



Corporate Package

**Pelicans Landing Restaurant,
Bar & Function Centre**
1 Syme Street, Williamstown, 3016
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Corporate Information Sheet

Room Hire

Full Room Hire – Whole Floor	\$650 per day
Half Floor Hire – Bay or Pier Room	\$350 per day
Ante Room (additional small break-out room)	\$150 per day

Please Note: Ante Room is subject to availability.
Room Hire is based on 8am – 5pm (or part thereof), any additional time required will incur a charge of \$40 per hour overtime.



Corporate Catering Package

\$50 per person – Full Catering

Includes:

Morning Tea
Lunch
Afternoon Tea
Freshly brewed coffee and tea
Chilled Water
Mints
Pens

Extras:

Orange Juice \$12.00 per jug
Soft Drink \$9.00 per jug

Dietary Requirements available on request: Notice Required

Vegetarian
Vegan
Gluten Free
Allergies

The prices listed above are GST inclusive and are subject to change without notification



Corporate Catering Menu

Morning Tea (Select one)

Homemade Warm Scones

Served with fresh cream and jam

Housemade Muffins

Mini Selected Danishes

Served Warm

Mini Croissants

A Selection of Cakes

Fresh Fruit Platter

A variety of fresh seasonal fruit

What time would you like your morning tea served:.....

Would you like jugs of juice served with morning tea:.....

OR

Canapé Style Morning Tea (Select one) = \$16 per head

Option 1: Sweet

Fresh Fruit Platter

A variety of fresh seasonal fruit

Homemade Warm Scones

Served with fresh cream and jam

Mini Danishes

Option 2: Savoury

Housemade Muffins (Sweet or Savoury)

Turkish Bread, Served with dips

Cheese Platter, Served with Lavosh Crackers



Lunch (Select one option)

*****All Light Luncheon options come with a selection of rolls/focaccias *****

Light Luncheon –Option 1

- Roasted Vegetable Frittata
- Dips & Turkish Bread
- Cheese Platter
- Fruit Platter
- Caesar Salad
- Garden Salad

Light Luncheon –Option 2

- Antipasto Platter
- Dips & Turkish Bread
- Cheese Platter
- Fruit Platter
- Caesar Salad
- Garden Salad

Light Luncheon –Option 3

- Cocktail Pies & Sausage Rolls
- Mini Quiches
- Cheese Platter
- Fruit Platter
- Caesar Salad
- Garden Salad

Light Luncheon –Option 4

- Homemade Pizza Slices – Meat or Vegetarian
- Dips & Turkish Bread
- Cheese Platter
- Fruit Platter
- Caesar Salad
- Garden Salad



HOT Luncheon –Option 1

- Satay Chicken Skewers
- Steamed Rice
- Stir Fried Vegetables
- Fruit Platter
- Caesar Salad
- Garden Salad
- Cheese Platter

HOT Luncheon –Option 2

- Warm Focccacias – Chef’s Selection
- Stir Fried Rice or noodles
- Fruit Platter
- Caesar Salad
- Garden Salad
- Cheese Platter

HOT Luncheon –Option 3

- Mongolian Beef
- Steamed Rice
- Warm Bread Rolls
- Fruit Platter
- Caesar Salad
- Garden Salad
- Cheese Platter

HOT Luncheon –Option 4

- Stir Fried Chicken & Vegetables
- Egg Fried Rice
- Warm Bread Rolls
- Fruit Platter
- Caesar Salad
- Garden Salad
- Cheese Platter

What time would you like your lunch served:.....

Would you like jugs of juice or soft drink served with lunch:.....



Afternoon Tea (Select one)

A Selection of Cakes
Homemade Muffins
A Selection of Biscuits

OR

Canapé Style Afternoon Tea (Select one) = \$16 per head

Option 1: Sweet

Fresh Fruit Platter

A variety of fresh seasonal fruit

Homemade Warm Scones

Served with fresh cream and jam

Mini Danishes

Option 2: Savoury

Housemade Muffins (Sweet or Savoury)

Turkish Bread, Served with dips

Cheese Platter, Served with Lavosh Crackers

What time would you like your Afternoon Tea served:.....

Would you like jugs of juice or soft drink served with Afternoon Tea:.....



Equipment Hire Price List

Please Select Items Required:

- Screen 6' x 6' \$70.00
- Data Projector \$220.00
- Electronic Whiteboard \$195.00
- Whiteboard (Standard) 5' x 4' \$60.00
- Flipchart \$40.00
- Butchers Paper- 50 Sheets \$25.00
- TV LCD on Stand 50" *Weddings \$330.00
- Handheld Microphone \$100.00
- Lectern with Light \$130.00

Please Note: You are welcome to bring in your own AV equipment as we outsource the hire equipment through a private company, prices may change at any time.

