



Conference Package

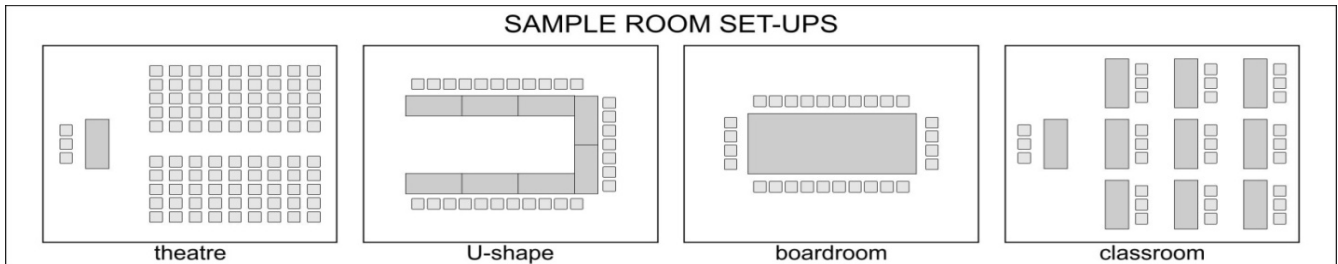


Room Prices & Capacities

DAY HOURS 7AM- 5PM EVENING HOURS 6PM- 11PM

ROOM	DAY	EVENING	THEATRE	U-SHAPE	BOARDROOM	CLASSROOM
FULL ROOM	\$450.00	\$650.00	125	55	55	50
ROOM A + TERRACE	\$300.00	\$500.00	50	20	26	20
ROOM B	\$250.00	\$450.00	50	20	26	20

SAMPLE ROOM SET-UPS



AUDIO VISUAL & EQUIPMENT

<u>ITEM</u>	<u>PRICE</u>
DATA PROJECTOR	\$125.00
32" LCD FLAT SCREEN TELEVISION& DVD PLAYER	COMPLIMENTARY
IPOD CONNECTIVITY	COMPLIMENTARY
HAND HELP CORDLESS MICROPHONE	COMPLIMENTARY
WI-FI INTERNET ACCESS	COMPLIMENTARY
PENS, WRITING PADS & MINTS ON TABLE	COMPLIMENTARY
LECTERN	COMPLIMENTARY
WHITEBOARD & WHITEBOARD MARKERS	COMPLIMENTARY
FLIP CHART	COMPLIMENTARY
AUDIO SYSTEM	COMPLIMENTARY
PROJECTOR SCREEN	COMPLIMENTARY
SPEAKERS	COMPLIMENTARY
STAGE	QUOTE ON REQUEST

**PLEASE NOTE THAT EXTRA EQUIPMENT CAN BE SOURCED ON REQUEST FOR AN ADDITIONAL COST.*

**ANY EXTERNALLY SOURCED EQUIPMENT MAY CHARGE AN ADDITIONAL SURCHARGE, AND MAY INCUR A DELIVERY FEE.*

Catering Options

BREAKFAST PACKAGES:

- CONTINENTAL PACKAGE 1 – STANDARD **\$15.00 PER DELEGATE**
INCLUDES SELECTION OF PASTRIES, YOGHURT, FRUIT, TEA/COFFEE & JUICE.
- CONTINENTAL PACKAGE 2 – DELUXE **\$20.00 PER DELEGATE**
INCLUDES CEREAL, COLD MEATS & CHEESES, PASTRIES, FRUIT, TEA/COFFEE & JUICE.
- HOT BREAKFAST PACKAGE 1 – STANDARD **\$22.00 PER DELEGATE**
INCLUDES BACON, SCRAMBLED EGGS, CROISSANT, TEA/COFFEE & JUICE.
- HOT BREAKFAST PACKAGE 2 – DELUXE **\$27.00 PER DELEGATE**
INCLUDES BACON, SCRAMBLED EGGS, CREAMY MUSHROOMS, ROASTED TOMATO, HASH BROWNS, PASTRIES, FRUIT, TEA/COFFEE & JUICE.

