



**SEMINARS@**



**Oxley Golf Club**

## OUR ROOMS



### A.D. Buchanan Room

Accommodates up to 60 people  
(depending on room set-up)

- Cocktail - 60 pax approx
- Theatre Style - 50 pax approx
- U Shape - 30 pax

Fully Air Conditioned private Room with  
Courtyard for intervals.

\* Other configurations available



### R.K Room

Holds up to 30 people  
(depending on room set-up)

- Cocktail - 40 pax
- Theatre Style - 30 pax
- U Shape - 20 pax

Views to the Golf Course

Easy Access to the Deck for breaks

Perfect for small seminars



### Fairways Room

Holds up to 200 people  
(depending on room set-up)

- Cocktail - 200 pax
- Theatre Style - 200 pax
- U Shape - 40 pax

Suits Information sessions, Product  
Launches, Workshops & Function  
style conferences

# STANDARD SEMINAR/CONFERENCE INCLUSIONS

- White Board & Markers
- Flipcharts
- Fully Air Conditioned Rooms
- Projector Screen
- TV & DVD Player
- Iced Water
- Wireless Internet Connection

## Optional Extras

- Pads & Pens poa
- Tablecloths and Skirting from \$5.50 each
- Roving Microphone & Lecturn no charge
- Ipod Compatible Sound System (not available in all rooms) no charge
- Data Projector \$120.00
- Bottomless Tea & Coffee \$1 - per person

## Standard Room Hire Charges

ROOM HIRE RATES	AD ROOM		RK ROOM		FAIRWAYS ROOM		PAVILLION	
	Mon -Fri	Mon - Fri After 5pm & Weekends	Mon -Fri	Mon - Fri After 5pm & Weekends	Mon -Fri	Mon - Fri After 5pm & Weekends	Mon -Fri	Mon - Fri After 5pm & Weekends
Up to 2 hours	\$ 165	\$ 215	\$ 145	\$ 190	\$ 190	\$ 245	\$ 190	\$ 245
Half Day	\$ 190	\$ 245	\$ 165	\$ 215	\$ 210	\$ 275	\$ 210	\$ 275
Full Day	\$ 250	\$ 325	\$ 230	\$ 300	\$ 270	\$ 350	\$ 270	\$ 350

\*\*\* Extra charges may be incurred for Seminars with numbers exceeding 50 Persons or events after 5pm, please enquire at time of booking.

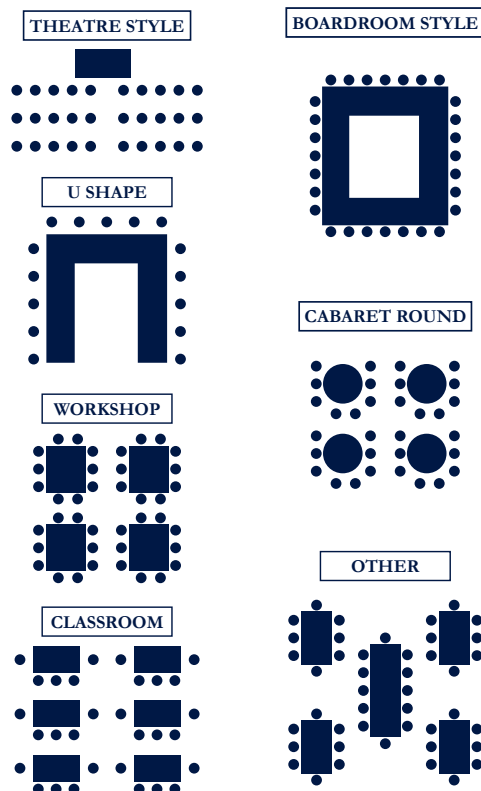
## Menu Pricing

All included Menus and pricings are applicable Monday – Friday until 5.00pm. Minimum spends may apply to Hot Foods required past 3.00pm, please enquire at time of booking. All menus can be catered on weekends but a surcharge may apply in some instances, please check at time of booking if this applies.

