

wedding *Reception*



110 BENJAMIN WAY, BELCONNEN ACT 2617

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

Congratulations

Belconnen Premier Inn presents a superb venue - The Oak Room to celebrate your wedding nuptials with family and friends. Offering a romantic setting with floor to ceiling windows and 180 degree views looking over the tree tops of Benjamin Way, our hotel facilities allow you to turn your day of celebration into a weekend of festivities with fine accommodation for you and your guests.

Our professional wedding team would love to help you create the reception you've dreamed of. To assist you, we offer a selection of wedding packages, services and special touches, that will make your wedding reception very special.

Planning a wedding can be an exciting and busy time and our team is happy to meet you at your convenience, be it on the weekend or one evening after work. To arrange your inspection, please contact us on 6253 3633.

The team and I look forward to hearing from you shortly & sharing the magic of your special day.

Yours sincerely

Events Coordinator

wedding *Reception*



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The Oak Room

The Oak Room is a unique semi-circular space featuring floor to ceiling windows, 3 stage lighting, climate controlled air-conditioning and 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
Tables (10 pax per table)	110
Tables with Dance floor	100
Cocktail Reception	150



wedding *Packages*



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Sapphire Wedding

§105.00 PER PERSON (MINIMUM OF 65 GUESTS) INCLUDES:

- Complimentary reception venue hire
- Complimentary lectern and microphone
- 3x3m dance floor hire
- 2 course meal (alternate service - see menu choice)
- 3 hour beverage package including:
 - Australian draught and light beer (bottled), Hardy's Shiraz Cabernet,
 - Hardy's Chardonnay, Hardy's Brut Reserve, juice and soft drink
- Plating and service of your wedding cake
- White linen tablecloths and napkins for tables with napkin inserts in the colour of your choice
- White skirting for bridal, cake and gift tables
- Vase centre pieces for guest tables and bridal table
- Printed menus and seating plan
- One night's accommodation for the bridal couple in our honeymoon suite with chocolates and sparkling wine
- Breakfast for 2 the next morning in Benjamin's Restaurant
- Special accommodation rates for guests

wedding *Packages*



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Diamond Wedding

§120.00 PER PERSON (MINIMUM OF 65 GUESTS) INCLUDES:

- Complimentary reception venue hire
- Complimentary lectern and microphone
- 3x3m dance floor hire
- Half hour of canapés on arrival (your selection of up to 4 items)
- 3 course meal (alternate service - see menu choice)
- 4 hour beverage package including:
 - Australian draught and light beer (bottled), Hardy's Shiraz Cabernet,
 - Hardy's Chardonnay, Hardy's Brut Reserve, juice and soft drink
- Plating and service of your wedding cake
- White linen tablecloths and napkins for tables with napkin inserts in the colour of your choice
- White skirting for bridal, cake and gift tables
- Vase centre pieces for guest tables and bridal table
- Printed menus and seating plan
- One night's accommodation for the bridal couple in our honeymoon suite with chocolates and sparkling wine
- Breakfast for 2 the next morning in Benjamin's Restaurant
- Special accommodation rates for guests

wedding Packages



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Platinum Wedding

\$145.00 PER PERSON (MINIMUM OF 65 GUESTS) INCLUDES:

- Complimentary reception venue hire
- Complimentary lectern and microphone
- 3x3m dance floor hire
- Half hour of canapés on arrival (your selection of up to 6 items)
- 3 course meal (alternate service - see menu choice)
- 4 hour beverage package including: Australian draught and light beer (bottled), Hardy's Shiraz Cabernet, Hardy's Chardonnay, Hardy's Brut Reserve, juice and soft drink
- Plating and service of your wedding cake
- Chair covers with sashes
- Table runners
- Backdrop with fairy lights
- White linen tablecloths and napkins for tables with napkin inserts in the colour of your choice
- White skirting for bridal, cake and gift tables
- Vase centre pieces for guest tables and bridal table
- Printed menus and seating plan
- One night's accommodation for the bridal couple in our honeymoon suite with chocolates and sparkling wine
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wedding Menus



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Entrée PLEASE MAKE TWO SELECTIONS (ALTERNATIVELY SERVED)

- SOUP OF THE DAY
choice of potato and leek | minestrone | chicken & vegetable | roast pumpkin | tomato & basil
- VEGETABLE TART
vegetables with persian feta & beetroot compote
- LAMB SALAD
marinated lamb with strawberries, feta, tomato, cucumber, mixed lettuce & raspberry vinaigrette
- GARLIC PRAWNS
sautéed prawns in garlic cream sauce with rice pilaff
- SMOKED SALMON
smoked salmon on a bed of salad greens with cucumber, onion, capers & dill dressing
- INDIVIDUAL ANTIPASTO PLATE
cured meats, olives, feta & marinated vegetables
- MARINATED BEEF SALAD
marinated beef with capsicum, onion, snow peas, cashews & crispy noodles
- SMOKED CHICKEN
smoked chicken & crispy prosciutto with a mixed salad, roast pumpkin & a citrus vinaigrette

wedding *Menus*



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Main PLEASE MAKE TWO SELECTIONS (ALTERNATIVELY SERVED)

