



corporate meetings

at Hillstone St Lucia

HILLSTONE



S T L U C I A

functions with a grand view

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Corporate Meetings at Hillstone St Lucia 2011

MENU PACKAGE VALID UNTIL 31 DECEMBER 2011

From the Australian Thesaurus:

meeting (n) = **gathering (n)**
 assembly
 conference
 convention
 get-together
 reunion
 = **encounter (n)**
 first acquaintance
 = **appointment (n)**
 discussion
 seminar
 business meeting

The list *almost* sums up the types of **gatherings (n)** held at Hillstone St Lucia. Perhaps you should consider “meeting” with us too?

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Since there are high ceilings and no visual impairments like columns in the rooms, the configuration of your meeting is extremely flexible. However, if you have more elaborate requirements, we would strongly recommend a visit to discuss your preferences.

After 23 years in the events business, we are well-versed to help you with a list of reliable service providers for any additional requirements for your gathering. Equally, we would welcome your chosen providers to Hillstone St Lucia and help them at every turn.

PACKAGE INCLUSIONS

Our standard meeting packages include the following at no extra charge to you:

- Conference tables with linen and chairs
- Whiteboard and markers
- Flipchart, paper and markers
- Lectern, microphone and PA system (Rosewood Room/Grand View Room only)
- Projection wall (Grand View Room only)
- Tripod screen (Rosewood Room/Library Bar)
- Mints and iced water on each table

ROOM HIRE CHARGES

In our standard Conference Packages, a base room hire fee will be charged depending on the function room you choose and provided your catering numbers are more than the noted minimums. If you wish to tailor make a meeting (n) package, then Room Hire will be negotiated on an individual basis.



The Grand View Room

size 608 & 84m²

capacity | cocktail 1000 banquet 680 theatre 500 classroom 360

The Rosewood Room

size 191m²

capacity | cocktail 200 banquet 120 theatre 120 classroom 60



The Library Bar

size 105m²

capacity | cocktail 120 banquet 60 theatre 70 classroom 20



HALF DAY MEETINGS

Short meetings are like a single session, brief and to the point. They include up to three (3) hours room hire, standard AV inclusions, efficient staff and some delicious food too.

THE PRESENTATION BREAKFAST *served to the table*

Choose one (1) breakfast alternative for your delegates:

- i) Hillstone Breakfast - toasted organic multigrain w scrambled eggs, herb crusted truss tomato, eye bacon, thyme infused mushrooms & eye bacon
- ii) The River Run- toasted organic sourdough w poached eggs, steamed spinach, eye bacon & hollandaise
- iii) Ham melt- toasted turkish w shaved ham & melted swiss cheese, served w chive scrambled eggs & tomato relish

ON EACH TABLE

Glazed fruit danishes
Fresh seasonal fruits w black berry yoghurt

BEVERAGE BUFFET *help yourself drinks*

Fresh orange OR apple juice
Vittoria coffee
Twinings Tea

\$32.50 per person

Menu suitable for 25+ guests



Nespresso Coffee the art of espresso is here at Hillstone St Lucia!

Ask one of our friendly sales team to upgrade you to our Nespresso Package for the duration of your meeting. Packages are charged on consumption and are the perfect addition to your conference!



THE KICK-START BRUNCH *buffet style for a 'help yourself' graze*

Toasted granola w apple rhubarb compote

Grilled banana bread w muscovado sugared ricotta

Glazed fruit danishes

Cinnamon dusted croissants

Toasted turkish w avocado crush

Blackberry & passionfruit yoghurt bombas

BEVERAGE BUFFET *help yourself drinks*

Vittoria coffee

Twinings Tea

Fresh orange OR apple juice

\$29.50 per person

Menu suitable for 20+ guests



Our **Nespresso** coffee package is also available with this menu.



THE HALF DAY MENU *buffet style for a 'help yourself' morning or afternoon break!*

Gourmet selection of Tortilla wraps

Fillings may include:

- 1 Smoked salmon, crème fraiche, avocado & shredded lettuce
- 2 Rare beef, balsamic onion, seeded mustard & spinach
- 3 Chicken, shaved parmesan, semidried tomato, cos & mayo
- 4 Baked leg ham, carrot, aioli & french mustard
- 5 Italian vegetable w tomato relish

Selection of Australian cheeses served w crisp breads, dried fruits & quince paste

A selection of petite sweets created by our in-house pastry chef

BEVERAGE BUFFET *help yourself drinks*

Vittoria coffee

Twinnings Tea

Fresh orange OR apple juice



Our **Nespresso** coffee package is also available with this menu.

