

*With spectacular views over
Lake Illawarra...*

*...Nothing short of
outstanding*

*Lakeside
Function Centre*

Illawarra Yacht Club
1 Northcliffe Drive
Warrawong NSW 2502

(02) 4274 6622
functions@iyc.com.au
www.iyc.com.au

Dear client,

The Lakeside Function Centre is widely recognised as a leading provider of training and education facilities within the Illawarra. We are able to offer your organisation the convenience and prestige of one of Wollongong's premier venues for training and corporate meetings at its premises right on the waterfront, on Lake Illawarra. Centrally positioned in the Illawarra area, and only minutes from the Wollongong CBD, we are in close proximity to public transport, as well as supplying ample parking.

Purpose-built to meet a range of corporate needs, our venue is the perfect choice for hosting workshops, interviews, focus groups, training sessions for staff and clients, launches, press conferences, seminars and more.

All rooms available at the Lakeside Function Centre offer flexibility in layout. Rooms can be configured to meet a range of needs, whether for a business meeting for 6 or a seminar for 200 people.

The Lakeside Function Centre has a unique understanding of what makes a business event successful. Accordingly, we can offer a vast range of services to ensure the smooth running of your event. Our packages offer simplicity when organising your event, as well as peace of mind, knowing that your cost per delegate is fixed.

Our on-site commercial kitchen ensures that your corporate event does not disappoint the appetite. Catering options can be tailored to your needs and all packages are competitively priced.

For more information, please contact our friendly and professional Lakeside Conference and Events team on +61 2 4274 6622 or functions@iyc.com.au.

Kind regards

Matthew Spicer
Functions Manager
Lakeside Function Centre

Lakeside
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**Personalised
service**

**Modern
Function
Facilities**

**Naturally lit
rooms**

**Free ample
parking**

Flexibility

**Attention to
detail**







**Picturesque
views of Lake
Illawarra**

**Unique
Break-away'
arena's**

The Lakeside Function Centre specialises in boardroom meetings, large conferences, seminars & trade shows. We offer a meeting and conference venue in picturesque surroundings with conference and meeting facilities spanning over 5 individually unique settings. This enables flexibility so that you can have an event how you want, where you want & most importantly at the price you want.

No meeting is too small & no request is too difficult. You can be assured of our personalised & professional service from start to finish of your event. You can expect to receive our undivided attention, regardless of whether your need is for a small boardroom meeting or conference for up to 500 delegates.

**A guide to our conference venue and meeting facilities,
specifying maximum capacity with various seating arrangements.**

Room	Area (Mtr)	Ceil ht(Mtr)	 Class	 Banquet	 Board	 Theatre	 U Shape	 Cocktail
Mountainview Room	18 x 17	2.75	100	180	-	200	40	300
Boardroom	7.7 x 4.4	2.25	-	-	12	-	-	-
Lakeview Room	0 x 0	0	50	80	-	120	30	150
Auditorium	14.5 x 20.5	2.9	200	350	-	500	-	600
Theme Bar			20	80	-	40	20	100

Mountainview Room

A large private air-conditioned conference setting offering undisturbed water views, private decking and the capabilities of not only full audiovisual provisions, but also access to unique natural 'break-away' arena's.

Board Room

A private small sized air-conditioned conference setting, accommodating a maximum of 12 people boardroom style. Full audiovisual provisions available.

Lakeview Room

An exclusively small to medium sized conference setting, accommodating up to 120 people theatre style. Private balcony and restricted audiovisual capabilities. Private bathroom amenities also with the room.

Auditorium

The largest of our conference settings, accommodating up to 500 people theatre style. A spacious room flooded with natural light sourced from floor to ceiling windows. A permanent staged area enables presentations with full audiovisual capabilities on a raised platform for full impact.

Theme Bar

With undisturbed water views, the Theme bar is the perfect space for your next breakfast or lunch meeting, with Topnosh Catering ensuring the delivery of seasonally fresh food, with service second to none.

