



Clare Country Club 2011/12 Conference Kit

In days gone by, when everything was at a slower pace, hospitality establishments ensured special guests stayed in the best room, received the friendliest of service and the very best food and wine.

Clare Country Club has taken tradition to heart and consider all guests special, providing products and services beyond modern day standards aimed at exceeding all expectations.

Situated in one of Australia's premium wine regions, located just 90 minutes from Adelaide, the Clare Country Club boasts fabulous views over lush fairways of the adjacent golf course and is positioned in the tumbling Clare Valley hills, quietly away from the town centre, but close enough to enjoy all that the region has to offer.

Featuring the stand-alone Clare Convention Centre, plus a selection of additional meeting rooms, business is a pleasure every time.

Your delegates will appreciate our 44 spa rooms & suites and our newly developed apartment accommodation facilities which combine high-tech gadgets with stylish & relaxed furnishings to create a memorable guest experience.

Conners Restaurant serves a regionally influenced menu complemented by an exclusive Clare Valley wine list. Leisure facilities offered at the resort include outdoor pool & spa, gym & sauna, tennis court, billiards table and picturesque lawn areas with BBQ facilities.

Leave your conference, function or corporate event in our dedicated hands and our staff will ensure a unique and successful event. More information is contained within this kit, and our Functions Coordinator would be pleased to tailor a quote to suit your requirements.



Clare Country Club

White Hut Road,
Clare SA 5453

Phone: (08) 8842 1060

Email: clare@countryclubs.com.au



Resort Overview

Resort Features

- Conners fully licensed restaurant & bar
- Outdoor swimming pool & spa
- Floodlit tennis court
- Sauna
- Gymnasium
- Billiards Table
- Picturesque BBQ areas
- 18 hole Golf Course
- Guest laundry (dryer fee)
- Room service
- Bocce (on request)
- Ample lawn area for breakouts & team building activities
- Wireless broadband Internet access

Accommodation

Our **44 Spa Rooms** feature queen size beds & ensuites with spa baths. Twin & triple share accommodation is available on a combination of single beds, sofas or rollaway beds across the different room types.

The **new apartment development** features 10 3-bedroom apartments which feature king split beds in each bedroom, 2 bathrooms with spa baths, a full kitchen & laundry facilities. These can be divided into 20 separate accommodation rooms (2-bedroom apartment & adjacent studio spa room).

Accommodation Facilities

- Spa bath in all rooms
- In house movies & Austar TV
- Wireless Internet access
- Minibar
- Tea/coffee making facilities
- Bathrobes
- Alarm clock
- Reverse cycle airconditioning
- Hair dryer
- Direct dial phone
- Flat-screen TV with DVD player
- iPod docking station
- Iron & Ironing board
- Coffee table & chairs
- Private balcony with outdoor setting (some room types)
- Fully equipped kitchen, dining, living area, washing machine & dryer (some room types)

<i>Resort Rooms (run-of-house)</i>	
Single	\$155 per room
Twin Share	\$165 per room
<i>Apartment Block</i>	
3 bedroom apartment (Triple share)	\$325 per apartment
2 bedroom apartment (Twin share)	\$225 per apartment
Studio Spa Room (Single)	\$155 per room
Extra Adult	\$10 per person
<i>Maximum Occupancies</i>	
<i>Resort Rooms - Max 3 - 5 ppl; 3 Bedroom Apartment - Max 6 ppl; 2 Bedroom Apartment - Max 4 ppl; Studio Spa Room - Max 2 ppl</i>	



A 2 night minimum stay applies over local & regional special events (eg. Clare Valley Gourmet Weekend) & SA Long Weekends - please contact Functions Coordinator for more information.

Arrival / Departure

2.00pm Check-in.

10.30am Check-out.

If rooms are available we are happy to check-in prior to 2.00pm.

Luggage storage is also available.

Porterage is available for large groups, if prearranged. A nominal charge applies.



Meeting Facilities

The Inchiquin Room

The Inchiquin Room, located in our stand-alone Convention Centre, is our largest conference room, with its own registration foyer. The room is suitable for conferences, seminars & product launches. A dedicated conference facility, set apart from the main building, it has an abundance of natural light & direct access to the outdoor pavilion - perfect for coffee breaks & lunches.