\$38.50 per person

Menu suitable for 30+ guests



THE LIGHT LUNCH *served buffet style*

Hillstone steak sandwich

Charred MSA rib fillet on ciabatta w melted swiss cheese & all the regular trimmings & condiments

Chilli salted wedges w paprika sour cream

Selection of Australian cheeses served w crisp breads, fruits & quince paste

A selection of petite sweets created by our in-house pastry chef

BEVERAGE BUFFET *help yourself drinks*

Vittoria coffee

Twinings Tea

Fresh orange OR apple juice



Our **Nespresso** coffee package is also available with this menu.

\$42.50 per person

Menu suitable for 30+ guests



ALL DAY MEETINGS

All day meetings are just that, 8am – 5pm. They include up to nine (9) hours room hire, standard AV inclusions, efficient staff, lunch, and the ‘teas – morning and afternoon.

THE SMALL & EXCLUSIVE PACKAGE

BEVERAGES available on arrival and served all day

Vittoria Coffee
Twinings Teas
Iced Water and Mints

MORNING TEA

Fresh tropical fruit platters served w king island vanilla yoghurt
Homemade apple & sultana scones w cream & jam

LUNCH OUT

Enjoy lunch at the hundred acre bar, choosing from a short list of (4) selections from the seasonal menu. Orders can be taken at Morning Tea to keep to your program. Alternatively, meals can be served to the meeting room for a working lunch.

A selection of petite sweets created by our in-house pastry chef

Espresso Coffee, Twinings Teas, softdrinks & fresh fruit juices

AFTERNOON TEA

A variety of shortbread cookies (served straight from the cookie jar!)



Our **Nespresso** coffee package is also available with this menu.

\$78.50 per person

Menu suitable for up to 20 people



Our Nespresso coffee package is also available with this menu.

THE MEETING PACKAGE

BEVERAGES available on arrival and served all day

Vittoria Coffee
Twinings Teas
Iced Water and Mints

MORNING TEA

Fresh tropical fruit platters + *your choice of one (1) of the following:*

Homemade apple & sultana scones w cream & jam
Sugar glazed fruit danishes
Healthy muesli & nut slice
Toasted turkish fingers w crushed avocado

all handmade @ Hillstone St Lucia – 1 per person

LUNCH

Gourmet selection of Tortilla wraps

Fillings may include:

Smoked salmon, crème fraîche, avocado & shredded lettuce
Rare beef, balsamic onion, seeded mustard & spinach
Chicken, shaved parmesan, semidried tomato, cos & mayo
Baked leg ham, carrot, aioli, french mustard
Italian vegetable with tomato relish

Selection of Australian cheeses served w crisp breads, fruits & quince paste

A selection of petite sweets created by our in-house pastry chef

Fresh fruit juices & mineral water

AFTERNOON TEA

your choice of one (1) of the following home baked treats:

Chocolate cup cakes w chocolate frosting
Variety of shortbread cookies (served straight from the cookie jar)
Banana bread w marmalade, ricotta & muscovado sugar
Pumpkin, spinach & farm house goats curd tarts

\$66.00 per person

Menu suitable for 20+ guests



Our Nespresso coffee package is also available with this menu.

THE HILLSTONE PACKAGE

BEVERAGES

(available on arrival and served all day)

Vittoria Coffee
Twinings Teas
Iced Water and Mints

MORNING TEA

Fresh tropical fruit platters + *your choice of one (1) of the following:*

Homemade apple & sultana scones w cream & jam
Sugar glazed fruit danishes
Healthy muesli & nut slice
Toasted turkish fingers w crushed avocado

all handmade @ Hillstone St Lucia – 1 per person

LUNCH

Hillstone steak sandwich
Charred MSA rib fillet on ciabatta w melted swiss cheese & all the regular trimmings & condiments
Chilli salted wedges w paprika sour cream

Selection of Australian cheeses served w crisp breads, fruits & quince paste

A selection of petite sweets created by our in-house pastry chef

Fresh fruit juices & mineral water

AFTERNOON TEA

your choice of one (1) of the following home baked treats:

Chocolate cup cakes w chocolate frosting
Variety of shortbread cookies (served straight from the cookie jar)
Banana bread w marmalade, ricotta & muscovado sugar
Pumpkin, spinach & farm house goats curd tarts

\$70 per person
Menu suitable for 20+ guests



Our Nespresso coffee package is also available with this menu.

