



Spring Lake Hotel Conferencing Package



Conference Information

Spring Lake provides you with all the relative information necessary to ensure that your next conference is a success. Please read the Spring Lake's conference packages in detail to guarantee your satisfaction.

LOCATION

The Spring Lake Hotel is conveniently located on Springfield Lakes Boulevard on top of the hill over looking the picturesque lakes.

Our address: 1/1 Springfield Lakes Boulevard, Springfield Lakes 4300

Opening and Closing Hours

The Spring Lake opens their function venue from 6.00am to accommodate for those requiring early morning meetings, corporate discussions and board conferences. Standard closing times for functions at the Spring Lake Hotel are midnight (12am); however, extended hours are permitted at the expense of an additional fee. Final closing times for functions at the Spring lake Hotel are 2.00am, incurring a \$100.00 fee per hour or part thereof after midnight (12am)

Function Rooms and Areas

The Spring Lake Hotel is your new Conference Facility, and can cater for your individual needs. We have two rooms that will allow you to hold that important meeting for 20 people or open the sound proof separation wall and allow you to present to a large amount of delegates of up to 300. Rooms can be set in the following formats:

Banquet, Theatre, Hollow-square, U- Shape, boardroom, Group and class room.

(based on 5 hours)

<i>Name of room</i>	<i>8am-5pm</i>	<i>5pm-12am/Weekends</i>
<i>Watering Hole</i>	<i>\$200</i>	<i>\$350</i>
<i>Billabong</i>	<i>\$200</i>	<i>\$350</i>
<i>Grand Billabong</i>	<i>\$450</i>	<i>\$650</i>

There is a minimum spend of \$350.00 for room hire if not utilizing any catering Monday - Thursday am/pm and Friday day only.
Other rates by quotation per event

Half day conferences are available and will be quoted on request

Conference packages will include the following;

Complementary room hire (see above for details)

Flip Chart and paper

White Board

Note pads and pens - if required

Function staff to assist with your needs

Room set up/ breakdown

Lectern and microphone

Facilities

Internet access (ADSL)

Photocopying and facsimile services

Laser pointers

Equipment that you may need:

Over head projectors \$25.00 per day

Portable plasma TV's \$50.00 per day

DVD or VHS machines \$50.00 per day

Portable Data Projectors \$200.00 per day or \$50 per hour

CATERING

Catering must be ordered when booking a conference room - unless pre arranged with the Functions Manager - as above.

We have set Day Delegate Packages to cater for your individual conference.

Bar platters are available to your group if you wish to have some light nibbles and drinks in our cocktail lounge or veranda areas after your event has concluded.

Your menu selection is required on the Wednesday two (2) weeks prior to your conference date. Final numbers and payment of these is required 72 hours from your event. From this point numbers can still increase and need to be advised 24 hours from the conference date with payment for additional numbers made at the same time.

Should additional catering be required during your function, please see the Function Supervisor to arrange this for you.

Catering may not be purchased from any external source and brought onto the premises. The only exception is a cake to celebrate a special occasion. Kindly advise the Function Manager or Function Coordinator of any expected deliveries.

BEVERAGES

If you wish to have drinks after your event then you are welcome to reserve an area in our cocktail lounge area or on our veranda area permitting the areas are not already booked out. Beverages can be based on consumption basis, bar tab or we have terrific Beverage Packages available. Please organise drinks prior to your event so that you will be looked after in either area.

BELONGINGS / GIFTS

Clients are to ensure all belongings are taken at the event conclusion. Should it be necessary to have items stored, this needs to be pre-arranged with either the Functions Manager or Functions Supervisor and all items are stored at your own risk.

Breakfast

Continental Breakfast Buffet

*Assorted Pastries, Muffins & Croissant
Toast & Condiments
Selection of Cereal & Muesli
Natural Yoghurt
Fresh Sliced Fruit Platter
Orange Juice
Tea & Coffee*

\$13.95 per person

Minimum 20 people

Full Breakfast Buffet

Continental Selection

*Assorted Pastries, Muffins & Croissants
Toast & Condiments
Variety of Juices
Selection of Cereal & Muesli
Natural yoghurt
Fresh sliced Fruit Platter

