

FUNCTIONS
GUIDE

TWIN TOWNS
**CONFERENCE
& FUNCTION**
CENTRE





THE PERFECT DESTINATION

FOR YOUR FUNCTION

Imagine sweeping panoramic views of the ocean and harbour from your gala dinner, sit-down luncheon or private party in a function room? Is an indulgent cocktail party in the sparkling surrounds of Breezes Bar & Lounge more your style?

Whatever type of function you're planning, you're just a step away from holding it at a venue that's unrivalled for its reputation in hosting the region's most spectacular events.

The quality of Twin Towns function catering is unsurpassed. Every dish is prepared and presented by a talented team of chefs, renowned for their passion and creativity. Choose from Twin Towns' flexible dining packages or ask our chefs about a personalised menu that suits you and your guests.

The events team can help with trusted suppliers for decorative theming for the room, entertainment can be organised if you need it, and if you or your guests would like to stay overnight, Mantra Twin Towns is just a few footsteps from your function room.

Twin Towns Conference & Functions Centre team can provide all the tips and tricks to make planning easy. Put your mind at ease, relax and enjoy your function with your guests, and leave it in the capable hands of the event experts at Twin Towns.



WHY CHOOSE US?

There are hundreds of reasons why Twin Towns Conference & Function Centre is the best! Here are just a few we think make us stand head and shoulders above the crowd when it comes to functions.

- Your own on-site professional functions and events management team
- Stylish and contemporary rooms to cater for small functions to massive events
- Many function rooms have ocean and harbour views
- Reputation as one of the Gold Coast and Tweed region's best function venues
- Award-winning team of chefs to create your menu
- Gold Coast Airport is less than 10 minutes' away
- Luxury on-site accommodation at Mantra Twin Towns
- Party on after your function - Twin Town has bars, restaurants and entertainment, all onsite

TYPES OF FUNCTIONS

- Birthdays
- Reunions
- Graduations
- Anniversaries
- Engagements
- Cocktail parties
- Luncheons or Dinners
- Gala banquets
- Christmas parties
- Breakfasts
- Awards nights/presentations
- Work or social club get-togethers
- Celebrations of Life



IMPRESSIVE FUNCTION SPACES

HORIZONS

Sleek, ultra-modern decor, full bar service and panoramic views of the harbour and beyond to the ocean, combine to make Horizons a picturesque venue for functions. It has a private, fully-enclosable deck with ocean views which can be heated in Winter and cooled in Summer. The deck is perfect for pre-event drinks, cocktails or canapes.

BAY

Floor-to-ceiling glass, natural light and majestic views are an impressive feature of this spacious room. Perfectly appointed, furniture and décor can be styled to suit your function, from elegant candle-lit banquets to birthday parties and everything in between. Bay has access to a large central meet-and-greet or cocktail area.

RIVER

Ocean and river views are a focal point of the River room. This room has floor-to-ceiling glass with full length curtains if required, and access to a large, central area for pre-dinner cocktails.

BORDER

Chic modern decor and design makes the Border room ideal for intimate parties, private functions or dinners. Border is fitted with state-of-the-art AV technology including large projection screens for family events.

WHARF

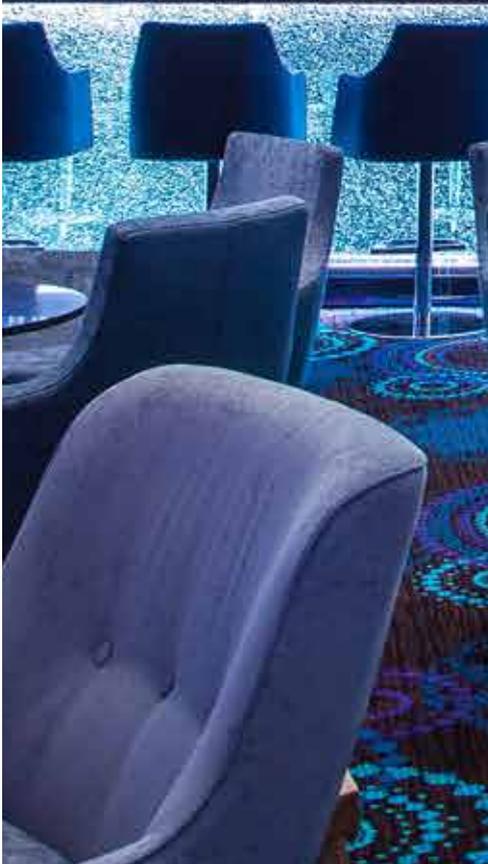
This beautifully appointed room is ideal for small cocktail parties or private dining. Wharf is equipped with the latest technology in soundproofing and a large projection screen for family events. This venue can be themed or appointed to suit any requirements.

