

Quality Inn Airport Heritage

620 Kingsford Smith Drive

Hamilton

Star Conference Centre



Our Venue

Star conference centre is set up to cater for meeting & function needs which include: Seminars, Product Launches, Staff Training Sessions, Board Meetings/Dinners, Corporate Entertaining & General Meetings.

The Conference Room accommodates up to 30 people.

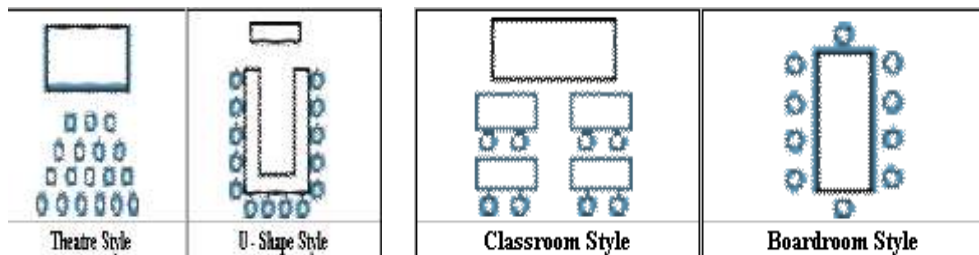


Star Conference Centre

The room is equipped for presentations with a range of audio visual equipment and static equipment which can be provided.

Star Conference centre provides catering options ranging from morning & afternoon teas to lunches and formal conference dinners. The bar is open from 5.30 pm daily.

Conference Rates & Specifications



Star Conference Room

The Conference Room has a full day rate of \$200 with any of our catering packages, or \$250 for room only.

| | |
|----------------|--------------|
| Theatre Style: | 20 delegates |
| U Shape Style: | 20 delegates |
| Classroom: | 20 delegates |
| Boardroom: | 20 delegates |

Day rate applies until 6pm

10% Surcharge applies on Sunday & Public Holidays



Star Conference Centre



Star Bar And Restaurant

Star Bar And Restaurant is perfect for your casual or Business Breakfast, Corporate Dining or relaxed after conference dinners.



Conference Packages

Menu 1

\$9.95 per person

Catering

Arrival coffee & tea

Coffee and a fine selection of teas

Morning tea or Afternoon tea

Chef's selection of biscuits, slices, cakes and muffins

Menu 2

\$21.95 per person

Catering

Arrival coffee & tea

Coffee and a selection of fine teas

Morning tea

Chef's selection of biscuits, slices, cakes and muffins

Lunch

A selection of gourmet sandwiches, wraps and a fresh fruit platter

Tea, coffee and orange juice are served with lunch

OR

A selection of cold meats, bread rolls and salad with a fresh fruit platter. Tea, coffee and orange juice are served with lunch



Menu 3

\$24.95 per person

Catering

Arrival coffee & tea

Coffee and a selection of fine teas

Morning tea

Chef's selection of biscuits, slices, cakes and muffins

Lunch

A selection of hot foods. Quiches, Pizza Slices, and Spring Rolls

Menu 4

\$29.95 per person

Arrival coffee & tea

Coffee and a selection of Dilmah teas

Morning tea

Chef's selection of biscuits, slices, cakes and muffins

Lunch

A selection of gourmet sandwiches, wraps and a fresh fruit platter

Tea, coffee and orange juice are served with lunch

OR

A selection of cold meats, bread rolls and salad with a fresh fruit platter. Tea, coffee and orange juice are served with lunch

Afternoon Tea

Chef's selection of biscuits, slices, cakes and muffins

Menu 5

\$32.95 per person

Catering



Star Conference Centre

Arrival coffee & tea

Coffee and a selection of fine teas

Morning tea

Chef's selection of biscuits, slices, cakes and muffins

Lunch

A selection of hot foods. Quiches, Pizza Slices, and Spring Rolls

Afternoon Tea

Chef's selection of biscuits, slices, cakes and muffins

A selection of sandwiches and savoury finger food (quiches & pastries) accompanied with a fresh fruit platter.

Tea, coffee and orange juice are served with lunch

Audio Visual Equipment Hire

| | |
|---|----------------|
| Data Projector | \$130.00 |
| Extra Powerboards | FREE OF CHARGE |
| Flipchart & Paper | FREE OF CHARGE |
| White Board | FREE OF CHARGE |
| OHP & Screen | \$ 90.00 |
| Lecturn | \$ 15.00 |
| Teleconference Polycom | \$140.00 |
| Laptop | \$130.00 |
| LCDTV/DVD | \$ 70.00 |
| Electronic Whiteboard (lge) | \$250.00 |
| 68cm TV/Video/Stereo/Stand | \$110.00 |
| Other equipment is available upon request | |

Please note: Some Audio Visual Equipment is contracted to an outside company and the amount quoted above includes delivery.



Function room hire includes iced water, mints, whiteboard and room setup.