DELEGATE PACKAGE 1 – STANDARD

\$30.00 PER DELEGATE

- CONTINUAL TEA & COFFEE STATION.
- MORNING TEA WITH SELECTION OF SCONES WITH JAM & CREAM & MUFFINS.
- LUNCH OF GOURMET WRAPS & TOASTED TURKISH BREAD W/ A VARIETY OF FILLINGS.
- AFTERNOON TEA WITH CHEF SELECTION OF BISCUITS

DELEGATE PACKAGE 2 – DELUXE

\$35.00 PER DELEGATE

- CONTINUAL TEA & COFFEE STATION.
- MORNING TEA WITH SELECTION OF SCONES WITH JAM & CREAM.
- LUNCH OF EITHER -
 - GOURMET WRAPS & TOASTED TURKISH BREAD WITH A VARIETY OF FILLINGS & A FRUIT PLATTER.
 - HOT MEAL OF LASAGNA OR HOUSE MADE CHICKEN SCHNITZEL SERVED WITH CHIPS & SALAD & A FRUIT PLATTER
- AFTERNOON TEA WITH CHEF SELECTION OF CAKES & SLICES.

PLATTERS

\$60.00 PER PLATTER - MINIMUM OF \$500 TO BE SPENT ON PLATTERS IF ONLY FOOD ORDERED.

- SUSHI PLATTERS (INCLUDES A SELECTION OF SUSHI MINIMUM 25 PIECES)
- CHEESE, DRIED FRUITS & CRACKERS
- FRUIT PLATTER
- SANDWICH & WRAP PLATTER (MINIMUM 30 PIECES)
- GOURMET MINI CAKES PLATTER (4 VARIETIES 20 PIECES)
- COLD CUT VEGGIES & DIPS
- TAPA PLATTER - BROCADILLAS, CROQUETTE BALLS, PORK & VEAL MEATBALLS WITH ROMESCO DIPPING SAUCE (MINIMUM 30 PIECES)
- MEAT PLATTER - MARINATED CHICKEN DRUMMETTES, CHORIZO & CHERRY TOMATO WRAPPED IN PASTRY, LAMB KEBABS WITH HONEY SOURED CREAM (MINIMUM 25 PIECES)
- CLASSIC PLATTER - MINI PIES, CHEESE & SPINACH PASTRIES & QUICHES WITH TOMATO SAUCE (25 PIECES PER PLATTER)
- VEGETARIAN PLATTER – SAMOSAS, VEGETARIAN PIZZAS & VEGGIE SPRING ROLLS WITH SWEET CHILLI SAUCE (MINIMUM 50 PIECES)

NOTE: ALL CORPORATE CATERING IS BUFFET STYLE, IF TABLE SERVICE IS REQUIRED PLEASE ADD \$20.00 PER HOUR PER WAIT STAFF REQUIRED.

Post Conference Drinks

OUR IN HOUSE RESTAURANT **SABOR BAR & GRILL** IS THE PERFECT PLACE TO HOLD POST CONFERENCE DRINKS & NIBBLES.

WHITE WINE	PER GLASS	BOTTLE
HOUSE WHITE	\$6.00	\$24.00
RIDGE VIEW SELECTION	\$6.50	\$26.00
AUDREY WILKINSON SELECTION	\$7.00	\$30.00

RED WINE	PER GLASS	BOTTLE
HOUSE RED	\$6.00	\$22.00
AUDREY WILKINSON CABERNET MERLOT	\$7.50	\$32.00

SPARKLING	PER GLASS	BOTTLE
HOUSE SPARKLING	\$6.00	\$24.00
RIDGEVIEW CERVEE	\$7.00	\$30.00

BEER (TAP)	
XXXX GOLD	\$4.50
TOOHEY'S NEW	\$4.50
HAHN SUPERDRY	\$4.50

BEER (LIGHT)	
CASCADE LIGHT	\$6.00

BEER (BOTTLE)	
TOOHEY'S EXTRA DRY	\$6.50
XXXX SUMMER	\$6.50

BEER (PREMIUM)	
CORONA	\$7.50
CROWN	\$7.00

NON ALCOHOLIC DRINKS	
SOFT DRINK (MIDDY)	\$2.50
JUICE	\$3.00

SPIRITS		
BASIC SPIRITS	\$6.50 EACH	(INCLUDES BOURBON, VODKA, RUM, TEQUILA, MIDORI, GIN & MALIBU)

**PLEASE NOTE THAT THIS IS JUST A SAMPLE SELECTION OF WHAT'S ON OFFER – PLEASE CONTACT US FOR A MORE DETAILED MENU.*



Accommodation Options.

STUDIO SUITES

FEATURING AN OPEN PLAN ROOM WITH BALCONY, LOUNGE, DINING KITCHEN, FULL BATHROOM AND LAUNDRY.

THIS SUITE IS PERFECT FOR SINGLE OR TWIN SHARE ACCOMMODATION.

RATE: **\$180.00** PER SUITE PER NIGHT.



TWO BEDROOM SUITES

FEATURING BALCONY, MODERN OPEN PLAN LOUNGE, LAUNDRY, DINING AND FULL KITCHEN. THESE SUITES BOAST TWO BEDROOMS AND TWO BATHROOMS. THIS SUITE IS PERFECT FOR GROUPS OF 2 OR 4.

RATE: **\$220.00** PER SUITE PER NIGHT.

PARKING IS AVAILABLE FOR AN ADDITIONAL \$25.00

SUBJECT TO AVAILABILITY.

Thank you for choosing the Boulevard on Beaumont as venue of your choice for your event. To confirm your booking please complete the form below, read our terms & conditions and return all requested paperwork by fax to 4940-0092 or email to events@boulevardonbeaumont.com.au

Tick if accommodation is required

BOOKING FORM

COMPANY _____ EVENT DATE _____

TYPE of EVENT _____

GUEST NUMBERS _____ CLIENT EMAIL _____

CLIENT Mobile) _____ CLIENT Landline) _____

ADDRESS _____

_____ POST CODE _____

PLEASE TICK YOUR ACCEPTANCE TO THE FOLLOWING AMOUNTS BEING DEBITED FROM YOUR NOMINATED CREDIT CARD;

Event Deposit *Room hire amount processed upon receipt of booking form.*
Catering Costs *T.B.A. payment processed 10 days prior to event date.*
Security Deposit *We will reserve \$250 via pre-authority by credit card. This is 100% refundable if no damage to the event space or hotel surrounds.*

If choosing to pay via direct credit, cash or EFTPOS please ensure your payments reach our office by the due date. BSB 650 300 A/c; 966976503 Ref = Client name.

SIGNATURE OF CARD HOLDER _____ DATE _____

Please note a surcharge of 1.5% applies to all credit card payments. A CLEAR PHOTOCOPY OF THE FRONT AND BACK OF THE CREDIT CARD MUST FOLLOW WITH THIS FORM.

MasterCard Visa American Express Diners

_____ / _____ CCV _____

NAME ON CARD: _____

CARD HOLDERS SIGNATURE: _____

ADDRESS TO SEND RECEIPT: _____

TERMS & CONDITIONS

THANK YOU FOR CHOOSING BOULEVARD ON BEAUMONT AS THE VENUE FOR YOUR CONFERENCE.

CONFIRMATION OF BOOKING

- BOOKINGS ARE CONFIRMED **ONLY** ONCE YOUR SIGNED BOOKING FORM IS RETURNED ALONG WITH YOUR DEPOSIT OF YOUR ROOM HIRE AMOUNT HAS BEEN RECEIVED BY US.
- TENTATIVE BOOKINGS ARE HELD FOR A PERIOD NOT EXCEEDING 14 DAYS. IF YOUR DEPOSIT HAS NOT BEEN RECEIVED WITHIN 14 DAY MANAGEMENT RESERVES THE RIGHT TO CANCEL YOUR BOOKING WITHOUT NOTICE.
- WE ACCEPT MASTERCARD / VISA / AMEX / EFTPOS / DIRECT CREDIT / CASH. PLEASE NOTE A SURCHARGE OF 1.5% APPLIES TO ALL PAYMENTS MADE VIA CREDIT CARD.

