

Royal Prince Alfred Yacht Club

Corporate Events





CORPORATE PACKAGES

Thank you for your enquiry and welcome to the charms of Royal Prince Alfred Yacht Club (RPAYC).

Royal Prince Alfred Yacht Club is truly one of Sydney's premier venues and stands proud of its reputation to deliver fine service and exquisite cuisine in a relaxed setting.

Royal Prince Alfred Yacht Club is situated at Newport on the pristine body of water called Pittwater on Sydney's Northern Beaches.

The Pittwater environment enjoys natural contrast of rugged headlands, tranquil waterways, long stretches of open beach, wetlands and native bushlands with pockets of rainforest and rock platforms thriving with marine life.

RPAYC is also able to support your corporate needs including functions, events, and activities.

Check our website or email us for further details.

WHAT WE OFFER

- 180 degree water views that don't fade away after sunset, Pittwater is beautiful at night
- Arrive & depart via water by boat or seaplane
- A choice of rooms – all of them overlook the water offering a spectacular setting for 30 to 200 guests
- Ample free parking for guests
- Magnificent scenic surrounds throughout our marina
- Our menus are seasonal and depend on the best produce available
- Our packages offer a diverse range of options including menus to support your event.
- We are able to prepare menus to satisfy your special dietary requirements

Team Building

- Sailing: A corporate sailing event is a great way to achieve team development, by bringing teams together, setting up a good communication and competitive spirit amongst groups, all the while having fun and enjoying a day out on wonderful Pittwater.

Packages include:

- Lectern
- Portable TV
- Built in ceiling projector / drop down screen (Pittwater Room only)
- 2 x stage pieces (1.4m x 2.8m each)
- Table for presenter at front of room
- Portable free-standing screen
- Flipchart Easel (paper not provided)
- Whiteboard (pens not provided)
- Microphone (roving) and speakers
- Car parking
- Carafes of water

Extra Charges Apply for:

Photocopying @ \$0.20 per sheet

Paper for easel @ \$50 for 40 sheets

Pens @ \$3 per pen

Telephone Conference Unit
price on application





FLOOR PLAN

The Pittwater Room

The room can be used as a whole or can be divided into two rooms according to your needs. It has its own bar and can be laid out to suit your room plan.

This room has a ceiling projector and screen for slide shows or visual presentations.

Admiral's Cup Room

This room is ideally suited for small functions and conferences for up to 50 people.

Any style of seating can be organised in this room.

The room opens up to balconies on 2 sides to bring the outdoors closer.

It has its own bar

Edinburgh Lounge

Perfect for predinner drinks with guests or a cocktail function.

The room is classically furnished including a cosy fireplace for those cold winter days, 180-degree water views and a balcony overlooking Pittwater.

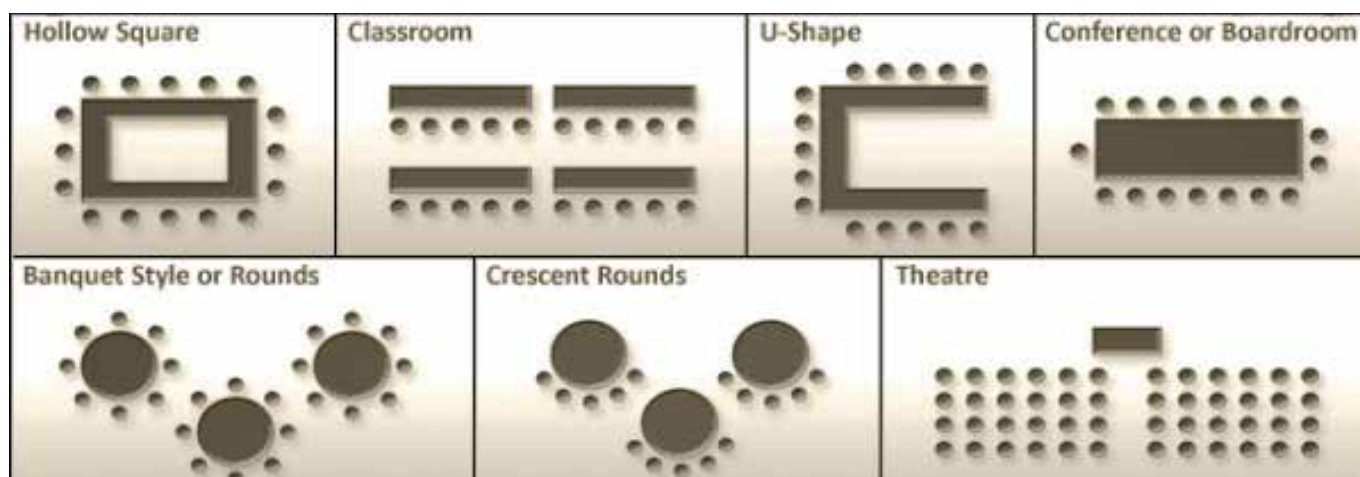
The Terrace

This area is perfect for more casual events.