The Boardroom

Located in our main building, the Boardroom is ideal for intimate meetings, presentations, & formal discreet business dealings. Features private amenities & Kitchenette servery area.

The Pavilion

Adjoining the Clare Convention Centre, the enclosed outdoor pavilion is an ideal space for a casual group BBQ. BBQ Packages are available, or you are welcome to cater for your own meal, however, please note that for self catering groups, a hire fee of \$200 applies & the Clare Country Club does not supply crockery, cutlery or glassware. An surcharge will apply if additional cleaning is required following your function.



Hire of the full Convention Centre includes sole use of the centre & its facilities, including the Foyer & Pavilion. Groups expecting 60 or more are required to hire the full Convention Centre.

The Gallery

Located in the main building, The Gallery is an excellent room for meetings & seminars. This room has natural light & a private balcony.

A minimum number of accommodation bookings applies for evening functions.

Connors Restaurant

With floor to ceiling glass windows & opening onto a large balcony, Connors Restaurant overlooks the resort grounds & golf course. Adjacent the bar, Connors is perfect for private dinners & it combines with The Gallery for a large function space.

A minimum number of accommodation bookings applies for evening functions.



Golf Clubrooms

For larger groups than can be accommodated in the Convention Centre, or when additional function space is required, the Golf Course Clubrooms may also be utilised. With the capacity to seat up to 150 for a gala dinner, or 400 cocktail style, this function space complements what the Country Club can offer for your conference. Please enquire with the Functions Coordinator for further information & pricing.

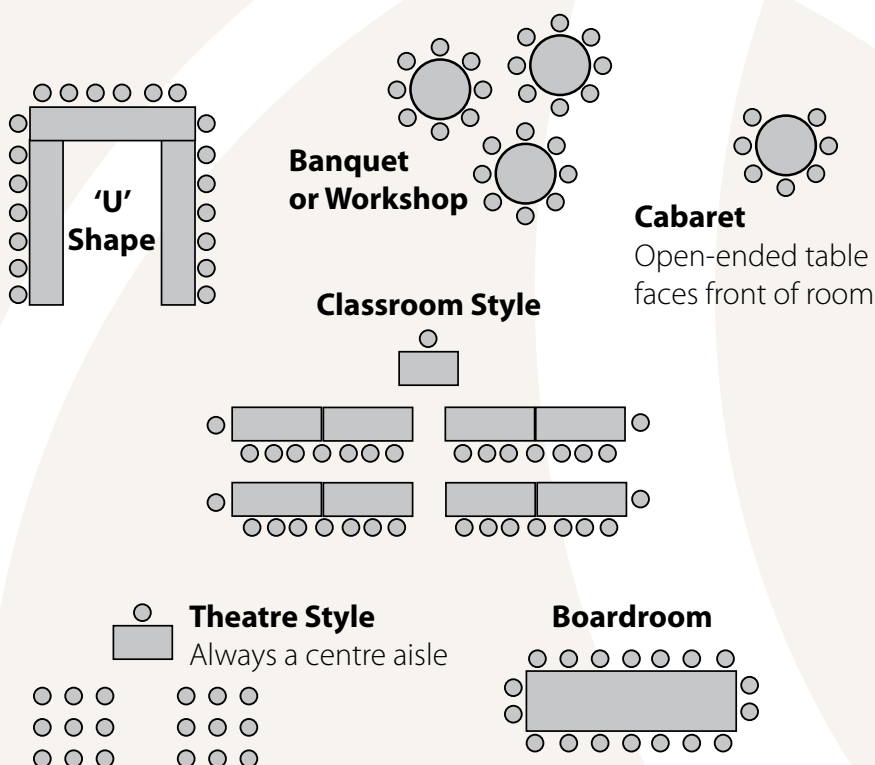
Function Rooms	Size m ²	Board Room	U Shape	Classroom	Theatre	Banquet/ Workshop	Cocktail	Price
Clare Convention Centre	253	50	50	85	110	120	250	\$595
Inchiquin Room	172.5	50	45	85	110	90	200	\$375
Boardroom	35	18	-	-	-	-	-	\$200
Gallery	72	36	35	24	70	32	100	\$200
Connors & Gallery	162.5	-	-	-	-	130	220	\$595

Capacity may be affected by set-up requirements.



