



# CONFERENCE PACKAGE

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DUE SOUTH

11am-late | 6 Toll Place Albany WA | 08 9841 8526 | Find us 

**Thank you for considering us for your next meeting or corporate event. We look forward to hosting you and exceeding your expectations.**

Feel free to contact our friendly management team at **Due South** on **[duesouthalbany@hotmail.com](mailto:duesouthalbany@hotmail.com)** or **(08) 9841 8526** to discuss your next event.

# PRIVATE FUNCTION ROOM

NOTE: DIAGRAMS ARE EXAMPLES ONLY AND DO NOT REPRESENT THE MAXIMUM NUMBER FOR SET UP

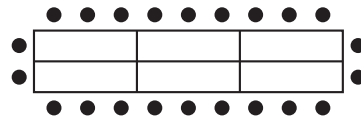
Situated upstairs overlooking the main dining area is an ideal space for business presentations, meetings or corporate events.

- > Corporate Dinners
- > Business meetings
- > Conferences
- > Exhibitions

## CAPACITY & SET UP OPTIONS

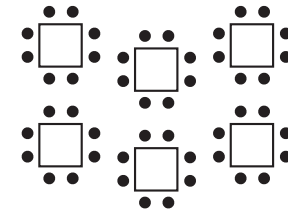
### BOARDROOM

Approximately 40 guests



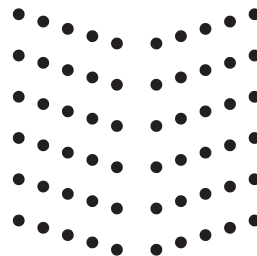
### CABARET

Approximately 60 guests



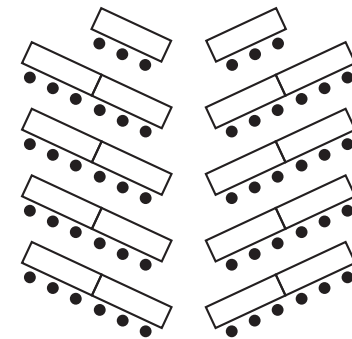
### THEATRE

Approximately 60 guests



### CLASSROOM

Approximately 40 guests



# BOOKING DETAILS

## **EQUIPMENT HIRE:**

We are happy to arrange your equipment hire at cost price.

- > TV
- > Whiteboard & markers
- > AV equipment

## **ACCESS & DURATION:**

Monday to Sunday.

9am – earliest start time for guest's arrival (organiser will be given access from 8.00am for set up purposes only).

The Private function room is upstairs so disable access is not available.

## **ROOM HIRE:**

If you only want to hire the room and you do not require any catering and beverages for your guest's room hire fees will apply at \$50 per hour.

There is no room hire fee if you order catering and beverages for your guest.

We will provide your guests with water and individually wrapped mints.

## **PARKING:**

Easy free parking on site for all guests.

We will provide your guests with water and individually wrapped mints.

# CHOOSE YOUR PACKAGE

## MORNING OR AFTERNOON

\$20 per person

### On Arrival

Coffee & selection of teas.

### Morning Tea or Afternoon Tea

Coffee & selection of teas.

Selection of 3 morning / afternoon tea options.

Barista made coffee is available on request.

## HALF DAY

\$34 per person

### On Arrival

Coffee & selection of teas.

### Morning Tea or Afternoon Tea

Coffee & selection of teas.

Selection of 3 morning / afternoon tea options.

### Lunch

Choice of 1 Juice / soft drink options.

All lunch items are served to your guests  
as shared platters.

Barista made coffee is available on request.

# CATERING & BEVERAGE OPTIONS

## FULL DAY

\$44 per person

### On Arrival

Coffee & selection of teas.

### Morning Tea or Afternoon Tea

Coffee & selection of teas.

Selection of 3 morning / afternoon tea options.

### Lunch

Choice of 1 Juice / soft drink options.

All lunch items are served to your guests  
as shared platters.

### Afternoon Tea

Coffee & selection of teas.

Selection of 3 morning / afternoon tea options.

Barista made coffee is available on request.

# CHOOSE YOUR FOOD OPTIONS

## MORNING OR AFTERNOON TEA OPTIONS

Choice of three items:

- > Sweet or savoury scones
- > Fruit salad
- > Seasonal cake
- > Vegetable frittata

## LUNCH OPTIONS

All items are included in both packages.

- > House cured meat board
- > Hummus and grilled flat bread
- > Vegetable fritters with spiced yoghurt
- > Red cabbage, fennel and coriander slaw

## SIT DOWN LUNCH

You are welcome to pre-order your lunch from a menu and dine in the Bistro. Cost will be based on the menu prices of each dish.

If you are interested in this option please notify us and we will send you the menu options.

## SUNDOWNER, NETWORKING OR AFTER MEETING OPTIONS

Due South is a fantastic venue for sundowners and networking functions or you may want to spoil your guests after your meeting.

Contact us to discuss your business function and the flexible options available to you.

- > Platters
- > Set menu
- > Premium set menu
- > BBQ pit
- > Premium BBQ pit
- > Dinner on consumption

# CHOOSE YOUR BEVERAGE OPTIONS

Please contact us to discuss our flexible beverage options.

## SOFT OPTIONS

### HOT - \$2.5 PER PERSON (PER SERVICE)

Coffee & selection of teas.