It is available for lunch &/or evening functions and suited to events of 40 to 90 people.

It has its own sound system and we have a large portable TV easily placed for slide shows.

The area has a cover to block out the sun.





ROOM HIRE

Room Hire per day (Monday to Friday 0800 - 1700)

Rooms available on Saturday and Sunday – apply to house manager for cost and availability

Admiral's cup room: Half Day - \$200 / Full Day - \$400

Pittwater Room: Half Day - \$400 / Full Day - \$800

Edinburgh Bar: Half Day - \$400 / Full Day - \$800

The Terrace \$150 per hour

Boardroom \$60 per hour

All prices effective January 2021. The prices quoted are GST inclusive.

Prices and menus are subject to change if function is more than 6 months after booking date.

PACKAGES

RPAYC offers a range of packages and options to complement and complete your conference. Please contact the Club to discuss options and prices.

BEVERAGES

RPAYC is fully licensed and no alcohol can be brought onto the premises.

RPAYC is committed to responsible service of alcohol & duty of care legislation.

No extension of time can be made until the time of the event and would be at the Duty Manager's discretion.

Drinks can be pre-ordered or organised on the day.

Soft drinks / bottled and fresh juice available

Beverage packages available

Package Wine List supplied on request

FOOD & BEVERAGE OPTIONS

Minimum numbers apply for all packages

Option 1

All Inclusive Conference Packages

Full Day Package @ \$69 per person

Includes:

All day Freshly Brewed Filter Coffee and Assorted Teas:
Peppermint, English Breakfast, Irish Breakfast, Earl Grey, Chamomile, Sencha green tea

Orange juice, San Pellegrino sparkling mineral water

Morning & Afternoon Tea

(Select 2 for each)

Ham & Cheese Croissant

Traditional quiche lorraine

Mini Pies & Sausage Rolls

Savory Scones

Scones with cream & jam

Selection of muffins

Seasonal fresh fruit (option to add yoghurt / honey)

Danish pastries

Selection of cakes and tarts

Lunch

A selection of rolls, wraps & sandwiches

Mints and water

Half Day Package @ \$55

Includes morning tea and lunch **or** lunch and afternoon tea + beverages (as listed above).

Option 2

Choose your food style to suit conference format

Minimum spend \$25 per person

SELECT INDIVIDUAL MEALS

Early start breakfast

Seasonal fruit w/ yoghurt

Mini Buttermilk pancakes w/ crispy bacon,
Canadian maple syrup

Sourdough w/ Avocado, oven roast tomato,
goats curd, rocket

Bacon & egg roll deluxe w/ avocado,
smoky tomato relish and rocket

House made fruit and nut muesli, summer berries, yoghurt

Banana / berry / mango smoothie
(optional shot of Healthy Chef Organic Pea Protein)

Mini honey smoked ham & cheese croissants

Poppyseed bagel, smoked salmon, scrambled eggs

Croque Monsieur

Holy Goat skyla cheese, rye toast, onion marmalade

Assorted muffins

Assorted Cereal boxes

Option 2 continued over page





Option 2 continued

Morning & Afternoon Tea

Coffee and Tea on arrival
Freshly Brewed Filter Coffee
Assorted Teas: Peppermint, English breakfast,
Irish breakfast, Earl Grey, Chamomile,
Sencha green tea
@ \$3 per person

Pay by consumption tea and espresso coffee
can be ordered from the bistro
(no delivery to room unless prior arrangement made)

All day Coffee/tea station
@ \$8 per person

Chef selection cakes, tarts / breads /
croissants / Danish / muffins
@ \$8 per person

Alfreds Cheese Board w/ quince paste, muscatels,
crispbread & crackers
@ \$12 per person

Hummus dip w/ grilled Turkish bread,
Marinated mixed olives,
crispy chickpeas, dukkha
@ \$15 per person

Seasonal Fruit platter
@ \$10 per person

Lunch Options

For groups of up to 25 pax, lunch can be ordered on the day from our bistro menu (Wed - Sun) or you can select a shortened menu to fit your budget.

Order must be given to the kitchen on the day by 10am.

Working Lunch

A selection of sandwich platters (Mix of bread / wraps / rolls with an assortment of fillings)

Cheese platter with freshly sliced seasonal fruit

Water crackers & crisp poppy seed lavosh

Freshly brewed ground coffee & assorted teas

Orange juice & mineral water

@ \$28 per person

Alfresco Lunch

Cook your own BBQ at the Halyards BBQ area

choose from steaks, marinated chicken,

gourmet sausages, meat skewers.

