



Hillarys Yacht Club is located on the northern side (opposite side to shops and restaurants) within Hillarys Marina, Hillarys Yacht Club is only 15 minutes from the CBD and 10 minutes from the City of Joondalup. It is a unique venue offering superb facilities, secure on-site parking, great views, versatile club rooms and provides an ideal setting for your coming event.

Hillarys Yacht Club prides itself on a high level of service and our professional and friendly staff will meet your personal requirements and happily arrange every detail of your coming event.

We are pleased to assist in your choice of menu and beverage items. To achieve highest possible standards, ideally we need to receive confirmation of all relevant details of the function, 7 days in advance. Information such as room set-up, menu selection, beverage requirements, musicians or entertainment, estimated number of guests, duration of function and any other equipment that may be required.

Hillarys Yacht Club is under major renovations currently, it is expected to be complete around end of December 2009.

The Harbour Room upstairs has 360 degree views of the beach, ocean and harbour out to Rottneest. The Harbour Room will hold up to 300 people, with a veranda all around.

Attached is the new School Ball Package for your perusal. Please feel free to contact us at any time to discuss any further details or bookings.

Yours Sincerely

Patty Rees  
Food and Beverage Manager

# SCHOOL BALLS

## **TENTATIVE BOOKINGS**

Tentative bookings will be held for a period of **TWO WEEKS** and will automatically be cancelled unless other arrangements have been made.

## **CONFIRMATION**

To confirm a reservation, the deposit of \$1,000.00 and event form stating the selected venue, date and the time of the function will be required prior to the tentative booking time relapse.

## **CANCELLATION POLICY**

Written notice is required.

After deposit has been paid - forfeiture of the deposit.

## **FINAL ATTENDANCE NUMBERS**

**FINAL NUMBERS** are required one week prior to the event with **FINAL PAYMENT**.

## **ACCOUNT SETTLEMENT**

One week prior with confirmation of final numbers.

## **METHOD OF PAYMENT**

We accept cash, Bank cheque, Visa, Mastercard, Bankcard. We do not accept Diners, Amex and personal cheques.

## **BANK ACCOUNT DETAILS**

Bankwest

BSB: 306105

ACCOUNT: 4878380

Remittance advice to Fax: (08) 94489566

## **MENU AND DETAILS**

**ALL FOOD AND BEVERAGE SELECTIONS TO BE SUPPLIED BY HILLARYS YACHT CLUB Inc**

Confirmation of all arrangements should be no later than 14 days prior to the event.

## **DELIVERIES**

All deliveries to the venue must be advised to the Function Coordinator prior and marked with the name and date of the function.

Whilst every effort will be made to assist in the movement of goods from the car park to the function room, assistance will be offered only if staff are available at that time.

Hillarys Yacht Club Inc does not have storage facilities other than the venues booked by the client. All theming and centrepieces need to be removed at the end of the function.

## **INSURANCE**

Hillarys Yacht Club Inc is always extremely careful when looking after people and their belongings; however we cannot take responsibility for the damage or loss of items left in the club prior, during or after the Function.

We recommend that the organisers arrange their own insurance if necessary.

## **DAMAGE TO PROPERTY**

Function organisers are also financially responsible for any damage to Hillarys Yacht Club Inc property caused by their guests.

## **DISPLAYS AND SIGNAGE**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building without prior consent from the Functions Manager.

## **AIR CONDITIONING**

All function rooms are fully air conditioned.

## **LIQUOR LICENSE**

Hillarys Yacht Club Inc is a fully licensed venue.

NO PRIVATE SUPPLIES OF ALCOHOL MAY BE BROUGHT ON THE PREMISES.

The Club is licensed from 0800 - 2400 hours Monday - Saturday: Sunday 0800 - 2200 hours.

Additional fees (available on application) apply to extend the license beyond the above times.

## **GUEST PARKING**

Guests may park their cars in the bays available to the Clubhouse.

**Reserved parking bays may not be used by guests.**

## **STANDARD EVENT CHECKLIST - FINAL CONFIRMATION DETAILS**

Feel free to contact the Functions Manager anytime for assistance.

### **THREE MONTHS PRIOR**

Meet with the Functions Manager and finalise all Food and Beverage selections.

Advise of school ball package.

Draw up a tentative event schedule to use as a planning guide.

