

# Celebrations Package



**FORRESTERS BEACH RESORT**  
Function and Conference Centre



# Welcome

Forresters Beach Resort is conveniently located in the heart of the NSW Central Coast, just over one hour North of Sydney.

Forresters Beach Resort is the Central Coast's Complete Function and Conference Centre offering multiple venues with restaurant quality catering, professional and friendly service and all the requirements to deliver memorable functions from Weddings, to Conferences to School Formals to Birthdays to Engagement Parties, The list goes on!

We can cater for intimate functions from 25 guests up to large cocktail affairs of 230. We also have beautiful tropical landscaped courtyards with pergolas making it the perfect setting for photos.

The Team at Forresters Beach Resort can make your big night as formal or as informal as you like. The night is yours and your personal Event Coordinator is at your service to make it the most memorable, enjoyable and stress-free celebration possible.

If you would like to make an appointment to view our venue for your special occasion or require further details please contact us on:

Debbie Montgomery  
*Conference & Event Co-ordinator*  
T: 02 4384 1222  
E: [info@forrestersresort.com.au](mailto:info@forrestersresort.com.au)  
W: [www.forrestersresort.com.au](http://www.forrestersresort.com.au)



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# Function Rooms

## **Starlite Ballroom**

Our Large Starlite Ballroom is our main function room and it can accommodate groups of 50 to 230 people, it is completely versatile. Select your choice of a seated meal, buffet style or cocktail function to entertain your guests.

\$600.00 Room Hire includes:

- ✓ 5 Hour Venue Hire
- ✓ Step up and pack down of your event
- ✓ Staffing
- ✓ Stage Back drop with Fairy Lights
- ✓ Round of trestle tables
- ✓ White or black linen cloths and napkins
- ✓ White or black skirted cake table
- ✓ Dance floor with disco lights
- ✓ Microphone & Lectern for speeches

## **Bentleys**

Bentleys is our intimate function room and it can accommodate groups of 25 to 140 people, it is completely versatile. Select your choice of a seated meal, buffet style or cocktail function to entertain your guests.

\$450.00 Room Hire includes:

- ✓ 5 Hour Venue Hire
- ✓ Step up and pack down of your event
- ✓ Staffing
- ✓ Back drop with Fairy Lights
- ✓ White or black linen cloths and napkins
- ✓ White or black skirted cake table
- ✓ Dance floor with disco lights
- ✓ Microphone & Lectern for speeches





# Catering

## Cocktail – 2 hour food service

Selection of 8 items	\$36.50 per person
Selection of 10 items	\$40.50 per person

## Seated Meals

Hot & Cold Dishes Buffet	from	\$45.00 per person
Pasta Buffet	from	\$40.00 per person
2 Courses Dinner (Alternating Service)		\$49.00 per person
3 Courses Dinner (Alternating Service)		\$59.00 per person
Gourmet Cheese Platter		\$ 6.00 per person

\*All selections include tea and coffee.

Please add \$5.00 per person for Sunday functions

Please add 20% for functions on Public Holidays



# Beverages

Bar Tab – Select the amount and beverages you want on your tab

Cash Bar – Guests pay for their own drinks

Beverage Package Options:

## *Standard Beverage Package*

4 hour beverage Package - \$37 per Adult

5 hour beverage Package - \$47 per Adult

Beers: Cascade Light, Pure Blonde, Tooheys New, Victoria Bitter

Wines: Rothbury Estate Chardonnay, Rothbury Estate Semillon Sauvignon Blanc

Rothbury Estate Cabernet Merlot

Soft Drinks & Juice

## *Premium Beverage Package*

4 hour beverage Package - \$47 per Adult

5 hour beverage Package - \$52 per Adult

Beers: Cascade Light, Crowne Lager, Pure Blonde, Tooheys Extra Dry

Wines: Red Belly Black Chardonnay, Cartwheel Semillon Sauvignon Blanc, Little

Penguin Merlot, Red Knot Shiraz

Soft Drinks & Juice

## *Children's Soft Drink Package*

Unlimited soft drinks and orange juice - \$12.00 per child (2yr-17yr)



# Optional Items

Your Event Coordinator can assist you in the organisation of your event.

