



corporate function packages 2015

"WA's Best Conference & Functions"
2013 Australian Hotels Association

"WA's Best Hospitality Venue"
"Best Hotel Restaurant"
2012 Australian Hotels Association

The Breakwater
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Hillarys Boat Harbour
HILLARYS WA 6025

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The Akoya Suite, upstairs at The Breakwater, is a flexible space with amazing views over the Indian Ocean. Beautifully appointed with Swarovski crystal chandeliers and luxury décor, the suite will bring a level of sophistication to your next event. Alongside is Reids Private Lounge which is equally as impressive with views over the harbour.

Whether you plan on holding a corporate dinner, cocktail party, meeting, conference or seminar our professional and award winning staff will be sure to look after you.

Please do not hesitate to contact our dedicated functions team to discuss our function packages further, or to arrange a site visit.

We look forward to being part of your next event.

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cocktail package

\$74 per person, minimum of 30 guests

Available in Reids Lounge & the Akoya Suite

Select eight from the following cold selection

Seared beef on a turkish crouton, salsa verde
Roma tomato, feta & red onion bruschetta
Assorted sushi, wasabi & soy
Smoked chicken & avocado, orange & poppy seed tartlet, tomato chutney
Smoked salmon & horse radish mousse blini, toasted almond
Roasted lamb loin on a fennel & fig crostini
Vietnamese vegetable rice paper rolls
Red onion, pumpkin & goats cheese frittata
Tandoori chicken wrap
Avocado & crab tartlet, dill crème fraiche
Fresh natural oysters with lemon
Caramelized red capsicum & rosemary filoette
Whipped goats cheese curd & chives, grape tomato tartlet
Lime cured scallop, ginger & cucumber salsa
Duck liver pate filled profiteroles, mint & apple jelly

Select eight from the following hot selection

Three cheese & herb arancini, red pepper coulis
Marinated beef skewers, chimichurri sauce
Salt & pepper tiger prawns, chilli jam
Chicken wontons, hot & sour dipping sauce
Indian spiced lentil & vegetable samosa, cumin & coriander yoghurt
Moroccan lamb skewers, minted labneh
Vegetable spring rolls, chilli & coriander dip
Lemon pepper fried squid, goji berry aioli
Yakitori chicken skewers, sticky soy & toasted sesame seed sauce
Steamed scallop dumplings, chilli & lime jam
Miniature beef cornish pasties, tomato relish
Duck pithiviers, plum sauce
Miniature lebanese lamb pies, rosemary barbeque sauce
Miniature osso bucco pies, smoked tomato sauce
Crispy duck & native plum dumplings, plum jam
Barramundi goujons crusted in polenta & lemon myrtle, remoulade sauce
Grilled polenta chips, chilli & tomato puree

Dessert

Chef's selection of four desserts
Freshly brewed tea or coffee

lunch & dinner set menus

Available in Reids Lounge & the Akoya Suite
Minimum of 30 guests

Menu One | three courses

\$68

Chef's gourmet canapés on arrival
 Freshly baked bread rolls

Entrée

Selection of oven baked turkish bread, dips and olives

Main

Fish of the Day

or

Roasted free range chicken breast, potato, spinach & red pepper frittata, buttered asparagus, white balsamic vinaigrette

or

Roasted vegetables & toasted quinoa salad, crumbed danish feta, red wine vinegar caramel

Dessert

Vanilla bean panna cotta, pistachio biscotti, swiss chocolate ice cream

Freshly brewed tea & coffee

Menu Two | three courses

\$76

Chef's gourmet canapés on arrival
 Freshly baked bread rolls

Entrée

Pan fried tiger prawns, avocado, tomato, pickled cucumber salad, harissa aioli, crostini

or

Goats cheese & cherry tomato tart, fig & shallot salad

Main

Fish of the day

or

250g cape grim sirloin, served medium, creamy mash potato, buttered broccolini, shallot & thyme jus

or

Roasted free range chicken breast, potato, spinach & red pepper frittata, buttered asparagus, white balsamic vinaigrette

