

CONFERENCE BOOKING 2026



Thank you for your enquiry regarding conference facilities at Knotts Crossing Resort. The following information is required to ensure each function runs effectively. Your conference will be booked 'tentatively' for three days from booking date. If no paperwork is received during the three days the booking may be cancelled.

Please assist us by making the appropriate choices and returning the completed forms to confirm your conference reservation.

If you wish to discuss anything, please do not hesitate to contact us on 08 8972 2511 or via email groups@knottscrossing.com.au/jo.pace@knottscrossing.com.au.

Kind Regards,

Joanna Pace & Team
Function Coordinators

CONFERENCE INFORMATION



CONTACT DETAILS

Contact person:

Company Name:

Phone:

Fax:

Email:

Address:

Date of enquiry:

Function name:

CONFERENCE DATE AND DURATION

DAY	DATE	TIME

Number of Delegates:

CONFERENCE ROOM CHARGES

Includes room setup, use of audiovisual equipment and iced water.

Please advise if you require anything further.

<input type="checkbox"/>	Full Day	\$450 (max. 8 hours)
<input type="checkbox"/>	Half Day	\$350 (max. 4 hours)
<input type="checkbox"/>	Evening	\$350
<input type="checkbox"/>	Room Hire No Catering	\$640 (Full Day) \$440 (1/2 Day)

EQUIPMENT REQUIREMENTS





Please select any of the following that you may require. The below items are included in your room hire. Free WIFI is also provided.

<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>	PA System
<input type="checkbox"/>	Projector Screen	<input type="checkbox"/>	Microphone
<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	Lectern
<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>	55 inch TV

ADDITIONAL EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	Video Conferencing Facilities	\$70 per day
<input type="checkbox"/>		

ROOM CONFIGURATION

	Theatre		U-Shape
	Classroom		Boardroom/Herringbone/Banquet

Other:

CATERING REQUIREMENTS & TIME REQUIRED

Breakfast:

Morning tea:

Lunch:

Afternoon tea:

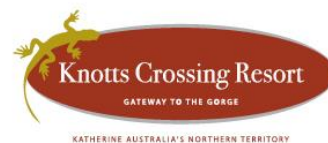
Dinner:

ACCOMMODATION REQUIREMENTS

MEANS OF PAYMENT

<input type="checkbox"/>	Please fax invoice to:
<input type="checkbox"/>	Please send invoice to:
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Copy of purchase order attached
<input type="checkbox"/>	Will settle account at function (must be prearranged)

CONFERENCE QUOTE



Please note that catering prices may vary depending on menu

Name of conference:

Date:

selections. Please see attached menus for options and pricing.

CONFERENCE				
ITEM	COST	OCCURENCE		TOTAL
Half day room hire	\$350			
Full day room hire	\$450			
Evening rate	\$350			
Quoted room hire (other)				
Logitech Video Conferencing Facilities	\$70 per day			
CATERING	COST	PAX	OCCURRENCE	TOTAL
Tea and Coffee	\$7.00pp			
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
CONFERENCE SUBTOTAL				
ACCOMMODATION				
ROOM TYPE		AMOUNT	NIGHTS	TOTAL
ACCOMMODATION SUBTOTAL				
GRAND TOTAL				

TERMS AND CONDITIONS



CONFIRMATION AND DEPOSITS

Tentative bookings for conference room will be held for a period of 3 working days, after which time the function space will be released.

All final details, menus, beverage arrangements, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed in writing 7 days prior to the function.

Guaranteed numbers are required 7 days prior to the function and charges will be based on guaranteed numbers or final head count whichever is greater. If final numbers are not received by this time Knotts Crossing Resort will assume the minimum as stated on the function sheet and charges will be made accordingly.

CANCELLATION POLICY

Should your booking be cancelled within 7 days of your scheduled function, all associated room hire; catering and accommodation charges will be the responsibility of your company.

GENERAL TERMS AND CONDITIONS

Organizers are financially responsible for any damage sustained to resort fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

All deliveries to the Resort must be advised to the conference coordinator in advance and must be marked with the name of the function.

Nothing is to be nailed, screwed, taped, stapled or adhered to any wall, door or other surface or part of the building.

Signage in the Resort public areas is to be kept to a minimum and must be approved by the conference coordinator.

If the number of guests who attend your function differs by more than 20% from the number of persons originally quoted, the Resort may review the price charged for your meals.

The Resort cannot accept any responsibility for the damage or loss of client's property.

A surcharge will apply after 10pm.