## Special Diets

We are more than happy to cater for any person with a special diet that may be attending your event, please discuss any requirements with the Functions Manager.

## Room Configurations



# LIGHT BREAKFAST OPTIONS

## Continental Options

1 Menu Item .....	\$5.00 pp
2 Menu Items .....	\$8.50 pp

### Menu Options

Petite Assorted Danishes

Baby Croissants with Butter and Jams

Mini Muffin Assortment

Fresh Fruit Skewers with Yogurt Dip (2pp)

Toasted Bread Basket Assortment - Toasted Muffins, Raisin Toast, Crumpets, Café Bread with assortment of spreads, butter

## Hot Breakfast Options

1 Menu Item .....	\$7.50
2 Menu Items .....	\$12.50

### Menu Options

Open Toasted Muffins - Choose from the following fillings

◇ Benedict - Fresh Ham Slices with spinach & a poached egg with a light drizzle of hollandaise sauce

◇ Maargerita - Thinly Sliced tomato with Grilled Cheese

◇ Lorraine - Bacon & Egg, topped with Grilled Cheese

Toastie Assortment - Selection of Toasted Sandwiches on Café Thick Sliced Bread

Croissants - Served Warmed Filled with Sliced Ham and Cheese

Breakfast Wraps - Filled with Bacon, Egg, Cheese and Breakfast Patty

Savory Assorted Muffins - Including Bacon, Onion & Cheese & Spinach & Feta, Ham and Asparagus

Brekky Quiches - Bacon & Asparagus, Ham & Cheese, Broccoli & Cheese

## BUFFET BREAKFAST OPTIONS

### Continental Buffet Breakfast

\$13.95 Per Person

\$15.95 Per Person - Self Serve - From the Buffet

Bakery Basket including Danish Pastries, Croissants and a variety of Petite Muffins  
Cereal Selection with Milk  
Greek Yoghurt with Mixed Berries & Muesli  
Tea & Coffee Buffet Selection

### Buffet Breakfast - Minimum Number of 15

\$22.95 Per Person - Self Serve - From the Buffet

Bacon Rashers	Grilled Tomato with Cheese
Scrambled Eggs	Sauteed Mushrooms
Sausages	Seasonal Fruit Platters
Baked Beans	Toast & Croissants with Assorted Condiments
Hash Browns	Tea & Coffee Buffet Selection

### Banquet Breakfast Option - Minimum Number of 15

\$27.50 Per Person

#### To Start:

Seasonal fruit slices, Petite Danishes (Set on each table for arrival)

#### Followed By a delicious plated breakfast:

Please choose 1 option from the followig:

- ◇ Eggs Benedict Poached Eggs on Turkish Bread with Ham & Hollandaise
  - ◇ Spinach, Bacon & Fetta Frittata with Potato Rosti
  - ◇ Poached Eggs served with Bacon, Mushrooms and Roasted Tomato served with Turkish toast
  - ◇ Bacon, Mushroom & Cheddar Omelette with Streaky Bacon and Grilled Tomato
- Special Diets can be catered for separately

#### Inclusions:

Tables Set Formally with Linen Tablecloths & Napkins (Tables of 8)  
Tea & Coffee Buffet Selection

### Breakfast Beverages

Orange Juice	POA
Soft drink	POA
Tea & Coffee Station Standard - bottomless	\$1.00pp

## COFFEE BREAK OPTIONS

### Sweet Options

Home Baked Scones with Jam & Cream	\$5.00pp
Pikelets with Jam & Cream	\$4.00pp
Assorted Sweet Petite Muffins (Variety of blueberry, chocolate & banana nut served)	\$5.00pp
Assorted Cookies - Homemade	\$3.00pp
Assorted Mini Danish Pastries - Freshly Baked	\$5.00pp
Assorted Petite Iced Cupcakes - (Variety of Red Velvet, Chocolate & Vanilla)	\$5.50pp
Sweet Slices - (Variety of Bite Size Slices which may include - Caramel, Vanilla, Apple Cherry Ripe)	\$5.00pp
Fresh Fruit Skewers with Yogurt Dip	\$5.00pp