SHOWROOM

The massive size and flexibility of Twin Towns Showroom combine to create a unique space for large functions such as graduations, reunions and gala dinners. The Showroom is equipped with cutting-edge AV technology and large raised stage, and is suitable for gala dinners, balls and awards nights with live entertainment and/or onstage presentations.

STARS

This dynamic cocktail, banquet or function space has sweeping panoramic views of the ocean and harbour by day and a maze of twinkling stars by night. Stars is designed to dazzle, with an ambience that makes the perfect backdrop for any function.



FUNCTION SPACES CONTINUED

VISIONS

The perfect choice for large dinners, luncheons, awards presentations and special events, Visions offers a 'breath of fresh air' for those seeking stylish surrounds and state-of-the-art technology. Visions spacious outdoor courtyard, with water feature and lush gardens, is an idyllic spot for pre-dinner drinks or cocktails and canapés, before adjourning to Visions for the next stage of the function.

TERRACES

Conveniently located near Reception at Mantra Twin Towns, this versatile function space is perfect for small, private functions or get-togethers. Terraces is complemented by an outdoor courtyard, where guests can gather and mingle pre or post event.

SIGNATURES

Contemporary design and decor and a light and airy ambience will instantly impress when your guests arrive at Signatures. Located on the lobby level, Signatures is a luxurious venue for dinners and functions.

BREEZES BAR & LOUNGE

Crystal chandeliers, spectacular chrome and lighting and luxe surrounds combine to create the sophisticated bar and lounge called Breezes. It's an impressive space that's perfect for cocktail parties, birthdays, work get-togethers or social or sporting club functions.

BREEZES VIP

Step up to Breezes VIP, an intimate space for cocktail parties or get-togethers. No expense was spared in the fit-out of Breezes and you and your guests will feel like royalty at your private function.

HARBOUR FRESH

Harbour Fresh is a stylish seafood restaurant with a sophisticated menu and cool coastal decor. Renowned for fresh local seafood and five-star service, Harbour Fresh welcomes groups for lunch or dinner. Book a table or two or book out the entire restaurant. Chefs can create a personalised menu for your function.

GUSTI D'ITALIA

Relax with your guests in surrounds reminiscent of an authentic Italian eatery. Enjoy contemporary or classic cuisine including pasta and artisan breads, handmade in the restaurant. Book a table or book the entire restaurant for your group. Chefs can create a personalised menu for your function.

ROOM CAPACITIES

Room	Area (sqm)	Theatre	Classroom	Cabaret	U-Shape	Boardroom	Cocktail	Banquet
Showroom	1200	1050	300	250	N/A	N/A	600	400
Stars	500	300	100	160	N/A	N/A	400	250
Horizons	270	140	110	N/A	N/A	N/A	200	110
Bay	200	100	80	100	40	N/A	150	110
River	270	180	120	140	40	N/A	250	180
Border	68	40	26	26	22	20	60	40
Wharf	72	40	26	26	22	20	60	40
Visions	390	200	110	100	30	N/A	250	180
Terraces	70	40	26	N/A	20	26	60	40





FUNCTIONS FOOD & BEVERAGES

From sumptuous a la carte dining for lunches or dinners, to trays of elegant canapes for cocktail parties, to perfectly presented buffets to keep your guests happily grazing, the quality and creativity of functions catering at Twin Towns is unsurpassed. If you're planning a more low key get-together or drinks with family or friends, we do that too.

Check out the list of party platters including hot and cold favourites, snacks and pizzas. Twin Towns Conference & Function Centre has a range of packages to suit every style of function or chefs can personalise a menu with all your favourite food.

Imagine holding your private function at Twin Towns premium seafood restaurant Harbour Fresh or Italian restaurant Gusti d'Italia. Book out an entire restaurant for lunch or dinner (if you have the minimum numbers), and the chefs can create a special menu that ticks all your boxes.