Dessert

Steamed sticky date pudding, butterscotch sauce, vanilla bean ice cream

Freshly brewed tea & coffee

Menu Three | three courses

\$84

Chef's gourmet canapés on arrival
Freshly baked bread rolls

Entrée

Grilled tasmanian salmon, asparagus, micro herb salad, saffron sauce
or
Pumpkin, sage & rocket risotto, shaved pecorino

Main

Fish of the day
or
Herb crusted rack of lamb, sweet potato gratin, kale, mint jus
or
250g cape grim sirloin, served medium, creamy mash potato, buttered broccolini, shallot & thyme jus
or
Roasted free range chicken breast, potato, spinach & red pepper frittata, buttered asparagus, white balsamic vinaigrette

Dessert

Warm chocolate fondant, chocolate ganache, black cherries, king island pure cream
or
Apple & blueberry crumble, coconut anglaise, vanilla bean ice cream

Freshly brewed tea & coffee

Sides available for tables

Platter of antipasto with flat bread	\$24 each
Bowls of salad	\$8 each
Bowls of steamed vegetables	\$9 each
Bowls of roasted potatoes	\$8 each

mid-week all-inclusive packages

Available Monday thru Thursday – all year round, except for public holidays. Minimum 30 guests.

Mid-week Lunch or Dinner Package

\$95 per person

All inclusive package includes:

Freshly baked bread rolls to start

Entrée

Grilled herbed polenta, roasted red pepper, asparagus, rocket & goats cheese salad, fig vincotto

Main

Fish of the day

or

250g cape grim sirloin, served medium, creamy mash potato, buttered broccolini, shallot & thyme jus

Vegetarian option available upon request

Dessert

Warm double chocolate & cherry brownie, whipped pure cream, strawberry coulis

Freshly brewed tea & coffee

Beverages

Four Hour Beverage 'Package One'

Beverage package can be upgraded

Complimentary Room Hire for the Akoya Suite

Access to western balcony, standard staffing, white or black linen

Lectern with microphone. Dance floor

Breakwater Styling Package

\$12 per person additional

Styling package includes Breakwater ruffled chair covers (in white, black or platinum), cocktail table covers and Breakwater standard centrepieces.

canapé menus

Available in Reids Lounge & the Akoya Suite

Minimum of four pieces per person per hour of function

Cold Selection

\$4 per piece

Seared beef on a turkish crouton, salsa verde
Roma tomato, feta & red onion bruschetta
Assorted sushi, wasabi & soy
Smoked chicken & avocado, orange & poppy seed tartlet, tomato chutney
Smoked salmon & horse radish mousse blini, toasted almond
Roasted lamb loin on a fennel & fig crostini
Vietnamese vegetable rice paper rolls
Red onion, pumpkin & goats cheese frittata
Tandoori chicken wrap
Avocado & crab tartlet, dill crème fraîche
Fresh natural oysters with lemon
Caramelized red capsicum & rosemary filoette
Whipped goats cheese curd & chives, grape tomato tartlet
Lime cured scallop, ginger & cucumber salsa
Duck liver pate filled profiteroles, mint & apple jelly

Hot Selection

\$4.50 per piece

Three cheese & herb arancini, red pepper coulis
Marinated beef skewers, chimichurri sauce
Salt & pepper tiger prawns, chilli jam
Chicken wontons, hot & sour dipping sauce
Indian spiced lentil & vegetable samosa, cumin & coriander yoghurt
Moroccan lamb skewers, minted labneh
Vegetable spring rolls, chilli & coriander dip
Lemon pepper fried squid, goji berry aioli
Yakitori chicken skewers, sticky soy & toasted sesame seed sauce
Steamed scallop dumplings, chilli & lime jam
Miniature beef cornish pasties, tomato relish
Duck pithiviers, plum sauce
Miniature lebanese lamb pies, rosemary barbeque sauce
Miniature osso bucco pies, smoked tomato sauce
Crispy duck & native plum dumplings, plum jam
Barramundi goujons crusted in polenta & lemon myrtle, remoulade sauce
Grilled polenta chips, chilli & tomato puree

Optional Accompaniments

- Platter of antipasto with flat bread \$24 each
- Platter of fine australian cheese \$75 each
- **Chef's dessert selection** \$4 per piece

akoya suite breakfast

Traditional breakfast

\$40 per person

Minimum 30 guests

On the table

Fruit platter
Selection of cereals
Croissant, muffins and Danish pastries
Preserves & honey

Choose one of the following items:

- Scrambled eggs, crispy bacon, pork sausages, roma tomatoes, mushroom, house baked beans and a toasted english muffin
- Eggs benedict, prosciutto, baby spinach, hollandaise sauce
- Frittata, field mushrooms, asparagus, ricotta, basil, rocket, on toast, chive crème fraiche
- Buttermilk pancakes served with berry compote and vanilla bean ice cream
- Eggs florentine, toasted english muffins, smoked salmon, baby spinach, hollandaise sauce

Beverages

Freshly brewed tea or coffee and a selection of fruit juices

Tea & coffee station available with registration
Additional hot option

\$3.50 per person
\$6.00 per person

Cocktail breakfast

\$40 per person

Minimum 40 guests

Ham & cheese croissant
Mediterranean frittata
Egg tartlet with cherry tomatoes & chives
Dill pancakes with tasmanian smoked salmon
Mini apple & blackberry crumbles, king island cream
Fruit skewers
Mini fruit tart
Mini muffin

Freshly brewed tea or coffee and a selection of fruit juices

conference lunches

Tea breaks

Freshly brewed coffee and a selection of teas, accompanied by:	
Fresh baked biscuits	\$7 per person
Fresh baked muffins	\$7 per person
Fresh baked scones with jam and cream	\$7 per person
Chef's sweet selections cakes/pastries	\$10 per person
Finger sandwiches	\$10 per person
Fresh sliced fruit	\$8 per person

Freshly brewed coffee and a selection of teas	\$3.50 per person
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Working luncheon \$36 per person

Finger sandwiches
Warm quiches
Gourmet pizzas
Fresh bowl of salads
Chef's dessert selection
Fruit platter
Cheese platter

Freshly brewed coffee and a selection of teas
A selection of fruit juices

Alternatively have lunch in Ishka Restaurant and pre-select from the restaurant menu

Additional beverages

Fruit juices	\$10 per carafe
Soft drinks	\$10 per carafe

corporate meeting day package

9am to 5pm

Minimum of 20 guests

Room hire, lectern & microphone included in package rate

Day Package

\$60 per person

On arrival

Freshly brewed coffee and a selection of teas

Morning tea

Freshly baked muffins or scones with jam and cream

Freshly brewed coffee and a selection of teas

Working lunch

Finger sandwiches

Warm quiches

Gourmet pizzas

Fresh bowl of salads

Chef's dessert selection

Fruit platter

Cheese platter

Freshly brewed coffee and a selection of teas

A selection of fruit juices

Afternoon tea

Freshly baked biscuits

Freshly brewed coffee and a selection of teas

Additional AV Equipment Hire:

Projector Screen \$70

Data Projector \$200

beverage packages

Beverage packages are available for private functions only. Minimum 30 people.

PACKAGE ONE

The Breakwater – Bubbly Blonde Sparkling
Product of Australia

Select one white, & one red from the following list*:

The Breakwater Sauvignon Blanc
Margaret River, Western Australia
The Breakwater Semillon Sauvignon Blanc
Margaret River, Western Australia
The Breakwater Chardonnay
Margaret River, Western Australia
The Breakwater Cabernet Merlot
Margaret River, Western Australia
The Breakwater Shiraz
Margaret River, Western Australia

Selection of soft drinks & juices

Included Draught Beers:

Heineken
James Squire Golden Ale
Hahn Super Dry
Hahn Premium Light

Included Draught Cider:

James Squire Orchard Crush

PACKAGE TWO

Vinaceous Burlesque Blanc de Blancs
Mount Barker, Western Australia

Select one white, & one red from the following list*:

Hen Pecked Sauvignon Blanc by Cape Mentelle
Margaret River, Western Australia
Robert Oatley 'Signature Series' Chardonnay
Margaret River, Western Australia
Howard Park 'Miamup' Cabernet Sauvignon
Margaret River, Western Australia
Hen Pecked Shiraz by Cape Mentelle
Margaret River, Western Australia

Selection of soft drinks & juices

Included Draught Beers:

Heineken
James Squire Golden Ale
Hahn Super Dry
Hahn Premium Light

Included Draught Cider:

James Squire Orchard Crush

PACKAGE THREE – Premium

Chandon Brut NV
Yarra Valley, Victoria

Select one white, & one red from the following list*:

Domaine Chandon Yarra Chardonnay
Coldstream, Victoria
Stoneleigh Rapaura Sauvignon Blanc
Marlborough, New Zealand
Cape Mentelle 'Trinders' Cabernet Merlot
Margaret River, Western Australia
Elderton Shiraz
Barossa Valley, South Australia

Selection of soft drinks & juices

Included Draught Beers:

Heineken
James Squire Golden Ale
Hahn Super Dry
Hahn Premium Light

Included Draught Cider:

James Squire Orchard Crush

PACKAGE FOUR – Ultra Premium

Select one champagne from the following list:

Veuve Clicquot Yellow Label Brut NV
Reims, France
Moët & Chandon NV
Epernay, France
Moët & Chandon Ice Imperial NV
Epernay, France

Select one white, & one red from the following list*:

Cloudy Bay Sauvignon Blanc
Marlborough, New Zealand
Cape Mentelle Chardonnay
Margaret River, Western Australia
St. Hugo Cabernet Sauvignon
Barossa Valley, South Australia
Cape Mentelle Shiraz
Margaret River, Western Australia

Penfolds Grandfather Tawny Port
Magill, South Australia

Selection of soft drinks & juices

Included Draught Beers:

Heineken
James Squire Golden Ale
Hahn Super Dry
Hahn Premium Light

Included Draught Cider:

James Squire Orchard Crush

* Both red & both white wines can be selected and all four wines poured for an extra \$4 per guest

FUNCTION DURATION	PACKAGE ONE	PACKAGE TWO	PACKAGE THREE	PACKAGE FOUR
Two hours	\$32	\$41	\$54	\$75
Three hours	\$37	\$46	\$59	\$81
Four hours	\$42	\$51	\$64	\$88
Five hours	\$47	\$56	\$69	\$95
Six hours	\$51	\$60	\$73	\$102

beverage package – add on's

Available to be added to an existing beverage package.

SPIRITS PACKAGE – add on

Spirits Included:

Belvedere Vodka
Tanqueray Gin
Johnny Walker Black Scotch
Pampero Blanco Rum
Dickel No. 8 Bourbon

FUNCTION DURATION	SPIRITS Extra
Two hours	\$13
Three hours	\$18
Four hours	\$25
Five hours	\$31
Six hours	\$35

BOTTLED BEER – add on

Beers (select two):

Corona
Peroni Leggera
Crown Lager
Budweiser

FUNCTION DURATION	BOTTLED BEER Extra
Two hours	\$5
Three hours	\$8
Four hours	\$11
Five hours	\$14
Six hours	\$17

BOTTLED WATER – add on

Water Included:

VOSS Artesian Sparkling Mineral Water (800ml)
VOSS Artesian Still Mineral Water (800ml)

FUNCTION DURATION	BOTTLED WATER Extra
Three hours	\$2
Four hours	\$3
Five hours	\$4
Six hours	\$5

AFTER DINNER LIQUEUR – add on

Choose from:

Baileys, Galliano, Drambuie, Frangelico, Tia Maria

\$8 per person

corporate function capacity & price

room hire

	Akoya Suite	Reid's Function Lounge	Akoya Suite & Reid's Lounge Combined
	\$750	\$500	\$1200

room capacities

Layout	Akoya Suite	Reid's Function Lounge	Akoya Suite & Reid's Lounge Combined
Theatre Style	140 people	n/a	n/a
Open Rounds (cabaret style)	80 people	n/a	n/a
Luncheon / Dinner (no AV, no dance floor)	100 people	40 people (Monday - Friday)	180 people
Cocktail Style	167 people	140 people	300 people

Akoya Suite room hire rate includes access to western balcony, standard staffing, white or black linen, lectern with microphone, and dance floor.

Reid's Function Lounge room hire rate includes access to balcony, standard staffing.

minimum spend requirements

Minimum spend on room hire, food and beverages is required for use of private function areas

	Akoya Suite	Reid's Function Lounge	Akoya Suite & Reid's Lounge Combined
DAY EVENT			
Monday to Thursday	\$1500	\$1000	\$2000
Friday & Saturday	\$4000	\$2000	\$5000
Sunday	\$3500	\$4500 (limited availability)	\$8000
EVENING EVENT			
Monday to Thursday	\$2000	\$1500	\$3500
Friday & Sunday	\$8500	\$3500	\$12000
Saturday	\$11000	\$4500	\$14000

Long weekend Sundays require the minimum spend of a Saturday
Long weekend Mondays require the minimum spend of a Sunday

breakwater styling

The Breakwater has a custom range of styling products for hire that we feel best suit the venue. There are no restrictions on using external styling companies should you wish to. However, we are more than **happy to complete the styling for you; it's just one less thing you will have to worry about!**

TABLES

Our standard tables are round, and seat up to 11 guests. A long rectangular can be provided for the Bridal table if required. Cost included in Room Hire. Rectangular tables and tables of other sizes are available at a cost of \$25 per table, subject to availability.

LINEN

Our standard table clothes are available in white or black, along with white napkins for dining tables. Cost included in Room Hire. Alternative linen colours are available, price upon request.

CHAIR COVERS

Our unique ruffled design lycra chair covers are available in black, white or platinum. These stunningly designed covers don't require a bow and look very chic. Samples are available for viewing. Cost is \$6 per chair (no setup/delivery fee).

COCKTAIL TABLE COVERS

Fitted lycra table covers in a 'twist' design are available for tall cocktail tables (on the balcony and inside) in black, white or platinum (to match chair covers). Samples are available for viewing. Cost is \$25 per table (no setup/delivery fee).

CENTERPIECES

We have stunning crystal lamp centrepieces which complement the Swarovski chandeliers in the Akoya Suite.

These are available in two sizes:

Standard \$65 per centrepiece

Small \$55 per centrepiece (limited quantity available, ideal for accents)

facilities

DANCE FLOOR

The venue has a built in dance floor in both Reid's Function Lounge, and the Akoya Suite. No additional cost. Dance floor lighting is not provided.

AUDIO/VISUAL

A lectern and microphone are included for functions if required. A projector and screen are available at an additional cost of \$270

PARKING

Free parking is available in the sign posted areas in both north side (near bridge) and south side car parks.

TAXIS

There is a "Cab Spot" located on the north side of the bridge, Cab Spot number 1119. A taxi rank is also available near the south side car park. Venue staff will be happy to call for a taxi to the cab spot on your behalf.

recommended suppliers

VENUE DECORATORS & EVENT STYLISTS

Touched by Angels	08 9389 6011
Joondalup Weddings and Events	0411 691 331

AUDIO/VISUAL, STAGING & LIGHTING

Megavision Sound & Lighting	08 9444 6556
Enchanted Films	08 6336 7577

DJ & LIGHTING

Da Doo Ron Ron DJ's	1300 337 735
The DJ.com.au	0413 238 757

CAKES

Wow Creations	0407 361 600
Takes the Cake	0450 045 040
Chocolate Art	08 9409 3570
Hey Cupcake	0409 105 023

FLORIST

Linda Green	0411 729 338
Poppy's	08 9386 1623

PHOTOGRAPHER

Squint	0423 734 700
Viva	1300 00 8482

PHOTO BOOTH

Photosnap	0411 079 422
Smile Booth	0412 848 820
Vintage Photo Booth	0457 445 577
Strike A Pose	0415 692 934

VIDEO PRODUCTION

3D Video Production	0430 042 560
Enchanted Films	08 9200 5627

MUSIC

Wonderful with Wine	0411 344 665
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event terms and conditions

STANDARD EVENT DURATION

Breakfast	2.5 hours
Lunch	4 hours
Dinner	5 hours
Cocktail	4 hours
Corporate Day	8 hours

AUDIO/VISUAL EQUIPMENT

Should you require specific audio-visual equipment, we can arrange hire, set up, and operation if required. Audio-visual providers organized by the client are required to contact the function coordinator a minimum of 5 days prior to the event. Administration charge is applicable to all hired equipment or services organized by the breakwater function coordinators. This will be included in any prices quoted. The Breakwater does not allow the use of iPods or such devices for large functions. Bands are permitted if both function suites are hired.

