

THE  
**ROYAL BRIGHTON**  
YACHT CLUB

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# Conferences

## INFORMATION AND PACKAGES

Opened in 1875, the Royal Brighton Yacht Club, has extended and evolved over the years into a stunning venue for conferences, corporate events and celebrations.

The Royal Brighton Yacht Club Event's team offer years of experience when it comes to planning and delivering exceptional events.

Catering for 10-160 guests in a number of the Club's private event spaces

We provide the perfect back drop for a memorable and professional conference

We pride ourselves on service and would love the opportunity to tailor a package to suit you and bring your vision to life.



## OUR SPACES

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### Committee Room

Filled with priceless memorabilia that has shaped The Club's history, The Committee Room is on the second floor. It is an ideal space for an intimate function.

**COCKTAIL:** min 10 – max 40 people

**SEATED:** min 10 – max 14 people

### Bayview Private Dining Room

The Bayview Private Dining Room, located on the second floor, is an intimate space connected to the balcony overlooking the bay.

**COCKTAIL:** min 20 – max 50 people

**SEATED:** min 10 – max 30 people

### Bayview Room

The Bayview Room located on the second floor is The Club's premium room with views of Melbourne's skyline. The Bayview Room is a stunning space overlooking the bay.

**COCKTAIL:** min 100 – max 250 people

**SEATED:** min 100 – max 160 people

## VENUE FEATURES

**Individual bars and ability for pop up bars throughout the venue**

- Private function rooms over-looking the bay
- Private balcony
- Disabled access and disabled parking

***WE WOULD LOVE THE OPPORTUNITY TO HOST YOUR EVENT AND CREATE  
WONDERFUL MEMORIES FOR YOU AND YOUR GUESTS***



## COMPLETE MEETING PACKAGE 1

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**\$80 per person**

*minimum 10 people*

### ROOM INCLUSIONS

Long or round tables (seat 10) dressed in white linen

Iced water & mints on each table

Complimentary wireless internet for event duration

### CATERING

***Served buffet style***

All of our conference packages include selected coffee's & tea station

### MORNING TEA

A selection of Danish pastries or mini muffins (v)

Seasonal fruit platters (v, gf)

### WORKING SANDWICH LUNCH

Sandwiches: Mixed fillings

Wraps: Mixed fillings

Gourmet pies with tomato  
relish

**Salads:** Caesar salad, soft boiled eggs, parmesan, crispy bacon, croutons  
Greek salad, feta, red onion, cucumber, tomato, olives

**Chef selection of desserts**

### AFTERNOON TEA

***Select one of the following***

A selection of cheese, bread, chutney (v)

Scones with jam and cream (v)





## COMPLETE MEETING PACKAGE 2

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**\$70 per person**

*minimum 10 people*

### ROOM INCLUSIONS

Long or round tables (seat 10) dressed in white linen  
Iced water & mints on each table  
Complimentary wireless internet for event duration

### CATERING

***Served buffet style***

**All of our conference packages include selected coffee's & tea station**

### MORNING TEA

A selection of Danish pastries or mini muffins **(v)**  
Seasonal fruit platters **(v, gf)**

### WORKING GRAZING LUNCH

Cold dishes: House made dips, breads, sliced meats, savoury tarts, roasted vegetables, salads, marinated cheeses

Hot dishes: Pumpkin & feta tarts, basil pesto

**Salad of the day**

Chef selection of desserts

### AFTERNOON TEA

*Select one of the following*

A selection of cheeses, breads, dried fruit and crackers **(v)**

Scones with jam and cream **(v)**



## BREAKFAST PACKAGES

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We tailor breakfast packages based on individual requirements

Please call our Functions department for a quote





ROOM HIRE / SERVICE CHARGE	
Bayview Room	\$1,000
Bayview Private Dining Room	\$500
Committee Room	\$500

## OTHER INFORMATION

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### VENUE INSPECTIONS

Please contact us to discuss your event.  
Call 9592 3092 or email [events@rbyc.org.au](mailto:events@rbyc.org.au)

### DEPOSIT

A \$500 non-refundable deposit is required to secure your booking.

### FINAL NUMBERS AND PAYMENTS

We require your confirmation of final numbers and dietary requirements 10 days prior to your event.  
Payment of any balance owing is due no later than 7 days before your event.

Once your final payment has been made, there is no refund even if guest numbers decrease.

Any additional charges incurred on the day such as beverages on consumption, a bar tab, or an increase in guest numbers are payable at the conclusion of the event.

### AUDIO VISUAL

Royal Brighton Yacht Club provides a range of audio visual solutions including a top end sound system, roof mounted projector and music playlists to suit your individual style.  
For all other AV requirements we are happy to assist. Charges applicable.

### SUPPLIERS

We work with, and encourage you to use and hire extra items from reputable, quality suppliers.  
Royal Brighton Yacht Club is happy to assist to make sure your event exceeds your expectations.

## BOOKING CONFIRMATION

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TODAY'S DATE: \_\_\_\_\_ DATE OF BOOKING: \_\_\_\_\_

ROOM \_\_\_\_\_

RESERVATION NAME (TO BE NOTED ON MENU): \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

NAME OF PERSON ORGANISING BOOKING: \_\_\_\_\_

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

BUSINESS PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FUNCTION HOST: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

## DEPOSIT DETAILS

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PLEASE DEDUCT A DEPOSIT OF \$500 OR \$ \_\_\_\_\_ TO SECURE MY BOOKING. \_\_\_\_\_

PAYMENT METHOD: ☐ MASTERCARD ☐ VISA \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_ EXPIRY: \_\_\_\_\_ / \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ CVV \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

I \_\_\_\_\_, acknowledge and accept the terms and conditions of The Royal Brighton Yacht Club, and with payment of this deposit. I also authorise The Royal Brighton Yacht Club to debit from the credit card for the amount above. Once deposit has been processed a receipt will be emailed to the above email address.

