SHELLY BEACH

CORPORATE CONFERENCES

THANK YOU FOR CONSIDERING THE BOATHOUSE SHELLY BEACH FOR YOUR CORPORATE CONFERENCE.

The Boathouse Shelly Beach offers a private space for any style of Conference, Corporate meeting or Workshop. Located on the upper level of The Boathouse, the unique space includes a covered balcony area that overlooks Shelly + Manly Beach. We offer All Day or Half Day Packages, complete with food, beverages + stationery.

CLASSROOM 30 GUESTS

BOARDROOM 16 GUESTS

U-SHAPE 20 GUESTS

THEATRE 50 GUESTS

The Boathouse
Palm Beach
The Boathouse Hotel
Patonga
The Boathouse
Home
Whale Beach
Deli
Barrenjoey House
Palm Beach
Moby Dicks
Whale Beach
NEWPORT
MONA VALE
MANLY
The Boathouse
Shelly Beach
The Boathouse
Balmoral

VENUE HIRE

For any conference event held at The Boathouse Shelly Beach there is a hire fee;
Full Day $1,100.00 - 9am - 5pm I Half Day $800.00 - 9am - 2pm

This includes:

The Boathouse events team

Exclusive use of the upper level at The Boathouse Shelly Beach

Flower displays on rustic tables in entrance + main room

Private restrooms

Conference + meeting setup and custom room layout suited to your conference needs

Notebooks, pens + mints

FOOD+ BEVERAGE PACKAGES

FULL DAY CONFERENCE PACKAGE

The Boathouse Hire Fee $1,100.00 + $95.00 per person for Food + Beverages

PLATTERS ON ARRIVAL (9am)

Included

Seasonal fruit plates (gf)

Select 1

Natural yoghurt with seasonal berries (gf)

Bircher muesli with oats, apple, nuts + berries

Select 1

Potato + manchego frittata (gf)

Pumpkin, goats curd + pine nut frittata (gf)

MORNING TEA (11am)

Select 1

Boathouse banana bread, butter + honey

Buttermilk scones with jam, cream + fresh strawberries

Select 1

Smoked salmon, crème fraîche, eshallot + caviar flatbread

Tomato, buffalo mozzarella + basil bruschetta

Mushrooms, crème fraiche + parsley on Boathouse focaccia

LUNCH (1pm)

MAINS select 2

Grilled market fish with fennel + apricot salad (gf)

Confit chicken with beetroot + goats curd salad (gf)

Beef eye fillet with pickled cucumber salad (gf)

Beer battered flathead w chips, boathouse tartare + fresh lemon

SIDES select 2

Asparagus, pea + edamame salad, garlic + chilli

Eugalo Farm tomato, basil, buffalo mozzarella + vino cotto

Steamed broccolini, cashew puree + lentils (gf)

Grilled cauliflower, dates + snow pea tendrils (gf)

Roast corn, pecorino + dill (gf)

POTATOES included

Crispy skin potatoes + rosemary salt (gf)

AFTERNOON TEA (3.30pm)

Boathouse cakes + sweets

BEVERAGES (All Day)

San Pellegrino Sparkling Mineral Water

Soft Drinks

Orange Juice

Single Origin barista coffee + tea

ADDITIONAL PACKAGE OPTIONS

HAPPY HOUR DRINKS + CANAPÉS 5:00pm - 6:00pm

$35.00 per person

DRINKS included

Taltarni 'T Series' Sparkling Brut, Pyrenees VIC

Pikes 'Luccio' Pinot Grigio, Clare Valley SA

Pikes 'The Assemblage' Shiraz Mourvedre Grenache

Peroni Nastro Azzurro + Corona

San Pellegrino Sparkling Mineral Water

Soft drinks

Orange juice

CANAPÉS included

Pea + parmesan arancini (v)

Tuna cracker, green chilli, olive + coriander (gf)

Boathouse duck pancake

HALF DAY CONFERENCE PACKAGE

The Boathouse Hire Fee $800.00 + $75.00 per person for Food + Beverages

PLATTERS ON ARRIVAL (9am)

Included

Seasonal fruit plates (gf)

Select 1

Natural yoghurt with seasonal berries (gf)

Bircher muesli with oats, apple, nuts + berries

Select 1

Potato + manchego frittata (gf)

Pumpkin, goats curd + pine nut frittata (gf)

MORNING TEA (11am)

Select 1

Boathouse banana bread, butter + honey

Buttermilk scones with jam, cream + fresh strawberries

Select 1

Smoked salmon, crème fraîche, eshallot + caviar flatbread

Tomato, buffalo mozzarella + basil bruschetta

Mushrooms, crème fraiche + parsley on Boathouse focaccia

LUNCH (1pm)

MAINS select 2

Grilled market fish with fennel + apricot salad (gf)

Confit chicken with beetroot + goats curd salad (gf)

