



2024

# Conference Package





## Conference Package

| Room         | Hire Charge | Cabaret Style | U Shape | Theatre Style |
|--------------|-------------|---------------|---------|---------------|
| Classic Room | \$365       | 60            | 40      | 100           |
| 1/2 Cabaret  | \$470       | 100           | 60      | 180           |
| Cabaret      | \$680       | 300           | N/A     | 400           |

### Room Hire Inclusions:

Lectern & Microphone, Cordless/Lapel Microphones, Welcome Signage, WIFI, Room Set up, White board & Flip chart (upon request), Over 100 onsite carparks

### Extra:

Data Projector & screen Hire \$150

## Catering

Tea/Coffee Inclusive in all catering packages

All Day Package \$54

pp:

Morning Tea - Home made scones 'w jam & cream, danish pastries, ham & cheese croissants

Lunch - A selection of sandwiches & wraps, a selection of hot finger food, fruit platter, juice & soft drink jugs

Afternoon tea - a selection of cakes and slices, fruit platter

Individual Sessions:

Morning Tea \$24.50pp

Lunch \$29.75pp

Afternoon Tea \$17.75pp

Continental Buffet Breakfast \$27.50pp:

Fresh fruit, Danish pastries, yoghurts, 3 types of cereal, toast & condiments, juice

Hot Buffet Breakfast \$33pp:

Scrambled eggs, bacon, tomato, sausages, mushroom, toast & condiments, croissants, bread, juice



Add a platter to your package:

Fruit Platter \$83

Danish Pastries \$66

Scones 'w jam & cream \$63.25

Croissants \$72

Please discuss any dietary options or and further requirements you may have.

## Terms & Conditions

### Tentative Reservations & Confirmations

We will hold a tentative reservation for a maximum of seven (7) days. To confirm your booking, a deposit must be paid & booking form signed and returned within the specified time. If the deposit is not paid, your date will be re-opened.

### Final Numbers

Must be received at least seven (7) days prior to your conference. The number given at this time will form the basis for final invoicing. All catering & package costs are to be paid at the time of final confirmation. Any drinks/on consumption Bar TABS must be paid at the completion of your function.

### Dietary Requirements

Our catering team are able to accommodate any dietary requirements. We do however, require final numbers to be given at the time the final numbers are provided

### Change of Date/Cancellations

If you require a change of date, The GV Hotel will make all reasonable efforts to accommodate this change, provided the requested date is available. If the requested date is unavailable the GV will deem the function cancelled. All cancellations with at least 30 days notice will receive their deposit refunded. Any cancellation within 30 days will forfeit deposits.

### BYO Food & Beverages

The GV Hotel is a fully licenced venue: as such no food (except wedding/celebration cake) or beverage (including alcohol) is permitted to be bought into or removed from the hotel.

### Photos

Please note that from time to time, photos may be taken prior or during your event for marketing purposes. Please let your coordinator prior if you do not wish for this to happen.

### Personal Property

The GV Hotel will take all necessary care, but accepts no responsibility for the loss or damage to property of clients and their guests. This includes gifts, donations and personal property bought into the venue.

### Public Holiday Surcharge

A 10% surcharge applies to all functions held on Public Holidays.

### Payment

All functions must be prepaid unless by prior arrangement.

I have read the above terms and conditions and understand them and agree to abide by them.

Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Function Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Booking Form

Booking Form must be completed, signed and returned to confirm your booking.

|   |  |
|---|--|
| Booking Date:                                 |  |
| Conference Title:                             |  |
| Organiser's Name:                             |  |
| Business Name:                                |  |
| Business Address:                             |  |
| Contact Number:                               |  |
| Contact Detail                                |  |
| Room Set Up:                                  |  |
| Number of Attendees                           |  |
| IT Requirements                               |  |
| Catering Requirements                         |  |
| Room Required:                                |  |
| Name, Job Title and Signature of<br>Organiser |  |