



2010 CONFERENCE PACKAGES

an ideal
place to
meet

...with great facilities

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HOTEL HIGHLIGHTS

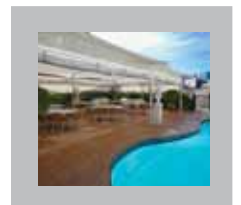
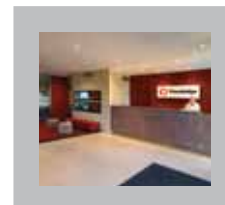
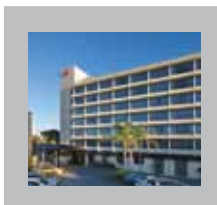
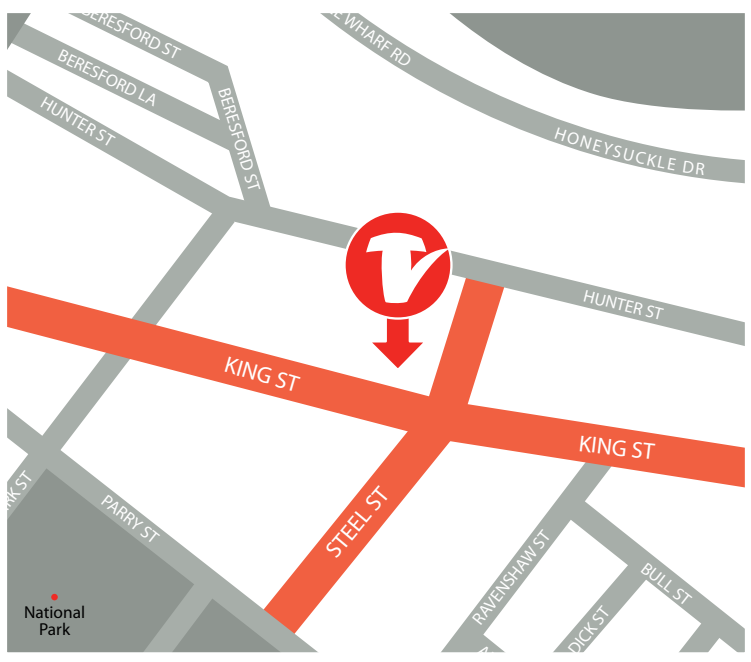
At Travelodge Newcastle, our goal is to make your stay both a pleasant and memorable experience.

Travelodge Hotel Newcastle's central city location makes for an ideal destination for your next conference or event. Our modern facilities, combined with our focus on providing friendly and responsive guest service, are what keep our customers returning.

Travelodge Newcastle features 131 spacious rooms, restaurant and bar, gymnasium, pool, outdoor marquee and extensive conference and meeting space.

Our hotel features 4 flexible pillar-less meeting areas encompassing the Lower Hunter and Upper Hunter rooms which feature operable walls creating four smaller venues, as well as our boardroom and pool side marquee. These rooms are spacious and feature abundant natural light.

Our dedicated conference and events manager takes pride in anticipating your needs and offering advice, providing the attention to detail and personal service that is key to creating a memorable event.



TRAVELODGE VENUE CAPACITY

Style	Lower Hunter (109sqm)	Lower Hunter 1 (57sqm)	Lower Hunter 2 (51sqm)	Upper Hunter (106sqm)	Upper Hunter 1 (57sqm)	Upper Hunter 2 (49sqm)	Boardroom (33sqm)
Theatre Style	120	70	20	110	40	20	20
U-Shape	40	20	17	30	15	12	12
Boardroom	45	28	15	35	20	15	14
Classroom	60	30	12	45	22	12	12
Open Rounds (Cabaret)	48	24	12	40	18	12	-
Cocktail	110	60	30	100	60	25	14
Banquet	100	60	20	90	30	20	14

TRAVELODGE ROOM HIRE

Style	Lower Hunter (109sqm)	Lower Hunter 1 (57sqm)	Lower Hunter 2 (51sqm)	Upper Hunter (106sqm)	Upper Hunter 1 (57sqm)	Upper Hunter 2 (49sqm)	Boardroom (33sqm)	Pool Side Marque
Full Day 7am - 5pm	\$300	\$250	\$250	\$300	\$250	\$250	\$220	\$220
Evening 5pm - 11pm	\$300	\$250	\$250	\$300	\$250	\$250	\$220	\$220



DAY DELEGATE PACKAGES

\$54.00 per person

If numbers fall below 20 guests, a room hire fee will apply

Includes:

conference room hire, note pads, pens, iced water + mints, flipchart, whiteboard + screen