Add a beverage package or set a limit at the bar so you can budget for the costs of your function from the outset. You will find everything you need to know about food and beverage packages in the Twin Towns Banquet Guide.

Whatever you imagine, talk to a member of the Twin Towns Conference & Functions Centre team about the endless possibilities for your function at Twin Towns.

Let's get the ball rolling!



STAY WITH US

ACCOMODATION

If guests are travelling long distances to attend your function or would like to relax and have a drink without the worry of driving home, pass on some excellent advice. Stay inhouse at Mantra Twin Towns!

Mantra Twin Towns is just a short stroll across the overhead covered walkway from your function room, allowing quick and convenient access to all areas of Twin Towns. Plus, Mantra Twin Towns is just a few minutes' walk to the beach.

Choose from stylishly hotel rooms or spacious self-contained apartments, all with balconies overlooking the beach, river, harbour or CBD.

- 24 hour reception
- Tour desk
- Complimentary undercover parking and valet parking on request
- Wheelchair access and rooms for people with disabilities
- Signatures Lobby Bar
- Signatures buffet breakfast
- Heated indoor and outdoor pools and spa
- Gymnasium, steam room, tennis courts

mantra
twin towns



CELEBRATIONS OF LIFE OR WAKES

Twin Towns caring and professional events team will guide you every step of the way in choosing a menu package and venue for a Celebration of Life, or wake. Technical equipment to screen an audio-visual (AV) presentation can be provided.

Morning or afternoon tea, sandwiches or platters, and tea and coffee can be served to guests or a personalised menu can be created to suit your requirements.

Beverage packages are also available on request. Alternatively, set a limit at the bar to your specified value and select the types of beverages served. A cash bar can also be made available.

There are function rooms to cater for large or small wakes, many with ocean and harbour views. The team has decades of experience in catering for this type of function and can offer advice to simplify planning and assist you in making your choices.

MEMBERS BIRTHDAYS

Members celebrating their birthday at Twin Towns receive free room hire at a range of private function spaces. It's just one item on a long list of benefits and advantages that comes with being a member of Twin Towns. Ask the team at Twin Towns Conference & Functions Centre about your birthday party at Twin Towns.

CLUB BANORA CABANAS

If one of the kids or grandkids has a birthday coming up, plan ahead and book one of Club Banora's outdoor undercover cabanas. Duration of hire is up to four hours and a \$50 booking fee is required.

A celebration/birthday cake can be brought along on the day and platters of cocktail food, sandwiches or pizzas can be ordered in advance from Slice & Fork restaurant.

For enquiries about hiring a cabana at Club Banora, call 07 5536 2277.

TERMS & CONDITIONS

Below are the general terms and conditions for our facilities that apply to all event bookings. If you have any questions, please ask one of our Events Team. These terms and conditions set out the obligations of each party. It is essential that a personal appointment be made with a member of the Events Team to communicate the details of your function.

We look forward to working with you on your upcoming event.

1 BOOKINGS & PAYMENT

1.1 Initial Bookings

An initial booking must be confirmed as soon as possible and will be held for a maximum 14 days.

1.2 Confirmation and Deposit

Confirmation of the booking and payment of the deposit is required within 14 days of the initial booking. The deposit required will depend on the nature of your function and will be at least the equal of the room hire charge. A higher deposit may be payable if your event requires us to enter into external arrangements on your behalf.

1.3 Final Attendance

Final charges will be based on the number of people attending the function or the minimum guaranteed number whichever is the greater. Additional charges will apply to final numbers higher than the minimum guaranteed if less than 7 days notice is given of the additional numbers.

1.4 Payment

Catering, entertainment, equipment, estimated bar usage and other associated costs are to be paid 7 days prior to your function. Final beverage and other outstanding costs are to be paid at the conclusion of the function. Cash or credit cards are acceptable.

1.5 Prices

Catering prices are current at the time of the quotation but may be subject to revision if the cost of providing the catering varies between the time of the quotation and the time of the function. If this occurs you will be provided with notice of the increase.

1.6 Surcharges

A surcharge will be applicable for events held on Sundays and Public Holidays. (The current surcharge is 15% of the final invoice.) The rate of surcharge for these days is 15% and will be notified to you at the time of confirmation of your booking.

2 MENU, FOOD & BEVERAGE

2.1 Menu

Menu and beverage selections must be confirmed at least 14 days prior to the function and will be the basis of the minimum guaranteed attendance numbers for your event. All food and beverage menu's are subject to seasonal change.