CATERING NUMBERS / MENU CONFIRMATION / BAR TAB

- THE FINAL ATTENDEE NUMBERS FOR CATERING MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO YOUR EVENT. THIS WILL BE THE MINIMUM NUMBER FOR CATERING. YOU MAY INCREASE THE MINIMUM NUMBERS FOR CATERING ONLY IF WE RECEIVE A WRITTEN REQUEST NOT LESS THAN TWENTY FOUR (24) HOURS PRIOR TO YOUR EVENT.
- YOUR MENU SELECTION MUST BE CONFIRMED FOURTEEN (14) DAYS PRIOR TO YOUR EVENT. PLEASE NOTE OUR MINIMUM CATERING NUMBERS OF 30 AND MINIMUM CATERING SPEND OF \$25.00 PER PERSON.
- FULL PAYMENT MUST BE RECEIVED BY OUR OFFICE AT LEAST 7 DAYS PRIOR TO YOUR EVENT.
- IF YOU WISH TO RUN A BAR TAB WE WILL NEED A SIGNED CREDIT CARD AUTHORISATION FORM WITH A CLEAR COPY OF YOUR CREDIT CARD. ANY AMOUNT PAYABLE FROM A BAR TAB IS TO BE PAID UPON CONCLUSION OF YOUR EVENT (*WE WILL SIMPLY PROCESS TO YOUR NOMINATED CREDIT CARD*).
- ALL BAR SERVICE WILL STOP TWENTY (20) MINUTES PRIOR TO THE SCHEDULED COMPLETION TIME OF YOUR EVENT.
- PLEASE NOTE – MENU IS SEASONAL AND IS SUBJECT TO CHANGE AT ANY TIME.

CHILDRENS MEALS & SPECIAL DIETS

SPECIAL CONSIDERATIONS ARE MADE WITH REGARD TO CHILDREN'S MEALS, VEGETARIANS & SPECIAL DIETARY REQUIREMENTS. WHEN YOUR FINAL ARRANGEMENTS ARE BEING DISCUSSED PLEASE MAKE SURE TO ADVISE US OF ANY OF THE ABOVE SO WE CAN ARRANGE SUITABLE MEALS FOR EVERYBODY ON THE DAY.

- CHILDREN UNDER 12 - \$15.00 EACH (INCLUDES POPCORN CHICKEN & CHIPS & SOFT DRINK)

RESPONSIBLE SERVICE OF ALCOHOL

BOULEVARD ON BEAUMONT STRICTLY UPHOLDS THE PRINCIPLES OF RESPONSIBLE SERVICE OF ALCOHOL. IT IS AN OFFENCE TO SUPPLY LIQUOR TO PERSONS UNDER THE AGE OF EIGHTEEN (18) YEARS AND THE PENALTY IS SEVERE. ANY DECISION MADE BY MANAGEMENT WITH REGARDS TO THE RESPONSIBLE SERVICE OF ALCOHOL OR ANY OTHER LICENSING ISSUE WILL BE FINAL AND NO DISCUSSION WILL BE ENTERED INTO.

- CLIENTS ARE ASKED TO ENSURE THAT UNDER AGE PERSONS AMONGST THEIR GUESTS ARE NOT SUPPLIED WITH LIQUOR.
- OUR BAR STAFF WILL REFUSE TO SERVE LIQUOR IN ANY CASE WHERE THE PERSON IS SUSPECTED OF BEING UNDER AGE AND WILL REQUEST THAT PERSON TO PROVIDE PHOTOGRAPHIC IDENTIFICATION AND PROOF OF AGE. REFUSING TO OR PERSONS BEING UNABLE TO PRODUCE THIS IDENTIFICATION WILL BE REFUSED SERVICE.
- IF, ANY PERSON UNDER THE AGE OF EIGHTEEN YEARS OR ANY PERSON MANAGEMENT DEEMED TO NOT BE SUPPLIED WITH LIQUOR, IS IN FACT FOUND CONSUMING LIQUOR ON PREMISES THEY WILL BE EVICTED. NO WARNING WILL BE GIVEN & NO DISCUSSION WILL BE ENTERED INTO – MANAGEMENT'S DECISION IS FINAL.