### Savoury Options

Savoury Scones (Pumpkin or Bacon & Cheese) with butter	\$5.00pp
Petite Savoury Muffins (Including Bacon, Onion & Cheese & Spinach & Feta, Ham & Asparagus)	\$7.00pp
Petite Quiche Assorted (Including Spinach & Feta & Lorraine)	\$6.50pp
Ham & Cheese Filled Baby Croissants	\$7.00pp
Pastries Selection (Petite Pies, Cocktail Sausage Rolls & Pastries)	\$6.50pp
Roasted Vegetable Frittata with Tomato Salsa	\$6.50pp



## COFFEE BREAK OPTIONS - CONTINUED

### Gluten Free

Lamingtons with Cream	\$5.50pp
Honey Date Cake	\$6.00pp
Cocktail Sausage Rolls with Tomato Sauce	\$5.00pp
Chicken Tenders with Aioli	\$6.00pp

Disclaimer: All care is taken whilst preparing the above Gluten Free items, but we are not a Gluten - Free kitchen and other foods containing Gluten are prepared in the kitchen.

### Coffee Break Beverages

Orange Juice	POA
Soft drink	POA
Tea & Coffee Station Standard - bottomless	\$1.00pp

*LOOKING FOR MORE THAN JUST A COFFEE BREAK?  
CHECK OUT OUR ALL DAY PACKAGES*



## LUNCH OPTIONS

### Sandwiches

Standard Mixed Sandwiches	\$5.50ea
Made on Café Thick Sandwich Bread with an assortment of White, Grain or Wholemeal Bread with assorted fillings	
Pinwheel Sandwiches	\$6.00ea
Selection of Rolled Sandwiches made on White, Grain or Wholemeal Bread with assorted fillings	
Finger Club Sandwiches	\$7.50ea
Triple Decker Sandwiches Made on Café Thick Bread, cut into fingers with assorted fillings	

### Rolls

Finger Rolls	\$6.00ea
Petite Rolls filled with an assortment of fillings, (price includes 3pp)	
Sub Style Rolls	\$7.50ea
Sub Roll cut in halves with Assorted Fillings	
Supremo Foccacia	\$6.50ea
Full of Flavour Supreme Foccacia filled with Assorted Fillings & Cut in Quarters	
Ciabata Rolls	\$7.50ea
Crusty outer crust with a soft centre, filled with assorted fillings	

### Wraps

Lavish Wraps	\$7.50ea
Delicious Fillings delicately rolled and wrapped in lavish flat bread - easy to eat (Cut into 4)	
Vietnamese Rice Paper Rolls (2pp)	\$7.50pp
Assorted Fillings with Crisp Salad	

### Salads

Individual Salad bowls prepared for each of your attendees	\$8.50ea
<b>Choose from:</b>	
Greek Salad - Fetta, Stuffed Olives, Cucumber, Tomato & Lettuce tossed in Vinagrette	
Chicken Caesar Salad - Topped with Poached Egg & Shaved Parmesan	
Garden Salad - Mixed Leaf tossed with Red Onion, Capsicum, Cucumber, Tomato dressed in Honey Mustard Dressing	

*Each Salad is accompanied by a Dinner Roll & Butter*





# ALL DAY & HALF DAY PACKAGES

## Meeting Package

Full Day..... \$36.00 pp

Half Day ..... \$31.50 pp

(Please Choose either Morning or Afternoon tea)

### On Arrival

Tea & Coffee available for Self Serve throughout the day

### Morning Tea

Self Serve: Assorted Petite Muffins & Danish Pastries

Seasonal Fresh Fruit Platter



### Lunch

Combination of:

Freshly Made Sandwiches on Café Thick Bread with Assorted Fillings

Assortment of Lavish Wraps

Hot Finger food Platter

Consisting of a selection of Baked & Fried Finger foods

Plus Jugs of Fresh Orange Juice (max. 1 Jug/4 attendees)

### Afternoon Tea

Warm Savoury Scones with Butter

(Cheese & Chive, Pumpkin)

(to be served by 3.00pm)



*Package subject to Minimum Numbers of 10, lesser numbers can be catered for, please enquire*

# ALL DAY & HALF DAY PACKAGES

## Deluxe Meeting Package

Full Day.....\$40.00 pp

Half Day .....\$35.00 pp

(Please Choose either Morning or Afternoon tea)

### On Arrival

Tea & Coffee available for Self Serve throughout the day

### Morning Tea

Self Serve: freshly Baked Scones (Fruit & Plain) & Picklets with Jam & Cream

### Lunch

Served Meal consisting of Alternate Drop of:

Chicken & Camembert Fillo with Garden Salad

or

Lightly Crumbed Whiting Fillets with Garden Salad

Seasonal Fresh Fruit Platter per Table

Plus Jugs of Fresh Orange Juice (max. 1 Jug/4 attendees)



### Afternoon Tea

Self Serve:

Petite Quiches & Pinwheel Pastry Selection

(to be served by 3.00pm)



*Package subject to Minimum Numbers of 10, lesser numbers can be catered for, please enquire*



## ALL DAY & HALF DAY PACKAGES

### Healthier Options Package

Full Day.....\$36.50 pp

Half Day .....\$31.50 pp

(Please Choose either Morning or Afternoon tea)

### On Arrival

Tea & Coffee available for Self Serve throughout the day

### Morning Tea

Buffett of:

Fresh Fruit Skewers

Greek Yogurt, Berries & Toasted Muesli



### Lunch

Buffett of:

Vietnamese Rice Paper Rolls

Filled with Chicken & Vegetables, Tuna & Vegetables

Assorted Gourmet Cheese Platter with Dried Fruits & Nuts

Warm Roasted Vegetable Frittata with Tomato Salsa

Plus Jugs of Fresh Orange Juice (max. 1 Jug/4 attendees)

### Afternoon Tea

Selection of Crisp Vegetable Crudites & Antipasta with Dip

Sliced Fresh Fruit Platter



*Package subject to Minimum Numbers of 10, lesser numbers can be catered for, please enquire*

# GRAZING PLATTERS

## Cold Selections

- Anti Pasta ..... **Large \$53.00** ..... **Small \$34.00**  
Selection of Vegetable Crudites, Kabana, Olives, Cheese, Nuts, Dip
- Gourmet Cheese Board ..... **Large \$53.00** ..... **Small \$34.00**  
Selection of Dip, Crackers, Olives, 4 Varieties of Cheese, Dried Fruits
- Fruit Platter..... **Large \$39.50** ..... **Small \$28.50**  
Selection of Seasonal Fruit Slices
- Vegetable Crudites with Dip ..... **Large \$38.00** ..... **Small \$26.00**  
Selection of Vegetable Crudites with Dips
- Sushi Platter ..... **Large \$85.00** ..... **Small \$59.50**  
Assorted Bite Size Sushi rolls served with Wasabi & Soy Dipping Sauces