Tea & Coffee*

Hot Selection

*Grilled Tomato w Cheese & Herbs
Scrambled Eggs
Grilled Bacon Rashers
Breakfast Sausages
Sautéed Mushrooms
Hash Browns
Baked Beans*

\$19.95 per person

Minimum 20 people

Breakfast Set Menu 1

Fresh Fruit Platter (served on tea and coffee station)

Spring Lake Breakfast of Eggs Benedict w Double Smoked Ham on toasted Foccacia, Asparagus & Vine Ripened Tomatoes

Coffee, Tea & Orange Juice

\$17.95 per person

Breakfast Set Menu 2

Fresh Fruit Platter (served on tea and coffee station)

Spring Lake Big Breakfast of Grilled Smoked Bacon, Pork Chipolatas, Scrambled Eggs, Sautéed Field Mushrooms, Hash Browns, Slow Roasted Tomato & Thick Toast

*Freshly Brewed Coffee
Selection of Teas
Orange juice*

\$17.95 per person

Minimum 20 people

***May be served as set or alternate drop style menu
- add \$1 for alternate drop***

Coffee Break Menu

Option 1:

*Freshly Brewed Coffee and a Selection of Teas.
\$ 3.50 per person/session
\$ 5.50 per person continuous all day*

Option 2:

Freshly Brewed Coffee, Selection of Teas

WITH

- 1 CHOICE OF THE FOLLOWING - \$5.50*
- 2 CHOICES OF THE FOLLOWING - \$6.50*
- 3 CHOICES OF THE FOLLOWING - \$7.50*

Assorted Danish Pastries

Scones

Assorted Mini Muffins

Assorted Mini Cakes

Home Baked Cookies

Croissants

Option 3:

*\$9.50(minimum 10 people)
Freshly Brewed Coffee & Selection of Teas
Assorted 6 point Sandwiches*

OTHER OPTIONS

*Fresh Fruit Platter \$35.00
Australian Cheese & Dried Fruits Platter \$50.00*

Day Delegate Packages

Standard Package

On Arrival

*Freshly Brewed Coffee and Teas
All day water availability*

Morning Tea

*Freshly Brewed Coffee, Selection of Teas,
Assorted Mini Muffins + Danishes
Fruit Platter*

Selection of fresh 3 Point Sandwiches Choice of 3

*Tuna, Mayonnaise, Carrot & Cucumber
Chicken, Lettuce & Avocado
Smoked Salmon, Lettuce & Dill Cream Cheese
Roast Beef, Vine Ripened Tomato & Caramelised Onions
Curried Egg Lettuce & Mayonnaise
Shaved Ham, Cheddar Cheese & Corn Relish
A selection of Whole Fresh Fruit*

Freshly Brewed Coffee, Selection of Teas, Orange Juice and Soft Drinks

Or

Selection of Open Faced Sandwiches Choice of 3

*Chicken, Lettuce & Avocado
Smoked Salmon, Lettuce & Dill Cream Cheese
Roast beef, Vine Ripened Tomato & Caramelised Onions
Marinated Char-grilled Vegetables, Pesto
Vine Ripened Tomato Bocconcini Cheese, Aged Balsamic Vinegar
Shaved Ham and Salami with Crisp Pancetta Honey Mustard Dressing*

\$29.50 per delegate per day

*Minimum 15 delegates
For groups less than 15 please discuss with Functions Manager*

Deluxe Package One

On Arrival

Freshly Brewed Coffee, Selection of Teas

Morning Tea

Freshly Brewed Coffee, Selection of Teas, Home Baked Danish Pastries and mini muffins and a Fresh Fruit Platter

Working Lunch

*Fresh Cut Crusty Bread
Selection of Cold cut Meats
Antipasto Platter
Condiments
Fresh Garden Salad
German Potato Salad
Caesar Salad with Condiments*

Selection of Australian Cheese, Water Crackers and Dry Fruit

Freshly Brewed Coffee, Selection of Teas, Orange Juice & Soft Drinks

Afternoon Tea

Homemade Shortbread Biscuits

\$32.50 per delegate per day

Minimum 15 delegates

For groups less than 15 please discuss with Functions Manager

Deluxe Package Two

On Arrival

*Freshly Brewed Coffee, Selection of Teas
Home made Short bread Selection*

Morning Tea

*Freshly Brewed Coffee, Selection of Teas, Home Baked Danish Pastries
and a Fresh Fruit Platter*