CANCELLATIONS

- CANCELLATIONS MUST BE NOTIFIED IN WRITING AND REFUNDS WILL BE BASED ON THE FOLLOWING TIME FRAME;
 - NOTIFICATION OF 90 DAYS OR MORE WILL RESULT IN YOUR CONFIRMATION DEPOSIT BEING RETURNED + ANY OTHER PRE PAYMENTS MADE.
 - NOTIFICATION OF MORE THAN 60 DAYS BUT LESS THAN 90 DAYS WILL RESULT IN 50% OF YOUR CONFIRMATION DEPOSIT BEING WITHHELD.
 - NOTIFICATION OF MORE THAN 30 DAYS BUT LESS THAN 60 DAYS WILL RESULT IN 100% OF YOUR CONFIRMATION DEPOSIT BEING WITHHELD.
 - NOTIFICATION OF LESS THAN 30 DAYS BUT MORE THAN 7 DAYS WILL RESULT IN 100% OF YOUR CONFIRMATION DEPOSIT BEING WITHHELD + 50% OF FINAL PAYMENT.
 - NOTIFICATION OF LESS THAN 7 DAYS WILL RESULT IN 100% OF YOUR CONFIRMATION DEPOSIT BEING WITHHELD + 100% OF YOUR FINAL PAYMENT.

SECURITY DEPOSIT

- A CREDIT CARD MUST BE SUPPLIED AND AN AMOUNT OF \$250 WILL BE HELD ON THE CREDIT CARD AS A SECURITY DEPOSIT. THIS SECURITY DEPOSIT IS HELD AS SECURITY THAT THE ROOM HAS NOT SUSTAINED ANY DAMAGE OR EXCESSIVE CLEANING.
- THIS DEPOSIT IS FULLY REFUNDABLE IF NO DAMAGE HAS BEEN DONE TO THE ROOM.
- PLEASE REFER TO THE CLAUSE "DAMAGE / EXCESS CLEANING FOR MORE INFORMATION.

DAMAGE / EXCESS CLEANING

- BOULEVARD ON BEAUMONT DOES NOT ACCEPT RESPONSIBILITY FOR GUEST'S PERSONAL EFFECTS, EQUIPMENT OR OTHER VALUABLES.
- CLIENTS ARE FINANCIALLY LIABLE FOR ANY DAMAGE SUSTAINED TO HOTEL PROPERTY WHETHER BY THEIR OWN ACTION OR THROUGH THE ACTION OF THEIR GUESTS, CONTRACTORS OR SUB-CONTRACTORS.
- THE HOTEL DOES NOT ALLOW ANY ITEM TO BE NAILED, SCREWED, STAPLED, BLUE TACKED OR ADHERED TO ANY WALL, DOOR OR OTHER SURFACE OR PART OF THE HOTEL. IF YOU HAVE THE NEED TO AFFIX SIGNAGE OR OTHER DECORATIONS PLEASE CONTACT US FOR ADVICE & APPROVAL.
- AN EXCESS CLEANING FEE OF \$250 WILL BE CHARGED TO CLIENTS FOR CLEANING SERVICES NOT DEEMED 'ORDINARY' BY HOTEL MANAGEMENT, WHETHER BY THE CLIENTS OWN ACTIONS OR THROUGH THE ACTION OF THE CLIENTS GUESTS EG) VOMITING / EXCESSIVE MESS ON CARPETS FROM FOOD / DRINK.
- THE HOTEL RESERVES THE RIGHT TO; EXCLUDE OR REMOVE FROM THE PREMISES ANY OBJECTIONABLE PERSON OR PERSONS AND GUEST PROPERTY WITHOUT LIABILITY; RELOCATE FUNCTION SPACE; CANCEL THE FUNCTION IF MANAGEMENT OF THE HOTEL IS OF THE BELIEF THAT THE FUNCTION WILL AFFECT THE SMOOTH RUNNING OF THE HOTEL BUSINESS EITHER IN REGARD TO SECURITY, REPUTATION OR IS OBJECTIONABLE IN THE EYES OF THE LAW OF THE STATE.

SURCHARGE

- A SURCHARGE OF 20% APPLIES TO ALL CHARGES FOR ANY SUNDAY OR PUBLIC HOLIDAY.
- IF CONFIRMED ROOM HIRE TIMES ARE EXTENDED ADDITIONAL ROOM HIRE CHARGES WILL APPLY. EXTENSION OF TIMES MUST BE CONFIRMED BY PRIOR ARRANGEMENTS.

PRICE VARIATIONS

THE BOULEVARD ON BEAUMONT HOTEL WILL ENDEAVOUR TO HONOUR ALL QUOTED PRICES HOWEVER PRICES ARE SUBJECT TO CHANGE AT ANY TIME. ALL PRICES ARE INCLUSIVE OF GST.