Lakeside Function Centre

Available Audiovisual Equipment

- Whiteboard & Markers
- Flip Chart
- Lectern
- TV & Video/DVD Player
- CD Player
- Overhead Projector
- Projector Screen
- Data Projector
- Cordless microphone

Menu Selection - Confirmation of menu selection must be made Five (5) working days prior to the scheduled event

Final Numbers - Confirmation of number of attendee's are required no later then 72 hours prior to the commencement of the event

Payment - All events are to have a method of payment prior to arrival, unless otherwise already organised with management. The Method of Payment Form will need to be completed unless an account is already held

Confirmation - Confirmation of a booking requires a fax, email or letter from the organising party as well as a credit card or cheque guarantee deposit equal to 50% for the event. Deposit payment is required Five (5) working days prior to the commencement date of the event.

Tentative Bookings - Will only be held for a maximum of Fourteen (14) days after which time, the Lakeside Function Centre reserves the right to release all function venues booked. Please advise no later then Two (2) weeks prior to the event if you do not wish to go ahead with the booking.

We trust the details above are to your satisfaction. The Lakeside Function Centre truly values your business. Please do not hesitate to contact our Conference and Events team if you have any questions through the below contacts

P: (02) 4274 6622

F: (02) 4274 3574

E: functions@iyc.com.au

We look forward to your positive response and the opportunity to show you our facilities first hand.

Conference Platter & Board Room Menu

Platters

Anti Pasto Platters

\$8.00 per person

Variety of gourmet cold meat cuts, roasted vegetables, fresh vegetables, baked Brie, Olives, Artichoke, all served with hot Turkish Pide.

Cheese & Fruit Platters

\$6.00 per person

Variety of local & International Cheese, beautifully decorated with nuts fresh and dried fruit, served with water crackers.

Gourmet Ribbon Sandwiches

\$9.00 per person

Variety of Roast Chicken, Smoked Salmon, Roast Beef, Eggs, Gourmet Cheese, Double smoked Ham, Roast Turkey, Avocado, Pesto, and salads.

Seafood Platters

\$15.00 per person

Variety includes fresh King Prawns, fresh Oysters, Smoked Salmon and Sushi rolls served with condiments and fresh baked Bread rolls and Butter portions.

Meeting Room Catering

Complementary Iced Water & Mints on tables

Freshly Brewed Coffee, Selection of Tea's & Biscuits

\$6.50 per person

Freshly Brewed Coffee, Selection of Tea's & Assorted cakes

\$9.00 per person

Freshly Brewed Coffee, Selection of Tea's & Assorted Pastries & Danishes

\$9.50 per person

NB: Fresh Juice can be added to any of the above for an additional \$2.50 per person

Meeting Room Finger Food

\$15.00 per person

Mini Dim Sims, Spring Rolls, Assorted Mini Quiches, Cottage pies, Cheese & spinach Triangles, Mini pizza's, and Freshly Crumbed Calamari

Additional Lunch Options

To 'break-away' from conference setting

The Yacht Club Bistro, Topnosh, is available for Lunch & Dinner seven days
blackboard menu available

Breakfast Buffet menu

Available for Morning Appointments only

\$17.50 per person

Hot Food

- Scrambled Eggs
- Grilled Bacon
- Vine ripened Swiss Tomatoes
- Crisp Hash Browns
- Vegetarian Frittata
- Chipolata Sausages
- Sautee Mushrooms with fresh Herbs
- Grilled Turkish Bread

Cold Food

- Fresh Fruit Platter
- Fruit Yogurt
- Selection of Cereals

Beverages

- Freshly Brewed Coffee
- Selection of Tea's (including Fruit & Herbal)
- Selection of Juices

Conference Dinner Menu

2 Course \$27.50 per head

3 Course \$32.50 per head

Please select two (2) options from the menu items from each section for an alternate Service. Vegetarian and gluten free meals available on request