### COLD - \$2.5 PER PERSON

Choose 1 option:

- > Orange juice
- > Apple juice
- > Lemonade
- > Coke a cola
- > Lemon Squash
- > Soda Water
- > Lemon lime & bitters

### HOT & COLD - \$4 PER PERSON PER SERVICE

Coffee & selection of teas, and one juice / soft drink option per service.

Barista made coffee is available on request.

## SOMETHING A BIT STRONGER

### CASH BAR

Guests can purchase their own drinks over the bar will contribute to your maximum spend.

### BAR TAB

You can nominate the limit & drinks available on your tab, guests can purchase for themselves.

### SUBSIDISED DRINKS

Guests pay a nominal amount for each drink they order & the remaining costs is added to your tab. Like a normal tab you can set a limit and nominate the drinks available.

### BEVERAGES PACKAGES

Though we do not have a set beverage package, if you would prefer a price per person on sparkling, white & red wine and beer please let us know what you are looking for and we can put together a personalised package for you.

## DIETARY REQUIREMENTS

Please advise of any dietary requirements for your guests prior to the day of your event.

## 1. TERMS & CONDITIONS

1.1 No externally purchased food or beverage may be brought into Due South with exception of Birthday Cakes.

1.2 Due South actively supports responsible service of alcohol. If a patron is deemed to be adversely affected by alcohol they will be required to immediately vacate the premises. This includes people who display aggressive, argumentative, or otherwise undesirable behaviour.

1.3 All staff including security have the right to request proof of identification at any time. Acceptable forms of proof of identification are Passports, Australian Drivers Licence or WA proof of age card.

1.4 Minors and juveniles can attend private functions. Management must be advised of the attendance of any underage patrons. All minors and juveniles must arrive with, remain in the company of, and leave with their parent or legal guardian.

1.5 Due South does not accept liability in the event of any natural disaster, labour dispute, transportation strike, picketing, power failure, or other unforeseen circumstance beyond the Due South's control.

1.6 No fixates, glue sticky tape are to be adhered to the walls door or windows or any space on the premise without prior consent from management.

1.7 Please discuss with management in advance if you require deliveries to be made to the venue of any goods.

1.8 Smart casual dress code rules apply. Management reserve the right to refuse entry if dress is otherwise offensive to other patrons.

## 2. BOOKING, DEPOSIT & PAYMENT POLICY

2.1 No booking is confirmed until the Booking Confirmation Form is filled out and returned complete with credit card details.

2.2 Once the deposit and signed Booking Confirmation Form has been received Due South will issue your confirmation. Until a confirmation has been issued, Due South will continue to offer the area to other interested groups.

2.3 A deposit of \$200 or 20% of your estimated function charge whichever is greater if required on completion of the booking confirmation form.

2.4 Management has the right to cancel any function whereupon the deposit was not received within the specified time.

2.5 Cash, EFPOS, Mastercard and Visa are the only acceptable forms of payment. Direct transfer payments must be made five (5) days prior to function date.

2.6 By signing and completing the booking confirmation form you accept full liability for any expenses theft or damage caused by any guest of the function. Payment will be required within 30 days of the completion of the event.

2.7 All food orders are required a minimum of seven (7) days prior to the function.

2.8 The final number of guests attending must be provided within specified time frames as follows:

- > Over 50 guests - The function organisers must advise the guaranteed number of guests attending the function 60 days prior to function date.
- > Under 50 guests - The function organisers must advise the guaranteed number of guests attending the function fourteen (14) days prior to function date.

2.9 Bar tabs can either be paid in advance or the day prior to the commencement of the function. Alternatively, credit cards can be held behind the bar by management and the bar tab can be paid in the conclusion of the function.

2.10 Should a balance remain outstanding at the conclusion of your function it will be charged to the credit card provided on the booking form.

## 3. CANCELLATION POLICY

3.1 Over 50 guests.

- > More than 60 days of the event date, all payments will be refunded.
- > 30-59 days prior to the event date, 25% of the deposit will be retained by Due South.
- > 0-29 days prior to the event date, 100% of deposit received will be retained.

3.2 Under 50 guests

- > More than 30 days of the event date, all payments will be refunded.
- > 7-29 days prior to the event date, 25% of the deposit will be retained by Due South.
- > 0-7 days prior to the event date, 100% of deposit will be retained.



# CONFERENCE PACKAGE

# BOOKING FORM

## CUSTOMER DETAILS

Company: \_\_\_\_\_

Event Organiser: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## FUNCTION DETAILS

Day & Date of function: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Departure time: \_\_\_\_\_

Meeting type: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Contact at function: \_\_\_\_\_

## SET UP OPTIONS

- Boardroom
- Cabaret
- Theatre
- Classroom

## EQUIPMENT HIRE

- TV
- Whiteboard and markers
- AV Equipment

## PACKAGE

- Morning Tea
- Afternoon Tea
- Half Day
- Full Day

## FOOD

### Morning or Afternoon Tea

Select 3 options:

- Sweet or savoury scones
- Fruit salad
- Seasonal cake
- Vegetable frittata

## BEVERAGE

### SOFT

- Cold
- Hot
- Cold & Hot

### SOMETHING A BIT STRONGER

- Cash Bar
- Bar Tab
- Subsidised Drinks
- Beverages Package

## PAYMENT

Deposit Paid \$ \_\_\_\_\_

Customer sign: \_\_\_\_\_

Date: \_\_\_\_\_

Management sign: \_\_\_\_\_

Date: \_\_\_\_\_