Accommodation Packages are available for Delegates



Please enquire regarding our rooms available and discounts we can offer your conference delegates



Star Conference Centre

Contact Person:
Conference Room:

| | |
|------------------|-------------|
| Conference Name: | Booking No: |
| Arrival: | |
| Departure: | |

| | | |
|---|---|---|
| <p>Charging Details Please indicate the circles of the items you wish to be charged to the company master account. Those not indicated will be seen as payable by the individual.</p> <p>Beverages – during the day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orange Juice (\$8.00 per jug) <p>Accommodation Room Extras</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mini Bar Items <input type="checkbox"/> Telephone Calls <p>Additional Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photocopying/ Faxing <input type="checkbox"/> Calls from Conference Room/s <input type="checkbox"/> Internet Access | <p>Room Set Up Conference Room Set Up Styles The conference room</p> <ul style="list-style-type: none"> <input type="checkbox"/> U-Shape (20) <input type="checkbox"/> Classroom (20) <input type="checkbox"/> Boardroom (20) <input type="checkbox"/> Theatre (20) <p>Total to be seated in this style: _____</p> <p>Resource Table/s Required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front of Room #_____ <p>Table for Data Projector & Laptop ----- -----</p> | <p>Additional Charge Items / Day</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flipchart & Paper <input type="checkbox"/> OHP & Screen * <input type="checkbox"/> 6FT Screen <input type="checkbox"/> Electric Whiteboard (1ge) * <input type="checkbox"/> Data Projector <input type="checkbox"/> Lecturn <input type="checkbox"/> Polycom * <input type="checkbox"/> Screen <input type="checkbox"/> LCDTV/DVD 80cm <p>Note : some items have a delivery fee *</p> |
| <p>Catering Details <i>please complete meal times required & number of guests attending each meal accurately.</i></p> | | |



Star Conference Centre

Date & Day:

Choice of Pack:

| | Time | Menu | Pax |
|-------------------|------|------|-----|
| Breakfast | | | |
| Convening | | | |
| Am tea | | | |
| Lunch | | | |
| Pm tea | | | |
| Pre dinner drinks | | | |
| Dinner | | | |

Overnight

| | | |
|--|--------|--|
| Special dietary requirements: Some requirements may incur an extra fee | Notes: | |
|--|--------|--|



Quality Inn Airport Heritage Terms & Conditions

To ensure your conference runs smoothly and your expectations are met during your stay at Quality Inn Airport Heritage, we ask that you read and understand our terms and conditions. Please ask us if there is anything you are unsure of.

Conditions

Rates and Package prices are subject to change without notice.

Smoking

Smoking is not permitted within 4 meters of our hotel or in any of our buildings, and fines may apply. Please dispose of your waste thoughtfully.

Car Parking

Car parking is free of charge. If the car park is full there is plenty of off street parking FOC.

Conference Room

Each conference will have one conference/meeting room allocated for the group's use. Day room hire from 7.00am to 6.00pm. Night room hire from 6.00pm to 9.00 pm. (Changes to these times available on request) Basic conference material and equipment are included in the conference room hire. The quoted charge will include one initial set up of a conference room as per facilitator's instruction/design. Should you require any changes to the original set up during the conference, there will be an additional charge based on staff labour costs and time spent on re-setting. Sufficient notice will need to be given to Management to ensure staff are available. Due to the size of our conference rooms we do not allow amplified sound.

No outside food may be brought into the conference, only food catered by Quality Inn Airport Heritage may be consumed on our premises.

Office Hours

Reception is open 6.00 am to 10.00 pm Monday to Friday. Outside these hours incoming emergency calls will be connected to the on-site General Manager.

Confirmation of Reservations and Deposits

A reservation will only be considered as confirmed on receipt of a credit card number and faxed confirmation. This must be received within 7 days of making the booking. The Quality Inn Airport Heritage reserves the right to cancel any booking if adequate confirmation has not been received by the due date. If we do not receive your final numbers and specifics of food items and timing of services, you will leave this to our discretion. If we do not receive final details, we will send an email advising our catering information, confirming your original details in your booking numbers and food options. Once received, food options and numbers cannot be altered.



Star Conference Centre

Payment of Account/Cancellations

Should a situation arise of individual delegate accounts remaining unpaid after departure, these accounts will be added to the master account. Payment of the full Master account must be paid at the end of the conference day unless an account is held with us and therefore there is a 30 day payment term. You may request a 30 day account (this must be approved prior to your conference) ALL incidentals must be paid for on departure (unless an approved account is held with us). Final numbers and details are due 3 full working days prior to your conference arrival

Charges will be rendered according to the number of people attending the conference or the numbers confirmed 3 days prior, which ever is greater. Any cancellations/changes either individual or group are required in writing 3 working days prior.

Damage and Insurance

Quality Inn Airport Heritage will not accept any responsibility for the damage or loss of equipment or belongings left on the property, prior to, during or after the conference. It is a condition of occupancy that Quality Inn Airport Heritage is not liable for damage or loss of property, which the occupier or guests may incur on these premises, or any injury incurred through the use of the property. Any displays that require showing in the conference room must only be attached with blue-tac. The organizer of the meeting will be held responsible and charged for damages caused to hotel property during the course of the event by attendees. There will be an additional cleaning charge if spoilage on carpets occurs or there is an unreasonable amount of cleaning to be done, following the conference.

Please sign in acknowledgement of your acceptance of these Terms & Conditions and return to:
E-Mail: accounts@airportheritagemotel.com.au

Signature: _____ Date: _____

Name: _____

Conference Name: _____

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Credit Card #: _____ Exp: _____

Name: _____



Please Circle

Master card

Visa

Amex

Diners

We do NOT accept cheques unless prior arrangements are made