Whilst we are pleased to provide a venue for your evening functions, consideration must be given to all guests on the Resort with regards to bands and noise levels. Bands may be booked for functions however; the noise level may need to be reduced after 10pm.

It is a Resort policy that food and beverage may not be brought onto the premises.

MORNING & AFTERNOON TEA SELECTION

(MINIMUM 6PAX)

All options include Tea & Coffee & Cold-Water Station

Option 1

Cookies & Biscuits

\$12.50 per person

Option 2

Cakes, Slices & Sweet Treats, in Season Seasonal Berries

\$14.50 per person

Option 3

Traditional house baked Scones, Strawberry Jam, Cream

\$18.50 per person

Option 4

Croissants/Toasted Sandwiches

\$17.50 per person

Ham, Cheese, Mustard; Cheese & Tomato

Option 5

Sausage Rolls, Mini Pies and Spinach & Ricotta Rolls

\$18.50 per person

Option 6

Finger Sandwich Selection (*Choose 3*) 3 x ¼ Fingers per person

Curried Egg & Lettuce; Ham, Swiss & Mustard; Corned Beef, Mustard Pickle;

Salmon, Cucumber, Dill, crème Fraiche; Roast Chicken, Green Leaf & Mayo

\$18.50 per person

Add Fresh Fruit Platter

\$ 9.00 per person

Add Bottled Water, Soft Drinks & Juice

\$ 7.00 per person

FUNCTION LUNCHES (MINIMUM 6PAX)



All options include Biscuits, Tea & Coffee & Cold-Water Station

Option 1

Finger Sandwiches (Choose 3) 5 x ¼ Fingers per person

Curried Egg & Lettuce; Ham, Swiss & Mustard; Corned Beef, Mustard Pickle;

Salmon, Cucumber, Dill, crème Fraiche; Roast Chicken, Green Leaf & Mayo

\$25.50 per person

Option 2

Picnic Lunch

Ploughman's cold Meat selection including Parma Prosciutto, smoked Ham &

Calabrese Salami; Cheeses; marinated Vegetables, Pickles, Relish; Sonte baked

Flatbread with Garlic & Herbs; Caesar Salad & Greek Salad

\$37.50 per person

Option 3

Italian Kitchen

Garlic Bread; marinated Market Vegetables; Rigatoni Pomodoro;

Penne with Chicken & Pesto; Rocket Salad, Balsamic Reduction, Parmesan;

Tomato, Red Onion & Cucumber Salad, Vinaigrette

\$37.50 per person

Option 4

Indian Kitchen

Mild Indian Butter Chicken Curry; Eggplant & Potato Curry; Basmati Rice;

Flatbread; Yoghurt Raita; Tomato, Red Onion & Cucumber Salad; Fruit Chutney

\$37.50 per person

Option 5

Burger & Hot Dog Station (Build your own – Min 25pax)

Moroccan Lamb Pattie – BBQ Beef & Sausages – Potato & Vegetable Burger Hash

Burger Bun; Pineapple; Fried Egg; Sauteed Onion; Streaky Bacon; Beetroot;

Tomato; Cos Lettuce; Red Onion; Pickles; Hickory Jam; Aged Cheddar;

Chutneys & Sauces; French Fries

\$37.50 per person

Add Ice Cream Sundae Station

\$ 9.00 per person

HEARTY LUNCHES (MIN 25PAX)



All our Lunches are served Buffet style.

\$60.00 per person

Crusty Garlic Bread to Share

Add Classic Minestrone Soup \$8.00 per person

Please choose 3 Dishes from the following Main Meals

Beer Battered Flathead – Lemon, Tartare

Indian Aromatic Lamb or Chicken Curry – Basmati Rice, Flatbread

Parmesan Crumbed Chicken Schnitzel – Lemon, Rocket

Penne Arrabbiata – spicy Tomato & Basil, Parmesan

Slow cooked Beef Casserole, Potato & Vegetables

Special Savannah Fried Rice

Chargrilled Chicken – marinated in Garlic, Lemon & Herbs

Slow Roasted Kidman Beef – Grain Mustard

Meat lovers Pizza, Pepperoni, Bacon, Ham, Salami, Onion, Napoli, Mozzarella

Prawn Pizza – Arafura Prawns & Garlic

Shallow fried Calamari – Lemon, Tartare

Please choose 1 Salad Side

Caesar Salad; Greek Salad; Garden Salad Mediterranean Pasta Salad

Please choose 2 Vegetable Sides

Fat Chips; Honey Carrots; Potatoes with Garlic & Herbs; Potato Mash

Basmati Rice & Flatbread; Roasted Vegetables – Rosemary & Thyme; Broccolini & Beans

