

conference *Venue*



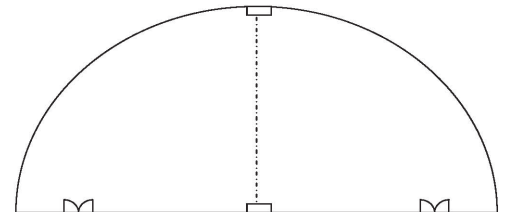
110 BENJAMIN WAY, BELCONNEN ACT 2617

tel: (02) 6253 3633 sales@belconnenpremierinn.com fax: (02) 6253 3688

Meet in the Circle

Belconnen Premier Inn's event space is suitable for conferences, board meetings, product launches and training seminars.

The Oak Room is a unique semi-circular event space featuring floor to ceiling windows, 3 stage lighting, climate controlled air conditioning and heating & modem points as well as picturesque views of the tree tops along Benjamin Way.



SEATING CAPACITY	ROOM SETUP Maximum Number of People Seated		
	WHOLE OAK ROOM	HALF OAK ROOM	DAVIDSON, TOUCAN OR POWIS SUITES
Theatre	110	50	–
Boardroom	50	25	10
Hollow Square	60	30	–
U-shape	40	25	–
Classroom	80	35	–
Cabaret	80	35	–
DURATION	ROOM HIRE FEES		
FULL DAY	\$350	\$300	\$200
HALF DAY/EVENING	\$300	\$250	–
INCLUDED IN ROOM HIRE CHARGE:			
• One x 6ft tripod screen • One x flip chart with markers • One x whiteboard with markers			

conference *Presentation*



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Audio Visual Equipment Hire

Extra flipcharts \$50.00	Laptop \$200.00
Data projector \$200.00	Electronic whiteboard \$150.00
Cordless microphone \$70.00	Ipod connection \$100.00
Lapel microphone \$300.00	Remote clicker \$25.00
Lectern + microphone \$120.00	TV & DVD player POA
Wireless teleconferencing \$200.00	

Photocopying, printing & fax services are available at front desk between 7am to 8pm. A small charge per unit applies.

conference *Packages*



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Day Delegate Packages

PACKAGE ONE (MINIMUM OF 20 DELEGATES)

WHOLE OAK ROOM \$64 PER PERSON • HALF OAK ROOM \$62 PER PERSON

- Complimentary newspapers
- All day freshly brewed tea & coffee
- Chef's selection of morning tea *plus* bowl of whole fruit
- Seated ploughman's lunch
- Chilled juices, soft drink, tea & coffee
- Chef's selection of afternoon tea *plus* bowl of whole fruit
- Standard AV equipment – 6' tripod screen, flip chart & whiteboard
- Complimentary room hire
- Complimentary wireless internet connection

PACKAGE TWO (MINIMUM OF 20 DELEGATES)

WHOLE OAK ROOM \$69.50 PER PERSON • HALF OAK ROOM \$65.50 PER PERSON

- Complimentary newspapers
- All day freshly brewed tea & coffee
- Chef's selection of morning tea *plus* bowl of whole fruit
- Seated hot buffet lunch
- Chilled juices, tea & coffee
- Chef's selection of afternoon tea *plus* bowl of whole fruit
- Standard AV equipment - 6' tripod screen, flip chart & whiteboard
- Data projector
- Complimentary room hire
- Complimentary wireless internet connection

conference *Refreshments*



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ALL DAY FRESHLY BREWED TEA & COFFEE • \$7.50 per person

Filtered coffee prepared by our staff with an assortment of teas served at arrival, morning & afternoon teas

ORANGE, APPLE OR PINEAPPLE JUICE OR SOFT DRINK • \$12.00 per jug

Served at arrival, morning or afternoon tea

ESPRESSO COFFEES are available from Benjamin's Bar • \$4.20 each

conference *Bites*



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Morning & Afternoon Tea Options

\$6.00 PER PERSON

Freshly baked assorted muffins

\$6.00 PER PERSON

Selection of house baked cookies

\$6.00 PER PERSON

Corn chips with house made dips

\$6.00 PER PERSON

Vegetable crudité's with house made dips

\$6.50 PER PERSON

Country style fresh scones with fresh preserves & cream

\$7.50 PER PERSON

Chef's selection: an assortment of cakes, slices &/or tarts

\$7.50 PER PERSON

Fruit salad and yoghurt

\$7.50 PER PERSON

Seasonal fruit platter

\$8.90 PER PERSON

Selection of friands

\$11.00 PER PERSON

Selection of french pastries

conference *Breakfast*



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ALL BREAKFASTS SERVED WITH FRESHLY BREWED TEA & COFFEE

CONTINENTAL BREAKFAST BUFFET

\$18.50 per person

- Selection of breads, english muffins, crumpets, croissants & danish pastries
- Selection of jam, preserves, butter & margarine
- Selection of yogurts and fresh fruit
- Bircher muesli
- Selection of cereals including: special k, weetbix, coco pops, rice bubbles, corn flakes, and nutri-grain
- Full cream, skim and soy milks