2.2 We will cater for dietary requirements where possible, however 14 days notice is essential and menu variations may incur additional charges. We are unable to guarantee supply of some dietary requirements and this will be advised by the Events Team should this situation arise.

2.3 Food & Beverage

No food or beverage is to be brought onto the Club premises with the exception of festive cakes by prior arrangement with the Events Team. Instructions on storage, display and service of cakes are necessary. No liability is taken for cakes/food brought onto the premises. All food not consumed with the exception of festive cakes remains the property of the Club.

3 ENTERTAINMENT

Assistance with the organisation of entertainment for your event is available from the Events Team. All entertainment must be approved by the Venue. All entertainers must adhere to directives setting out volume levels and completion times.

Entertainment may not be offensive to any person or employee. The venue reserves the right to cease any entertainment which contravenes the requirements at our absolute discretion.

4 DECORATIONS

Decorations or pictures supplied by the hirer or the hirers agent must not be adhered to the walls and ceilings.

5 SUPPLIERS

All suppliers, decorators, corporate clients and entertainers must produce a certificate of currency for public liability insurance to the venue prior to the event.

6 EXTENDED HOURS

Additional labour or venue charges will apply if your event continues after the agreed completion time. Extended arrangements are under the discretion of Management at the time of the function and are also subject to licensing conditions.

7 SECURITY

Arrangements for special security can be made upon request and will attract an additional charge. Particular events may require specific security arrangements and are subject to associated charges. The Club reserves the right to make the decision on whether or not additional security is required. The Clubs also reserves the right without liability to exclude or eject any or all objectionable persons from the premises.

8 CLIENT RESPONSIBILITY

8.1 It is your responsibility to ensure that all attendees behave in an orderly manner during the event. Guests are expected to comply with the behavioral codes of the venue and licensing laws, such as Responsible Service of Alcohol, under which the venue operates.

8.2 Any damage to premises, persons or equipment as a result of disorderly conduct by guests at the event is the responsibility of the hirer.

8.3 All care but no responsibility will be taken in respect to damage or loss of goods left on the premises prior to, during or after the event. Appropriate insurance cover should be taken out at the discretion of the hirer to provide coverage in this instance.

8.4 Venue Management will, at our absolute discretion, take all reasonable actions to ensure the conduct of your event is within acceptable standards, in accordance with the relevant laws and is a safe, harmonious and enjoyable event.

9 ADVERTISING

All advertising and signage is subject to the prior approval of Venue Management. Prior written permission is required to use the Club's name and/or logo in print and/or audio visual display. All proposed artwork must be approved by the Club's management prior to publication. Approval may be withheld at the absolute discretion of Venue Management and entering into an agreement to hire does not create a right to use the Venues intellectual property.

10 CANCELLATIONS

Cancellations of function rooms by you must be advised in writing. If the event is cancelled with less than 60 days' notice, deposits will be refunded only if the function room is resold. When bookings are cancelled within 30 days of the event, 50% of the deposit will be refunded should the room be subsequently resold at an equal or higher fee. The full deposit will be retained in lieu of costs incurred for cancellation notice of 14 days or less.

11 PRIVACY

The venue privacy policy is available at www.twintowns.com.au.

12 RESORT ACCOMMODATION

Conveniently located, adjacent to Twin Towns Club is the deluxe, Mantra Twin Towns Resort, featuring stylish appointed hotel rooms and a myriad of apartment choices. Your event co-ordinator would be pleased to offer attractive and affordable accommodation options, when booking your next event at Twin Towns Club.

13 ENTRY TO TWIN TOWNS SERVICES CLUB

Please remind guests that entrance to the Club is subject to relevant state legislation. Guests who are not financial members of Twin Towns Services Club must produce photographic identification and sign into the Club as a visitor. Guests who live within a 5 kilometre radius of the venue being attended must be the guest of a member to use the Clubs facilities. Children must be accompanied by a responsible adult at all times.

Please consider our local residents when leaving the premises.

I HEREBY ACCEPT THE TERMS AND CONDITIONS

NAME / COMPANY NAME

DATE

SIGNATURE

TWIN TOWNS
**CONFERENCE
& FUNCTION**
CENTRE



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www.twintowns.com.au/cfc