chair covers with sash
    - Red carpet entry

**Accommodation Options including Full Hot and Continental Breakfast**

Single Share occupancy accommodation

\$130.00 per room

Twin Share occupancy accommodation

\$160.00 per room

Weekend Friday/Saturday nights extra \$20pp

**Setting and Requirements:**

Table set up as advised for final number of guests

**Food and Beverage Policy:**

Forrester's Beach Resort cannot permit foods or beverages to be brought onto the premises for consumption. We can provide a cash bar or a bar tab depending on your needs. Any catering choices or special dietary requirements to be advised 5 working days prior to your conference.



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## Terms & Conditions of Function Reservations

### Confirmation

Function bookings are confirmed on receipt of completed terms and confirmation. A \$1000.00 deposit is required to secure all function and accommodation bookings. \$500.00 of this will be held as security and returned after the function provided there was no damages.

### Final Details

Please confirm menu selections and seating plan at least fourteen (14) working days prior your function.

A final accommodation rooming list must be supplied to **Forresters Beach Resort** no later than seven (7) working days prior to your arrival date. **Forresters Beach Resort** reserves the right to release any rooms not confirmed.

A guaranteed minimum number of guests attending will be required **Seven (7)** working days prior to the event.

Final catering numbers are required **Seven (7)** working days prior to the event. Number increases within the 48 hour period to the function date, will not be guaranteed. Number decreases within the 48 hour period, will be catered for, and charges are based on this minimum guaranteed number of guests, or the actual number of guests in attendance, whichever is greater.

In the reasonable opinion of **Forresters Beach Resort**, we reserve the right to reassign another function room should the original room prove inappropriate (such as a decrease in number from those originally expected). The Resort will notify the client of any change.

### Cancellation Accommodation

In the unfortunate event of a function being cancelled, you must advise us in writing. Deposits are not refundable for cancelled accommodation and function facilities over a weekend, if the function facilities and/or accommodation rooms are not re-let. If a confirmed mid-week function must be cancelled with less that 90 days notice, deposits will be refunded only if the reserved space is re-let.

### Cancellation

Cancellations within 14 workings days prior to function date will be charged full amount of last confirmed numbers. This includes, room hire, all catering and accommodation.



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**Food and Beverage Policy:** Forrester's Beach Resort cannot permit foods or beverages to be brought onto the premises for consumption. Should you require any specific foods or beverages that are not normally available from us, we will make every attempt to purchase those products for your function. Foods are not to be removed from your function areas. Forrester's Resort will observe all Responsible Service of Alcohol obligations

## Responsibilities

**Forrester's Beach Resort** will not accept responsibility for loss or damage to items left on our premises before, during, or after a conference. We recommend appropriate insurance cover.

You are liable for any damage incurred to **Forrester's Beach Resort's** facilities/amenities caused directly or indirectly by your guests. Please contact the Manager on matters of display to ensure no damage results.

## Function Duration

The client is responsible for vacating the designated function area at the stated finishing time. Should you wish to continue past the agreed time you must notify us as soon as possible and we will make every effort to assist, subject to availability. A surcharge may apply. Forrester's Beach Resort will not hold liable or compensate for any electricity loss affected by weather or electricity supplier during the course of your event.

## Payment

Method of payment of the balance of your account should be clarified in advance. Final payment is required at least 7 working days prior to function. Payment on any credit card over the amount of \$1000.00 will incur a 3% surcharge.

I have read and accept the terms and conditions for my event:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax back to (02) 4385 3108 Forrester's Beach Resort