Conference Room Configurations

Please note that these diagrams are for guidance purposes only & are not to scale. Exact layout of tables will depend on your numbers & special requirements.



Equipment

The following equipment is **included** in your room hire cost

- Screen
- Flipchart (paper & markers supplies)
- Whiteboard (markers supplied)
- DVD player
- TV/VCR
- CD player (Inchiquin Room only)
- Overhead projector
- Lectern & roving microphone
- Data projector (Inchiquin Room only)
- Lapel microphone (Inchiquin Room only)
- Clothed display tables
- Chilled water & mints

The following equipment is available on-site with prior arrangement:

Equipment	Cost
Portable data projector	\$75 per day
Electronic whiteboard	\$85 per day

Additional audio visual support can be sourced & hired, upon your request, & billed to your final account.



Breakfast, Refreshment Breaks & Lunch

Day Delegate Price - starting from \$33^{pp}/per day

- Includes arrival coffee & tea, chef's selection morning tea, sandwich lunch & chef's selection afternoon tea.

(Conference Room hire is additional)

Breakfast

All breakfasts are served with filtered coffee, selection of teas & juice

Served in Connors Restaurant.

Continental Breakfast \$15.00 per person

Country Cooked Breakfast \$25.00 per person

Morning & Afternoon Tea

Morning & afternoon tea packages include a selection of teas & filtered coffee in addition to options below:

Served to your conference room. *(min. 15 delegates)*

Selection of Teas & Filtered Coffee Only \$3.90 pp/per session

Albatross Package \$5.90 pp/per session

Morning **or** afternoon tea served with biscuits.

Eagle Package \$8.50 pp/per session

Morning **or** afternoon tea served with 1 morsel selection.

Birdie Coffee Package \$15.90 pp/per day

Morning & afternoon tea with 1 morsel selection at both breaks.

Par Coffee Package \$17.50 pp/per day

Arrival coffee, continuous tea & coffee plus 1 morsel selection at both breaks.

Lunch

Lunch packages include a seasonal fresh fruit platter, a selection of teas, filtered coffee, juice, chilled water & squash in addition to options below:

Sandwich Lunch \$15.50 per person

An assortment of fillings.

Pitta Wrap Lunch \$16.50 per person

An assortment of gourmet meat/seafood & salad wraps.

Baguette Lunch \$17.00 per person

An assortment of gourmet meats, prawn, smoked salmon & salad baguettes.

Quiche Lunch \$19.00 per person

A selection of homemade quiches, baker's selection of bread & a crisp garden salad.

Ploughman's Lunch \$21.00 per person

Selection of cold meats, sundried tomato, olives, pickled onions, cheese, boiled egg, mushroom & condiments with crusty bread.

Hearty Lunch \$21.00 per person

An assortment of sandwiches, mini Asian parcels & assorted pastries with sweet chilli, soy & tomato dipping sauces.

Buffet Lunch *(min. 15 delegates)*

Choice of 1 Main dish \$23.00 per person

Choice of 2 Main dishes \$26.00 per person

Choice of 3 Main dishes \$30.00 per person

Refer to current conference menu selections for more information about package inclusions & selections.



BBQ Buffet, Dinner & Beverages

BBQ Buffet Selections

Hearty BBQ.....	\$25.00 per person
Gourmet BBQ.....	\$29.00 per person
Let our chef cook for you (min.10 delegates).....	additional \$4.00 per person

Dinner (min. 20 delegates)

All main meals are served with seasonal vegetables & dinner rolls.

Tea & coffee is served following dinner.

2 Courses	\$36.00 per person
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Soup & main **or** main & dessert.

3 Courses	\$43.00 per person
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Soup, 1 choice of main, 1 choice of dessert.

3 Courses	\$46.00 per person
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1 choice of entrée, 1 choice of main, 1 choice of dessert.

Additional Selections

Extra Choice of Entrée or Dessert.....	\$3.00 pp/per selection
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Extra Choice of Main Course.....	\$5.00 pp/per selection
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Pre Dinner Cocktail Food (min. 15 delegates)

Each half hour is based on 4 items per person, with a choice of 4 morsel selections

1/2 Hour Duration or part thereof	\$8.50 per person
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Refer to current conference menu selections for more information about package inclusions & selections.

