

**HOTEL KURRAJONG  
CANBERRA**

**Conference Kit**



**[www.hotelkurrajong.com.au](http://www.hotelkurrajong.com.au)**



## Hotel Kurrajong Conference Kit

The Hotel Kurrajong offers a range of meeting and conference facilities including, boardrooms, meeting rooms for up to 80 delegates theatre style for presentations, rooms for up to 40 delegates for interactive workshops and breakout rooms.



Our options for catering and dining include, morning and afternoon teas, and working lunches served in the meeting room or just outside for convenience, formal or casual dining in Chifley's or Isabella's and space for cocktail functions up to 300 delegates.

We offer a set **Kurrajong Conference Day Package** for ease of booking and managing costs including room hire and all day catering. This Day Package is priced per person.

Equipment hire is charged separately.

All room hire rates are inclusive of:

- In room broadband internet
- Plasma screen network, PC, DVD, and sound system
- Wireless keyboard and mouse
- Facilitator Kit with basic tools such as markers, highlighters, pens, BlueTac Post It Notes etc.





## KURRAJONG CONFERENCE DAY PACKAGE \$78.00 pp

Available for groups with a minimum of  
15 delegates Includes:

- Room hire of the Jacaranda or Wattle Rooms
- Freshly brewed tea & coffee on arrival
- Morning Tea with freshly baked items
- Southwell Lunch option
- Afternoon Tea with freshly baked items

## BOARDROOM CONFERENCE DAY PACKAGE \$71.50 pp

Available for groups with a minimum of  
10 delegates Includes

- Room hire of the John Murdoch, Dame  
Tangney or Jarrah Rooms
- Freshly brewed tea & coffee on arrival
- Morning Tea with freshly baked items
- Southwell Lunch option
- Afternoon Tea with freshly baked items

**Packages can be upgraded to incorporate  
alternate serve plated lunch options for an  
additional \$15 per person.**

Lunches are served in Chifley's Restaurant.  
Self catering is not permitted.

Prices are subject to change without notification.





## ARRIVAL TEA AND COFFEE

- Freshly brewed tea and coffee

## FUNCTION MORNING AND AFTERNOON TEAS

Freshly brewed tea and coffee served with one of the following:

- Homemade biscuits
- Assorted pastries and Danishes
- Scones with jam and cream
- Assorted cakes

Hotel Kurrajong offers a complimentary fresh fruit platter with morning and afternoon teas.

Gluten Free Option available on request.



## SOUTHWELL LUNCH OPTION

INCLUDED IN CONFERENCE AND BOARDROOM PACKAGES

Choose one option for all delegates:

- Chef's selection of gourmet wraps and rolls
- Chef's selection of quiches

Both options served with a range of salads, fresh fruit platter, orange juice and freshly brewed tea and coffee.





## HOT LUNCH OPTIONS

Upgrade for \$15.00 pp

Please choose 2 dishes from the Lunch menus to be served alternately in the Restaurant.

Wild Mushroom and Roasted Garlic Risotto, tomato confit, buttered spinach, and shaved parmesan

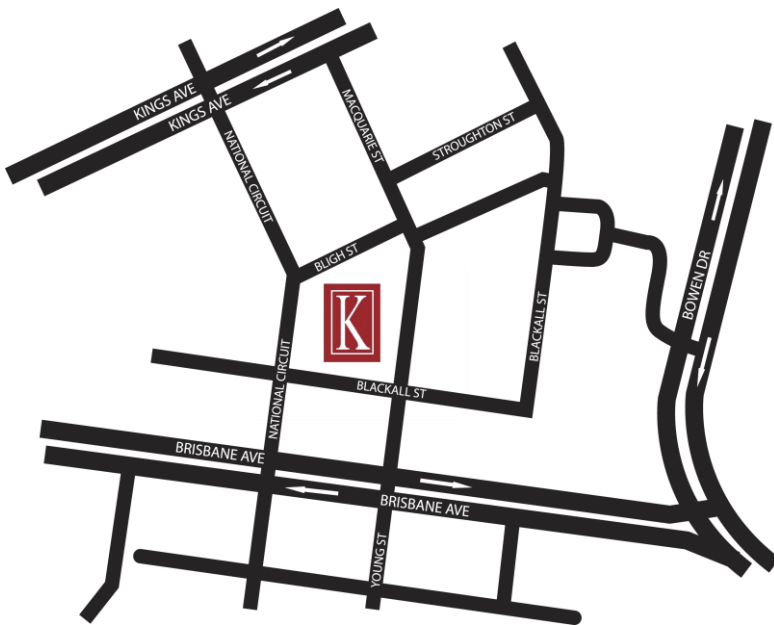
Char Grilled Scotch Fillet, Basil Oil, Sautéed young spinach with pumpkin topped with sweet potato crisps