SEATING PLANS & MENUS

We will provide typed menus and a seating plan for your function or reception. It is the client's responsibility to provide in electronic format a clearly typed guest list/ seating plan 5 days prior to the event. You are welcome to e-mail or provide this on a CD or USB for your coordinator to print prior to the function. An administration fee will apply to any information not provided in this way.

DISPLAY & SIGNAGE

Nothing is to be nailed, screwed, stapled, taped or fixed to any wall, door, surface, or part of the building. Management must approve all signage. Signage is not permitted in Public Areas. No blue-tak can be stuck to walls.

CAKES PROVIDED BY THE CLIENT

Wedding Cakes will be served into a cake bag, no additional charge. Cakes that are required to be plated and garnished with cream and coulis will be charged at \$5.00 per person.

RESPONSIBILITY AND DAMAGE

The client is responsible for the conduct of the client's guests & indemnifies the venue for all costs, expenses, damage & loss caused by any act made by the client or the client's guests.

The Breakwater does not accept responsibility for any client's property left on the premises prior to, during, or after a function.

All cakes, gifts, room decorations and other property need to be collected from the venue at the conclusion of the function, unless prior arrangements have been made.

Candles are allowed - however the flame must be enclosed in a vase, holder or similar (tea lights included). No glitter or confetti. No smoke, bubble or dry ice machines are to be used.

SECURITY BOND

The Breakwater reserves the right to request a security bond payable 14 days prior to the function to cover any potential damage that may occur. The cost of repairs will be deducted from this bond.

SUPPLIERS & DECORATORS / DELIVERIES

The venue has no restrictions on suppliers, however all deliveries to the venue must be advised to the function coordinator prior, and marked with the name and date of the function. Deliveries must not arrive more than 24 hours prior to the event. Please advise delivery details, contact numbers and times of deliveries to be arranged. The suppliers are responsible for pickup and delivery within the venues guidelines, including any specialized installation required. Please note all suppliers and deliveries are to be made either across the bridge or via the south side car park.

ADDITIONAL SET UP FEES

An additional set up fee may be charged per hour for the estimated time required for any styling or decorations not provided by The Breakwater that is required to be setup by The Breakwater. This will be charged at \$100 per hour.

LIQUOR LICENSING

Under the Liquor Control Act of Western Australia we have various obligations and reserve the right to refuse service of alcohol to persons if he/she is deemed to be intoxicated and may do harm to themselves, other patrons or property, or for any other reason permissible under the act or by law. The law in respect of people under 18 years of age will be enforced at all times. Approved identification must be provided upon request. It is an offence to provide false identification.

LIQUOR LICENSE AND EXTENDED TRADING PERMITS

Under the Liquor Control Act of Western Australia we are permitted to trade during certain permitted hours. The permitted hours are listed on the Liquor License which is on public display in the venue. If you wish for your function to extend beyond the permitted hours, the venue will need to apply for an extended trading permit to the licensing authority. An application and administration fee will apply. You must advise the venue eight weeks prior to your function and pay the applicable fees if you wish for an application to be lodged. We have no control over the outcome of the application. The venue is not liable for any changes made by the licensing authority to the ongoing permitted hours of operation.

BIRTHDAY CELEBRATIONS

18th & 21st Birthday celebrations can be catered for in The Lower Deck Bar only.

JUVENILES AT FUNCTIONS

Guests under the age of 18 are welcome at private functions, however prior arrangement must be made with management. Juveniles must be accompanied by their parent or legal guardian at all times. Juveniles are permitted in the private function area where the function is being held, however they are NOT permitted in any of the other areas.

BEVERAGES

No BYO or individually purchased drinks for functions, All alcoholic beverages purchased must be consumed on the licensed premises only.

DRESS CODE

The Breakwater enforces a dress code. Please refer to our website, thebreakwater.com.au for details.

TENTATIVE BOOKING

All tentative bookings will be held for up to two weeks, after which time the booking will be AUTOMATICALLY cancelled. We will call you to confirm your booking if another inquiry is received for the same date within the two weeks. In such a circumstance, we would require your deposit within 48 hours.