Beef eye fillet with pickled cucumber salad (gf)

Beer battered flathead w chips, boathouse tartare + fresh lemon

SIDES select 2

Asparagus, pea + edamame salad, garlic + chilli

Eugalo Farm tomato, basil, buffalo mozzarella + vino cotto

Steamed broccolini, cashew puree + lentils (gf)

Grilled cauliflower, dates + snow pea tendrils (gf)

Roast corn, pecorino + dill (gf)

POTATOES included

Crispy skin potatoes + rosemary salt (gf)

BEVERAGES (All Day)

San Pellegrino Sparkling Mineral Water

Soft Drinks

Orange Juice

Single Origin barista coffee + tea

The
Boat
house

AUDIO VISUAL

The Boathouse offers a PA system for an iPod, and also includes a cordless microphone. The Boathouse has for hire:

55" Plasma TV screen – **$400.00**

Flipchart with markers – **$100.00 each**

The Boathouse can assist you with the hire of other external AV needs such as additional TV screens, whiteboards + lapel microphones.

GETTING TO THE BOATHOUSE SHELLY BEACH

The Boathouse Shelly Beach is less than a 30 minute drive from Sydney's CBD. The Boathouse can be reached via private bus, car or Ferry (which leaves from Circular Quay). We are happy to help you arrange transportation, please ask for our recommendations.

PARKING

Guest parking is available at the Shelly Beach council car park on Bower Street, Manly. An hourly rate applies.

ACCOMMODATION

Manly offers a range of accommodation options which includes serviced apartments + hotels. Please ask us for our suggestions.

BAZAAR
BAZAAR

THE BOATHOUSE SHELLY BEACH – CORPORATE CONFERENCES TERMS + CONDITIONS

CAPACITY

The Boathouse Shelly Beach meeting + conference space has a seating capacity for up to 50 guests pending on room layout. We can work with you to create a room design for your Conference setup + lunch.

DURATION

A standard conference Event at The Boathouse Shelly Beach offers you exclusive use of the space from 9am-5pm. Alternatively we do offer Half Day packages for the morning 9-2pm.

Please note that the Happy Hour optional extra takes place after your corporate Event for 1 hour, from 5pm-6pm.

Should your corporate Event need to run outside the standard 8 hour package please contact management to arrange different times for the day.

EVENT DAYS

Conferences + organised Meeting days are available Monday - Thursday. Friday's are also an option subject to availability. The Boathouse Shelly Beach does not offer bookings on public holidays.

VENUE HIRE FEE

For any conference or corporate Event at The Boathouse Shelly Beach, a hire fee for the use of the private room is charged: $1,100.00 (All Day) or $800.00 (Half Day)

THE BOATHOUSE CAFÉ

The Boathouse Shelly Beach is a café from 7am – 4pm + run 7 days a week (lower level of our venue).

Use of the lower level of The Boathouse Shelly Beach for an exclusive Canapé Party or Event is available for 6 x events per year only from 6pm. Please contact you Event Coordinator for the appropriate package.

MINIMUM SPEND

A minimum spend is required for any Meeting/ Conference held at The Boathouse Shelly Beach.

Monday-Thursday conference: $2,500.00.

Should your guest numbers fall short of the minimum spend, the full minimum tariff will be charged. The Boathouse Shelly Beach venue hire fee is included in the minimum spend.

DEPOSIT, PAYMENT TERMS + SECURITY + AGREEMENT FORM

To confirm your booking, we require an initial security deposit of $3,000.00 (credited towards the final account).

The deposit is required within 7 days of receiving your confirmation, once paid this reflects your recognition + agreement with the Terms + Conditions outlined in this package.

The Boathouse Shelly Beach holds the right to cancel any bookings not held with a deposit security + completed Security + Agreement Form.

50% of the minimum spend is due 30 days before your Event. Full payment for your Event is due 14 days prior to the Event date.

Payment by cash, direct debit or bank cheque incurs no surcharge.

Any payments of $500.00.00 or more paid by credit card incurs a 1.5% surcharge – MasterCard, Visa or a 2% surcharge for American Express only.

Any extra charges or outstanding additional invoices must be paid in full prior to departure at the end of your reception. Payments can be made by Visa, MasterCard or American Express (Surcharge for anything $500.00.00 or more), Cash or Bank Cheque.

FINAL NUMBERS & MENU SELECTION

The guaranteed number of guests attending your conference/meeting is required 14 days prior to the Event for catering + teaming purposes.

Once final numbers are given this will be taken as confirmed. The final invoice will be issued to you 14 days prior to your Event.

Catering will be provided for this number + this will be the minimum charged irrespective of last minute cancellations.

All final food + beverage selections are also required at least 21 days prior to the Event.

All food is subject to seasonal change however notification will be given for this.

ALCOHOL + DECORUM

The Boathouse Shelly Beach is a fully licensed venue. No BYO beverages are permitted. No drinks on consumption is allowed. It is your responsibility to ensure the orderly conduct of your guests.

