



Welcomes you to the

Starlight Centre

Thank you for considering the Starlight Centre at the Taylors Lakes Hotel Motel for your next Venue. We look forward to making your visit here a productive and enjoyable experience for you and your delegates.

Conference Rooms

The Ballroom
 The Starlight Room
 The Courtyard Room

Room configurations can be adjusted to suit all your requirements.

Room Configurations and Layouts

- | | |
|-------------------|------------------|
| * Theatre Style | * U Shaped |
| * Classroom Style | * Banquet |
| * Cabaret Style | * Cocktail Style |

Fully clothed settings, mints, iced water, and door signage are all included.

Room Hire Rates

- * Full Day \$500
- * Half Day \$300

Business Services

Available for your convenience are:

- | | |
|------------------------|-------------------|
| * Secretarial Services | * Photocopier |
| * Fax Machine | * E-mail/Internet |
| * Postal Service | * Courier Service |

Technical Equipment / AV

We can provide the following:

- | | |
|-------------------------|-----------------------------|
| * Video Data Projection | * Microphones |
| * Amplifiers | * Overhead Slide Projectors |
| * Screens | * White Boards |
| * Flip Charts | * TVs & Videos |

Parking

This is not a problem .We have space for over 300 vehicles offering secure off street parking.

Accommodation

Taylor's Lakes Hotel Motel offers 24 luxuriously appointed rooms for conference delegates. Please ask for our special conference package to include a full breakfast in JBJ's when making your booking.

CONFERENCE MENU

(Prices quoted per person.)

Continuous tea & coffee from arrival \$ 4.00

Morning / Afternoon Tea

Assorted Biscuits & Shortbreads \$ 4.50

Assorted Freshly Baked Muffins \$ 5.00

Homemade Scones with Jam & Cream \$ 6.00

Selection of Mini Danish Pastries \$ 6.00

Additional Extras:

Freshly squeezed Orange Juice \$ 3.50

Schweppes Bottled Mineral Water \$ 3.00

Seasonal whole fruit basket \$ 2.50

Workers Lunch

\$22.00 pp

A selection of Open Danish Sandwiches & Rolls

Chef's selection of Hot and Cold Savouries

Fresh Fruit Platter with Local & Imported Cheese

Soft Drink & Orange Juice

Tea & Coffee

OR Choose 1 Main Course from the following selections in JBJ Restaurant:

Roast of the Day served with seasonal vegetables & roast potatoes.

Fish of the Day dressed with lemon butter sauce served with chips and salad.

Chicken Parmigiana – lightly crumbed chicken breast topped with Italian Napoli sauce served with salad and chips.

S.A. Whiting- beer battered whiting fillets served with chips and salad accompanied with chips, lemon wedges and tart are sauce.

Black Bean Beef- wok fried beef pieces with Asian greens in a black bean sauce.

Nonya (Vegetarian)- wok fried Asian greens with rice stick noodles in a light Tom Yum sauce.

Yaki Soba- Stir fried broad rice noodles with prawns, fish cake, Chinese sausage, garlic and chives in a mild spicy sauce.

Starlight Noodles- wok tossed chow mien noodles with bbq pork, Chinese cabbage, Spanish onion and bean shoots in oyster sauce.

Wood fired Pizza's -selection of:-

Margherita, Capricciosa, Vegetarian, Mexicana or Tropical

Pasta: **Choice of Pasta : Spaghetti, Penne, Fettuccine or Tortellini**

Amatriciana- Sautéed bacon, shallots & chilli finished in an Italian Napoli sauce.

Carbonara- Bacon, spring onions, egg and garlic in a cream sauce.

Bolognaise- Traditional meat sauce.

Funghi- A selection of fresh mushrooms sautéed with garlic and finished in a cream sauce.

** Bread rolls served with all meals

**Inclusive of soft drink, orange juice, tea, coffee and fresh fruit platter with local and imported cheeses.

Executive Buffet

\$30.00 pp Minimum 30 people

Select 2 of the following hot dishes:

Roasted Sirloin of beef- served with a rich traditional gravy and seasonal vegetables.

Chicken Cacciatora- succulent breast of chicken in an Italian Napoli sauce with mushroom, olives, white wine, garlic, oregano served with seasonal vegetables.

