



2010 CONFERENCE PACKAGES

an ideal  
place to  
meet

... with great facilities

Travelodge Rockhampton  
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## HOTEL HIGHLIGHTS

Travelodge Rockhampton is located in the centre of rockhampton, in the hub of sunny central queensland. Whether you're on a business trip or with your family, Travelodge Rockhampton is an ideal place to stay or use as a stopover for other nearby destinations. Overlooking the fitzroy river in the city centre, the hotel is situated just a short drive from the airport and is a great launching point for the famous great keppel island or other spectacular coastal locations.

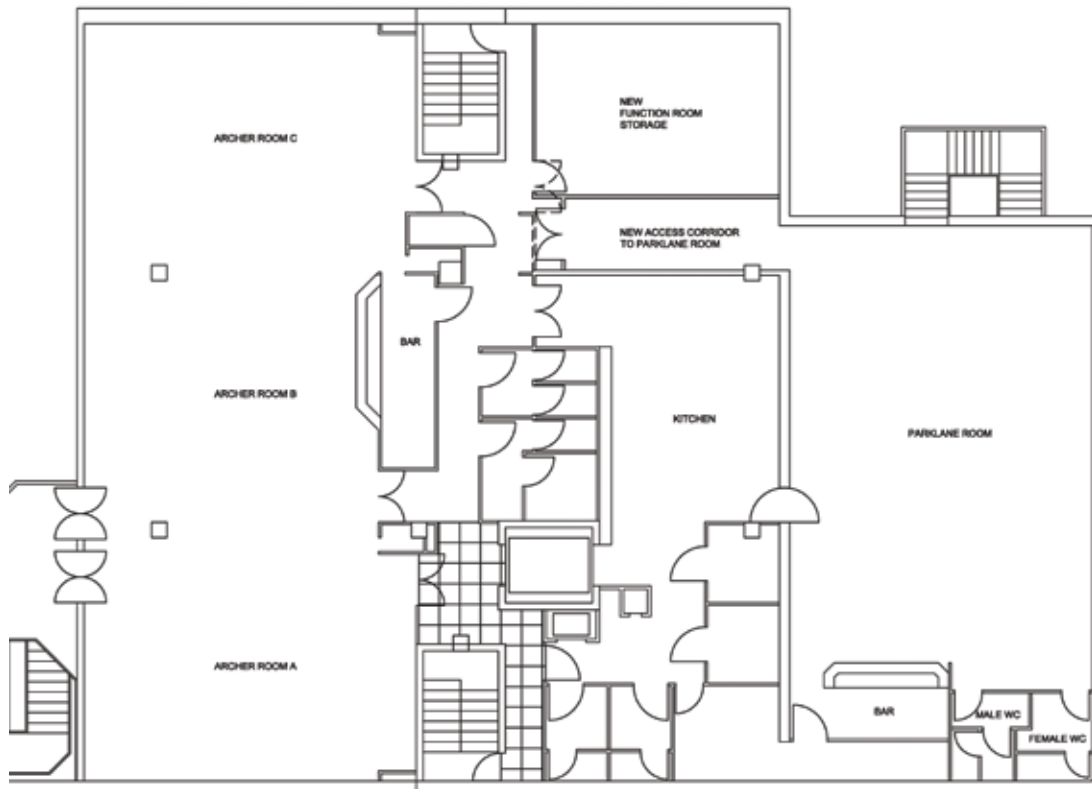
Travelodge Rockhampton offers fully equipped meeting facilities and the ability to accommodate and cater for functions of up to 150 delegates.

Our conference kit provides information on the venue, catering options and equipment hire. Please note that all menus are samples only and can be tailored to suit dietary requirements.



## TRAVELODGE VENUE CAPACITY

Style	Archer Room A (66.5 sqm)	Archer Room B (66.5sqm)	Archer Room C (66.5sqm)	Archer Room A+B+C (213sqm)	Parklane (121sqm)	The Boardroom (19 sqm)	Fitzroy (90sqm)	Riverside Restaurant
Theatre	40	40	40	150	70	-	30	-
Classroom	20	20	20	100	40	-	18	-
Banquet	40	40	40	120	80	-	-	-
U-Shape	20	20	20	-	35	-	15	-
Boardroom	20	20	20	-	35	12	15	-
Cocktail	50	50	50	200	80	-	50	-
Inside seated	-	-	-	-	-	-	-	70
Outside seated	-	-	-	-	-	-	-	40



## TRAVELODGE ROOM HIRE

Style	Archer Room A (66.5 sqm)	Archer Room B (66.5sqm)	Archer Room C (66.5sqm)	Archer Room B+C (66.5sqm)	Archer Room A+B+C (213sqm)	Parklane (121sqm)	The Boardroom (19 sqm)	Fitzroy (90sqm)
Full Day	\$190	\$190	\$190	\$325	\$465	\$260	\$150	\$170