All beverages are subject to seasonal change however notification will be given for this.

DECORATIONS

Nothing is to be nailed, screwed, blue-tacked or adhered in any way to any wall, door or other part of The Boathouse Shelly Beach.

All decorations must be approved by the Event Coordinator prior to the Event.

EQUIPMENT HIRE

The Boathouse Shelly Beach has established relationships with professional hire companies + has recommended suppliers to meet all your equipment needs + services.

Please contact us for further information or advice.

EXTERNAL CONTRACTORS

All external contractors + hire must be advised to The Boathouse Shelly Beach 14 days prior to your Event + are subject to approval by management. The Boathouse Shelly Beach can apply limits or time restrictions on the contractors.

BUMP IN/BUMP OUT

If you require the setup of goods, equipment +/or styling, please advise the coordinator about the timings needed to bump in + bump out.

A separate quote for this will be issued.

ACCOMMODATION OPTIONS

Shelly Beach is a great location for an overnight stay. There are a number of accommodation options in the local area. We can assist you with options, including serviced apartments, Hotels, B&Bs + houses for rent.

PUBLIC LIABILITY INSURANCE

The Boathouse Shelly Beach does hold public liability insurance HOWEVER all external suppliers will be required to have their own Public Liability Insurance. The Boathouse Shelly Beach public liability insurance is very specific to our venue + fit out. No harm or damage to guests caused by any external supplier equipment, styling decor, furniture or goods are covered by The Boathouse Shelly Beach.

DUE CARE

Whilst our team will take care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during or after the Event. The following items are not permitted at your Event: wax candles (not in a glass vase), confetti, rice, streamer poppers, flower petals, or sequin type scatters e.g. stars, hearts

FOOD ALLERGIES

Please advise details of guests with food allergies when confirming final numbers. Whilst the chef + kitchen team will do their utmost to ensure the said allergen is not in the meals prepared, we cannot guarantee it as our kitchen does use a wide variety of ingredients on a daily basis.

PRICES

The Boathouse Shelly Beach makes every effort to maintain prices, however they may be subject to alteration prior to your Event due to food + beverage price increases. However, we will guarantee that any increase will not exceed 7% of your chosen package.

All prices are inclusive of GST.

SMOKING

In accordance with the NSW Health + Hygiene laws, smoking is prohibited within The Boathouse Shelly Beach + surrounding areas. Guests will be directed to a designated smoking area outside.

GRATUITY

Gratuities are discretional + are appreciated by The Boathouse Shelly Beach team.

INDEMNITY

The Boathouse Shelly Beach guarantees the use of the freshest ingredients + ensures that food is prepared under the most hygienic conditions.

No liability is taken by The Boathouse Shelly Beach for any latent defect in any product used.

PARKING

All guest parking is situated in the council car park at the top of Marine Parade. The park is metered by the council. All on street parking around Shelly Beach is 2 hours until 10pm.

SECURITY

Organisers/Hosts are financially liable for any damage sustained, or loss incurred to The Boathouse Shelly Beach property, fixtures or fittings, through their own actions, those of their guests, sub-contractors + contractors.

Credit Card details are required at the time of your booking to cover any damages that may occur. The Security + Agreement Form will be supplied to you on the day of your booking to fill out + return to the Event Coordinator within 7 days. Credit Card details are the only form of security accepted.

CLEANING FEE

A cleaning fee will be charged at the discretion of management should our venue be left in an unacceptable state.

CANCELLATION POLICY

Whilst we understand, due to unforeseen circumstances, it may be necessary to cancel/postpone your Event, the following must apply:

All cancellations or change of date incur a loss of full deposit + any monies paid or due to date. No credits will be given for change or transfer of date.

All cancellations made within 14 days of your Event will incur a loss of all monies due as stated on your final invoice.

Cancellations must be confirmed to The Boathouse Shelly Beach in writing. Due to unforeseen circumstances, extreme weather conditions or accidents, The Boathouse Shelly Beach reserves the right to cancel any booking + refund any deposit or payments made.

EAT, DRINK, CELEBRATE

For more information and details on The Boathouse Shelly Beach, or to make your booking, please contact:

The Boathouse Shelly Beach | P: 02 9974 5440
1 Marine Parade, Shelly Beach, Manly 2095
events@theboathousegroup.com.au
www.theboathousegroup.com.au

www.facebook.com/theboathouseshellybeach

@theboathousesbevents

www.pinterest.com/bhsbevents/

Please contact us for your enquiry in regards to any special celebration.
We do weddings, birthday celebrations, engagement parties, conferences, meetings, product launches + private events.

OUR OTHER WEDDING + EVENTS VENUES

THE BOATHOUSE PALM BEACH • MOBY DICKS WHALE BEACH • THE BOATHOUSE HOTEL PATONGA