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:

- Homestyle cookies
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Mini cakes & slices
- Fresh fruit platter with fruit yoghurts
- Fruit jelly cups

Lunch

your choice from our lunch buffet menu

Afternoon Delights

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

- Homestyle cookies
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Mini cakes & slices
- Fresh fruit platter with fruit yoghurts
- Selection of vegetable sticks with dip
- Individual ice-cream with toppings
- Afternoon wings - red bull & jelly bean bags *surcharge of \$2 per person



LUNCH choose your options

Buffet lunch

Come and experience our buffet lunch consisting of a variety of hot and cold dishes. Roast meat from the carvery, fresh seafood, a vegetarian range, seasonal vegetables and a chef recommendation, complimented by a fresh salad selection, cheese platter and an assortment of sliced fruits and cold meats, and for the sweet tooth; an assortment of cake and slice.

Menus for sit down options in our restaurant are available upon request.

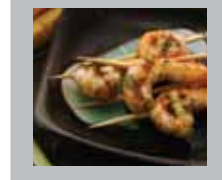
NOT MUCH TIME? stay in your conference room

Gourmet Sandwich Selection

\$19.00 per person for non-day delegates

Served in conference rooms as a working lunch

- Choose two from the following: wraps, baguettes, turkish bread, white & wholemeal bread
- All sandwiches come with a chef's selection of gourmet fillings
- All sandwiches are accompanied with a fresh fruit platter & jugs of soft drinks
- Freshly brewed coffee & teas



TRAVELODGE BREAK OPTIONS

Barista coffee at your beck & call - \$2

- Pre-order from a great range of espresso options; lattes, flat whites, cappuccino's, hot chocolates & chai's
- Our conference crew member will supply a quick and easy order form for your convenience

Wine Down - \$10 per person

Pre-selected beverages at the finish of your day

Liven up your break - \$10 extra per person per break

Sweet Tooth

- Lindt chocolates
- Chocolate & caramel milkshakes
- Hot chocolate & chai tea

Energize

- Banana & caramel bread
- Organic juices
- Red bull

Red Eye Recovery

- Bacon & egg panini
- Virgin bloody mary's
- Hairy lemon

Cool Me Down

- Selection of ice-cream
- Strawberry & banana smoothies
- Ice blocks

Organics

- Organic yoghurt
- Protein & health bars
- Dried fruit & trail mix
- Organic juices



AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Projector Screen	Complimentary
Standard Whiteboard & Markers	\$10.00
Overhead Projector	\$50.00
CD Player	\$10.00
TV and DVD/VCR Player	\$50.00
Flip Chart with markers/paper	\$15.00
Lecturn and Microphone	\$50.00
Microphone & PA system	\$50.00
Data Projector	\$220.00
Wireless Internet (per user per ten hours)	\$22.00

Additional audio visual equipment available on request.



BUFFET BREAKFAST SELECTIONS

Australian Buffet Breakfast @ \$22.00pp

(minimum 20 guests)

- White & wholemeal toast with fruit preserves
- Croissants
- Cereals
- Assorted fruit yoghurts
- Selection of poached and fresh fruits
- Chilled fruit juices
- Grilled tomatoes
- Grilled smoked bacon
- Scrambled eggs
- Chipolata sausages
- Baked beans
- Freshly brewed tea and coffee

Hot Plated Breakfast @ \$25.00pp

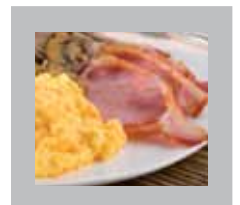
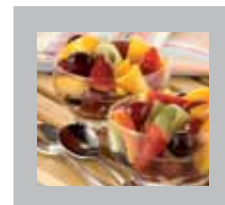
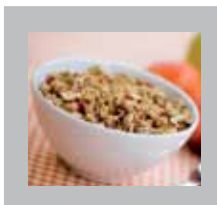
served to the table

- Bakery basket of toast & croissants with fruit preserves
- Selection of cereals
- Fresh fruit platters
- Jugs of juice
- Freshly brewed tea and coffee

Plus choose one of the following to be served to the table on the day:

- Grilled bacon, scrambled eggs, grilled tomatoes and chipolata sausages
- OR
- Pancake stack with maple syrup and whipped butter

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



SUNDOWNERS

Cold

- Baby tomato and basil bruschetta
- Black olive and fetta on toasted Turkish bread
- Smoked chicken, spring onion and black pepper tartlet
- Assorted sushi rolls with pickled ginger and soy
- Smoked salmon blinis with dill, caper and crème fraiche
- Cucumber and tzatziki fingers
- Fresh rock oysters with mirin and rice vinegar