Chicken Breast with Soba noodles tossed with ponzu and julienne of vegetables

Snowy Mountain Trout – roast fennel lemon chervil vinaigrette

Chicken OR Salmon Caesar salad with bacon, croutons, parmesan cheese, anchovies egg and traditional Caesar dressing

Lunch options served with bread roll, orange juice, soft drink and freshly brewed tea and coffee.



## AUDIO-VISUAL EQUIPMENT RATES (per day)

- Conference phone, selected rooms \$140
- Flip chart \$35
- Electronic whiteboard \$195
- 8 foot screen \$120
- 10 foot screen \$150
- Lap top computer \$150
- Data projector \$200
- Sound system with microphone \$150
- Whiteboard \$25

We will assist to arrange your audio visual needs.

**Parking** availability at Hotel Kurrajong is limited.

There are two hour spaces around the Hotel and the best parking is available on Macquarie Street directly behind the Hotel. Parking in Barton is at its peak 9am to 5pm Monday to Friday.

## Conference Room Facilities

	Boardroom	Classroom	U-Shape	Hollow Square	Cabaret	Theatre
<b>John Murdoch or Dame Tangney</b>	16					
<b>Jarra</b>	12					
<b>Wattle or Banksia</b>	20	25	18	26	30	40
<b>Jacaranda or Wollemi</b>	30	35	28	35	50	80

## Dimensions

<b>John Murdoch &amp; Dame Tangney</b>	W 4.75m x L 7.5m
<b>Wattle &amp; Banksia</b>	W 8.2m x L 7.3m
<b>Jacaranda &amp; Wollemi</b>	W 7.5m x L 11m
<b>Jarra</b>	W 4m x L 7.8m

## Room Hire Cost

Conference Room	Full Day Hire	Half Day Hire	Day Package
<b>John Murdoch or Dame Tangney</b>	\$364	\$234	\$71.50 per person
<b>Jarra</b>	\$325	\$195	\$71.50 per person
<b>Wattle or Banksia</b>	\$390	\$260	\$78.00 per person
<b>Jacaranda or Wollemi</b>	\$455	\$325	\$78.00 per person

Rooms are subject to availability, management reserves the right to move bookings if needed.