- BEEF FILLET
fillet with potato & onion galette & red wine jus
- LAMB NOISETTE
lamb loin medallions on roast vegetable medley with mandarin sauce
- SALMON FILLET
sesame crusted baked salmon with saffron potatoes
- PORK CUTLET
char sui pork cutlets with stir fry vegetable and crispy noddles
- CHICKEN FILO
chicken breast with prawns, asparagus and brie on potato cake with garlic & shallot cream sauce
- BARRAMUNDI
baked barramundi with mango salsa, tempura prawns & hollandaise with potato wedges
- STUFFED CHICKEN BREAST
chicken breast filled with bacon, leek, sun dried tomato & camembert on mash with chive and tarragon sauce
- LAMB LOIN
roasted lamb loin on pea puree with rosemary jus
- BEEF WELLINGTON
beef fillet on mushroom duxelle, wrapped in puff pastry served with garlic mash & a red wine & mushroom sauce

wedding *Menus*



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Dessert PLEASE MAKE TWO SELECTIONS (ALTERNATIVELY SERVED)

- WHITE CHOCOLATE & RASPBERRY BAKED CHEESECAKE with chantilly cream & chocolate sauce
- STICKY DATE PUDDING with butterscotch sauce
- MINT & CHOCOLATE PANNA COTTA with strawberry compote
- CHOCOLATE MUD CAKE with vanilla bean ice cream
- CARAMEL TART with chocolate cream
- INDIVIDUAL FRESH FRUIT PAVLOVA with passionfruit coulis
- PYRAMID OF CHOCOLATE MOUSSE with double thick cream

wedding *Cocktail*



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Cocktail Package

585.00 PER PERSON (MINIMUM OF 65 GUESTS) INCLUDES:

- Reception venue hire
- 3 hour beverage package including:
 - Australian draught and light beer (bottled), Hardy's Shiraz Cabernet,
 - Hardy's Chardonnay, Hardy's Brut Reserve, juice and soft drink
- 2 hours of canapés
- Plating and service of your wedding cake
- Skirted cake and gift tables
- 3x3m dance floor hire
- Lectern and microphone
- One night's accommodation for the bridal couple in our honeymoon suite with chocolates and sparkling wine
- Breakfast for 2 the next morning in Benjamin's Restaurant
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wedding *Canapés*



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Canapés Package

PLEASE MAKE 4 SELECTIONS. (Additional charges are applicable for extra selections.)

COLD OPTIONS

- Rare roast beef with salsa verde
- Caramelised onion & parmesan tartlet (v)
- Prawn & guacamole
- Roast vegetable & persian feta tarts (v)
- Cucumber rounds with avocado & turkey
- Smoked salmon with tomato & capsicum salsa
- Tomato salsa with creme fraiche in savoury boats (v)
- Chicken & sun dried tomato galantine with herb mayonnaise

(v) denotes vegetarian options

HOT OPTIONS

- Mini spring rolls
- Meat balls
- Samosas
- Crumbed prawn cutlets
- Spinach & ricotta triangles (v)
- Salt & pepper calamari
- Satay chicken skewers
- Stuffed mushrooms (v)
- Zucchini fritters (v)
- Mussels with sauce provençal
- Mini BLT's
- Tempura prawns

(v) denotes vegetarian options

wedding *Extras*



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Decorative Touches

ADDITIONAL DECORATIVE EQUIPMENT – Available from Belconnen Premier Inn. Prices available on application.

- Lycra chair covers with sash
- Backdrop
- Rooftop canopy
- Table runners
- Fairy lights
- Balloons
- A small charge per unit applies

wedding *Guests*



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Special Accommodation Rates

ROOM	SLEEPS	RATES (INCL. OF GST)
SINGLE/TWIN OR DOUBLE ROOM - Can Sleep 2 people only	2	\$145.00
FAMILY ROOM - Can Sleep up to 3 people	3	\$155.00
DELUXE ROOM - Can Sleep up to 4 people (see extra person rate)	2	\$161.00
BOARDROOM - Can sleep 2 people only	2	\$173.00
ONE BEDROOM APARTMENT - Can sleep up to 3 people (see extra person rate)	2	\$173.00
ONE BEDROOM APARTMENT WITH SPA - Can sleep up to 3 people (see extra person rate)	2	\$173.00
TWO BEDROOM APARTMENT - Can sleep up 5 people (see extra person rate)	4	\$243.00
TWO BEDROOM APARTMENT WITH SPA - Can sleep up to 5 people (see extra person rate)	4	\$243.00

*Extra person rate \$25.00

*The Belconnen Premier Inn is proudly 100% Non-Smoking

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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 two (2) weeks prior to the event.
- 2.3 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 Deposits will not be refunded in the event of cancellation.
- 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 up to 100% of the total estimated cost for the event will be charged. Percentage to be determined by management.
- 3.5 Less than 7 working days notice - 75% 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.

PRICES:

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

PAYMENT:

- 6.1 Total payment shall be made prior to the event unless otherwise agreed with management.
- 6.2 Unpaid accounts are forwarded to a debt collection agency 90 days from invoice date, you will be liable for all overdue charges.
- 6.3 In the event a credit is required, the amount will be refunded within 14 working days.

LOSS OR DAMAGE OF GOODS:

- 7.1 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:
 - i. Any breach by the organizer of its obligations under this agreement; or
 - ii. Any act or omission involving fault or negligence on the part of the organizer.
- 7.2 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.
- 7.3 Guests are requested not to 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:

- 8.1 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:

- 9.1 Belconnen Premier Inn reserves the right to refuse service, escort guests out or close functions should guests be found behaving inappropriately.
- 9.2 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.
- 9.3 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.
- 9.4 Refunds will not be issued if your function has been terminated due to guest misconduct.

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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: _____

Wedding 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 wedding. If you do not wish for this to occur, please make prior arrangements with management.