Add Fresh Fruit Platter

\$ 9.00 per person

Add Dessert – Chocolate Brownies, Berries, local Passionfruit, Double Cream

\$10.00 per person

Add Cheese Platter – Trio of Cheese, Fruits, Paste, Crackers

\$ 10.00 per person

EVENT PLATTERS (MIN 8PAX)

Platter 1 – Pizza Board

Selected Stone Based Pizza by the Slice

*Margarita, Pepperoni, Hawaiian **or***

Meat Lovers, Vegetarian, Chicken

\$15.00 per person

Platter 2 – Vegetarian

Stoned baked Flatbread, Hummus, Tzatziki, Greek Salad, Haloumi,

Fresh & marinated garden Vegetables, Condiments

\$17.50 per person

Platter 3 – Ploughman's

Cured Meats & Condiments – Prosciutto, smoked Ham, Cabanossi & Salami

Selection, Pickles, Cheeses, marinated Vegetables, Breads

A great choice to start the night off or with post function Drinks

\$19.50 per person

Platter 4 – Asian

Steamed & Fried Dim Sims; Spring Rolls; Vegetable Wontons

Gyoza Dumplings; Honey Soy Chicken Wings;

Dipping Sauces & Condiments

\$21.50 per person

Platter 5 – Oysters & Co

Coffin Bay Oysters Natural; Chilled cooked Arafura Prawns;

Smoked Salmon & Cucumber, Dill, Crème Fraiche

Selected Condiments & pickled Vegetables

\$29.50 per person

EVENT PLATTERS

Platter 6 – Hot Seafood

Salt & Pepper Calamari; Tempura Arafura Prawns;

Beer Battered local Barramundi

Lemon, Tartare, Condiment

\$23.50 per person

Platter 7 – Kids Platter

Chicken Wing Nibbles (GF)

Mini Sausage Rolls & Party Pies

Dino Nuggets & Chips with Tomato Sauce

Fruit Skewers

\$12.00 per person

Platter 8 – Dessert

Individual Chocolate Brownies; Strawberries.

Local Passion Fruit; Double Cream

\$12.50 per person

Platter 9 – Fruits

Summer Fruits from the Region

\$ 8.00 per person

Platter 10 – Cheese Platter

Trio of Cheese, Fruits, Paste, Crackers

\$12.50 per person

A great choice to end your Event

Platters are designed for grazing purposes, not as a main course or substantial meal.

Vegetarian, Vegan, Gluten Free & Halal platters are available on request.

Outside Catering available

CANAPE PACKAGE



30pax + \$65.00 per person

CANAPES (2.5 hours) served in the Function Room or Restaurant area

Garlic Bruschetta
Arafura Prawn Tempura
House Mini Sausage Rolls
Pork G Yoza, Ponzu
Aged Cheddar & Cabanossi
Baby Tomato Caprese Salad
Belgian Chocolate Brownie's
Macaroons & Fruits

30pax + \$65.00 per person

EXCLUSIVE CANAPES (2.5 hours) served in the Function Room or Restaurant area

Garlic Bruschetta
Smoked Salmon, Capers, Crème Fraiche, Dill
Coffin Bay Oysters Natural, Citrus
Baby Vegetable Spring Rolls
Honey Soy Chicken
Baby Caprese Salad, Prosciutto,
Mini Sausage Rolls
Salt & Pepper Calamari
Pizzete with Pepperoni, Red Onion
Warm Chocolate Brownie, fresh Strawberries, Vanilla Cream
Tropical Fruits

ADDITIONAL MENUS AVAILABLE



Additional Menus available on request:

The House Hearty Buffet	\$60.00 per person (min 25pax)
Savannah Buffet	\$65.00 per person (min 25pax)
Asian International Buffet	\$65.00 per person (min 25pax)
Territorians Buffet	\$87.50 per person (min 25pax)
Mediterranean Buffet	\$69.50 per person (min 25pax)
Poolside Burger Station	\$37.50 per person (min 30pax)
Pizza Alfresco	\$42.50 per person (min 25pax)
Pool Picnic	\$62.50 per person (min 30pax)
2 Course Lunch & Dinner	\$55.00 per person (min 10pax)
2.5 Course Lunch & Dinner	\$55.00 per person (min 10pax)
3.5 Course Lunch & Dinner	\$75.50 per person (min 10pax)
3.5 Exclusive Use	\$80.00 per person (min 25pax)

www.knottscrossing.com.au

<https://www.facebook.com/knottscrossingresort>

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