Mongolian Beef- wok fried pieces of beef and Asian greens in a Mongolian sauce

Penne Florentine- Sautéed baby spinach and garlic in a white wine cream sauce.

Penne Italiano- Basil, olives, char-grilled mushrooms and garlic, tossed through a tomato Milanese.

Chicken with Vegetables & Oyster Sauce- Wok fried chicken pieces with Asian greens, oyster sauce and rice.

Fillet of Grilled Trevally- Served with a lemon butter sauce and rice.

Beef Burgandy- Marinated beef, braised with wild mushrooms, red wine and steamed rice.

Chicken Champagne- Succulent breast of chicken served with a champagne and cream sauce served with seasonal vegetables.

Plus a choice of **two salads** from the following:

Garden Salad- Green beans, snow peas, baby corn, red capsicum and a herb dressing.

Caesar Salad- Cos lettuce with croutons, parmesan cheese, bacon and anchovies topped with a creamy Caesar dressing.

Noodle Salad- Thai inspired salad with noodles, cucumber, fetta and onion with a Greek dressing.

Mixed Salad-Mesculin lettuce leaf with tomato,cucumber,Spanish onion and olives tossed with a basil dressing.

Cloeslaw- Cabbage, carrot, capsicum and parsley tossed with our home made dressing.

Classical Buffet

\$38.00 pp Minimum 30 people

Cold Section Antipasto, cold meats and pickled vegetables Dip combination

Hot Section Select 2 of the following dishes:-

Roasted Sirloin of beef- served with a rich traditional gravy and seasonal vegetables.

Chicken Cacciatora- succulent breast of chicken in an Italian Napoli sauce with mushroom, olives, white wine, garlic, oregano served with seasonal vegetables.

Mongolian Beef- wok fried pieces of beef and Asian greens in a Mongolian sauce

Penne Florentine- Sautéed baby spinach and garlic in a white wine cream sauce.

Penne Italiano- Basil,olives,char-grilled mushrooms and garlic, tossed through a tomato Milanese.

Chicken with Vegetables & Oyster Sauce- Chicken pieces with Asian greens, oyster sauce.

Fillet of Grilled Fresh Market Fish- Served with a lemon butter sauce and rice.

Beef Burgandy- Marinated beef, braised with wild mushrooms, red wine and steamed rice.

Chicken Champagne- Chicken breast served with a champagne and cream sauce served with seasonal vegetables.

Salads (Greek, Caesar, Garden)

Dessert Buffet: Apple Crumble, Mississippi Mud cake, Cheese Cake

Bread roll, Soft drink, Orange juice, Tea/coffee and Fresh Fruit and Cheese Platter .

Additional:

Fresh seafood on ice, including: Ocean King Prawns, Oysters Sydney rock,

New Zealand half shelled mussels and smoked Atlantic Salmon

\$ 20.00 per person

Local and Imported Cheese and Fruit platter

\$ 35.00 per platter

Choice of 7 items

Chef's choice of Homemade Pastries (Hot)

Chef's Assorted Canapés (Cold)

Mixed cocktail sized sandwiches

Assortment of freshly made Sushi Rolls

Malaysian Chicken Satay

Spicy Chicken Drumettes

Bruschetta (toasted pasta-durra topped with tomato & basil)

Homemade Vegetable Spring Rolls

Char Grilled Vegetable Mini Quiches

Oriental Meatballs

Prawn Dumplings

Prawn Twisters

Calamari Rings

Assorted Gourmet Mini Pies

Assorted Pizza's

Mini Arancini

TERMS & CONDITIONS

It is with great delight that we offer our Starlight Centre to you. Our professional and friendly staff takes pride in the successful way that our many events / functions are conducted throughout the year. In order to ensure the smooth running of your event / function, we have established the following policies. Should you have any questions regarding these, we will be happy to answer them.

Confirmation

A tentative booking will be held for 7 days only. If the event is not confirmed during this time, we will release your booking without notice.

Deposit

Upon confirmation, a deposit of either 20% of the value of the event or \$500.00 (whichever is greater) is required, along with a signed copy of these terms and conditions.