Served with green salad, chips, bread rolls – other salad

options available at extra cost

@ \$35 per person

A chef can be hired to cook the BBQ @ \$110

Paella on the Terrace

minimum 40 pax

Traditional Seafood Paella

@ \$35 per person

Snacks and sweet treats

Nuts and dried fruits bowls from \$5 per person

Popcorn bowls from \$4 per person

Chocolate and lolly bowls from \$5 per person

Fresh whole fruit @ \$3 per person

A selection of Ice Creams

Deli roc or Smiths chips @ \$4 per packet

Individually wrapped cookies @ \$5 each

Turkish delight @ \$4 per serve

Wine Down

Cheese or Charcuterie Grazing Board

Glass of House Wine or Beer

OR

Chef's Selection of 3 different canapes

Glass of House Wine or Beer

@ \$25 per person



Terms and Conditions

Room Hire

Room fees are payable for non-members for all rooms.

Room hire for Royal Prince Alfred Members is waived for private functions; however room hire applies for conferences / company functions.

Members may sponsor functions on behalf of immediate family only (ie: spouse, children or siblings). Room fees are applicable.

Labour & set up fees may apply.

Charges

For all functions there is a minimum spend of \$2000. The following rates will also apply hourly, should there be a request for the function time be extended, which are at the discretion of the Duty Manager.

Monday – Friday:

\$50 per hour per staff member

Saturday – Sunday:

\$60 per hour per staff member

Public Holidays:

\$80 per hour per staff member

The client and their guests must vacate the Club by the agreed time. A charge is applicable for each additional hour, after the agreed completion time, to be set by the Management of the RPAYC.

Payment & Booking Timeframes

According to the Registered Clubs Act, 1976, all bookings are subject to approval of the Board of Directors of the Royal Prince Alfred Yacht Club who reserve the right not to accept bookings.

Bookings are held for seven (7) days after which time you are required to pay a non-refundable deposit of \$500 to secure your booking. This will be credited towards your final account.

The final balance and final numbers are required 14 days prior to function.

Alterations to this number will be accepted during this period and charged accordingly, however minimum charges will equal the final number given 7 days before the function (ie: no decreases).

Cash, credit card (1% surcharge) or EFT are accepted for payments.

No Amex or Diners Card

Members accounts can not be charged for food & beverage packages.

Payment can be made by direct deposit or EFT. If paying by this method ensure your name and date of function is referenced in the payment.

Payment to:

Payment by direct deposit or EFT (details on booking page).

Cancellation

All cancellations must be made in writing.

If full payment is not received by due date the function will be cancelled.

Smoking

RPAYC is a smoke free venue.

Décor

The removal of any Club property is not permitted without the prior written permission of the Club's General Manager.

If the function room or grounds are left in an unacceptable state after a function, an extra cleaning fee will be charged at the Club's discretion.

Final Arrangements:

Notification of menu choices, beverage arrangements, audiovisual requirements, room setups, starting and finishing times and special requirements must be confirmed in writing 7 days prior to the function to assist with our catering and organization.

RPAYC understands that there may be adjustments required after this date and your requirements will be covered on a subject to availability basis. A final guaranteed run-sheet will be sent to you and is to be signed by you and the event coordinator seven (7) days prior to your function.

By law, a list of attendees is required no later than two (2) working days prior to the event.

Outside Contractors

All outside contractors must liaise with RPAYC in all matters of access times, delivery, setup and breakdown. RPAYC must be notified of all outside contractors. All outside contractors are subject to the approval of RPAYC Management. This is to ensure other events at the club and or grounds are not impacted by these contractors.

Outside contractors must have their own Public Liability Insurance which must be sited and recorded in the club records. RPAYC will not be responsible for any act or any accident caused by these suppliers and/or their staff or sub-contractors.

Bump in, Bump-out and Time Extensions

Bump in [set up] is normally permitted two hours prior to the start of the function (This is negotiable with the house manager).

Bump out must be completed within one hour of the function end. It is your responsibility to ensure all props and equipment are removed immediately after the function. Items not removed by you or your agent may be charged a fee for removal.

RPAYC reserves the right to take other function bookings up to two hours before and two hours after your booking and to hold functions simultaneously in both function rooms.

Damage and Security

The client is responsible for all guests and their actions whilst on Club premises, as well as being financially liable for any damages sustained to Club property.

Royal Prince Alfred Yacht Club takes all necessary care, but cannot take responsibility for damage or loss or personal property left unattended prior, during or after the event.

Entry onto the marina or near vessels is not permitted unless prior approval has been obtained.

Nothing is to be nailed screwed blue-tacked or adhered in any way to any wall, door or other part of the building. All items must be approved by RPAYC Staff.

The client is responsible for any damage to the building, facilities and furnishings on the property; and for loss however arising, as a result of any action by your guests or contractors. Please ensure contractors and technicians are made aware of this.