The Clare Country Club can cater for a range of Dietary requirements with prior notice.

Halal catering is available at an additional \$5.00 per person & can be catered for on all current catering options, however we must be informed 3 weeks prior.

Beverage Packages

Standard Beverage Package:

2 Hours	\$29.50 per person
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3 Hours	\$33.00 per person
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4 Hours	\$40.00 per person
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5 Hours	\$45.00 per person
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Additional Hour or Part thereof	\$6.50 per person
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Includes Clare Valley Sparkling, White & Red Wines, Heavy & Light Bottle Beer, Soft Drinks & Orange Juice.

Standard Spirits Package:

2 Hours	\$39.50 per person
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3 Hours	\$45.00 per person
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4 Hours	\$50.50 per person
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5 Hours	\$56.00 per person
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Additional Hour or Part thereof	\$9.00 per person
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Includes Clare Valley Sparkling, White & Red Wines, Heavy & Light Bottle Beer, House Rum, Gin, Vodka, Bourbon, Whisky & Brandy, Soft Drinks & Orange Juice.

Additional premium packages available on request.

Beverages also available on consumption.

Please note: NO BYO Beverages; Beverage packages are charged at the same number of guests as dinner package.



Clare Valley Regional Activities

Winery Tour

Visit boutique cellar doors & sample some of Australia's finest wines. A personalised itinerary can be coordinated to showcase some of the region's most popular & iconic wineries, plus meet & greet with winemakers & behind the scenes tours. Or why not travel in style & tour the Clare Valley in the luxury of a classic Rolls Royce or Daimler. Customised tours can be planned to suit your needs. Alternatively, let us organise private wine tasting for your group on site.

Cycle the Riesling Trail

Connecting the townships of Auburn, Leasingham, Watervale, Penwortham, Sevenhill & Clare, the 25km Riesling trail utilises a disused section of former rail line & passes many cellar door & regional attractions in what can be a very pleasant ride or walk, with the option to travel the entire length or take one of the loop trails to return you to your starting point without covering old ground! The gentle gradient makes it ideal for family & friends of all ages, with most people completing the 25km in a couple of hours. Bikes & helmets can be coordinated for your group, through one of the local hire companies.

Golf – Ambrose Tournament

Choose to play 9 or 18 holes in a fun Ambrose style tournament at the 18-hole par 72 Clare Golf Course, adjacent to the Country Club. Cart & Golf Club hire can be coordinated, as can additional aspects of the tournament such as long drive competitions. After your tournament a private BBQ & drinks can be organised in our pavilion.

Visit Martindale Hall & Mintaro Maze

Take a tour to explore the grandeur of the Georgian style mansion, Martindale Hall, or get lost in the maze at Mintaro. The Mintaro Maze is a unique experience in a living hedge maze. Or Visit Martindale Hall, c1880 featured as the school in the film 'Picnic at Hanging Rock'. Can be privately booked for Murder Mystery Dinners.

Take the Burra Heritage Passport Trail

This 11km trail has 49 sites along its route such as the Burra Mine including dressing tower & lookout, police lock up & stables, brewery cellars, miners' dugouts & more!

Clare Valley Racecourse

Features 5 race days a year at this picturesque racecourse in Clare. With live music, TAB facilities, local gourmet food & wine. Fully catered private & group marquees can be organised.



Event Terms & Conditions

Clare Country Club takes pride in its facilities, services and professionalism. To ensure the satisfaction of all Country Club guests the following terms and conditions are applicable to your event. All bookings are made upon, and are subject to, these terms and conditions.

Booking & Deposit Requirements

Clare Country Club will hold a tentative booking for a maximum of 14 days. We suggest you undertake a complete site inspection of the resort prior to confirming your booking.

A draft running sheet of your event must be agreed upon prior to the deposit being paid.

- A non-refundable deposit equal to 25% of the initial estimated event charge (including food, beverage, room and equipment hire) must be paid to the Country Club within an agreed time period
- You must return a signed copy of these terms and conditions to the Country Club

Labour Charges

General cleaning is included in your room hire. Additional cleaning charges may be incurred when an event has created cleaning requirements to be over and above normal general cleaning. Any event continuing beyond the confirmed departure time will incur a labour surcharge.