Cancellation

The following conditions apply:

Notice of 2 months or more – 20% cancellation fee

Notice of 1-2 months prior – 50% cancellation refunded

Notice of less than 1 month – no refund

Selecting a Menu

We would be pleased to assist in your choice of menu. We do ask for at least 5 days notice to allow us to give the necessary time and thought to your requirements, although we will make every effort to meet your requests within a shorter lead time. All prices contained in this compendium are current, but may be subject to change at any time until your confirmation and deposit are received.

Guaranteed Numbers

To ensure the success of your event, the guaranteed minimum number of guests attending is required 48 hours prior to your event. This will be the number catered and charged for. Should no guaranteed number be received by the Starlight Centre, the "guaranteed number" of persons shall be the number indicated at the time the event was confirmed.

Insurance

The Starlight Centre accepts no liability for loss or damage of merchandise equipment, exhibits or any other property prior, during or after your event. We recommend that organisers take out their own insurance cover. Use of the Starlight Centre walls for display material is not permitted. As well, organisers are financially responsible for any damage sustained to Starlight Centre property during the event.

Labour Charge

If you wish to extend your event past 12.00 midnight, a labour charge of \$350.00 per hour will apply.

Car Parking

Parking is subject to availability. The Starlight Centre accepts no liability for loss or damage to vehicles.

Commencement and Vacating of Function Rooms

The organiser agrees to begin the event and vacate the designated function space at the scheduled times agreed upon. Should an event go beyond the agreed finishing time, the Starlight Centre reserves the right to impose a labour charge of each hour or part-hour the function space is occupied.

Payment

All accounts should be paid in full at least 5 working days prior to the event, unless alternative arrangements have been made. Any additional charges incurred, should be paid for prior to departure from the Starlight Centre. Applications for credit facilities are available, but must be completed 14 days prior to the event. All approved credit arrangements require full payment within 14 days of the event.

Room Hire

Room hire is subject to the period required, the number of guests in attendance and overall catering requirements. Our Function Co-ordinators will discuss room hire with consideration given to your catering numbers and requirements.

Outside Contractors

Outside contractors must be approved by Starlight Centre Management, a minimum of 5 days notice prior to the event. Outside contractors must liaise with management in all matters of delivering, set-up and breakdown.

Compliance

Event organisers are responsible for ensuring the orderly behaviour of their guests. Starlight Centre Management reserves the right to intervene where it sees fit.

Displays and Signage

No items are to be attached, pinned or glued to the wall surface or any area in the Starlight Centre. Signage in public areas is to be kept to a minimum and must be approved in advance by Starlight Centre Management.

Damages & Theft

Event organisers will assume responsibility for any and all damages and theft caused during the event, by any of their guests, or any other persons attending the event, whether in the room(s) reserved or in any part of the Hotel.

Other Functions Rooms

The Starlight Centre reserves the right to book other events / functions in the same function room up to one hour before the scheduled event time and one hour after the scheduled finishing time. Additionally, the Starlight Centre reserves the right to book another event / function in the adjoining rooms at any time.

Pre Function Area

As the Pre Function area is open plan, no one client has the sole right to the total pre-function area. At all times, flow spaces must be left clear for the ease of movement of all clients.

Trade Exhibitions

The Starlight Centre, prior to the selling of the Exhibition space, must approve floor plans of all Trade Exhibitions.

Force Majeure

Where matters beyond the reasonable control of the Starlight Centre Management impair or prevent the Starlight Centre from being able to perform its obligations as stated in your Confirmation, you will release the Starlight Centre from any liability or loss, incidental or consequential, to such matters. Where, in the reasonable opinion of the Starlight Centre Management, the nominated function room is deemed inappropriate for the event, management may assign a different function room, after consultation with the function organiser.

Prohibition on Food & Beverage

The function organiser and his / her guests shall not bring any food / beverages of any kind into the Starlight Centre, without prior permission from Management.

Staff

Adequate waiting / reception staff shall be provided by the Starlight Centre.

I hereby understand & acknowledge all terms & conditions, as outlined above.

Signed _____ Event Organiser (responsible patron)

Signed _____ Starlight Centre Management

Date: _____