Organise a suitable table plan, based on your preferred seating arrangements.

### **ONE MONTH PRIOR**

Final food and beverage selections - including dietary requirements - client.

Entertainment - Hillarys Yacht Club Inc. and client.

Photographer - Client.

Security - Hillarys Yacht Club Inc.

Decorations - client.

### **ONE WEEK PRIOR**

Final number of guests and arrival time of guests.

Dietary Requirements.

Final payment.

Final seating arrangements.

Seating Plans x 2.

Final decorations to be confirmed with Function Manager.

Timing schedule for the event.

## **INCLUSIONS IN SCHOOL BALL PACKAGES**

Venue Hire

White linen tablecloths and napkins

Two security guards 1900 - 2400 hours.

Entertainment and lighting

Lectern and microphone

Personalised printed menus - 2 per table.

Dance floor

Boardwalk/Balcony for School Photos

Hillarys Yacht Club Inc clear tea lights - 3 per table

## **TEACHERS AND GUARDIANS**

Hillarys Yacht Club Inc provides a special price for teachers and guardians; \$45.00 per person which includes the same package as the students. Alcoholic drinks can be purchased individually from the bar.

## **ROOM HIRE**

The Harbour Room (second storey) ; minimum 150 pax - maximum 300 pax.

The Marina Room (ground floor); minimum 75 pax - maximum 150 pax.

**SCHOOL BALL  
PACKAGE 1 BUFFET MENU**

**\$65.00 PER STUDENT - INCLUDES DJ  
\$75.00 PER STUDENT - INCLUDES LIVE ENTERTAINMENT (Band)**

**On Arrival**

Chefs Choice of Canapés (3 selections)  
Served with a Mocktail

**Pre-set (On each table)**

Turkish bread with assorted dips  
Antipasto platter

**Hot Carvery (choose 2)**

Honey and orange baked ham  
Peppered roast beef with a mustard crust  
Rosemary roast leg of lamb  
Turkey breast with a cranberry glaze  
Roast leg of pork

**Hot Buffet (choose 3)**

\*Tender strips of beef with a stroganoff sauce  
\*Thai green chicken curry  
\*Butter chicken  
Snapper fillets - tempura battered with lemon and tartare sauce  
Salt and Pepper squid  
\*Sautéed lamb ragout with onions, mushrooms, rosemary and red wine glaze  
\*Lamb vindaloo  
Beef lasagna  
Vegetarian Lasagna  
\*Chicken cacciatore  
Spinach and ricotta cannelloni

\*Applicable dishes served with Jasmine rice

**Cold Buffet (choose 3)**

Roast turkey breast with a cranberry glaze  
Honey and soy marinated chicken breast  
Roast peppered beef  
Orange and honey champagne ham  
Continental small goods selection  
Freshly cooked peeled prawns  
Chilli squid and lemon salad

**Salads (choose 4)**

Cucumber with minted yoghurt dressing  
Greek salad with feta cheese  
Waldorf salad  
Prawn and pasta salad  
Tomato, onion and fresh basil  
Gourmet potato salad  
Fresh green salad  
Caesar salad  
Coleslaw

**Desserts (choose 2)**

Chocolate Mud Cake and chantilly cream  
Mini pavlova with chantilly cream and mixed berries  
Selection of cheesecakes - Kahlua and Tim Tam; Mocha and Baileys; Strawberry; Lemon  
German Apple Strudel and chantilly cream  
Passion fruit or Lime Brulée

**Included - fruit platter/cheese platter**

**Coffee, tea and chocolates**

**\*Includes 5 hour soft drink package\***

**SCHOOL BALL  
PACKAGE 2**

**PLATED MENU**

**\$65.00 PER STUDENT - INCLUDES DJ  
\$75.00 PER STUDENT - INCLUDES LIVE ENTERTAINMENT (Band)**

**Dietary requirements available on request**

**On Arrival**

Chefs Choice of Canapés (3 selections)  
Served with a Mocktail

**Pre-set (on each table)**

Turkish bread with assorted dips  
Antipasto platter

**Entrée (choose 1)**

**Soups**

Roasted sweet potato with shaved parmesan  
Pumpkin soup with crème fraiche and chives  
Smoked chicken and split pea  
Seafood chowder with shallots  
Split pea and ham  
Smoked capsicum and roast tomato with fresh basil  
Potato and leek with sour cream and parsley  
Seafood bisque with sour cream and chives  
Chicken and sweet corn  
Spicy pumpkin and bacon