ENTREE

Risotto Polo

*Marinated grilled breast of chicken served on a bed of slow cooked rice with sauté Sundried Tomatoes Pesto and garnished with rocket and parmesan cheese
Grilled Turkish Bread & Tapas*

*Char grilled garlic and herbed Turkish pide accompanied with roasted beetroot Tzatziki, Moroccan pumpkin hommous and a compote of marinated tomatoes and herbs
Spinach & Ricotta Cannelloni*

Freshly made pasta encasing a blend of Ricotta, sauté English spinach, garlic and Italian herbs topped with a rich tomato sauce and cheese garnished with a Tuscan salad

MAIN COURSE

Twice Cooked Beef with Shiraz jus

*Char Grilled scotch fillet steak slow roasted in a Shiraz jus served on crushed garlic roasted chat potatoes
Fillet of Salmon*

*Herb marinated fillet of Atlantic salmon char grilled and served on a bed of mash with wilted greens and lemon butter sauce
Sunburst Saddle of Pork*

Pan seared fillet of pork wrapped with sauté leeks, liquored apricots and baked in a butter puff crust served with crème mustard sauce and rocket pesto

PUDDINGS

Fresh Fruit & Cheese Plate

Pear En Croute with Butterscotch Sauce

Maple infused apples topped with an almond and coconut crumble

Term and Conditions

2009 Conference & Events

Confirmation

Confirmation of your event is only guaranteed after Method of Payment and Terms and Conditions forms are completed and received by the Functions Manager. Management reserves the right to cancel any unconfirmed bookings.

Change of Date

If the requested dates are not within 30 days of the original dates booked or if notice of Postponements is made less than 10 working days from the original date, then the change will be treated as a cancellation the following conditions apply.

Cancellation

We would be disappointed if your event is cancelled. However, we realise that circumstance occasionally make this necessary.

- Notice of more than 60 days - Your deposit will be refunded provided that the booked space is subsequently re-booked
- Notice of 60 –30 days - 50% of your deposit will be refunded provided that the booked Conference space is subsequently re-booked.
- Notice of 30 Days or less - Unfortunately all deposits will be forfeited due to the cost incurred by the Lakeside Function Centre at this point.
- Notice of 7 days or less - In the event of a cancellation made within 7 days of the event, up to 50% of the total estimated cost of the function will be charged, the organiser will be charged the total estimated cost of the function.
- Notice of 72 hours (3 working days) or less - In the event of a cancellation made as late as 72 hours (3 working days) prior to the function date, the organiser will be charged the total estimated cost of the function.

Final details

Guaranteed minimum numbers of guests attending the event is to be finalised 5 working days prior to the event. Charges will be based on the final head count, which ever is greater. Additional room hire charge may be applicable when catering numbers reduce dramatically. All final details, menus, beverage, room setup and starting and finishing times must be confirmed 3 working days prior to the function.

Room Hire

The Client must agree to begin the function room at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, the Club reserves the right to impose an additional charge for each hour or part thereof.

Booking of other events

The Club reserves the right to book other functions in the same function room up to 1 hour before the scheduled function commencement time and 1 hour after the scheduled finishing time.

Food and Beverage

No food or beverage may be brought on to Club premises for consumption during the event, unless otherwise arranged with Management.

Room Assignment

In the event of unforeseen circumstances or any alterations to numbers, Lakeside Function Centre reserves the right to change the venue to another suitable room

Displays and Signage

To avoid damage, no items are to be attached, pinned, stapled or glued to the wall surface of any function room.

Damage

Clients are responsible for any and all damages caused during the function, by any of their guests or any other persons attending the function, in any part of the Club.

Insurance

Lakeside Function Centre will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function.

Trade Displays

Clients are responsible for transport, setup and dismantling of their own equipment in accordance with health and safety policies.



**So why not let our professional
team lead your next
event at the...**

Lakeside

Function Centre

**Friendly Service
Outstanding Food
Breathtaking Surroundings**