CONFIRMATION OF BOOKING

A deposit is required within the above mentioned 2 week period to secure the booking. Confirmation cannot be assumed until a deposit is received together with a signed [confirmation of reservation](#) form.

DEPOSIT REQUIREMENTS

\$1,500. All deposits are NON-REFUNDABLE.

FINAL CONFIRMATION

All final requirements are to be provided not less than 7 days prior to the function. We will draw up an event order detailing all arrangements and all costs. Please return a signed copy of the event order with any additions or amendments. If we do not receive a signed copy, then all arrangements will be carried out as per the initial event order. A guaranteed number of guests attending the function are required 7 days prior to the event. Charges will be based on these minimum numbers or the actual attendance, whichever is greater.

PAYMENT

Upon confirmation of minimum attendance 7 days prior to the event, the client shall PAY IN FULL the amount estimated for the function by cash, credit card, EFTPOS or electronic funds transfer. Any additional costs incurred will be settled on the day at the end of the function. Credit card details will need to be provided on the booking confirmation form or on the day of the function to run accounts such as bar tabs. You authorize the Breakwater to charge any additional amounts for outstanding charges such as bar tabs to your credit card at the end of your function. Diners & Amex card payments will incur a 3% surcharge.

CANCELLATION POLICY

Written notice is required to cancel a booking. All deposits are non-refundable. Between 3 months to 2 weeks prior 50% of the anticipated food & beverage account and venue hire OR 50% of the minimum spend, whichever is greater, will be charged as a cancellation fee. 0-14 days prior 100% of the total anticipated food & beverage account and venue hire will be charged as a cancellation fee.

PUBLIC HOLIDAYS

A staffing surcharge of \$500 will be applicable for all functions held on public holidays.

PRICING

The Function Package Prices are produced for each year annually. The pricing for the function will be the applicable pricing for the year the function is held, regardless of the booking date. Prices are subject to change. All prices are inclusive of GST.

ACCEPTANCE OF EVENT AND BOOKING TERMS AND CONDITIONS

Receipt of deposit is considered acceptance of Event Terms & Conditions.

Terms and conditions are subject to change. Please see our website for any updates.

emergency procedures

In the event of an emergency, all patrons are required to follow the below procedures and any direction from fire wardens.

Please note the evacuation plans posted in the venue.

On hearing the alert tone

(beep, beep, beep)

- Check for signs of fire and smoke in your area
- Move to the emergency exit on your floor and await further instructions

On hearing the evacuation tone

(whoop, whoop, whoop)

- Evacuate by the emergency exit on your floor
- Exit in single file on the hand rail side of stairs
- No talking in the fire stairs other than fire wardens instructions
- No inappropriate items to be taken into stairs. Eg no drinks

Do not use lifts

- Assemble at assembly areas as per the evacuation plans clearly posted around the venue.
- Report any missing persons to the fire brigade or warden

If first aid or medical attention is required, contact a duty manager or fire warden immediately

Confirmation of Reservation

Please complete and return to ensure confirmation of your reservation at The Breakwater.
Fax to The Breakwater on (08) 9448 6000 or email to functions@thebreakwater.com.au

Contact details

Contact Name	Phone Number
Address	
Post Code	
Mobile Number	Fax Number
ABN	ACN
Email	

Function Details

Day of Function	Date of Function
Function Room	Commencement Time Conclusion Time
Type of Function	Approx. Number of Guests
Name of Function (For Notice Board)	
Contact on the day	Mobile Number

Payment Details & Authorisation

Purchase Order Number (If Required)		
CASH & EFTPOS: Please pay in person at the venue		
Direct Deposit: ANZ	BSB: 016494	Acc: 900724565
Acc Name: THE BREAKWATER (include booking reference number)		

CREDIT CARD:	Visa	Mastercard	Amex (3% surcharge)	Diners Club (3% surcharge)
Card Number				
Account Name				
Expiry Date		Verification Number		

Please sign below to indicate you have read and understood the terms & conditions and accept responsibility in abiding by these terms.

Sign	Date
Print Name	