## Hot Selections

- Combination Platter ..... **Large \$65.00** ..... **Small \$40.00**  
Includes: Crumbed Calamari, Spring Rolls, Meatballs, Chicken Goujons & Potato Wedges
- Aussie Pastry Platter ..... **Large \$65.00** ..... **Small \$40.00**  
Includes: Cocktail Pies, Pasties, Sausage Rolls & Puff Pastry Rolled Franks with tomato sauce
- Vegetarian Platter ..... **Large \$60.00** ..... **Small \$40.00**  
Includes: Spinach & Ricotta Patizzi, Spring Rolls, Samosas, Roast Vegetable Frittata & Potato Wedges
- Asian Finger Foods Platter.....**Large \$60.00** ..... **Small \$40.00**  
Includes:- Dim Sims, Spring Rolls, Wontons, Vegetable Samosa & Prawn Crackers with Dipping Sauce
- Fisherman's Selection ..... **Large \$70.00** ..... **Small \$45.00**  
Includes whiting Fillets, Crumbed Calamari, Ocean Bites and Prawn Twisters with Fries & Aioli
- Gourmet Bites ..... **Large \$80.00** ..... **Small \$50.00**  
Includes: Chicken Satay Skewers, Prawn Twisters, Arancini Balls & Assorted Puff Pastry Pinwheels with Aioli



**BARISTA**

**MADE COFFEE**

**@**

**Oxley Golf Club**

**AVAILABLE 7**

**DAYS A WEEK**





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# Terms & Conditions

## Oxley Golf Club Booking Policy

### Provisional Bookings

Bookings are normally held for a period of 7 days with no obligation. If we do not receive confirmation via a completed and signed Booking Form and a deposit within 7 days, the provisional booking will be deemed to have been cancelled.

### Confirmation of Booking

To confirm your booking a non refundable room hire deposit of \$145 - \$350 (depending on room) is required within the 7 days of your provisional booking along with your signed Booking Form. This deposit becomes part payment of your Account payment and will be deducted from your balance owing when your function proceeds.

Should you need to cancel the booking the monies paid can be transferred to another date as a once off transfer, if transfer is made within one month of the day of your cancellation and the cancellation occurs more than one month prior to your booked date.

Prior to confirmation of selected function menus and beverages, our prices are subject to change without notice. A 20% Surcharge may apply on Sundays and Public Holidays.

### Oxley Golf Club Cancellation Policy

All notification of the cancellation of functions is to be in writing. Your initial deposit is non refundable. Should your function be cancelled within One Month of your booked Date all catering must be paid for in full.

### Security Deposit

A security deposit of \$300 may also be required for your event which will be refunded provided the room is undamaged and does not require extra cleaning.

### Smoke or Fog Machines

Smoke, Fog or similar devices or machines are not permitted at the Club.

### Liquor License

Oxley Golf Club is a Licensed venue. Due to liquor license regulations, no person is permitted to bring any beverage onto the Club's premises, any person found to have brought beverages onto the premises may be asked to leave. The Oxley Golf Club promotes and imposes strict Responsible Service of Alcohol policies and reserves the right to refuse service to any person at the event or ask them to leave the premises.

### Belongings & Gifts

The Club will take care with all guests' personal property but will not accept responsibility for any loss resulting from theft or damage. The club will take all necessary care but will not accept responsibility for the loss of any gifts or any other possessions left on the Club premises before, during or after an event. The client booking the event is responsible for any insurance deemed necessary. The client booking the event is responsible for any damage caused to any part of the clubhouse, course or motorised carts by their guests. The use of walls for display materials using nails, staples or tape attachment are strictly prohibited. It is preferred that all items belonging to the client or their guest be removed on the day of the event. Any item that is left at the club must be collected within 48 hours (business days) of the event.

### Smoking

No person is to smoke within the confines of OGC Clubhouse. Patrons may smoke in the designated outside areas.

### Dress Regulations

Please ensure that your guests are aware of the dress requirements prior to the event, these can be viewed on the Oxley Golf Club Website [www.oxleygolfclub.com.au](http://www.oxleygolfclub.com.au). Dress regulations apply immediately upon entry to the OGC and pertain to all club practice areas, car parks, proshop, clubhouse surrounds and on the golf course.

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# Terms & Conditions

## Oxley Golf Club Booking Policy - Continued

### Damage

The organisers of the function are financially responsible for any damage to the venue and surrounding grounds including microphone, sound system, fixtures and fittings caused by their function.