# FUNCTION TERMS AND CONDITIONS

To be signed and returned with booking form

1. Acceptance of Terms and Conditions - On signature of the Event Order / Booking Confirmation, the client is liable to the below Terms and Conditions.
2. Tentative Bookings - Will be held for 10 (ten) working days, after which the space will be released. Confirmations are required in writing by filling in the booking form.
3. Final Details - Menu's beverage arrangements, entertainment, audio visual requirements, room set-ups, starting and finishing times must be confirmed in writing 7 (seven) days prior to the function.  
Final numbers must be guaranteed and confirmed 2 working days prior to the function. This will be the minimum amount that you will be charged for the event.
4. Cancellations - Notification in writing more than 7 days prior to the function is required. Functions cancelled 5 days or less prior to event incur a:
  - \* 5 days prior to the event will incur a 25% penalty surcharge of the total expected bill.
  - \* 3 days prior to the event will incur a 50% penalty surcharge of the total expected bill.
  - \* 2 days prior to the event will incur a 75% penalty surcharge of the total expected bill.
  - \* 1 day prior or on day of event full payment of the expected total will be charged.
5. Prices - Prices are current at the time of issue and may increase without notice, due to changes in, or imposition of, government charges, taxes, levies or increase to direct costs. Clients will be notified of these changes, should they occur.
6. Surcharges - A labour charge will apply if a function continues past midnight of \$350.00 per hour thereafter. A surcharge of 10% is applicable on the total amount of Food and Beverage for Sunday's and 15% on Public Holidays.
7. Food and Beverage Policy - No Food or Beverage of any kind will be permitted to be brought into the hotel for consumption at the event or by any of the organisers, guests or persons attending the function. No Leftover Food is to be taken off the premises due to Health regulations.
8. Other Functions - The hotel reserves the right to book other functions in the same room up to an hour before commencement of your scheduled function and one hour after the scheduled finishing time. Additionally, the hotel may book other functions in adjoining rooms.
9. Fire, Life & Safety - The hotel reserves the right to adjust any set-up in compliance with fire safety codes.
10. Security - While every effort is made to ensure the safety of your belongings, the hotel does not accept responsibility for the loss or damage of any equipment or merchandise left on the premises prior to, during, or after the event. Loss or damage to any Hotel Kurrajong equipment as a result of actions of you or your guests is the direct responsibility of the signee of the Hotel Kurrajong terms & conditions. Cost of loss or damage will therefore be charged to the signee.
11. Delivery and Collection of Goods - The hotel will only accept the delivery of goods one working day prior to an event. All goods are to be collected within two working days at the conclusion of the event. All goods are to be delivered to the hotel receiving dock between 9.00am and 4.00pm, Monday to Friday. The hotel will not accept responsibility for any items delivered or left for collection outside these times. No parking is permitted in the receiving dock.
12. Insurance - As per Innkeepers Act.
13. Parking - Hotel Kurrajong does not guarantee parking and will not take responsibility for fines issued to clients whilst on premises.
14. Payment - The Hotel Kurrajong Booking Form **MUST** be completed with credit card details and signed as a legal document. For your convenience payment may be made at any time prior to your conference or by credit card on the day.
15. Deliveries - **Any deliveries required by you can be sent to the Conference & Events Department**  
**Loading Dock**  
**The Hotel Kurrajong**  
**Macquarie Street, Barton ACT 2600**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONFERENCE BOOKING FORM

Name of Function: (To Appear on Signage)		
Date of Function:	Contact Person:	
Phone:	Email:	Fax:
Billing Address:		
ETA of Function:	ETD of function:	
Number of guests:	Function room:	Contact on day of function:

Room Set up (please circle one) If other, please specify:

BOARDROOM STYLE

U-SHAPE

CABARET

CAFÉ STYLE

THEATRE STYLE

HOLLOW SQUARE

ROUND TABLES

AV Requirements (please specify if you will be bringing you own equipment, so we can provide power cords where needed)

## Credit Card Details

TYPE OF CARD: \_\_\_\_\_ CARD NUMBER:

EXPIRY DATE: \_\_\_\_\_ NAME ON CARD: \_\_\_\_\_

card will be charged on completion of event unless previous arrangements have been made.

## Catering Requirements

CATERING	TIME	PAX	FOOD SELECTION	SPECIAL DIETARY
ARRIVAL T&C				
MORNING TEA				
LUNCH				
AFTERNOON TEA				
OTHER				

## Accommodation Requirements

NUMBER OF ROOMS:	ROOM RATE:
ARRIVAL DATE:	DEPARTURE DATE:
METHOD OF PAYMENT FOR ACCOMMODATION:	

Please return booking form & terms & conditions form signed & dated to Hotel Kurrajong Conference & Events Department

Ph: 02 6234 4427 Fax: 02 6234 4466

8 National Circuit Barton ACT 2600

Please note that a Banquet Event Order Form will be emailed as a confirmation of this form

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_