



2010 CONFERENCE PACKAGES

an ideal
place to
meet

... with great facilities

Travelodge Manly
4-10 Victor Road Brookvale
NSW 2100 Australia

P (+612) 8978 1200
F (+612) 8978 1300
reservations@travelodge.com.au



Travelodge
Manly-Warringah

1300 886 886

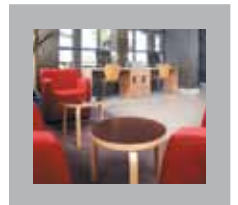
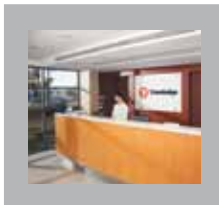
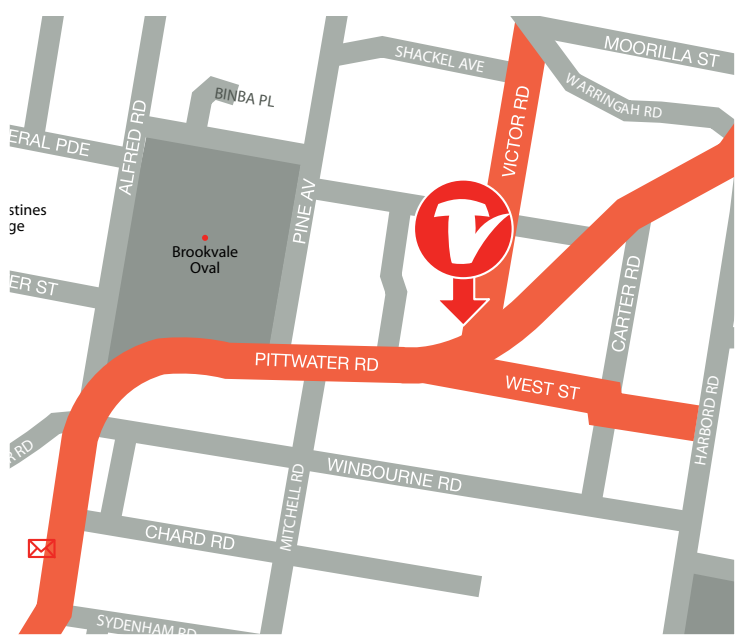
book online for our best online rates guaranteed
www.travelodge.com.au

CONTENTS

Hotel Highlights	3
Travelodge Venue Capacity.....	4
Travelodge Room Hire.....	4
Day Delegate Packages	5
Audiovisual & Equipment Hire.....	6
Buffet Breakfast Selections	7
Events Terms & Conditions.....	8 - 9

HOTEL HIGHLIGHTS

Situated near Sydney's famous Northern Beaches and opposite the Manly Warringah Rugby League Club, the location is perfect for leisure or business travellers. You have access to all the League Club's facilities, fabulous beaches, great shopping and restaurants just minutes away. And you are only a short 15 to 30 minute ferry trip from the heart of Sydney city and the CBD.



TRAVELODGE VENUE CAPACITY

Style	Conference Room (24sqm)
Theatre	22
U-Shape	12
Boardroom	12
Classroom	12

TRAVELODGE ROOM HIRE

Style	Conference Room (24sqm)
Half Day	\$125.00
Full Day	\$200.00



DAY DELEGATE PACKAGES

\$49.00 per person

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
- Home style biscuits
- Mini friands

Lunch

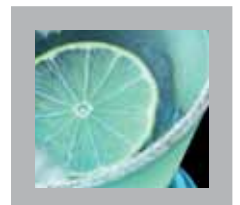
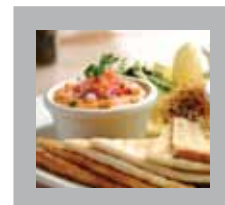
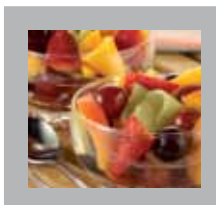
working lunch

- A selection of gourmet sandwiches & wraps and a fresh fruit platter
- Includes freshly brewed coffee, tea's & juice

Afternoon Delights

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

- Delicious danish pastries
- Freshly baked muffins
- Home style biscuits
- Mini friands



AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Fixed Screen	Complimentary
Standard Whiteboard	Complimentary
Overhead Projector	Complimentary
TV and VCR Player	Complimentary
Flip Chart with markers/paper	Complimentary
Wireless or Broadband Internet (per hour)	\$11.95
Additional Audio Visual Equipment and or/ External Hire	
Data Projector	\$300.00
Electronic Whiteboard	Price on request

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



BUFFET BREAKFAST SELECTIONS

Deluxe Buffet Breakfast @ \$20.00pp

Beverages

- 2 Types of fruit juices, milk and filtered water
- Full cream and skim milk
- Iced water
- Freshly brewed tea and coffee

Cold Starters

- Homemade yoghurt
- Selection of cereals (including toasted muesli)
- White and wholemeal bread
- Selected preserves (honey, vegemite, marmalade and jam)

Hot Buffet

- Scrambled eggs
- Breakfast chipolatas
- Crispy bacon
- Hash brown potatoes
- Freshly cooked pancakes

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



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:

.....

.....