### Confirmation of Numbers/Details

All details in relation to food, drinks and setup detail as per the run sheet are required to be finalised no later than 7 days prior to your function. Final numbers of guests will be required 7 days prior to your function. Charges are calculated on not less than this guaranteed minimum number given.

If the number of persons who attend your event exceeds the final numbers booked you will be required to pay the additional costs at the per person rates applicable to your function. This payment will be required on the night. Please see the Payment of Accounts conditions.

### Payment of Accounts

Pre-payment of your function is required at least 7 days prior to the function, payment will be calculated based on the confirmed details provided 7 days prior to your booked date as noted above.

Your function will not be held if payment in full is not received 7 days prior to your booked event. If for any reason at the end of your event any amount is still owed to the Club this must be paid in full within 7 days of your booked event.

Failure to do so will require the Club to have the debt recovered through an agency and the full cost of this collection will be passed onto you and become part of the outstanding balance.

### Accepted payment options are as follows:

Cash

Eftpos

Bank Cheque – made payable to ‘Oxley Golf Club’

Direct Credit to clubs bank account-please request details

Credit Card – a 1% surcharge is applicable

We do not accept Diners Club or Americian Express

# OXLEY GOLF CLUB Conference & Seminar BOOKING FORM

This form is to be sent together with your deposit. A booking will not be confirmed until this form is received by Oxley Golf Club. Please ask if you require a Tax Invoice for the deposit payment.

## CUSTOMER DETAILS:-

NAME:- \_\_\_\_\_

CONTACT PERSONS NAME:- \_\_\_\_\_

ADDRESS:- \_\_\_\_\_

PHONE (H):- \_\_\_\_\_ (W):- \_\_\_\_\_

FAX:- \_\_\_\_\_

EMAIL:- \_\_\_\_\_

EVENT DATE:- \_\_\_\_\_

NUMBER OF GUESTS:- \_\_\_\_\_

ROOM:-  A D BUCHANAN ROOM  R K ROOM  FAIRWAYS LOUNGE

ROOM LAYOUT :-  THEATRE  U SHAPED  CABARET  CLASSROOM

BOARDROOM  COCKTAIL  OTHER

## FOOD & BEVERAGE DETAILS:-

MENU / PACKAGE SELECTION:- \_\_\_\_\_

BEVERAGE OPTION SELECTION:- \_\_\_\_\_

## TERMS & CONDITIONS:-

I HAVE READ, UNDERSTOOD AND AGREE TO ALL TERMS AND CONDITIONS ASE OUTLINED

SIGNATURE:- \_\_\_\_\_

## DEPOSIT PAYMENT:-

DEPOSIT AMOUNT \$ \_\_\_\_\_ (AUD)

CASH/CHEQUE/EFTPOS

BY CREDIT CARD (AMERICAN EXPRESS, AMEX & DINERS ARE NOT ACCEPTED)

CARD TYPE:- \_\_\_\_\_

CARD NUMBER:- \_\_\_\_\_

CARD EXPIRY DATE:- \_\_\_\_\_ / \_\_\_\_\_

NAME ON CARD:- \_\_\_\_\_

SIGNATURE:- \_\_\_\_\_

BY ELECTRONIC FUNDS (EFT)

