

COUNTRY PLAZA HALLS GAP

CEDAR ROOM CONFERENCE PACK

A Unique Conference Venue....

Centrally located the **Country Plaza Halls Gap** combines conference facilities with the timeless pleasures of country hospitality & the tranquility of the Australian Bush. Spectacular natural scenery & native fauna will help to ensure a peaceful & relaxed atmosphere.

We specialize in functions for groups of up to 150 people, as well as workshops, seminars, product launches, & other promotional activities, with plenty of parking space available. With high standards, professionalism & a dedication to customer service, we take pride in providing our guests with the best in conference room equipment, facilities, fine wines & cuisine. All dietary requirements will be catered for. Also, if required, post conference activities.

Accommodation for your group is also available from budget queen; standard king & deluxe rooms. We can also assist with business services, faxing, photo-copying & internet access.

Our flexibility & personal approach will ensure your function is productive & successful.

Call us today to talk about your next conference or event. Alternatively, confirm your conference booking by returning the terms & conditions page at your earliest convenience.

Conference Room Rates

Cedar Room

Room Hire - \$TBA per day or part thereof

9am – 5.30pm Monday - Friday

Charges apply for out of hours & weekends

Accommodation

Standard King Room

Deluxe Room

Budget Queen Room

Executive Spa Room

All rates are for 1 person (sole occupancy)

\$TBA per person per night for additional guests in rooms where available

Please note that accommodation rates in this pack only apply when booking is being held in conjunction with a conference at the Country Plaza Halls Gap

Business center fees apply for photocopying, faxing & internet

Breakfast Menu

Café hours 7.30am - 9.30am

Continental Breakfast - \$TBA per person

Selection of Breads for toasting, Assorted Cereals, Fruit Juices, Seasonal Fruit, Yoghurts, Tea selection & Percolated coffee.

Full Buffet Breakfast - \$TBA per person

Eggs, Bacon, Sausages, Mushrooms, Roasted Tomatoes, Baked Beans, Percolated coffee & selection of teas it also includes continental provisions

Continental breakfast can be taken at leisure; full cooked breakfast must be taken as a group at a set time as nominated by the organizer.

Tea & Coffee

All Day Tea & Coffee \$TBA per person
(Price reduced if served with morning or afternoon tea option)

Morning & Afternoon Teas

Assorted Gourmet Cookies	\$TBA per person
Assorted Gourmet Macarons	\$TBA per person
Fresh Muffins	\$TBA per person
Fresh Scones with Jam & Cream	\$TBA per person
Selection of Slices & Cake	\$TBA per person
Fresh Fruit bowl	\$TBA per person

(Fruit bowl must be served with another morning or afternoon tea option)

Lunch Menu's

(Include Soft Drink, Juice & Chilled Water)

Working Lunch

\$TBA per person (16 or more)

\$TBA per person (15 or less)

Chefs Homemade Soup
Warm Pastry Selection
Gourmet Baguettes, Focaccia & Wraps
Fresh Fruit Platter

Ploughman's Lunch

\$TBA per person (16 or more)

\$TBA per person (15 or less)

Assortment Bread & Rolls
Chef's Selection of 2 Salads
Platter of Cold Meats
Assorted Cheese Platter

Tempting Hot Lunch

\$TBA per person (min 30 Guests)

Assortment Bread & Rolls
Chefs Garden Salad
2 Wet Hot Dishes
Steamed Jasmin rice
Fresh Fruit Platter

Dinner Options

Al a carte – Maximum 15 guests

2 Course Choice from Darcy's Limited Menu
(Entrée & Main or Main & Dessert)

\$TBA per person as per menu

3 Course Choice from Darcy's Limited Menu
(Entrée, Main & Dessert)

\$TBA per person as per menu

Set Menu – Minimum 15 guests

2 Course Menu of the Chefs Selection
Served Alternatively

\$TBA per person

3 Course Menu of the Chefs Selection
Served Alternatively

\$TBA per person

Dinner Buffet Menu

MINIMUM 40 Guests

\$TBA per person

Per Section Choices

Less than 50 Guests – Choice of 2 Items

more than 50 Guests – Choice of 3 Items

Includes fresh rolls and bread selection

CARVERY

- Roast Beef with Horseradish
- Roast Pork with Apple Sauce
- Roast Lamb with Mint Jelly
- Honey Soy Chicken Pieces
- Battered Fish with Tartare sauce

PASTA & RICE

- Spinach & Ricotta Cannelloni
- Steamed Jasmin Rice.
- Beef Ravioli with Neapolitan sauce
- Chicken Tortellini with Creamy Garlic & Pumpkin Sauce

VEGETABLES

- Steamed Seasonal Vegetables
 - Cauliflower Bake
 - Roasted Potato's
 - Scalloped Potato's
- Roasted Seasonal Root Vegetables

SALADS

- Traditional Coleslaw
- Traditional Greek Salad
- Classic Caesar Salad
- Garden Fresh Tossed Salad
- Potato & Crispy Bacon Salad
- Tangy Tomato Pasta Salad
- Whole Baby Beetroot Salad

DESSERTS

Apple Pies with Vanilla Custard
Brandy Snaps
Pavlova with Double Cream & Berries
Rich Chocolate Mousse
Fruit Salad with Double Cream