Other Equipment available on request



Set Menu – For Private Corporate Dinners

Minimum of 10 people
Booking Required

\$55 Set Menu:

To Share

Dips with Warm Turkish Bread

Mains

Fish n Chips

battered king george whiting, hand cut chips & salad

Black Angus Sirloin

Hand cut chips, green beans, shallot jus

Atlantic Salmon

creamy mash, brussell sprouts and bacon

Pumpkin & Ricotta Ravioli (v)

burnt butter, sage, toasted pumpkin seeds

Dessert

Chocolate & Salted Caramel Tart

spiced chantilly cream

Vanilla Pannacotta

coconut macaroon, blueberry coulis



\$60 Set Menu:

To Share

Dip with Warm Turkish Bread

Entree

Seared Scallops

burnt butter, roasted garlic

Port Phillip Bay Calamari

flash fried, lime aioli

Leek & Potato Tart (v)

With capsicum puree

Mains

Fish n Chips

battered king george whiting, hand cut chips & salad

Black Angus Sirloin

Hand cut chips, green beans, shallot jus

Atlantic Salmon

creamy mash, brussell sprouts and bacon

Pumpkin & Ricotta Ravioli (v)

burnt butter, sage, toasted pumpkin seeds



\$75 Set Menu:

To Share

Dip with Warm Turkish Bread

Entree

Seared Scallops

burnt butter, roasted garlic

Port Phillip Bay Calamari

flash fried, lime aioli

Leek & Potato Tart (v)

With capsicum puree

Mains

Fish n Chips

battered king george whiting, hand cut chips & salad

Black Angus Sirloin

Hand cut chips, green beans, shallot jus

Atlantic Salmon

creamy mash, brussell sprouts and bacon

Pumpkin & Ricotta Ravioli (v)

burnt butter, sage, toasted pumpkin seeds

Dessert

Chocolate & Salted Caramel Tart

spiced chantilly cream

Vanilla Pannacotta

coconut macaroon, blueberry coulis



Terms and Conditions

CONFIRMATION

Pelicans Landing must receive a minimum deposit and a signed copy of the booking agreement within 10 days of the tentative reservation to confirm.

CANCELLATIONS

All cancellations must be made in writing. In the event of a function being cancelled, the following conditions will apply:

90 days prior to the event – the deposit is forfeited to Pelicans Landing

60-90 days prior to the event - the cancellation fee will be 35% of the **estimated value** of the function.

30-60 days prior to the event – the cancellation fee will be 50% of the **estimated value** of the function.

7-30 days prior to the event – the cancellation fee will be 100% of the **estimated value** of the function.

PAYMENTS

Deposit is required to secure your reservation.

Final payment will be invoiced to the client and needs to be paid in full 14 days after the event concludes.

Methods of payment include, cash, company cheque, credit card or eftpos.

FINAL ATTENDANCE

A guaranteed minimum number of guests attending the function is required 7 days prior to the event for catering and billing purposes. This will be the minimum number charged for.

PRICES

All prices are current at the time of quotation but may be subject to change. All prices are G.S.T. inclusive.

ROOM ALLOCATION

Pelicans Landing reserves the right to assign another room for the organized function if necessary.

ROOM HIRE

Corporate functions – Full Day Package room hire is based on 8.00am to 5.00pm (or part thereof). Any extra time will incur a charge of \$40.00 per hour overtime.



Terms and Conditions (cont.)

MENUS

Catering selections are to be finalized 7 days prior to your conference date.

SMOKING

Smoking is not permitted in the function rooms or balconies. There is a designated smoking area located in our Level One Restaurant.

RESPONSIBILITY

Pelicans Landing does not accept responsibility for damage or loss of any client's property left in the function room prior to, during or after a function.

DAMAGES

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

CLIENT RESPONSIBILITY

The client is required to inform all relevant persons involved in the organizing of the function, whether colleagues or contractors, of Pelicans Landing's Terms and Conditions.

DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or any other surface or part of the building without permission from the Function Manager.

SECURITY

Pelicans Landing reserves the right without liability to exclude or eject any or all objectionable persons from the premises. Pelicans Landing reserves the right to request the client to have mandatory security for functions if it deems necessary.

PLEASE NOTE: Prices listed above are current at the time of printing and are subject to change without notification. Prices are inclusive of GST.



Booking Agreement

This form is required to be lodged at the time of booking

Day & Date of Event:

Room:	Whole Floor Bay Room	Pier Room
Configuration:	U-Shape* Classroom	Cabaret Theatre style

Type of Function/Corporate:

Approx. No. of Guests:

Times required: from: until:

**Company
Name:.....**

**Contact Person:
.....**

Postal Address:Phone:

Postcode: Fax:

E-mail: Mobile:

**Morning Tea: Time.....
Menu Choice.....**

Drinks.....

**Lunch: Time.....
Menu Choice.....Hot/Cold**

Option:.....

Drinks.....

**Afternoon Tea: Time.....
Menu**

Choice.....Drinks.....

**Private Dinner: Time.....
Set Menu Choice..... Drinks.....**



Welcome Sign to State:
Pelicans Landing *Welcomes you to*.....

Equipment Hire:
Requirements:.....

.....
.....

Deposit requested: \$250.00 accompanying this form.

Method of Deposit Payment: Company Cheque Credit Card Cash EFT

Credit Card No:
Expiry Date:
Name on Card:
Type of Card:

Amount to be processed: \$.....

Authorization signature:

I have read and understand the Pelicans Landing Bookings Terms and Conditions.

Signed:

Date:

Where did you hear about Pelicans Landing?

- Internet
- Through a friend
- An advertisement in a magazine
- Have visited previously
- Other (please specify)

*U-Shape configuration subject to number of guests