BSB: 124 001

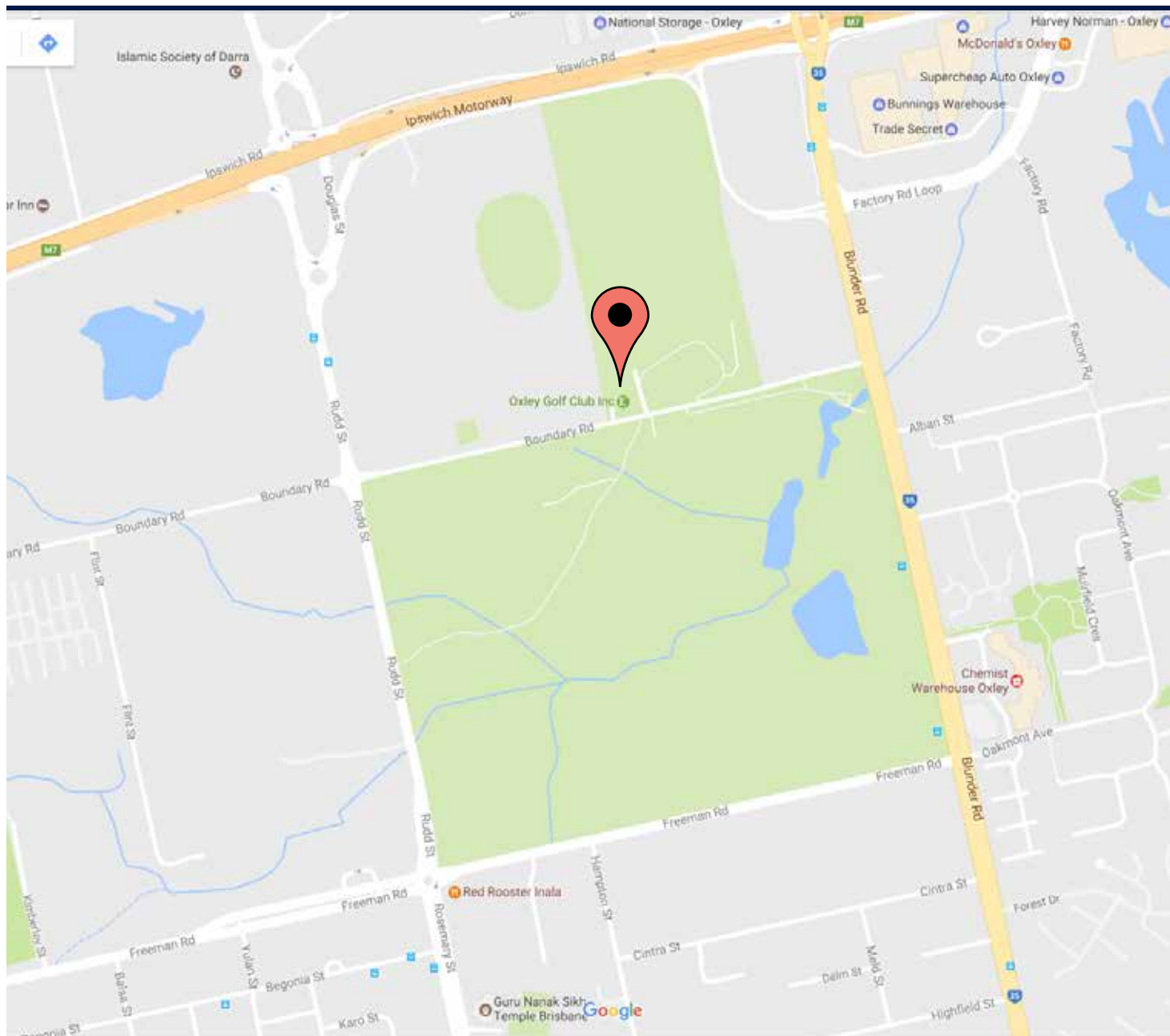
ACCOUNT NUMBER: 1053 7177

QUOTE: Seminar & "Date of Event"

\*Please note Full Payment for Event must be received at least 7 days prior to Conference or seminar.

PLEASE FORWARD YOUR COMPLETED BOOKING FORM AND DEPOSIT TO:

● Functions Co-ordinator ● admin@oxleygolfclub.com.au ● ph:3379 6322



# SEMINARS@

## Oxley Golf Club

290 Boundary Road, Oxley Qld 4075

P. 07 3379 6322 E. [admin@oxleygolfclub.com.au](mailto:admin@oxleygolfclub.com.au)

[www.oxleygolfclub.com.au](http://www.oxleygolfclub.com.au)