- |  |                        |
|--|------------------------|
| ✓ Professionally Designed Invitations  | from \$7.00 per invite |
| ✓ Centre Pieces<br><i>(eg: Hurricane Vases, with Candle/Coloured Sand &amp; tea light votives)</i> | from \$35.00 per table |
| ✓ 6 Balloon weighted Arrangements  | from \$18.50           |
| ✓ 3 Balloon weighted Arrangements  | from \$10.50           |
| ✓ Black or White Chair covers  | \$5.00 per chair       |
| ✓ Black or White Chair covers with sashes  | \$7.50 per chair       |
| ✓ DJ Hire  | from \$400.00          |
| ✓ Security – Compulsory for 21 <sup>st</sup> Birthday's  | \$550.00               |

*Accommodation pricing available on request – minimum stay requirements may be required at certain times of the year.*



# FORRESTER'S BEACH RESORT

Function and Conference Centre

## Terms and Conditions

**Function Room:** You will have private use of your allocated Function Room for 5 hours from the arrival of your guests, dependant on your package. The bar service will always close 30 minutes prior to the room hire closing. Should you wish to extend your reception room hire time you may do so at a cost of \$250.00 per hour plus beverage costs and this must be pre-arranged by your final appointment to allow for staffing. Midnight is the latest any event must conclude.

**Confirmation:** *Tentative bookings are held for a period of 14 days only, pending the clients deposit and signed contract. Should we not receive the deposit & contract within the 14 days the space will be released, without notice. Your booking will only be confirmed when a \$1000.00 deposit has been received by Forrester's Beach Resort and an official receipt supplied.*

**Deposit Schedule:** A \$1000.00 deposit is required within 14 days of making your booking, \$500.00 of the deposit amount will be held as a security bond, in the case of any incidentals. The organiser of the function is held financially responsible for any damages to, or losses sustained by, Forrester's Beach Resort. Upon completion of your function, given no damage is done to the property or equipment, and no additional costs were incurred your \$500.00 bond will be returned in full. *Please Note: Should the signed contract not be received by Forrester's Beach Resort prior to the commencement of the event, all deposits paid are seen as acceptance of the contractual terms and conditions noted herein.*

**Accommodation Bookings:** Should you require any other rooms for your guests, onsite motel accommodation is available. Minimum night stay requirements may apply at various times of the year. We suggest booking well in advance to avoid disappointment. \$100 deposit is required on all accommodation bookings at the time of booking.

**Your Menu and Table Service:** We include white linen cloths & serviettes. We require your final menu selection and approximate numbers of guests 1 month prior to your event. Final numbers and table plan, along with payment in full for the catering, is required fourteen (14) days prior to your event.

**Prices:** The prices are based on current costs. A 20% surcharge applies on public holidays. Children's (2-12 year old) have a menu cost of half the total 'per person' menu cost. Service meals for your photographer & or DJ (if applicable) are \$35.00 each and include a main meal and drink only.

**Payment:** Final numbers and payment is due fourteen (14) days prior to your event. Any reductions in attendance numbers subsequent to notification of final numbers will be subject to charging the full contracted amount. Please note that payment is to be made by cash, credit card or direct deposit (where time permits). Credit Card payments over \$1000.00 incur a 3% fee and all Amex transactions incur a 3% fee. We do not accept cheques. The balance of any beverage tab is to be paid in full at the conclusion of your reception by cash or credit card. A credit card imprint will be required to guarantee payment of your beverage tab prior to your event.

**Food and Beverage Policy:** Forrester's Beach Resort cannot permit food 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. Food and beverages are not to be removed from your function areas.

**Beverages:** Forrester's Beach Resort will observe all Responsible Service of Alcohol obligations. Independent security will be in attendance upon completion of meal. It will be their responsibility to ensure RSA obligations are met. Zero tolerance is given in relation to alcohol fuelled incidents. **Beverages are not to be removed from the function areas under any circumstances.**



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**Decorations:** For Self Planner Bookings the installation of any decorations (e.g. chair covers, centre pieces etc) may take place after 7am on the booked date of your event. Earlier access will not be guaranteed. Unfortunately, sprinkles, glitter, magic mist or candelabra's with real candles are NOT allowed on the tables. Confetti or rice is not to be used on grounds. Cleaning charges of \$75.00 per hour may apply should you use any of the above.

**Insurance and Damages:** Forrester's Beach Resort will not accept liability for damages or loss of items during a function. The organiser of the function is held financially responsible for any damages to, or losses sustained by, Forrester's Beach Resort. All Function Rooms are 'NON SMOKING' areas.

**Cancellation Policy:** All cancellations must be in writing. If an event is cancelled or transferred for any reason, a refund of your deposit, less a cancellation fee of \$150.00, can only be given when the 'cancelled' date is rebooked for another function with the minimum number of guests for your Function Room. If your Function Room is not re-booked, a refund cannot be paid.

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

Name/s: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Signature/s: \_\_\_\_\_

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