Working Lunch

*Fresh Cut Crusty Bread
Selection of Cold Meats
Antipasto Selection
Condiments*

*Seasonal Greens and Sprouts
Sweet Potato, Spinach and Feta Salad
Caesar Salad
Condiments and Dressings*

*Chef Selection of
Petite Pies, Sausage Rolls and Quiches*

*Fresh Fruit Salad with Cream
Chocolate Mud cake
Passion Fruit Cheese Cake*

Selection of Australian Cheese, Water Crackers and Dry Fruit

Freshly Brewed Coffee, Selection of Teas, Orange Juice

\$37.50 per delegate per day

Minimum 15 delegates

For groups less than 15 please discuss with Functions Manager

Premium Package

On Arrival

*Freshly Brewed Coffee, Selection of Teas
Home made Short bread Selection*

Morning Tea

*Freshly Brewed Coffee, Selection of Teas, Home Baked Danish Pastries
and a Fresh Fruit Platter*

Working Lunch

*Greek salad with Semidried Tomato and Olives
Cucumber salad with Sour Cream, Dill and Pink Pepper
Curried Egg with Spinach and Pickles
Roasted Sweet Potato and Rocket
Seasonal Greens
Condiments and Dressings*

Working Lunch

(Please Select Four Dishes of Your Choice)

*Beef Bourguignon, Beef Goulash or Beef Stroganoff
Smoky BBQ Chicken Fillets
Malaysian Style Curry Beef, Chicken or Lamb
Pan Fried Fish Fillets with Caper Berry Sauce and Coriander Relish
Middle Eastern Lamb Kebabs with Tzatziki
Smoked Salmon Ravioli with Creamy Avocado Sauce
Beef or Roasted Vegetable Lasagne
Peppered Roast Beef
Leg of Lamb with Rosemary and Garlic
Roast Pork Loin with Caramelised Apples
Baked Ham with Honey Mustard Sauce
Grilled Snapper with Lemon Butter Sauce
Spiced Calamari with Sweet Chilli and Lime Sauce
Grilled Chicken Breast with Pink Peppercorn Sauce
Honey Soy and Ginger Chicken with Sesame Seeds
Five Spiced Pork Belly
Pork Vindaloo
Accompaniments
Fragrant Jasmine Rice
Steam Buttered Garden Vegetables
Herb Roasted Potatoes*

Selection of Australian Cheese, Water Crackers and Dry Fruit

Freshly Brewed Coffee, Selection of Teas, Orange Juice

***\$42.50 per delegate per day - Minimum 40 delegates
for groups less than 40 please discuss with Functions Manager***

Deluxe BBQ Package

On Arrival

*Freshly Brewed Coffee, Selection of Teas
Home made Short bread Selection*

Morning Tea

*Freshly Brewed Coffee, Selection of Teas, Home Baked Danish Pastries
and a Fresh Fruit Platter*

Lunch

*Selection of Fresh Baked Bread Rolls
Pasta with Italian Sausage & Pecorino
Seasonal Greens and Sprouts
Potato and Bacon
Caesar Salad
Condiments and Dressings*

From the Grill

*Our Special Marinated Chicken Fillets
Ground Beef Patties
Rosemary Scented Lamb Kebabs
Gourmet Sausages*

Accompaniments

*Jasmine Pilaff Rice
Herb Roasted Potatoes
Steam Garden Vegetables
Assorted condiments*

Dessert Selection

*Traditional Pavlova
Fresh Fruit Salad with Cream
Mississippi Mud Cake*

Freshly Brewed Coffee and Selection of Teas, Orange Juice

\$40.00 per delegate per day

Minimum 15 delegates

For groups less than 15 please discuss with Functions Manager

Spring Lake Hotel

Alternate Drop

Gourmet Plated Lunch or Dinner Menu

(Create your own set menu - choose two from each course for alternate drop)

