

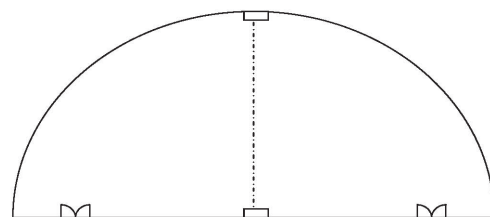


Celebrate in the Circle

Belconnen Premier Inn's event space is suitable for every type of event and celebration:

- corporate functions & launches • birthdays • anniversaries
- charity fundraisers • farewells • work & club socials & award nights
- wakes

The Oak Room is a unique semi-circular event space featuring floor to ceiling windows, 3 stage lighting, climate controlled air conditioning and heating & modern 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
Tables (10 per pax table)	110	50
Tables w/Dance floor	100	30
Tables w/Bufferet	100	40
Tables w/Bufferet & Dance Floor	90	–
Cocktail Reception	150	50
DURATION	ROOM HIRE FEES	
FULL DAY	\$350	\$300
HALF DAY/EVENING	\$300	\$250



ADDITIONAL DECORATIVE EQUIPMENT Available from Belconnen Premier Inn. Please enquire.



Audio Visual Equipment Hire

Extra flipcharts \$50.00

Data projector \$200.00

Cordless microphone \$70.00

Lapel microphone \$300.00

Lectern + microphone \$120.00

Wireless teleconferencing \$200.00

Laptop \$200.00

Electronic whiteboard \$150.00

Ipod connection \$100.00

Remote clicker \$25.00

TV & DVD player POA

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

events

Refreshments



110 BENJAMIN WAY, BELCONNEN ACT 2617

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

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

events

Breakfast



110 BENJAMIN WAY, BELCONNEN ACT 2617

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

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



Event Lunch & Dinner Menu

OPTION #1

Mains only \$32.00

OPTION #2

Please make 1 menu selection
for each course

2 courses \$40.00 3 courses \$54.00

OPTION #3

Please make 2 menu selections
from each course (alternate served)

2 courses \$48.00 3 courses \$60.00

ENTRÉE COURSE

All meals are served with warmed bread rolls

- SOUP OF THE DAY
choice of:
 - potato and leek • french onion • sweet potato • corn and bacon • minestrone
 - chicken and vegetable • roast pumpkin • tomato and basil
- PRAWN FILO marinated prawn with asparagus wrapped in filo pastry with citrus hollandaise
- VEGETABLE TART slow roasted vegetables with persian feta and beetroot compote
- LAMB SALAD marinated lamb with strawberries, feta, tomato, cucumber, mixed lettuce and raspberry vinaigrette
- GARLIC PRAWNS sautéed prawns in garlic cream sauce with rice pilaff
- GREEK SALAD tomato, cucumber, spanish onion, olives and feta with balsamic vinaigrette
- SMOKED SALMON on a bed of salad greens with cucumber, onion, capers and dill dressing

MAIN COURSE

- MARINATED SIRLOIN sirloin steak marinated in guinness, red wine, bay leaves and peppercorns with dauphinoise potato
- SCOTCH FILLET char grilled scotch fillet with roast potato and pepper sauce
- SALMON FILLET sesame crusted baked salmon with saffron potatoes
- BREAST OF CHICKEN tandoori marinated chicken breast with rice pilaff, pappadums and bok choy
- PORK CUTLET char sui pork cutlets with stir fry vegetables and crispy noodles
- CHICKEN FILO chicken breast with prawns, asparagus and brie on potato cake with garlic and shallot cream sauce
- BARRAMUNDI baked with mango salsa, tempura prawns and hollandaise with potato wedges
- RATATOUILLE ratatouille feuillet with roast capsicum coulis and tomato salsa salad
- STUFFED CHICKEN BREAST filled with bacon, leek, sun dried tomato and camembert on mash with chive and tarragon sauce
- LAMB LOIN roasted lamb loin on pea puree with rosemary jus

DESSERT COURSE

- CAPPUCCINO CHEESECAKE with chantilly cream and chocolate sauce
- STICKY DATE AND CHOCOLATE PUDDING with butterscotch sauce
- LEMON MERINGUE with cream and strawberries
- MINT AND CHOCOLATE PANNA COTTA with strawberry compote
- CHOCOLATE MUD CAKE with vanilla bean ice cream
- CARAMEL TART with chocolate cream
- PECAN PIE with caramelised banana



Canapés by the Platter

CANAPÉS OPTION 1 \$55.00 PER PLATTER (approx 30 pieces) make a selection of up to 4 items

- Mini spring rolls
- Meat balls
- Samosas
- Crumbed prawn cutlets
- Spinach and ricotta triangles (v)
- Dim sims
- Gourmet mini pies and sausage rolls
- Fish gougons
- Salt and pepper squid

(v) denotes vegetarian options

CANAPÉS OPTION 2 \$65.00 PER PLATTER (approx 30 pieces) make a selection of up to 4 items

- Rare roast beef with salsa verde
- Caramelised onion and parmesan tartlet (v)
- Prawn and guacamole
- Roast vegetable and Persian feta tarts (v)
- Cucumber rounds with avocado and turkey
- Smoked salmon with tomato and capsicum salsa
- Tomato salsa with crème fraiche in savoury boats (v)
- Chicken and sundried tomato glantine with herb mayonnaise

(v) denotes vegetarian options

CANAPÉS OPTION 3 \$75.00 PER PLATTER (approx 30 pieces) make a selection of up to 3 items

- Satay chicken skewers
- Stuffed mushrooms (v)
- Zucchini fritters (v)
- Mussels with sauce Provençal
- Mini BLT's
- Tempura prawns

(v) denotes vegetarian options



Beverage Packages for any Occasion

GUESTS TO PURCHASE OWN DRINKS

Your event is confirmed with payment of room hire and catering. Your guests can then pay for their own beverages.

BAR TAB

You can allocate a specified dollar amount against a bar tab. Once your set limit is reached you will be notified and the limit can be either increased or guests can pay their own way. You can also specify the beverage selection available on your bar tab. B.Y.O. is available. Corkage – \$9.00 per bottle.

BEVERAGE PACKAGES

A minimum of 15 people applies.

STANDARD inclusive of

Hardy's Collection Shiraz Cabernet

Hardy's Collection Chardonnay

Hardy's Brut Reserve Champagne

Draught Beers – Boag's Draught

Hahn Premium Light

XXXX Gold

Tooheys New

Victorian Bitter

Soft drinks & orange juice

- 1 Hour duration **\$18.00 Per person**
- 2 Hour duration **\$25.00 Per person**
- 3 Hour duration **\$32.00 Per person**
- 4 Hour duration **\$45.00 Per person**

PREMIUM Inclusive of

Momo "Sauvignon Blanc" Marlborough (NZ)

Leconfield "Merlot" Coonawarra (SA)

Premium Beers

- Heineken (Holland)
- Crown Lager
- Peroni "Nastro Azzurro" (Italy)

Bluetongue Premium Light

Soft drinks & chilled juices

- 1 Hour duration **\$25.00 Per person**
- 2 Hour duration **\$32.00 Per person**
- 3 Hour duration **\$45.00 Per person**
- 4 Hour duration **\$52.00 Per person**



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 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: _____

Event 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.