BYO

Clare Country Club retains the right to provide all catering on the premises, and no food or beverages may be brought onto the premises unless prior permission from management has been obtained.

Price Variations

Quoted prices are subject to change outside of 12 months prior to the event.

Pricing & GST

All rates are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods and Services) Tax Act 1999.

Payment Policy

Payment of the balance of the function is required within 14 days of issue of the final invoice. Credit/Charge account facilities will be extended but only by prior approval from management. Should payment of the account fail to be received in full, within a reasonable time after the conclusion of the function, any collection costs resulting from this non-payment will be passed onto the client.

Cancellations

The following cancellation fees may apply if you cancel your function(s) or part(s) thereof:

All deposits are non-refundable.

- **More than 30 days notice** – deposit will be forfeited.
- **Between 30 and 7 days notice** – all deposits paid will be forfeited and you must pay an additional 25% of the estimated total function cost (unless the function room is re-booked in which case the Country Club, in its discretion, may waive part of the cancellation fee).
- **With less than 7 days notice** – all deposits paid will be forfeited and you must pay the estimated total function cost (unless the function room is re-booked in which case the Country Club, in its discretion, may waive part of the cancellation fee).

Catering & Guest Numbers Confirmation

To ensure the efficient running of your event, we require:

- All menu selections confirmed 21 days prior to your function.
- All catering numbers and times are to be confirmed 21 days prior to your function. This is the minimum number of guests that catering will be charged for, even in the event that fewer guests attend. Changes to scheduled catering times during your function are required within a reasonable time frame and made direct with the functions manager to ensure quality and freshness of food.
- Final Accommodation room requirements must be confirmed 14 days prior to the event.
- The final rooming list must be provided 14 days prior to the event.
- If a reserved room is cancelled within 14 days of arrival one full nights accommodation charge will apply.



Event Terms & Conditions

Function Details

The prior approval of the Country Club is required for:

- All plans for decorations that you propose to use during your event. These must be provided to the Country Club for approval at least 14 business days before your event.
- Decorations of any kind intended to be located outside of the designated event room.
- Attaching anything by nails, screws or adhesive in any way to any wall, door or other part of the Country Club.
- All deliveries to the Country Club must be advised to the Country Club before delivery and must be delivered to the Country Club and marked with the name and date of the event.

Conduct of the Function

Unless otherwise agreed by the Country Club, your event must finish at the time specified.

Your event must be conducted in an orderly and lawful manner. The Country Club reserves the right to end your event if the Country Club reasonably believes that your event is not being conducted in an orderly and lawful manner. The Country Club has no responsibility to you for costs, damages or expenses that you incur in relation to the Country Club's termination of your event.

The Country Club may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

You are not permitted to exceed any noise levels, which in the opinion of the Country Club may disturb other guests or disrupt operations of the Country Club.

Liquor Licensing Act

Management and staff will abide by all conditions set down in the Liquor Licensing Act.

Circumstances Beyond The Control Of The Country Club

If the Country Club is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the agenda due to circumstances beyond the Country Club's control, the Country Club is not responsible for any costs, damages or expenses that you may suffer or incur.

Indemnity

You are responsible for and must indemnify the Country Club for:

Loss or damage to the Country Club arising out of your use, or any person attending the event and/or room accommodation.

Any claims by any person for loss, injury, death or damage of any kind arising from your use, or any persons attending the event and/or room accommodation, which is caused or contributed to by your negligence or that of persons attending the event.

Agency

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for the payment of the event charge.

Certain functions may require specific guidelines that are not contained above. Whilst every attempt has been made to cover these, your Conference Coordinator will highlight any additional concerns.

Please read these terms and conditions carefully. If you do not understand any of the terms or have any questions, please discuss them with our Conference Coordinator or the Manager. If you have read and understood the event and accommodation Terms and Conditions set out above and accept them, please sign the terms. In signing the terms, they are binding upon you. Please keep a photocopy for your records.

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Name & Position

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Company Name

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Signature

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CCC Functions Coordinator

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Date

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Date