Entree

Grilled Baby Barra on Potato Rosti & tomato Relish
Lemon Pepper Prawn on Asian Salad w Lime Aioli
Thai Roast Pumpkin & Coriander Soup w Crusty Bread Roll
Smoked Chicken, Avocado & orange w Mesculin Salad
Satay Beef, Chicken or Lamb Skewers w Peanut Sauce on Oriental Rice
Herb Marinated Lamb Tenderloin on fruity Cous Cous w glazes
Roasted Pine Nut & Pumpkin Tart Topped w Feta and Chili tomato Jam Baked
Snapper w Stir Fry Greens, Cardamom Pilaf & Tarragon cream
Steam Vegetable Dumplings w Seaweed Salad
Antipasto Plate with Mortadella and Bagelettes
Malaysian Spiced Chicken w Sprouts and Mirin Soy Dressing
Thai Beef Salad with Roasted Sesame Seeds

Mains

Grain Fed Rump on Roasted Vegetable Medley w choice of sauce
(Mushroom, Dianne or Pepper)
Lamb Shank on Fluffy Mash and Sautéed Greens Rosemary & garlic jus
Grilled Barramundi w Corn Salsa on Sweet Potato & Chilli
Crispy Skin Corn Fed Chicken on Potato Gratin & Grilled Asparagus
Pumpkin Ravioli w Creamy Semidried Tomato & Micro Herb Salad
Peppered Eye Fillet on Kumara mash w Julienne Snow Peas and Mushroom jus
Dukkah Spiced Lamb Rump w Soft pumpkin Polenta, Spinach & Feta
Satay Grilled Chicken on Oriental Rice, Bok Choy and Peanut Sauce
Marinated Roasted Sirloin and Vegetables w Onion Gravy
Baked Snapper Brushed w Tomato Tapenade on Jasmine Rice & Chive Butter
Sauce
Grilled Chicken Breast w Prawn Skewer, Avocado and Hollandaise on Mash

Dessert

Individual Pavlova w Seasonal Fruit, Lightly Whipped Cream,
Drizzled w Passion Fruit Glaze
Apple Crumble Tart w Cream Anglaise & Ice Cream
Chocolate Mud Cake w Berry Compote
Sticky Date Pudding w Butterscotch Sauce
Lemon Citrus Tart w Raspberry Coulis
Mango and Macadamia Cheese Cake

Freshly brewed coffee & tea

OTHER OPTIONS

Australian Cheese & Dried Fruit Platter - \$50/platter

\$29.50 per person - 2 Courses

\$38.50 per person - 3 Courses

Cocktail Buffet

COLD

Selection of Sushi w Soy Sauce, Wasabi & Pickled Ginger
Chicken Caesar Salad
Antipasto Platter
Freshly Baked Bread Rolls

HOT

Lamb Shank Osso bucco w Creamy Mash Potato
Selection of Marinated Chicken Kebabs
Spinach & Feta Frittata
Thai Red Curry (Beef, Chicken or Vegetable) w Fragrant Jasmine
Rice

AFTER DINNER

Gourmet Cheese & Dried Fruits Platter

Freshly Brewed Tea & Coffee

All items will be served on a buffet w side plates, napkins & cutlery

\$40 per person

MINIMUM 30 GUESTS

Platters

*Each platter is enough for approximately 10 guests
Platters are available for Functions, Sports & Lounge Bar bookings & functions in
the Restaurant & Veranda areas.*

Wedge Platter - \$40.00 per platter

*Potato Wedges w Sweet Chilli Sauce & Sour Cream
SERVES 10*

Asian Platter - \$45.00 per platter

*Fried Wontons, Spring Rolls, Samosas, Prawn Crackers & Chicken Dim Sims
Served w Soy & Sweet Chilli Sauce
(Approx 60 pieces per platter)*

Aussie Platter - \$55.00 per platter

*Selection of premium sausage rolls & meat pies
(Approx 40 pieces per platter)*

Seafood Platter - \$70.00 per platter

*Seafood Puffs, Panko Prawns, Tempura Whiting fillets Seafood Wontons, Thai
Fish Cakes, hand-cut Calamari & Sesame Prawn Toast served w Soy & Sweet Chilli
Sauce
(Approx 30 pieces per platter)*

Antipasto Platter - \$75.00 per platter

*Grilled Zucchini, Eggplant, Mushrooms, Asparagus w Artichokes, Olives, Smoked
Salmon, Fetta, & Sun dried Tomato Tapenade
Served w Crisp Turkish Bread & Lavash Crackers
(Enough for 15-20 People)*