THE EXECUTIVE PACKAGE

BEVERAGES

(available on arrival and served all day)

Vittoria Coffee
Twinings Teas
Iced Water and Mints

MORNING TEA

Fresh tropical fruit platters + *your choice of one (1) of the following:*

Healthy muesli slice w lemon frosting
White chocolate brownie w fresh cream & berries
Homemade apple & sultana scones w cream & jam
Spinach & feta turkish pide w tomato kasundi relish
Ham & swiss cheese melts
Bacon & egg muffins

(all handmade @ Hillstone St Lucia - 1 per person)

MYO LUNCH *you know, make your own*

Organic Bread selection warm from the oven; ciabatta, turkish & multi-grain bread rolls

THE FILLINGS

Warmed leg ham marinated w blood orange marmalade & mustards
Lemon peppered chicken breast w garlic aioli
Honey glazed pork w apple chutney
Italian salumi meats w pickled vegetables & relish
Swiss cheese
Penne carbonara salad
Organic truss tomatoes w balsamic & olive oil
Dressed market green leaves
Classic Hillstone ceasar salad
Homemade pickles, relishes & condiments to suit

Selection of Australian cheeses served w crisp breads, fruits & quince paste

Tantalizing cakes and slices created by our in-house pastry chef

Fresh fruit juices & mineral water



AFTERNOON TEA

your choice of one (1) of the following home baked treats

- Freshly baked Hillstone biscuits (served straight from the cookie jar)
- Mini chocolate lamingtons
- Carrot & walnut cake w cream cheese icing
- Toasted turkish w pumpkin, pesto & feta
- Assorted chicken, lamb and beef pies w house made tomato chutney
- Warmed duck pancakes w asian cress, pickled ginger & orange glaze

\$82.50 per person

Menu suitable for up to 20 people



An important part of meeting is the conversations had after the exchange of information. Often, it is these conversations that often commit the topics discussed to memory. For this reason, the practice of 'de-briefing' has become very popular in the business world.

Here is a short list of the popular alternatives that exist for de-briefing...

- 1 Invite partners to join you for a drink at the hundred acre bar at the close of the day
- 2 Organise a morning meeting and spend the afternoon on the golf course with your group
- 3 Host a relaxed, post-meeting barbeque to celebrate what has been achieved
- 4 Enjoy some outdoor team-building activities on the lawn to finish your session

Ask our friendly events team for more information on de-briefing sessions...



TEAM BUILDING PACKAGES

PUTTING COMPETITIONS

Looking for the perfect end to a busy day? Treat your delegates to an enjoyable putting competition as part of your conference package. Not only is this the perfect way to relax and unwind, it is also a great opportunity to bring your team together in the beautiful surrounds of St Lucia Golf Links.

2 hour package includes:

- 3-hole putting competition with PGA professional (approximately 1 hour duration)
- All golfing equipment including clubs and golf balls
- Two-pack of wine for winner - lowest score wins!
- Drinks buffet and grazing platters at hundred acre bar to finish (1 hour duration)

Available between 3pm and 5pm Monday to Friday.

“These team building competitions offer a fun and friendly way for teams to unwind after a busy day at their conference” Senior Sales Executive, Martha Wakelin

\$45.00 per person

Offer pending PGA professional and area availability. Minimum 8, maximum 30 delegates applies. Flat sole shoes must be worn.

COOKING CLASSES

Conferences just got a whole lot more exciting here at Hillstone St Lucia! We are pleased to offer all conference delegates a team-building experience with a twist – cooking classes with our Head Chef!

Available 5.30 – 7.30pm Monday to Thursday following your daytime seminar onsite... Classes to choose from include Restaurant Quality meals at home; Italian style salads and pizza; Braising and Roasting; or Back to basics...

“These interaction classes offer options for all levels of cooking experience”
Head Chef, David Nield

\$90.00 per person

Price includes menu samples and wine tastings throughout the evening. Minimum 15 delegates applies. Offer pending chef and area availability.

AFTERNOON DEBRIEF GET-TOGETHERS

If you would like to add a debrief session to the end of your conference, please ask our sales team about catering packages at hundred acre bar!



