



BRISBANE
RACING CLUB
EAGLE FARM & DOOMBEN

Marquee Booking Form Doomben Racecourse 2010

For confirmation of event booking contact the Sales and Events Department
ph: 3268 2171



Use the following process to construct your entire event package:

Step 1: Select a Marquee

MARQUEE HIRE (please see below for inclusions)		
Type of Marquee	# Guests (min/max)	Cost Per Person
Dining Marquee	60/100	\$140
Cocktail Marquee	60/100	\$125

Step 2: Select a Theming Concept *Included in Marquee Hire, see below for options*

Step 3: Select a Menu

MENU – BUFFET For Dining Marquees only		
Type of Menu	Min. # Guests	Cost Per Person
Buffet Menu	60	From \$65.00

MENU – GRAZING for Cocktail Marquees only		
Type of Menu	Min. # Guests	Cost Per Person
Grazing Menu	60	\$65.00

Step 4: Select a Beverage Package

BEVERAGE PACKAGES		
Type of Package	# Hours Service	Cost Per Person
Gold	5	\$71.00
Silver	5	\$61.00
Bronze	5	\$51.00

Step 4: Complete the confirmation page within this document with all details and fax to BRC Sales and Event Staff on (07) 3868 2410

All prices include the GST.

Above Prices are valid for general racedays at Doomben Racecourse only

Above Prices are not valid for Brisbane Racing Carnival, Melbourne Cup or Exhibition Wednesday

Indicative Event Schedule:

10:30am Gates Open to Overall Course
 11:30am Marquee Area open to marquee guests
 12:00noon Approximate time of first local race
 1:00pm* Lunch served
 5:00pm Approximate time of last local race
 Bars in Marquees close as soon as the last local race has jumped
 *lunch service time is indicative only and may vary on the event day

Dining Marquee Hire;

(min 60 guests, max 100 guests). Hire Cost Excludes Food and Beverages.

Includes:

- Entry into the Racecourse
- Private Marquee with lining located on the St Leger Lawn
- Registration Counter
- Interior Dining tables seating 10 guests at each, Private Courtyard, umbrella & seating
- Private Bar and waitstaff
- Theming Package (see below for theming package selections)
- 2 televisions
- Racebooks (one for every two guests)

Cocktail Marquee Hire;

(min 60 guests, max 100 guests). Hire Cost Excludes Food and Beverages.

Includes:

- Entry into the Racecourse
- Private Marquee with lining located on the St Leger Lawn
- Registration Counter
- Interior Cocktail Style Furniture
- Private Courtyard with alfresco seating & umbrella
- Overall seating for approximately 60% of guests
- Private Bar and waitstaff
- Theming Package (see below for theming package selections)
- 2 televisions
- Racebooks (one for every two guests)

Please note, a representative from Moreton Hire will be in contact with you to discuss your theming options.

Menus

A minimum of 60 guests applies.

Dietary Requirements can only be accommodated if advised no later than one week prior to the event

Buffet Menu \$65 per person *Available for Dining Marquees only*

Selection of freshly baked breads w farmhouse butter
Assorted Sushi w wasabi, citrus soy and pickled ginger

Chef's selection of cold meat platters including,
Honey glazed ham
100 day old grain fed slow roasted Beef
Seasoned roast Pork
Hungarian salami and pastrami

Green garden Salad w garlic & lime vinaigrette
Classic creamy potato salad
Mushroom and red pepper salad

Slow roasted Junee Gold lamb leg w rosemary & mint glaze
Thai red curry chicken w steamed Jasmine Rice

Baked Potatoes, Pumpkin & Seasonal Greens

A selection of Australian Cheeses w quince paste, dried fruit and crisp breads
Chef's selection of fresh tarts, flans and cakes
Vanilla cream and fruit coulis
Fresh sliced fruit

Optional Additions (buffet menu only):

A variety of smoked and cured salmon with baby capers, sauces & condiments	\$9.00 per person
Lightly seasoned oven baked whole Snapper	\$9.00 per person
Natural Tasmanian oysters with shallot and pickled ginger dressing	\$9.00 per person
Ocean Fresh King prawns	\$12.00 per person

Grazing Menu \$65 per person *Available for Cocktail Marquees only*

On Arrival:

Tomato & bocconcini tartlet with lemon & baby caper salsa
Fresh baked individual Cottage pies and Steak and Mushroom pies

For Lunch:

Canapes

Cajun lamb fillet with goats cheese
Prosciutto, rocket & asparagus bruschetta
Roast Kipfler potato boat filled with Ricotta, Tarragon & red pepper Coulis
Wild mushroom, walnut, brie & thyme Tartlets

Noodle Boxes

Pad Thai stir-fried rice noodle with prawns, egg, bean sprouts and tossed with peanuts
Vegetarian dish of the day

Seafood

Ocean Fresh King Prawns

Late Afternoon:

Bento box of Japanese Crumbed reef fish served with thick cut chips
Chef's selection of petite sweets
A selection of Australian Cheeses w quince paste, dried fruit and crisp breads

Beverage Packages

Please select from the following beverage packages for your event

BRONZE PACKAGE

**1 Hour Package \$21 per person
(\$7.50 per person each additional hour)**
Beer – choose three of the following

XXXX Gold
Cascade Premium Light
Tooheys New
Pure Blonde

Sparkling

Jacobs Creek Pinot Chardonnay

White Wine – choose one of the following

Wyndham Estate 1828 Chardonnay
Jacobs Creek Sauvignon Blanc

Red Wine

Wyndham Estate 1828 Shiraz

SILVER PACKAGE

**1 Hour Package \$31 per person
(\$7.50 per person each additional hour)**
Beer – choose three of the following

XXXX Gold
Cascade Premium Light
Tooheys New
Pure Blonde

Sparkling

Trilogy Chardonnay Pinot Noir

White Wine – choose one of the following

Tylers Stream Sauvignon Blanc
Jacobs Creek Reserve Chardonnay

Red Wine – choose one of the following

Jacobs Creek Reserve Cabernet Sauvignon
Jacobs Creek Reserve Shiraz

GOLD PACKAGE

**1 Hour Package \$41 per person
(\$7.50 per person each additional hour)**
Beer – choose three of the following

XXXX Gold
Cascade Premium Light
Hahn Super Dry
Crown Lager

Sparkling

Trilogy Chardonnay Pinot Noir
Deutz Marlborough Cuvee

White Wine

Stoneleigh Marlborough Sauvignon Blanc
Jacobs Creek Reserve Chardonnay

Red Wine

Gramps Barossa Grenache
Montana Reserve Marlborough Merlot

Beverage Packages will be invoiced prior to event.

Beverage Packages cannot exceed 5 hours.

Softdrinks, Orange Juice and Bottled Water included in every package.

Cash Bar available on request.

Theming Concepts included Dining Marquee (please choose one of the following 4 concepts)

Striking

A monochromatic clash with a splash of colour. Custom made black and white damask table overlays dress a black, white or coloured table cloth and are topped with unique black and white pedestal candle urns. Chairs are finished in bold red lycra to complete the style.



Vintage

Representing the style de jour, this vintage style is illustrated in shades of toffee, mocha and sky blue. Elegant striped sheer table overlays in neutral tones dress tables, adorned with towering gold pillars spilling ostrich plumes in matching shades.



Contemporary

Fresh shades of green, charcoal and white create an eco-aware environment. Tables are dressed in simple string lined linen, while chairs are clothed in combinations of olive, mint, white and charcoal shades. To complete the urban oasis, tables are finished with mixed potted artificial succulents.



Racing

Racing brights in jockey silk tones set a colourful backdrop for any racing event. Satin overlays in brilliant orange or regal blue teams with lycra chair covers in coordinating shades – why not create your own combination reflecting your corporate branding! Tables are completed with a Perspex horse statuette and floral wreath (optional).



Theming Concepts included Cocktail Marquee (please choose one of the following 3 concepts)

Garden Party

Bring the outdoors indoors with a unique garden party for your suite. Furniture is upgraded to bronze wrought iron, whilst European Stone effect wall panelling smothered in creeping vine encloses the space.



Corporate

Communicate your corporate brand with logo or imagery printed onto custom wall panelling for your suite. Add a lounge area to your package furniture, with elegant décor items in corresponding shades, and create a simple yet stylish backdrop for your hospitality suite.