OPTIONAL EXTRAS

\$3.00 per person

- Savoury ham & cheese croissants
- \$1.50 Per Person
- Assorted mini muffins
- \$2.50 Per Person
- Caramelised onion & feta frittata

HOT BREAKFAST BUFFET

\$26.50 per person

- Full continental breakfast buffet
- Scrambled eggs
- Grilled bacon
- Beef chipolatas
- Slow roasted tomatoes
- Sautéed mushrooms
- Triangle hash browns



CREATE YOUR OWN PLOUGHMAN'S SANDWICH LUNCH ⁵\$27.50 per person

- CHEFS SELECTION OF FRESH BAKED BREAD, ROLLS AND WRAPS. (gluten free bread available upon request)
- SELECTION OF COLD MEATS including smoked ham, chicken, smoked salmon, pastrami, silverside, salami & roast beef
- SELECTION OF FILLINGS including sliced tomatoes, mixed baby leaves, cheddar cheese, beetroot, carrot, cucumber, olives, capsicum, eggs & sun dried tomatoes
- MIXED CONDIMENTS including mustards, chutney, whole egg mayonnaise, corn relish, BBQ sauce, tomato chilli jam & salad dressings
- SEASONAL SLICED FRESH FRUIT PLATTER AND AN AUSTRALIAN CHEESE PLATTER served with crackers & dried fruits
- CHILLED FRUIT JUICES AND SOFT DRINK

QUICK WORKING LUNCH ⁵\$29.50 per person

A CHEF'S SELECTION OF HOT FINGER FOOD

- mini beef, lamb & rosemary & chicken pies • mini sausage rolls • crumbed prawn cutlets,
 - chicken skewers • spinach & feta triangles • spring rolls • dim sims • meat balls
- served with a selection of appropriate condiments including: tomato, BBQ, sweet chilli and soy sauces

A CHOICE OF TWO SALADS:

- Garden salad
- Coleslaw
- Greek salad
- Potato salad
- Waldorf salad
- Pasta salad
- YOUR SELECTION OF TWO QUICHE VARIETIES:
 - Quiche lorraine
 - Chicken & asparagus
 - Garden vegetable
 - Butternut pumpkin & feta
 - Spinach & salmon
- SEASONAL SLICED FRESH FRUIT PLATTER AND AN AUSTRALIAN CHEESE PLATTER served with crackers & dried fruits
- CHILLED FRUIT JUICES AND SOFT DRINK

HOT FOOD BUFFET ⁵\$37.50 per person

20 or more people – please make your selection of two hot dishes • Less than 20 people – please select one hot dish

Served with fresh baked bread rolls and butter

- Asian style marinated chicken pieces with rice
- Lamb korma with rice pilaf, pappadums and mint yogurt
- Moroccan spiced chicken thigh with cous cous
- Spinach and ricotta ravioli with olives, baby spinach and a tomato sauce
- Penne pasta with chicken, mushroom, bacon and pesto cream sauce
- Roast beef with baked potato and pumpkin, steamed vegetables and gravy
- Roast pork with baked potato, steamed vegetables and apple sauce
- Roast vegetable and persian feta tarts
- Beef stroganoff with fettuccini

SELECTION OF TWO SALADS:

- Garden salad
- Coleslaw
- Waldorf salad
- Greek salad
- Pasta salad

Seasonal fresh fruit platter & Australian cheese platter served with crackers & dried fruits

Chilled fruit juices, soft drink



Terms & Conditions

BOOKING:

- 1.1 Tentative bookings are held for two (2) weeks by which time confirmation must be made in writing and a deposit received. If a confirmation has not been received, Belconnen Premier Inn reserves the right to cancel the booking and allocate the venue to another client.
- 1.2 To confirm a reservation please return your signed terms and conditions and a \$500.00 deposit directly to the hotel within two weeks of making your tentative booking. All deposits will be credited towards your final account pending guest adherence to these terms and conditions.