Australian Cheese Platter-\$50.00 per platter

*Brie, Aged Cheddar & Blue Vein, Lavosh Crispbread & Water Crackers w a blend
of Australian Nuts & fine Dried Fruits
(enough for 20 people)*

Pastry Platter-\$55.00 per platter

*Beef & Vegetable, Sun dried Tomato, Olive & Ricotta
(approx 30 pieces per platter)*

Kebab Platter - \$65.00

*Selection of flavoured Chicken Kebabs
(approx 30 pieces per platter)*

Sushi Platter - \$60.00

*Tuna, Chicken, Seafood, Egg & Vegetable Nori rolls w soy & ginger dipping sauce
(approx 35 pieces per platter)*

Kids Platter - \$35.00

*Chicken nuggets, cheerios, fish bites, meat balls, & beer battered fries
(serves 10)*

Fresh Fruit Platter - \$35.00

*Selection of cut seasonal fruits
(Serves 10)*

Terms and Conditions

Effective July 1, 2008

The Spring Lake Hotel guarantees service and dedication to their customers at all times. To ensure absolute satisfaction is achieved at your function, please read and acknowledge the following terms and conditions.

MINORS

It is hotel policy that minors are allowed in a private function until 12.00am and must be accompanied by their parental guardian at all times. All minors will be provided with a wrist band to ensure that they are easily detectable. If a minor removes his/her wrist band then the hotel security will ask this minor and his/her parents to leave the hotel premise as this is against the hotel policy.

Minors are not allowed access (even when accompanied by an adult) to other areas within the hotel including the Sports/TAB Bar and Gaming Room.

SECURITY

Security will only be present in a function room on the request of the client, and this needs to be organised at least 1 week prior to the event at a cost of \$50.00 per hour with the functions manager. In addition, a hotel duty manager is always on site should an incident be deemed unmanageable by a functions supervisor. In some circumstances extra security will be called upon to manage situations at the request of the duty manger/functions supervisor.

PROPERTY DAMAGE

The client is financially responsible for any damage suffered to the hotel and injury to permanent property during their function (including their set up time). In particular no items should be thrown off the verandas and the client must exercise appropriate control over their guests.

DEPOSIT / BOOKING

Tentative bookings are held for 7 days from the date of the booking. Once 7 days has passed the system will automatically cancel your tentative booking. To confirm the booking within the 7-day period, a minimum of \$150 is required to secure the booking. Once paid, this amount is non-refundable, however is transferable to another date if at least 1 months notice is given on the current booking. Final numbers for functions are required 1 week prior to event. Payment of the balance must be made at least 3 days prior to the function date.

PAYMENT

Payment can be made by Credit Card (phone / in person) - see attached form at the end of this document, Cash (in person), Cheque (post / in person).

Please make cheques payable to the Spring Lake Hotel and address as follows:
Liquorland Hotel Group

If posting please send to:

Att: Functions Manager, Spring Lake Hotel 1/1 Springfield Lakes Boulevard
Springfield Lakes

Should you require a Tax Invoice please request this from either the Functions Manager or Functions Coordinator.

Pricing listed throughout this document and on the website including (but not limited to) all food and beverage menus is subject to change without notice. Once your deposit is paid however, the prices applicable will remain current until your function. Beverage prices are subject to change without notice and are based on CPI increases.

CANCELLATIONS

The deposit paid is non-refundable however is transferable to another available date should you give at least 1 months notice. Should your function be cancelled 2-4 weeks prior to your date your deposit will be taken as a cancellation fee. If you cancel the function within 1 week from the function date, full payment of catering and room hire is still required for the current numbers.

Spring Lake Hotel reserves the right to refuse or cancel any function or event. Once you have read all of the terms and conditions then please sign in the space below and return to the Functions Manager or Functions Coordinator within 1 week of confirming your function.

Fax: 0734362171

Send: Spring Lake Hotel

Clients Signature: _____

Clients/Function Name (in block letters) _____

Current Date: _____

Date of Function: _____

Credit Card Authorisation Form

*Date:*_____

*Name on Card:*_____

*Card Number:*_____

*Exp Date:*_____

*Type of Card:*_____

*Amount to be Charged:*_____

*Signature of Cardholder:*_____

*Date of Function:*_____

*Name of Function:*_____

**Please fill out details listed above and either fax back to the Functions department on 0734362171 or email the form to functions@springlakehotel.com.au*