

CONFERENCE BOOKING 2026



Thank you for your enquiry regarding conference facilities at Knotts Crossing Resort. The following information is required to ensure each function runs effectively. Your conference will be booked 'tentatively' for three days from booking date. If no paperwork is received during the three days the booking may be cancelled.

Please assist us by making the appropriate choices and returning the completed forms to confirm your conference reservation.

If you wish to discuss anything, please do not hesitate to contact us on 08 8972 2511 or via email groups@knottscrossing.com.au/jo.pace@knottscrossing.com.au.

Kind Regards,

Joanna Pace & Team
Function Coordinators

CONFERENCE INFORMATION



CONTACT DETAILS

Contact person:

Company Name:

Phone:

Fax:

Email:

Address:

Date of enquiry:

Function name:

CONFERENCE DATE AND DURATION

DAY	DATE	TIME

Number of Delegates:

CONFERENCE ROOM CHARGES

Includes room setup, use of audiovisual equipment and iced water.

Please advise if you require anything further.

	Full Day	\$450 (max. 8 hours)
	Half Day	\$350 (max. 4 hours)
	Evening	\$350
	Room Hire No Catering	\$640 (Full Day) \$440 (1/2 Day)

EQUIPMENT REQUIREMENTS

Please select any of the following that you may require. The below items are included in your room hire. Free WIFI is also provided.

<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>	PA System
<input type="checkbox"/>	Projector Screen	<input type="checkbox"/>	Microphone
<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>	55 inch TV

ADDITIONAL EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	Video Conferencing Facilities	\$70 per day
<input type="checkbox"/>		

ROOM CONFIGURATION

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	U-Shape
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Boardroom/Herringbone/Banquet

Other:

CATERING REQUIREMENTS & TIME REQUIRED

Breakfast:

Morning tea:

Lunch:

Afternoon tea:

Dinner:

ACCOMMODATION REQUIREMENTS

MEANS OF PAYMENT

<input type="checkbox"/>	Please fax invoice to:
<input type="checkbox"/>	Please send invoice to:
<input type="checkbox"/>	
<input type="checkbox"/>	Copy of purchase order attached
<input type="checkbox"/>	Will settle account at function (must be prearranged)

CONFERENCE QUOTE



Please note that catering prices may vary depending on menu

Name of conference: _____

Date: _____

selections. Please see attached menus for options and pricing.

CONFERENCE				
ITEM	COST	OCCURENCE		TOTAL
Half day room hire	\$350			
Full day room hire	\$450			
Evening rate	\$350			
Quoted room hire (other)				
Logitech Video Conferencing Facilities	\$70 per day			
CATERING	COST	PAX	OCCURRENCE	TOTAL
Tea and Coffee	\$7.00pp			
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
CONFERENCE SUBTOTAL				
ACCOMMODATION				
ROOM TYPE	AMOUNT	NIGHTS	TOTAL	
ACCOMMODATION SUBTOTAL				
GRAND TOTAL				

TERMS AND CONDITIONS



CONFIRMATION AND DEPOSITS

Tentative bookings for conference room will be held for a period of 3 working days, after which time the function space will be released.

All final details, menus, beverage arrangements, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed in writing 7 days prior to the function.

Guaranteed numbers are required 7 days prior to the function and charges will be based on guaranteed numbers or final head count whichever is greater. If final numbers are not received by this time Knotts Crossing Resort will assume the minimum as stated on the function sheet and charges will be made accordingly.

CANCELLATION POLICY

Should your booking be cancelled within 7 days of your scheduled function, all associated room hire; catering and accommodation charges will be the responsibility of your company.

GENERAL TERMS AND CONDITIONS

Organizers are financially responsible for any damage sustained to resort fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

All deliveries to the Resort must be advised to the conference coordinator in advance and must be marked with the name of the function.

Nothing is to be nailed, screwed, taped, stapled or adhered to any wall, door or other surface or part of the building.

Signage in the Resort public areas is to be kept to a minimum and must be approved by the conference coordinator.

If the number of guests who attend your function differs by more than 20% from the number of people originally quoted, the Resort may review the price charged for your meals.

The Resort cannot accept any responsibility for the damage or loss of client's property.

A surcharge will apply after 10pm.

Whilst we are pleased to provide a venue for your evening functions, consideration must be given to all guests on the Resort with regards to bands and noise levels. Bands may be booked for functions; however, the noise level may need to be reduced after 10pm.

It is a Resort policy that food and beverage may not be brought onto the premises.

MORNING & AFTERNOON TEA SELECTION (MINIMUM 6PAX)

All options include Tea & Coffee & Cold-Water Station

Option 1

Cookies & Biscuits

\$12.50 per person

Option 2

Savannah Sweet Muffins of the Day, Condiments

\$14.50 per person

Option 3

Traditional house baked Scones, Strawberry Jam, Cream

\$18.50 per person

Option 4

Croissants

\$17.50 per person

Ham, Cheese, Mustard; Cheese & Tomato or Jam Selection, Butter

Option 5

Sausage Rolls, Mini Pies and Spinach & Ricotta Rolls

\$18.50 per person

Option 6

House made Mini Quiches

Ham & Cheese; Caramelized Onion, Spinach & Cheese; Bacon & Mushroom

\$18.50 per person

Option 7

Egg & Bacon Rolls

Crispy Bacon, Fried Egg & BBQ Sauce

\$17.50 per person

Add Fresh Fruit Platter

\$75.00 per platter

Add Bottled Water, Soft Drinks & Juice

\$ 7.00 per person

FUNCTION LUNCHES (MINIMUM 6PAX)

All options include Biscuits, Tea & Coffee & Cold-Water Station

Option 1 - Finger Sandwiches (Choose 3) 5 x ¼ Fingers per person

Cream Cheese, Carrot, Spanish Onion, Sultanas

Ham, Swiss & Mustard

Corned Beef, Mustard Pickle

Salmon, Cucumber, Dill, crème Fraiche

Roast Chicken, Green Leaf, Mayo

Salami, Cheese, Sundried Tomato, Cos Lettuce

\$24.50 per person

Option 2 - Picnic Lunch

smoked Ham, Calabrese Salami, Cabanossi

Cheese Selection

Marinated Vegetables, Pickles, Relish

Bread Selection

Caesar Salad & Greek Salad

\$29.50 per person

Option 3 - Italian Kitchen

Garlic Bread

Spaghetti Pomodoro or Meatballs

Penne with Chicken & Pesto

House Garden Italian Salad

\$34.50 per person

Option 4 - Indian Kitchen

Chef's Curry of the Day

Basmati Rice

Flatbread

Yoghurt Raita

Tomato, Red Onion & Cucumber Salad

Fruit Chutney

\$34.50 per person

HEARTY LUNCHES (MIN 25PAX)



All our Lunches are served Buffet style.

\$60.00 per person

Crusty Garlic Bread to Share

Please choose 3 Dishes from the following Main Meals

- Beer Battered Flathead – Lemon, Tartare
- Indian Aromatic Lamb or Chicken Curry – Basmati Rice, Flatbread
- Parmesan Crumbed Chicken Schnitzel – Lemon, Rocket
- Penne with Chicken & Pesto**
- Slow cooked Beef Casserole, Potato & Vegetables
- Special Savannah Fried Rice
- Chargrilled Chicken – marinated in Garlic, Lemon & Herbs
- Slow Roasted Kidman Beef – Grain Mustard
- Meat lovers Pizza, Pepperoni, Bacon, Ham, Salami, Onion, Napoli, Mozzarella
- Prawn Pizza – Arafura Prawns & Garlic
- Shallow fried Calamari – Lemon, Tartare

Please choose 1 Salad Side

Caesar Salad; Greek Salad; Garden Salad Mediterranean Pasta Salad

Please choose 2 Vegetable Sides

Fat Chips; Potatoes with Garlic & Herbs; Potato Mash
Basmati Rice & Flatbread; Roasted Rosemary & Thyme Vegetables; Broccoli & Beans

Add Fresh Fruit Platter	\$ 75.00 per platter
Add Dessert – Chocolate Brownies, Berries, local Passionfruit, Double Cream	\$10.00 per person
Add Cheese Platter – Trio of Cheese, Fruits, Paste, Crackers	\$ 12.00 per person

EVENT PLATTERS (8PAX)

Platter 1 – Stone Based Pizza Board

Selected Stone Based Pizza by the Slice

Margarita, Pepperoni, Hawaiian or

Meat Lovers, Vegetarian, BBQ Chicken

\$95.00 per platter

\$12.50 add person

Platter 2 – Mezze (V)

Stoned baked Flatbread

Hummus, & Tzatziki

Greek Salad

Haloumi

Fresh & marinated garden Vegetables

Condiments

\$110.00 per platter

\$ 14.50 add person

Platter 3 – Ploughman's

smoked Ham, Cabanossi & Salami

Pickles & Cheeses

Marinated Vegetables

Selection of Breads

A great choice to start the night off or with post function Drinks

\$120.00 per platter

\$ 15.50 add person

Platter 4 – Asian

Steamed & Fried Dim Sims

Spring Rolls

Vegetable Wontons

Gyoza Dumplings

Honey Soy Chicken Wings

Dipping Sauces & Condiments

\$120.00 per platter

\$ 15.50 add person

EVENT PLATTERS



Platter 5 – Canape

Mushroom Arancini Balls

Pork Belly Bites (GF)

Frittata of the Day

Beef Meatballs

\$120.00 per platter

Dipping Sauces & Condiments

\$ 15.50 add person

Platter 6 – Hot Seafood

Salt & Pepper Calamari

Tempura Arafura Prawns

Beer Battered local Barramundi

Savannah Chips

\$140.00 per platter

Lemon, Tartare, Condiment

\$17.50 add person

Platter 7 – Savannah

Garlic Bruschetta

Arafura Prawn Tempura

House Mini Sausage Rolls

Pork G Yoza, Ponzu

\$120.00 per platter

Baby Tomato Caprese Salad

\$ 15.50 add person

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EVENT PLATTERS

Platter 9 – Dessert

Individual Chocolate Brownies; Strawberries.

\$110.00 per platter

Local Passion Fruit; Double Cream

\$ 13.50 add person

Platter 10 – Fruits

Summer Fruits from the Region

\$ 75.00 per platter

A great choice to end your Event

Platters are designed for grazing purposes, not as a main course or substantial meal.

Vegetarian, Vegan, Gluten Free & Halal platters are available on request.

ADDITIONAL MENUS AVAILABLE



Additional Buffet Menus available on request:

Knotts Buffet:	\$45.00 per person
Resort Buffet:	\$55.00 per person
House Hearty Buffet:	\$60.00 per person
Asian Buffet:	\$65.00 per person
Poolside Burgers:	\$37.50 per person
Pizza Alfresco:	\$42.50 per person
2/3 Course Menus:	On request

www.knottscrossing.com.au

<https://www.facebook.com/knottscrossingresort>

Phone: 08 89722511