CATERING REQUIREMENTS:

- 2.1 Selected menus & dietary requirements are required at least one (1) week prior to the event.
- 2.2 For catering & billing purposes, final confirmation of guests attending the function is required three (3) working days prior to the event.
- 2.3 Clients are not permitted to bring their own food or beverages onto the premises, unless pre-arranged by Management.
- 2.4 Should numbers increase on the day of the event we will do our best to accommodate your catering requirements but cannot guarantee availability of catering supplies.

CANCELLATIONS:

- 3.1 All cancellations must be received in writing. Cancellations will not be verbally accepted.
- 3.2 More than 90 days notice - deposits will be refunded in full for cancellations received in writing.
- 3.3 Between 90 and 30 days notice - up to 50% of the total estimated cost for the event will be charged. Percentage to be determined by management.
- 3.4 Less than 30 days notice - no refund of deposit
- 3.5 Between 30 and 7 working days notice - no refund of the deposit and up to 75% of the total estimated cost for the event will be charged. Percentage to be determined by management.
- 3.6 Less than 7 working days notice - no refund of deposit and 100% of the total estimated cost for the event will be charged.

OVERTIME SURCHARGES:

- 4.1 A surcharge of 15% on Sundays and public holidays is applicable. This surcharge will be applied to the final account. Events which run past midnight on a Saturday night are subject to surcharge.
- 4.2 Organisers agree to commence and vacate the function rooms at the times agreed with management. Early access to the function area is to be pre-arranged with management. A venue hire charge of \$250.00 per hour will apply for any functions that continue past the agreed finishing time.
- 4.3 Any cleaning, setup or packing down of clients' equipment or goods will incur an overtime surcharge. This must be pre-arranged with management prior to the commencement of the event at which time the amount of the charge will be determined.

PAYMENT:

- 5.1 Total payment shall be made prior to the event unless otherwise agreed with management.

- 5.2 A 30 day account may be arranged with management prior to the event.
- 5.3 Unpaid accounts are forwarded to a debt collection agency 90 days from invoice date, you will be liable for all overdue charges.
- 5.4 In the event a credit is required, the amount will be refunded within 14 working days.

PRICES:

- 6.1 All prices are current at time of booking and are subject to change at any time without given notice.

COMMISSION:

- 7.1 All rates are non-commissionable, unless otherwise negotiated.

LOSS OR DAMAGE OF GOODS:

- 8.1 The organiser will indemnify the Belconnen Premier Inn and its employees against all losses. Liabilities and expenses (including legal costs on a solicitor and own client basis) arising out of or in connection with, whether directly or indirectly.
- 8.2 Any breach by the organizer of its obligations under this agreement; or omission involving fault or negligence on the part of the organizer.
- 8.3 The organiser's liability to indemnify the Belconnen Premier Inn under Clause 1 (above) will be reduced proportionately to the extent that any breach of this agreement by the Belconnen Premier Inn, or any act or omission involving fault or negligence on the part of the Belconnen Premier Inn, contributed to the loss, liability or expense.
- 8.4 Guests are requested to not use or throw glitter, confetti or party poppers during events. A cleaning fee of \$150.00 will be charged to the final invoice should these items be used during the event.

RESPONSIBILITY:

- 9.1 Should the hotel be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than the entitlement to a full refund of any deposits paid may be made. The hotel will endeavour to provide the organiser with reasonable notice.

GUEST CONDUCT:

- 10.1 Belconnen Premier Inn reserves the right to refuse service, escort guests out or close functions should guests be found behaving inappropriately.
- 10.2 Belconnen Premier Inn provides beverages in accordance with the responsible service of alcohol. To assist with your guests' safety a responsible service of alcohol contact within the event must be appointed by the organiser. This contact will assist management in the liaison with guests in the event that a responsible service of alcohol issue arises during the event.
- 10.3 The liquor licensing act prohibits the licensed person from serving alcohol to persons under age or persons staff believe may be intoxicated. In the event of a function being closed; the federal police will be contacted to escort guests from the premises.
- 10.4 Refunds will not be issued if your function has been terminated due to guest misconduct.



Booking Form

DECLARATION

In paying a deposit I (Name: _____) have read, understood & agree to the terms and conditions of the Events Department at Belconnen Premier Inn.

Signature: _____ Date: _____

Conference Date: _____

Please debit \$500.00 from the following card

Visa Master Card American Express Diner Card

Card Number: _____

Exp. Date: _____ CCV: _____ Name On Card: _____

Card Holder Signature: _____

The above credit card will be charged upon the completion of your event. If you do not wish for this to occur, please make prior arrangements with management.