Chic

Building on your package furniture, block shades of your favourite colour, be it striking red, icy white or opulent gold will add a touch of glamour to your suite. Custom bar surrounds and walling clash with overhead pendant lighting. Coloured floor rugs dress lounge pods. Add striking bar and coffee table florals and you have a monochromatic yet eye catching setting for a day of racing.



Marquee – Additional Requirements

This form must be completed and returned to BRC Sales and Events no later than two weeks prior to your event date

Company _____

Contact Name _____

Phone _____

Function Date _____

Please tick the following options that apply to your booking;

Yes, I need accreditation tickets for my host/band/event organiser (a maximum of 5 accreditation tickets can be provided with each marquee booking). These accreditation tickets will permit the wearer entry into the marquee area from 10:30am on the day of the event.

We have booked a band to provide entertainment for our guests in our marquee.

Band Name; _____

Power Requirements; _____

We have hired a plasma screen for our marquee.

Number of plasmas/ Power Requirements; _____

Hire Company _____

I would like to book a private tote operator within my marquee at \$385 per operator.

I would like to book security guard/s for my marquee at \$40 per man per hour.

Number of Security Guards; _____

Start time; _____

Finish time; _____

I would like to book an additional standard television for my marquee at \$200 per television

Number of additional televisions; _____

I would like tea and coffee served in my marquee at \$3.50 per guest

Number of guests to cater for; _____

I would like spirits to be offered at the bar in my marquee, please add a hire charge of \$3.00 per person. I would like the spirits offered on the following basis (*please circle*);

Charged on consumption to the company at function conclusion

Cash Bar for guests to purchase themselves

Brisbane Racing Club

Function Terms and Conditions

1. **Definitions**
 - 1.1. "BRC" means Brisbane Racing Club.
 - 1.2. "Client" means the Individual or Company named on the Booking Form as booking the facility
 - 1.3. "Tickets" means any form of admission pass issued by BRC for a specified event and includes wristbands
 - 1.4. "Sponsorship" means someone or organisation that supports the BRC
2. **Booking Guarantee**
 - 2.1. A binding agreement between BRC and the Client is effective upon receipt by the BRC of written booking confirmation and payment of deposit.
 - 2.2. Booking confirmation is subject to availability.
 - 2.3. The Client agrees to and must abide by all specified terms and conditions.
 - 2.4. BRC reserves the right to refuse to sell function packages to any company or individual.
3. **Payment**
 - 3.1. All Clients booking a function must pay a 10% non-refundable deposit of the total cost of their total function package upon initial booking.
 - 3.2. For the avoidance of doubt, a booking is not confirmed until BRC has received a 10% non-refundable deposit.
 - 3.3. Functions must be fully paid for no later than one week prior to the event.
 - 3.4. Where BRC has not received payment by the stipulated time, BRC has the right to cancel the booking without notice.
 - 3.5. All deposits and payments are non-refundable, except at the sole discretion of the BRC.
 - 3.6. Credit Card Service fee: For all corporate hospitality packages exceeding \$1,000 the following credit card charges will apply:
 - 3.6.1. BC/MC/VISA – 1.9% of corporate hospitality package value inclusive GST
 - 3.6.2. Amex – 2.9% surcharge applies
 - 3.6.3. Diners - Not available
 - 3.7. Direct Deposit Details:

BSB	084 255
A/C	81151 2034
A/C Name	Brisbane Racing Club Ltd
4. **Issue of Tickets & Ticketing Conditions**
 - 4.1. Tickets will not be issued until a completed booking form and full payment has been received and confirmed by BRC.
 - 4.2. Ticketing will be issued to the client via express post or BRC Courier no earlier than three (3) weeks prior to the event.
 - 4.3. If a client has not received their ticketing within one (1) week of the event they must advise BRC in writing.
 - 4.4. Tickets are not transferable or redeemable for cash.
 - 4.5. Clients are responsible for distributing tickets to guests attending their function prior to the function date.
 - 4.6. Tickets cannot be left at the gate or BRC office for guest collection prior to or on the event day.
 - 4.7. All clients must display relevant tickets at all times whilst in their designated facility.
 - 4.8. BRC reserves the right to refuse admittance or service to any persons not displaying the correct ticketing.
 - 4.9. Should a client wish to provide additional ticketing to that of the official BRC ticketing, approval must be obtained from BRC and will be at the Client's own expense.
 - 4.10. Requests for replacement tickets must be provided in writing with the exact ticket and or wristband number and proof of purchase.
 - 4.11. Lost or stolen tickets will incur a \$15 per ticket/wristband replacement fee.
 - 4.12. Replacement tickets can be collected as follows;
 - 4.12.1. prior to race day from BRC office
5. **Facility Signage**
 - 5.1. A company's own signage is permitted inside a corporate marquee or facility only. BRC reserves the right to refuse inappropriate signage.
 - 5.2. Dining facility signage is plain text on a standard BRC sign on the restaurant entry or table stand – no company logos available for these facilities.
 - 5.3. Function facilities signage is plain text on a standard BRC sign on the table stand or sign on entry to corporate venue – no company logos available for these facilities.
6. **Use of Facilities**
 - 6.1. Clients are only permitted to use their facility only on the dates and event times designated.
 - 6.2. Clients are responsible for providing event hosts to manage the identification of guests into their event or function facility.
 - 6.3. BRC accepts no responsibility for security of goods supplied by the client in all Facilities.
 - 6.4. Function facilities open to patrons one hour prior to the first local race or advised event commencement time, unless otherwise agreed.
- Catering**
 - 6.5. The Client accepts that BRC will be the sole provider of all food and beverage in all facilities.
 - 6.6. All catering requirements and minimum guest numbers must be provided to BRC no later than one (1) week prior to the event.
 - 6.7. Amendments can be made to the guest numbers up until three (3) days prior to the event, provided the guest numbers do not decrease below the minimum number previously advised, or increase by more than 10% of the minimum number previously advised.
7. **On-Selling**
 - 7.1. Except with the express permission of BRC, the Client is not permitted to sell or on-sell any part of their function without the approval of BRC. Clients wishing to on-sell whole or part of their Corporate Facility must obtain written permission from the Chief Executive
 - 7.2. In the event of BRC approving the purchase of a corporate facility by a company for the purpose of on-selling, BRC will require the on-seller to forward all advertising materials for approval by BRC prior to print and distribution inclusive of pricing.
 - 7.3. Approved on-sellers must provide a complete list of all organisations/individuals attending their function
 - 7.4. Approved on-sellers must follow all Terms and Conditions.
8. **Goods and Services**
 - 8.1. Except where agreed, clients must use BRC approved contractors, which are currently as follows:
 - 8.2. Food and Beverage
 - 8.2.1. Brisbane Racing Club
 - 8.3. Security
 - 8.3.1. Best Security
 - 8.4. Cleaning
 - 8.4.1. Brisbane Racing Club and Cleanevent
 - 8.5. Marquee Hire
 - 8.5.1. Moreton Hire
 - 8.6. Theming and Audio Visual
 - 8.6.1. Moreton Hire (Theming)
 - 8.6.2. TURF (Racing AV)
9. **General**
 - 9.1. If any part of any race day or event day, including any race, performance, event or any other element is cancelled, abandoned or postponed, in whole or part, due to adverse weather conditions or for any other cause beyond BRC's control, there is no right to refund or exchange and no obligation is assumed by BRC for the arrangement of a substitute event, performance or any other element.
 - 9.2. Programs, menus, duration and timing may be subject to alteration without notice. BRC reserves the right to vary, add, withdraw or substitute advertised programs, menus and facilities without notice.
 - 9.3. So as to comply with its obligations under the liquor licence, the following applies, noise emanating from entertainment, music or related activities in any outdoor area of the premises must not exceed the following levels:
 - 9.3.1.1. Outdoor areas - 90dB(A), fast response when measured approximately 15 metres from the source of the noise
 - 9.3.1.2. Indoor areas – 75dB(C) fast response, when measured 3 metres from the source of the noise
 - 9.3.1.3. The provision of entertainment, music or related activities in any outdoor area of the premises is prohibited from 6.00pm to 11.00am
 - 9.4. The client is responsible for any damage caused by their ticket holders to property supplied by BRC and approved contractors.
 - 9.5. Responsible service of alcohol: BRC follows guidelines for responsible service of alcohol (RSA). Staff members are instructed to adhere to BRC house policy.
 - 9.6. No balloons are permitted on course during any events.