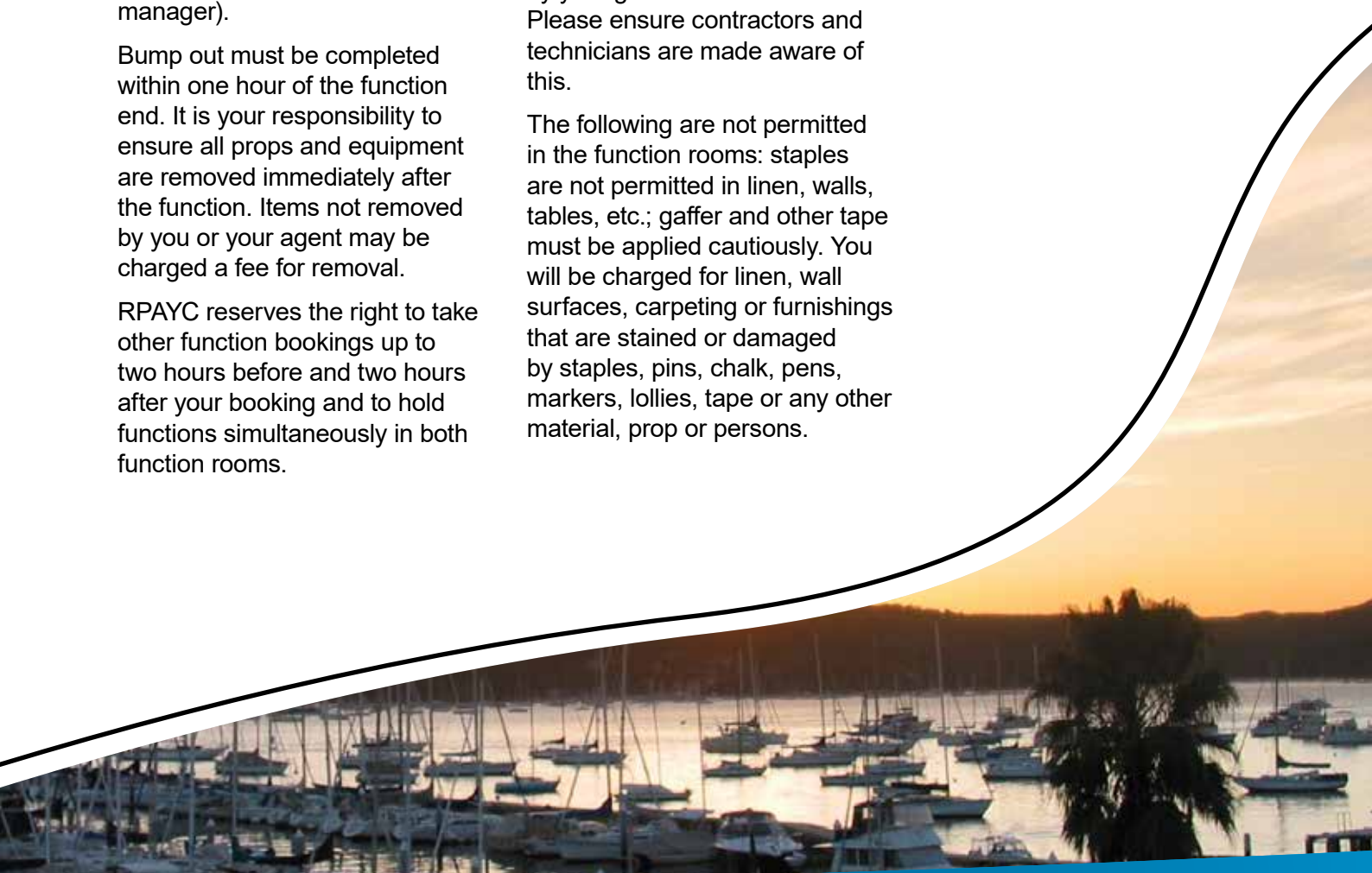
The following are not permitted in the function rooms: staples are not permitted in linen, walls, tables, etc.; gaffer and other tape must be applied cautiously. You will be charged for linen, wall surfaces, carpeting or furnishings that are stained or damaged by staples, pins, chalk, pens, markers, lollies, tape or any other material, prop or persons.

Licensing Laws

Club policy does not allow BYO (bring your own) food or beverage to be consumed on the premises, with the exception of birthday cakes. The Royal Prince Alfred Yacht Club reserves the right to refuse alcohol to any individual considered to be intoxicated in accordance with the responsible service of alcohol regulations. The duty manager has the authority to ask any person whose behaviour is considered unsatisfactory or disorderly to leave the Club premises.

Force Majeure

Where matters beyond the reasonable control of RPAYC impair or prevent RPAYC being able to perform its obligations under the event contract, the Client releases the Club from any liability or loss incidental or consequential to such matters.





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