BUSINESS TERMS and CONDITIONS

- 1 **Tentative bookings** – Will be held for a period of five (5) working days, after which time the space will be released.
- 2 **Signing the Booking Agreement and forwarding the requested deposit within the designated time** – A function booking is not considered confirmed until we are in receipt of both the signed Booking Agreement and the requested deposit. Hillstone St Lucia therefore reserves the right to cancel the booking and allocate the space to another client, if your deposit and Booking Agreement is not received within five working days from verbal confirmation. The deposit amount will be either: \$500.00, \$1 000.00, \$3 000.00 or \$5 000.00 depending on the total value of the function.
- 3 **Cancellation by the client/agent** – Cancellations made after a Booking Agreement has been signed and a deposit has been received must be given in writing, and will be subject to the following:

For notice of cancellation between 120 & 91 days prior to the date of the function: Providing the space is subsequently re-sold, a cancellation fee will not be incurred. The deposit will be fully refunded. If the space is not re-sold, a cancellation fee will be charged consisting of the deposit and such amount of any other payments made in addition to the deposit as properly compensates Hillstone St Lucia for the cancellation.

For notice of cancellation between 90 & 61 days prior to the date of the function: A cancellation fee of 25% of the total projected revenue will apply. No refund of the deposit will be made.

For notice of cancellation between 60 & 31 days prior to the date of the function: A cancellation fee of 50% of the total projected revenue will apply. No refund of the deposit will be made.

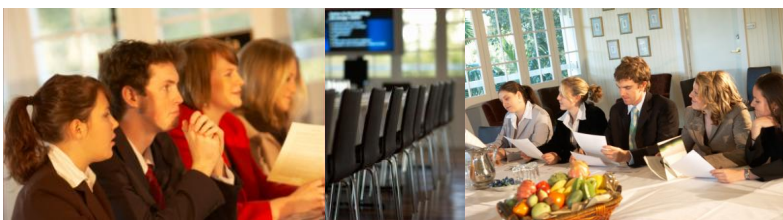
For notice of cancellation 30 days or less prior to the date of the function: A cancellation fee of 100% of the total projected revenue will apply. No refund of the deposit will be made.

Postponing an event: Outside the above cancellation criteria, and subject to Management's approval, the venue will consider postponement and re-allocation of deposit monies if the event is re-scheduled with a new and firm date. However, if notice of postponement is received less than 120 days prior, a cancellation fee as set out above will still apply.

Outside services: If any services are booked by the venue on the client's behalf, and subsequently cancelled within 30 days of the function and any fees or charges are incurred by the venue as a result, the client will be responsible for these charges in total.
- 4 **Transferring of booking date** – In the event of a function being transferred from one date to another, a new deposit will be required. All deposits will then be deducted from the final amount due.
- 5 **Re-allocation of space** – The venue reserves the right to reallocate a function should the expected numbers decrease below the confirmed minimum.
- 6 **Other functions** – The venue reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the venue reserves the right to book a concurrent function in adjoining rooms at any time.
- 7 **Commencement and vacating of rooms** – The organiser agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. If a function extends beyond the agreed finishing time, the venue reserves the right to impose a labour charge for each hour and part hour that the function space is occupied.



- 8 **Room hire** – Is subject to period required, numbers of guests in attendance and overall catering requirements. Our sales staff will discuss room hire along with your requirements.
- 9 **Final function details** – Menus, beverage arrangements, entertaining, audio visual requirements, room set ups, starting and finishing times must be confirmed 14 days prior to the function.
- 10 **Final numbers** – Are required three (3) working days prior to the function and charges will be based on minimum numbers or final head count, whichever is greater. Should the final number be less than the guaranteed minimum number specified in the event Booking Agreement specifications, the room hire sliding scale outlined in the Booking Agreement will apply. **Hillstone St Lucia reserves the right to charge a late fee of 20% on any additional numbers made less than 3 days prior to the function.**
- 11 **Payment** – All function accounts are to be paid in full three (3) days prior to the function unless alternative arrangements have been made with the venue. Any additional charges must be settled within five (5) working days of the function or a 5% late fee will apply.
- 12 **Terms of payment** – Credit cards: Visa, MasterCard, Bankcard, Amex, Diners. NB a 1.5% surcharge will apply on all incremental and final payments made by credit card; Direct Debit – Hillstone St Lucia Pty Ltd, National Australia Bank BSB 084 004 A/C 50789 3039; personal and bank cheques; or cash, are all accepted forms of payment. For Direct Debit payments, please forward a remittance advice to Per Svanberg at enquiries@hillstonestlucia.com.au
- 13 **Compliance** – Clients are responsible for the orderly behaviour of their guests and the venue reserves the right to intervene where it deems necessary.
- 14 **Function timing** – It is the client's responsibility to ensure that the function begins at the specified starting time. The venue will not be held responsible should all guests not be punctual in arriving or being seated, or should speakers, attendees or the client delay the commencement of any event, or if any other interference beyond the control of the venue does not permit us to commence service at the contracted time. If the function begins after the specified starting time it will still be subject to the finishing time specified in the event booking agreement specifications unless venue management agrees otherwise.
- 15 **Licensing laws** – As part of our Duty of Care to all patrons, we reserve the right to refuse service to intoxicated guests, those under 18 years, or those who are supplying alcohol to minors or intoxicated guests. Due to licensing laws, food and alcohol cannot be brought on to the premises unless prior arrangement has been made.
- 16 **Surcharges** – Please note the following surcharges may apply: Cash bar surcharge \$5.00 per person. 15% Public Holiday surcharge.
- 17 **Prices** – Will be confirmed in writing along with final function details. Every endeavour is made to maintain prices as printed, but these may be subject to increase due to availability of product. All prices quoted are inclusive of any state or federal government tax or levy. Please note that prices may increase for functions beyond 2011.
- 18 **Delivery and collection of goods** – The venue will only accept delivery of goods one (1) working day prior to the function and request that all goods be removed on the completion of the function. Should the goods not be taken on the completion of the function, we reserve the right to forward these goods to you by courier, if they are not collected by 9.00 am the following morning – cash on delivery. In the event that goods are left behind after a function, all due care will be taken however, Hillstone St Lucia will not be held responsible or liable for these goods. All goods are to be delivered to the venue between 10.00 am and 4.00 pm Monday to Friday except where prior arrangement has been made.
- 19 **Personal effects** – Hillstone St Lucia prides itself on care with its guests' and their guests' belongings. However, we cannot accept responsibility for damage or loss of items left at Hillstone St Lucia before, during or after an event.