**Cold**

Skewered tiger prawns, mixed salad greens, poached pears with a citrus vinaigrette  
Char-sui pork fillet, rocket, smoked eggplant with a basil oil dressing  
Smoked mushrooms, goats cheese, spinach, olives finished with crispy prosciutto and char grilled  
vegetable relish dressing  
Smoked chicken salad with a citrus vinaigrette

**Hot**

Char grilled prawn skewer on steamed jasmine rice and Asian greens with a coconut cream  
Barramundi, Red Spot Emperor or snapper fillet on a prawn and lemon risotto with a lemon and  
herb dressing  
Char grilled smoked Spanish chorizo sausage tossed through fresh bruschetta with warm pita bread  
Smoked salmon, sun dried tomato penne pasta, in a herb cream sauce  
Gnocchi in a four cheese cream sauce  
Beef Lasagna  
Spinach and ricotta cannelloni  
Vegetarian moussaka

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## **Main Course (choose 1)**

**\*All main courses served with a panache of vegetables ( 2 x bowls per table)**

Char grilled Barramundi, Snapper or Red Spot Emperor with sauté potatoes,  
caper and lemon butter sauce

Char grilled Atlantic salmon fillet with prawn and lemon risotto finished with a tomato and basil salsa

Rack of lamb herb crusted on creamed garlic mash and smoked char grilled eggplant  
with a red wine jus

Char grilled prawn skewers on steamed jasmine rice, Asian greens with a coconut curry dressing

Char grilled chicken breast with sea salt potatoes, chick pea puree and finished with  
grilled proscuitto and basil oil

Smoked chicken, camembert and strawberry filo parcel on sauté potatoes finished  
with a wild berry jus

Sirloin, rib-eye or scotch fillet with roast potato, creamy garlic mash or potato rosti  
with a red wine, mushroom, pepper, dienne,  
cacciatore or béarnaise sauce

Char-sui pork fillet on sweet potato mash with caramelized onions, red wine jus and  
cinnamon spiced apple tart

Chicken roulade filled with spinach and camembert on sea salt potatoes finished  
with garlic and herb oil

Smoked salmon, sun dried tomato penne pasta, in a herb cream sauce

Gnocchi in a four cheese cream sauce

Beef Lasagna

Spinach and ricotta cannelloni

Vegetarian moussaka

## **Desserts (choose 1)**

Caramelized fruit kebabs served on vanilla rice pudding with a warm butterscotch sauce

Tiramisu or wild berry mi-su

Fresh made cheesecakes: Kahlua and Tim-Tam; Mocha and Baileys; Mixed wild berry; or Strawberry

Mini pavlova with fresh fruit, chantilly cream and passion pulp

Chocolate mud cake

Spiced sticky fig pancakes with warm butterscotch sauce and vanilla ice-cream

Warm pistachio baklava with warm sauce Anglaise

Passion fruit or lime Brulée with chantilly cream

German apple strudel

Chocolate mud cake served with chantilly cream

Coffee, tea and chocolates

**\* Includes 5 hour soft drink package\***

**All School Ball packages are valid from  
30th June 2009 - 30th June 2010**

# Confirmation of Booking



Thank you for choosing Hillarys Yacht Club for your forthcoming function. To confirm your booking a \$1000.00 deposit is payable, along with completion of the details below. A refund of the deposit is not applicable for the cancellation of the function.

## Function Details:

Date of function ..... / ..... / .....

Function duration .....to.....

Guest's arrival time .....

Timing schedule .....

Estimated guests .....

HYC function room(s) .....

HYC to provide .....

Hirer to provide .....

## School Details:

Schools Name .....

Contact Person .....

Address .....

Postcode.....

Phone Number ..... Mobile.....

Email .....

## Entertainment / Media details:

DJ / Entertainment .....

Photographer .....

Videographer .....

## Host details: (must be a current financial member of the club or alternatively you may apply for social membership)

Name .....

Membership number .....

## Declaration:

**I agree to abide by Hillarys Yacht Club's rules and I am aware that should I make a cancellation of the function the \$1000.00 deposit will not be refunded**

Signed .....

Print Name .....