



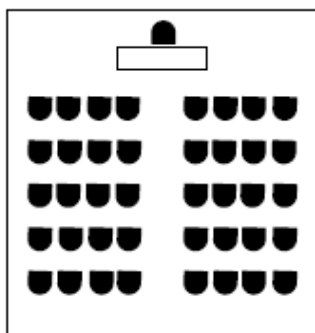
# Conference Package

## Conference Rooms available for Hire:

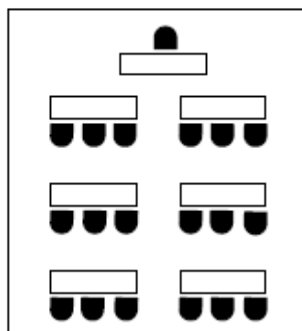
Executive Boardroom (up to 8 delegates)	\$200.00 per day
Conference Room (up to 18 delegates classroom style)	\$300.00 per day

## Conference Room Layout:

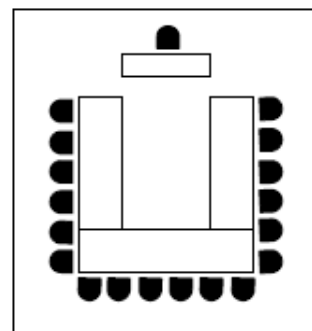
**Theatre Style**



**Classroom**



**U Shape**



### **Theatre Style:**

Chairs facing towards the front of the room with a centre aisle. Head table for facilitator at the front of the room.

### **Classroom Style:**

Tables set up in lines with chairs facing the front & with a centre aisle. Three delegates per table. Head table for facilitator at the front of the room.

### **U-Shape Style:**

Tables set up in a U-shape with chairs facing the centre with view to the front. Head table for facilitator at the front of the room.



# Equipment & Services

## **Equipment Hire:**

### **Daily Cost (prices include GST)**

Overhead Projector	\$45.00
Electronic Whiteboard	\$65.00
Slide Projector	\$45.00
TV, Video and DVD Projector	\$55.00
	\$75.00

## **Secretarial Services:**

Photocopying	20c per page
Facsimile Receiving	20c per page
Sending – National	\$1 first page 50c per additional page
Sending – International	\$2 first page 50c per additional page
Word processing	\$12 per hour



## Morning & Afternoon Tea Options

**OPTION ONE**  
**\$3.50 per person**

Tea and Coffee

**OPTION TWO**  
**\$5.50 per person**

Tea, Coffee and Cookies

**OPTION THREE**  
**\$7.50 per person**

Your choice of Scones, Muffins, Savoury or Sweet Pastries  
Tea and Coffee

**OPTION FOUR**  
**\$12.50 per person**

Your Choice of Scones, Muffins or Sweet Pastries  
With  
Your choice of Assorted Club Sandwiches or Seasonal Fresh Fruit Platter  
Orange Juice, Tea and Coffee

## Lunch Menu Options

**LIGHT LUNCH**  
**\$16.50 per person**

**Petite Gourmet Club Sandwiches**  
Salad and a choice of chicken or beef fillings  
(vegetarian option available upon request)

**Fresh Fruit Kebabs**

**Chicken Kebabs**  
with satay sauce

**Mini Assorted Cakes / Slices**

**Tea / Coffee**



**WORKING LUNCH**

**\$25.00 per person**

**Gourmet Open Sandwich**

(choices of the following)

Seared Beef & Wild Pickle

Smoked Salmon & Fresh Avocado

Succulent Roast Chicken & Brie

(Vegetarian option available upon request)

**Selection of Home Style Savories**

A selection of Hot Savouries, Samosas  
& Spring Rolls with Dipping Sauces

**Chef's Muffin of the Day**

**Gourmet Cheeseboard**

A selection of Cheeses, Grapes, Sliced Pepperoni,  
with wild pickle and a selection of Crackers

**Tea / Coffee**

**PLATTER OPTIONS**

**\$7.50 per person**

**The below platters cater for 10 people**

**Gourmet Cheeseboard**

A selection of Cheeses, Grapes, Sliced Pepperoni,  
with wild pickle and a selection of Crackers

**Selection of Home Style Savories**

A selection of Hot Savouries, Samosas  
& Spring Rolls with Dipping Sauces

**Seasonal Fresh Fruit**

A selection of Seasonal Delicious Fresh Fruit

