# Logo**Conference booking 2025**

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 me on 08 8972 2511 or via email jo.pace@knottscrossing.com.au

Kind Regards,

Joanna Pace & Team  
Function Coordinators

# Logo**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 | | | | | $440 (max. 8 hours) | |
|  | Half Day | | | | | $310 (max. 4 hours) | |
|  | Evening | | | | | $330 | |
|  | Room Hire No Catering | | | | | $530 | |
| **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. | | | | | | | |
|  | Whiteboard | |  | PA System | | | |
|  | Projector Screen | |  | Microphone | | | |
|  | Data Projector | |  | Lectern | | | |
|  | Flip Chart | |  | 55 inch TV | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Additional equipment requirements** | | | | | | | |
|  | Video Conferencing Facilities | | | | $65 per day | | |
|  |  | | | |  | | |
| **ROOM CONFIGURATION** | | | | | | | |
| Theatre | | | U-Shape | | | | |
| Classroom | | | Boardroom/Herringbone/Banquet | | | | |
| Other: | | | | | | | |
| **catering requirements & time required** | | | | | | | |
| Breakfast: | | | | | | | |
|  | | | | | | | |
| Morning tea: | | | | | | | |
|  | | | | | | | |
| Lunch: | | | | | | | |
|  | | | | | | | |
| Afternoon tea: | | | | | | | |
|  | | | | | | | |
| Dinner: | | | | | | | |
|  | | | | | | | |
| **accommodation requirements** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **means of payment** | | | | | | | |
|  | Please fax invoice to: | | | | | | |
|  | Please send invoice to: | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
|  | Copy of purchase order attached | | | | | | |
|  | Will settle account at function (must be prearranged) | | | | | | |

# Logo**CONFERENCE QUOTE**

|  |
| --- |
| Name of conference: |
| Date: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONFERENCE** | | | | | | |
| **ITEM** | **COST** | **occurence** | | | **TOTAl** | |
| Half day room hire | $310 |  | | |  | |
| Full day room hire | $440 |  | | |  | |
| Evening rate | $330 |  | | |  | |
| Quoted room hire (other) |  |  | | |  | |
| Logitech Video Conferencing Facilities | $65 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** | | | | |  | | |

Please note that catering prices may vary depending on menu selections. Please see attached menus for options and pricing.

# **Terms and Conditions**Logo

**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 persons 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.**

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# **Logomorning & afternoon tea selection**

**Option 1**

Tea & Coffee

Served with Croissants, Ham & Cheese & Cheese & Tomato (V) $14.00 per person

**Option 2**

Tea & Coffee

Variety of Cookies or Biscuits $13.00 per person

**Option 3**

Tea & Coffee (or Juice)

Selection of Sweet & Savory Bakery Items $16.00 per person

*Danishes, Muffins, Banana Bread (DF) and more items*

**Option 4**

Tea & Coffee (or Juice)

Served with Savory Scones with Jam & Whipped Cream $16.00 per person

**Option 5**

Tea & Coffee (or Juice)

Served with Sausage Rolls, Mini Pies and Spinach & Ricotta Rolls (GF available) $18.00 per person

**Option 6**

Homemade Savannah Frittata Slices of the Day (GF) $20.00 per person

**Option 7**

Variety of Bagels $20.00 per person

*Salmon & Cream Cheese; Sundried Tomato, Bacon & basil; Chicken & Pesto*

*Ham, Cheese & Tomato; Salami & Pickels*

**Fresh Fruit Platter available for $70.00**

**All dietary requirements catered for**

**Minimum 10 Adults**

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# **FUNCTION lunches**

**Option 1**

Tea & Coffee

Assorted Sandwiches/Wraps (GF available)

Fresh Fruit Platter $22.00 per person

**Option 2**

Tea & Coffee

Pasta of the Day with Savannah Salad (Vegan option available)

Fresh Fruit Platter $28.00 per person

**Option 3**

Tea & Coffee

3 Savannah Pizza Selection – Chicken, Hawaiian, Meat Lovers, Peperoni, Vegetarian or Aussie

Garden Salad

Fresh Fruit Platter $22.00 per person

**Option 4**

Tea & Coffee

Cold Lunch Buffet with Cold Meat Platter, Pasta Salad (GF)

& Caesar Salad & freshly baked Dinner Rolls

Fresh Fruit Platter $29.00 per person

**Option 5**

Tea & Coffee

Chef’s Curry of the Day with Rice, Naan & Salad (Vegan/Veg option available) (GF)

Fresh Fruit Platter $29.00 per person

**Fresh Fruit Platter available for $70.00**

**Add Juice - $7.00 per person**

**All dietary requirements catered for**

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# **HEARTY LUNCHES**

**Hearty Lunch Time at The Savannah**

**All our Lunches are served Buffet style with a wide range of variety to suit all tastes.**

**Min. 25pax**

$58.00 per person

Crusty Bread & Butter

**Please choose 3 Dishes from the following Main Meals**

Roast Beef (GF) (DF)

Sweet & Sour Pork (GF) (DF)

Slow braised Lamb Shanks (GF) (DF)

Battered Flathead, Chips & Tartare Sauce

Curry of the Day with steamed Rice (GF) (DF)

Beef Lasagna

Fried Rice of the Day (GF) (DF)

Savannah Wings (GF) (DF)

Chef’s Stir Fry of the Day (GF) (DF)

Mushroom Carbonara (Add Chicken)

**Please choose 2 Salad/Veg**

Potato Salad (GF)

Caesar Salad

Greek Salad (GF)

Roast Vegetables (GF)

**Tea & Coffee Included**

**Fresh Fruit Platter available for $70.00**

**Add Juice - $7.00 per person**

# **LogoEvent Platters**

**Platter 2 – The Savannah Platter**

Vegetarian Spring Rolls (V)

Garlic & Chili Prawn (GF)

Prawn Parcel

Salt & Pepper Calamari

Samosas with Sweet Chili Sauce $95.00 per platter

**Platter 3 – Finger Sandwich Platter**

Selection of Sandwiches using quality ingredients: (GF available)

Ham, Salami, Roast Beef, Cheese & Salad Items & Condiments $95.00 per platter

**Platter 4 – Canapé Platter**

Chicken Skewers (GF)

Cheesy Garlic Bites

Cheese & Spinach Triangle

Slow cooked Pork Belly Bites (GF)

Beef Meat Balls $95.00 per platter

**Platter 5 – Asian Platter**

Dumplings

Chicken Wings (GF)

Beef Dim Sims

Beef Satay Malaysian (GF)

Mongolian Beef Spring Roll $95.00 per platter

**Platters serve approximately 8pax**

# **LogoEvent Platters**

**Platter 6 – Mezze Platter**

Duo of Dips (GF) with Flatbread

Falafel (V)

Vegetables Crudites (V) (GF)

Cold Meat Selection (GF)

Olives, Fetta & Gherkins (V) (GF) $95.00 per platter

**Platter 7 – Cheese Platter (V)**

Selection of Cheese

Variety of Crackers

Fruit & Nuts (GF)

Olives (GF) $120.00 per platter

**Platter 8 – Pizza Platter**

**(Choose 3 x Pizza Selections) (GF available)**

Hawaiian

Meat Lovers

Vegetarian or Margarita

Chicken

Pepperoni $85.00 per platter

**Platter 9 – Kid’s Platter**

Chicken Wing Nibbles (GF)

Mini Sausage Rolls & Party Pies

Dino Nuggets & Chips with Tomato Sauce

Seasonal Wedges $95.00 per platter

**Platter 10 – Fresh Fruit Platter**

Selection of Fresh Seasonal Fruits $70.00 per platter