Sweet

- Caramel slice
- Jelly shots
- Chocolate covered strawberries
- Chocolate truffles

Hot

- Crumbed fish goujons with homemade tartare sauce
- Spinach and fetta in crispy filo pastry
- Satay chicken skewers with satay sauce
- Pork spare ribs with smokey bacon and barbeque sauce
- Italian meatballs with garlic and pesto
- Pancetta, seeded mustard and tasty cheddar puff pastry palmiers
- Mini hot dogs with onion jam
- Chorizo and mozzarella pizzetta
- Button mushroom cups with a three cheese filling

½ hour duration - \$10 pp

4 pieces per person
includes your selection of 2 cold + 2 hot items

1 hour duration - \$14 pp

6 pieces per person
includes your selection of 3 cold + 3 hot items

1½ hour duration - \$29 pp

8 pieces per person
includes your selection of 4 cold + 4 hot items

Platters @ \$40

(suitable for ten guests)

- Fresh fruit platter
- Selection of australian cheeses with crackers
- Antipasto with vegetables, dips, olives, deli meats and turkish bread
- Hot asian platter including won tons, dim sims, samosas and spring rolls
- Hot seafood platter including cocktail fish, calamari, prawn cutlets, seafood wontons with tartare sauce and lemon



BEVERAGE PACKAGES

Standard

1 hour duration	\$19 pp
2 hour duration	\$25 pp
3 hour duration	\$32 pp
4 hour duration	\$39 pp

Premium

1 hour duration	\$24 pp
2 hour duration	\$30 pp
3 hour duration	\$37 pp
4 hour duration	\$44 pp



BUFFET LUNCH / DINNER @ \$49.00pp

(MINIMUM 20 people)

Select 2 roasts / 2 hot / condiment / dessert / juice or soft drink

ROAST

- Mustard infused beef with roast meat gravy
- Roast leg of pork with apple sauce
- Roast leg of lamb with mint jus
- Roast chicken with herb gravy

HOT

- Penne carbonara with fresh parmesan
- Homemade beef lasagne
- Fettucine napolitana with roast capsicum and basil
- Spaghetti bolognaise
- Stir fried hokkien noodles with sweet soy
- Beef stroganoff with jasmine rice
- Thai chicken green curry
- Chicken chasseur with mushrooms, tomatoes and olives

CONDIMENTS

- Roast pumpkin and roast potatoes
- Seasonal vegetables
- Garden salad and potato salad
- Caesar salad
- Freshly baked bread rolls
- Assorted condiments

DESSERT

- New York cheese cake
- Double chocolate gateau
- Lemon meringue pie
- Fresh fruit platter

BEVERAGES

- Soft drinks
- Freshly brewed coffee & teas



DINNER MENU OPTIONS

(MINIMUM 20 PEOPLE)

2 Course Alternate Menu \$35.00pp - select 2 of either entrée & main course OR main course & dessert.

3 Course Alternate Menu \$41.00pp - select 2 of each of the 3 courses below.

ENTRÉE

- Roast pumpkin soup with sour cream and chives
- Lemon peppered chicken fillets on jasmine rice with garlic pesto
- Vegetable strudel with roast eggplant, capsicum and pine nuts
- Mirin and soy marinated beef with chinese cabbage and crisp noodle salad
- Salt and pepper squid with szechuan pepper and chilli soy sauce
- Grilled prawns with tarragon, lime butter, sea salt and lemon

MAIN COURSE

- Roast chicken breast topped with a pesto parmesan crust on mild watercress salad
- Guinness beer battered flathead fillets with homemade tartare sauce and cucumber salad
- Mushroom and pumpkin risotto with shaved parmesan and sun-dried tomato
- Grain fed sirloin with bacon wrapped king prawns and creamy garlic sauce
- Crisp skinned Atlantic salmon fillet on garlic potato mash with ratatouille, pine nuts and jus
- Penne with grilled chorizo, fetta, cherry tomatoes and garlic oil

DESSERT

- Sticky date pudding with caramel sauce and vanilla ice-cream
- Flourless chocolate cake with sweet berry sauce and fresh cream
- Homemade macadamia toffee ice-cream with fresh fruit
- Homemade apple crumble with ice-cream

Your selections are accompanied by the following:

- Freshly baked bread roll
- Side of seasonal vegetables
- Freshly brewed coffee & teas



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:

.....

.....