## DAY DELEGATE PACKAGES

### **\$69.00 per person**

If numbers fall below 10 guests, a room hire fee will apply

#### **Includes:**

conference room hire, note pads, pens, iced water + mints, flipchart, whiteboard, wall mounted screen + conference aid kit

#### **Arrival Tea/Coffee**

freshly brewed coffee + specialty tea's

#### **Morning Munchies**

freshly brewed coffee + specialty tea's with a choice of one of the following:

- Delicious danish pastries
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Mini ham & cheese croissants
- Mini quiches
- Home style cookies
- Fruit skewers with yoghurt
- Selection of cakes

#### **Lunch**

your choice from our lunch menu

#### **Afternoon Delights**

freshly brewed coffee + specialty tea's with a choice of one of the following:

- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Lucious lamingtons
- Party pies & sausage rolls
- Home style cookies
- Fruit skewers with yoghurt
- Selection of vegetable sticks with dip
- Selection of cakes



## LUNCH CHOOSE YOUR OPTIONS

All Served with freshly brewed coffee, specialty teas, juice or soft drink and a fresh fruit platter

### Buffet Lunch

Hot buffet – Select two fork dishes to be served with steamed rice and a seasonal salad

- Beef stroganoff
- Butter chicken
- Braised lamb
- Chilli plumb pork
- Beef ragout
- Chicken coq-au-vin

### Pizza and Pasta Buffet

Chefs selection of gourmet pizzas, pasta and sauces. Vegetarian options available on request.

### Make your own Hamburger

Make your own hamburger with a fresh bread roll, beef patti, fried onion, lettuce, tomato, cheese, beetroot and a selection of condiments

### Plated Lunch

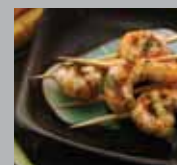
- Roast of the day served with traditional gravy and seasonal garden vegetables
- Crumbed or grilled fish with chips, salad & homemade tartare sauce
- Quiche of the day served with chips & salad (vegetarian option available on request)
- Crumbed steak with chips, salad & traditional gravy
- Grilled chicken with vegetables & hollandaise sauce

## NOT MUCH TIME? STAY IN YOUR CONFERENCE ROOM

### Gourmet Sandwich Selection

Served in your conference room as a working lunch with freshly brewed coffee & specialty tea's & juice or soft drink

- Selection of cold meat & salad turkish bread sandwiches
- Selection of cold meat & salad wraps
- Selection of cold meat & salad bread rolls
- Vegetarian options available on request
- Platter of sliced seasonal fruit



## TRAVELODGE BREAK OPTIONS

### **Wine Down - \$10 per person**

Pre-selected beverages at the finish of your day

### **Liven up your break - \$7.00 per person per break**

#### **Sweet Tooth**

- Selection of Cadbury Chocolates

#### **Cheese**

- Assorted cheese
- Crackers
- Dried fruits

### **Hot Finger Food - \$4.50 per person per break**

- Mini quiche
- Party pies
- Sausage roll



## AUDIOVISUAL & EQUIPMENT HIRE

	<b>Per Day Price</b>
Fixed Screen	Complimentary
Standard Whiteboard	Complimentary
Overhead Projector	Complimentary
DVD/VCR Player	Complimentary
Flip Chart with markers/paper	Complimentary
Fixed Microphone	Complimentary
Lectern	Complimentary
Lapel Microphone	\$80.00
Microphone (cordless)	\$80.00
Data Projector	\$185.00
Stage (1240x1440 sections)	\$50.00 per section
Wireless or Broadband Internet (per user)	\$22.00 per 10 Hours
Standard Speaker Phone (teleconferencing)	\$30.00
<b>Additional Audio Visual Equipment and or/ External Hire</b>	
Electronic Whiteboard	\$150.00
Partitions (1800x200 each)	Price on request
<b>Technical Assistance</b>	
Per hour assistance for operation of audio visual equipment	\$55.00 per hour

\*Please note a delivery charge of \$44.00 may apply, and externally hired equipment prices are subject to change



## BUFFET BREAKFAST SELECTIONS

### Buffet Breakfast @ \$26.50 pp

#### On Table For Arrival

- Chilled fruit juices & iced water
- Fresh sliced fruit
- Danish pastries & croissants
- Freshly brewed tea and coffee

#### Hot Plated

##### Select 1 hotplated Item

- Scrambled eggs
- Poached eggs
- Fried eggs

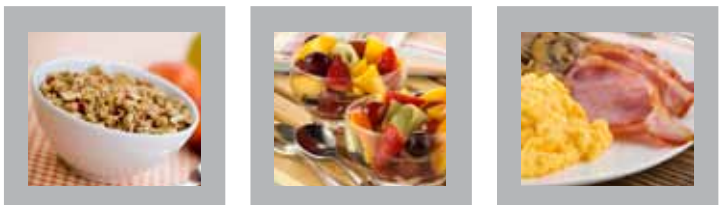
##### Select 2 Items

- Sausages
- Bacon
- Lamb chops

##### Select 2 Items

- Hash browns
- Grilled tomato
- Baked beans
- Spaghetti
- Pan fried mushrooms

\*\* Half day room hire charge is applicable if separate room required for breakfast



## SUNDOWNERS

### Menu 1

- Spring rolls
- Samosas
- Party pies
- Mini quiches
- Sausage rolls
- Meat balls
- Dipping sauces

### Menu 2

- Beef kebabs
- Cocktail spring rolls
- Samosas
- Meat balls
- Mini quiches
- Mixed crudities and dips
- Dipping sauces

### Menu 3

- Mixed crudities & dips
- Fried kabana
- Cocktail spring rolls
- Selection of fine australian cheeses & crackers
- Honey soy chicken kebabs
- Dolmades
- Chilli plumb prawn cutlets
- Dipping sauces

### Menu 4

- Prawn purses
- Antipasto platter
- Selection of fine australian cheeses & crackers
- Honey soy chicken kebabs
- Mixed array of sushi
- Chicken & asparagus vol-au-vonts
- Salmon & fish roe filled savoury boats
- Dipping sauces

2 hour duration - \$18 pp

12 pieces per person  
includes the selection from menu 1

2 hour duration - \$23 pp

12 pieces per person  
includes the selection from menu 2

2 hour duration - \$29 pp

14 pieces per person  
includes the selection from menu 3

2 hour duration - \$39 pp

14 pieces per person  
includes the selection from menu 4



## BEVERAGE PACKAGES

### Standard

1 hour duration	\$20 pp
2 hour duration	\$27 pp
3 hour duration	\$34 pp
4 hour duration	\$42 pp

### Premium

1 hour duration	\$24 pp
2 hour duration	\$31 pp
3 hour duration	\$39 pp
4 hour duration	\$47 pp



## **BUFFET LUNCH / DINNER @ \$44.00PP**

(MINIMUM 15 PEOPLE)

### **Main**

- Fresh roasted chicken
- Honey baked ham
- Garlic & rosemary lamb salad
- Roasted potatoes
- Honey baked pumpkin
- Steamed vegetable medley
- Pasta salad
- Seasonal garden salad

### **Dessert**

- Fresh fruit salad
- Sticky date pudding
- Mini meringues
- Whipped cream

### **Beverages**

- Tea / coffee
- Filtered water



## DINNER MENU OPTIONS

(MINIMUM 20 PEOPLE)

2 Course Set Menu \$41.00pp - select 1 either entrée & main course, or main course & dessert.

3 Course Set Menu \$52.00pp – select 1 of each of the 3 courses below.

### Entrée

- Chef's soup of the moment – roast pumpkin or sweet potato & bacon
- Creamy garlic prawns with a tower of jasmine rice
- Tandoori beef skewers with cous cous & tzatziki
- Caesar salad

### Main Course

- Sirloin steak with seeded mustard mash potato, a red wine jus & fried onion rings
- Honey baked pork cutlets on a bed of cream parsnip mash & a beetroot jus
- Grilled atlantic salmon with a lemon myrtle mash and buttered green beans
- Grilled chicken breast with fresh asparagus and a béarnaise sauce
- Roasted pumpkin & pistachio lasagna with capsicum concasse & sour cream

### Desert

- Dark & white chocolate mousse with fresh chantilly cream
- Mini meringue with vanilla ice cream and berry coulis
- Macadamia nut tart with chantilly cream
- Chocolate mud cake with marshmallow and white chocolate sauce
- Continental berry cheesecake with berry coulis



## EVENT TERMS & CONDITIONS

### CONFIRMATION

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

### PAYMENT

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that for all credit card transactions, a surcharge of 1.5% applies. Guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

### NON PERFORMANCE OF CONTRACT

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

- Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)
- Notification within 30 days or more of the function date 10% of the estimated cost
- Notification 14-30 days prior 50% of the estimated cost
- Notification less than 14 days 100% of the estimated cost

### FINAL ATTENDANCE

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

### FINAL DETAILS

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

### COMMENCEMENT AND VACATING OF ROOMS

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

### SET UP AND DELIVERY OF EQUIPMENT

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Co-ordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

### CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

### DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

**ROOM ALLOCATION**

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

**COMPLIANCE**

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

**DAMAGES**

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client’s guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

**RESPONSIBILITY**

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

**SECURITY**

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

**LIABILITY**

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

**BASIS OF AGREEMENT**

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

**ACCEPTED BY THE CLIENT:**

**Name of Company / Function**

.....

**Conference Sales**

**Signature of Responsible Party**

.....

.....

**Date:**

**Date:**

.....

.....