- 20 **Arrival/conclusion times** – Unless otherwise confirmed, the following event arrival and conclusion times apply. Breakfast events access time from 7.00am concluding by 11.00am. Lunch events access from 11.00am concluding by 4.00pm. Evening events access time from 7.00pm concluding by 12.00 midnight. Day conferences are based on an 8.00am – 5.00pm duration.
- 21 **Staff** – There are no surcharges for head waiter, floor staff or bar staff.
- 22 **Table pieces** – Applicable in the event that Hillstone St Lucia has provided table arrangements and/or candelabras for use at your event. Should you wish to take these with you at the conclusion of the event, a charge will apply and prior notice is required.
- 23 **Outside contractors** – For all functions, plans must be approved by the venue a minimum of 14 days prior to the function. The outside contractors must liaise with the venue in all matters of delivering, set up and break down. Outside contractors appointed by the client or by the venue on behalf of the client must at all times abide by the venue's regulations and instructions. All outside contractors will be required to obtain their own appropriate Public Liability Insurance with a minimum of \$10,000,000 and must provide a certificate of proof to Hillstone St Lucia.
- 24 **Entertainment** – Amplified entertainment is allowed inside our function rooms until 12.00 midnight however, amplified music is not allowed on the terraces or verandas or hundred acre bar. Any amplified music is subject to comply with noise restrictions as set out in the live entertainment policy guidelines. These guidelines must be signed and dated by the entertainment manager.
- 25 **Displays and signage** – No items are to be pinned, screwed, glued or otherwise attached to the walls of any area of the venues unless otherwise approved by the venue.
- 26 **Damages** – Clients are financially liable for any damage sustained to the venue caused by the actions of their guests, their outside contractors or any other persons attending the function.
- 27 **Trade exhibition** – Floor plans of all trade exhibition areas must be approved by the venue prior to the selling of the exhibition space.
- 28 **Insurance** – It is the client's responsibility to take out insurance for all items belonging to them or their guests for the period those items are in the venue.
- 29 **Fire, life and safety** – The venue retains the right to adjust any set up to ensure fire, life and any other safety codes are not breached.
- 30 **Security** – Hillstone St Lucia requires security for evening events over 100 guests. Our recommended security company will be used and organised at an additional cost to the client.
- 31 **Car Parking** – Ample free car parking is available; however, depending on your guest numbers, car parking attendants may be required at an additional charge. For functions of 550 guests or more, Hillstone St Lucia requires that bus transfers be provided between the Indooroopilly train station and the venue, to aid in decreasing traffic and parking congestion. We can organise our recommended bus company at an additional cost.
- 32 **No Smoking** – In accordance with the State Government's anti-tobacco laws from 1st July 2006, smoking is not permitted indoors and outdoors where food and beverages can be provided, including the terrace/verandah areas and the golf course itself. Should guests wish to smoke, they must move to the signed area, which is outside of the licensed premises and where food and beverages are not served.
- 33 **Audio Visual** – All audio visual, staging and theming requirements must be confirmed in writing to aid communication to our suppliers.