Cedar Room Conference Booking Details

Company Name: _____

Company Address: _____

Contact Person: _____

Office Phone: _____ Fax: _____

Email Address: _____

Date (s) of Conference: _____

Time of Arrival: _____ Time Of Departure: _____

No of Guests Attending: _____

Seating Arrangements: _____

Any Equipment required (please circle what is required) charges apply:

Microphone - FOC Whiteboard – FOC Lectern – FOC Flipchart – \$TBA

Data Projector & Screen - \$TBA (N.B. our audio equipment are fixed items if you choose not to use our equipment then you need to provide your own projector & screen. We are unable to assist with the set-up of this equipment)

INVOICE DETAILS:

If same as above please put as above if on file please put on file from previous_

Company Name: _____

Attention To: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Purchase Order Number: _____

Accommodation Requirements:

Single Rooms Required: _____ Twin/Double Rooms Required: _____

(Please note rooming list will be required as soon as possible to aid our reservation department)

Cedar Room Conference Schedule

Payment Terms

Please indicate who will be responsible for specified costs

	COMPANY PAYING	DELEGATES PAYING
ACCOMMODATION	YES NO	YES NO
INCIDENTALS	YES NO	YES NO
VENUE HIRE	YES NO	YES NO
CATERING	YES NO	YES NO
MINIBARS/PHONECALLS	YES NO	YES NO
DINNER DRINKS	YES NO	YES NO

Catering Requirements

please indicate arrival, commencement & conclusion times, menu & beverage choices & number of guests

DAY: - ONE

#'s	TIME	FUNCTION	MENU CHOICE	
		ALL DAY TEA/COFFEE	YES	NO
		BREAKFAST	CONTINENTAL	FULL COOKED
		ARRIVAL		
		MORNING TEA		
		LUNCH		
		AFTERNOON TEA		

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		CONCLUDES			
		DINNER	LIMITED A LA CARTE	SET MENU	BUFFET
		DINNER DRINKS	BAR TAB	YES NO	AMOUNT \$
BAR TAB INCLUSIONS (PLEASE CIRCLE)			BEER	HOUSE WINE SPIRITS	SOFT DRINK

DAY: - TWO

#'s	TIME	FUNCTION	MENU CHOICE		
		ALL DAY TEA/COFFEE	YES	NO	
		BREAKFAST	CONTINENTAL	FULL COOKED	
		ARRIVAL			
		MORNING TEA			
		LUNCH			
		AFTERNOON TEA			
		CONCLUDES			
		DINNER	LIMITED A LA CARTE	SET MENU	BUFFET
		DINNER DRINKS	BAR TAB	YES NO	AMOUNT \$
BAR TAB INCLUSIONS (PLEASE CIRCLE)			BEER	HOUSE WINE SPIRITS	SOFT DRINK

DAY: - THREE

#'s	TIME	FUNCTION	MENU CHOICE		
		ALL DAY TEA/COFFEE	YES	NO	
		BREAKFAST	CONTINENTAL	FULL COOKED	
		ARRIVAL			
		MORNING TEA			
		LUNCH			
		AFTERNOON TEA			
		CONCLUDES			

		DINNER	LIMITED A LA CARTE		SET MENU	BUFFET
		DINNER DRINKS	BAR TAB	YES NO	AMOUNT \$	
BAR TAB INCLUSIONS (PLEASE CIRCLE)			BEER	HOUSE WINE SPIRITS	SOFT DRINK	

Cedar Room Conference Terms & Conditions

Our terms & conditions are detailed to ensure the smooth running of your function.

- Tentative bookings will be held for 14 days only without a security deposit.
- A security deposit of \$TBA will be required to secure your conference booking.
- A cancellation fee of \$TBA will apply if your conference is cancelled within 28 days of the event.
- Surcharges apply to all conference booking that incorporate a Saturday or Sunday as part of the presentation program.
- Number of delegates attending must be confirmed 14 days prior to your conference, these are the minimum numbers that you will be charged.
- A preliminary rooming list must be sent to us 14 days prior to the conference; from this list we will release any unused rooms. If additional rooms are required after this date you will need to contact us to make arrangements before the room/s can be guaranteed.
- Organizers are financially responsible for any damage or loss sustained to the complex, property or equipment during your conference.
- Any outstanding charges are required on completion of your function. We accept Cash, Cheque, Visa, MasterCard, and AMEX & Diners (charges may apply for credit card payments).
- If the above payment arrangements are not able to be met, please contract our Credit Department to organize an alternative payment method.
- Every endeavor will be made to maintain prices; however, they may be subject to change without notice.

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The terms and conditions as outlined are accepted on behalf of:

Company Name: _____

I authorize all charges agreed to as above:

Name: _____

Signature: _____

Function Date (s): _____

Anticipated Number of Guests: _____

CREDIT CARD AUTHORITY FORM

PLEASE COMPLETE FORM IN ITS ENTIRETY & RETURN VIA FAX OR SCANNED & EMAILED

Event:

Company:

Address:

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Telephone Number: Fax Number:

Copy of Invoice to be: MAILED YES NO (please circle)

Email Address:

CREDIT CARD DETAILS

Credit Card Number:

Expiry Date: CVC: (Last 3 digits on reverse)

Name as appears on Credit Card:

Signature of Cardholder:

AMOUNT: