



2011 CONFERENCE PACKAGES

an ideal  
place to  
meet

... with great facilities

Travelodge Docklands  
66 Aurora Lane  
Docklands  
VIC 3008 Australia

P (+613) 8615 1000  
F (+613) 8615 1099  
tdkl@travelodge.com.au



**Travelodge**  
**Docklands**

1300 886 886

book online for our best online rates guaranteed  
[www.travelodge.com.au](http://www.travelodge.com.au)

## CONTENTS

Hotel Highlights .....	3
Travelodge Venue Capacity & Room Hire .....	4
Day Delegate Packages .....	5
Break Options.....	6
Audiovisual & Equipment Hire.....	7
Buffet Breakfast Selections .....	8
Event Terms & Conditions .....	9-10

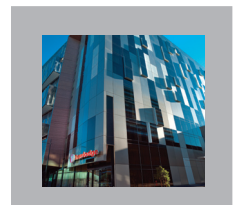
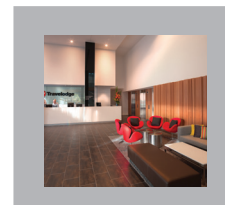
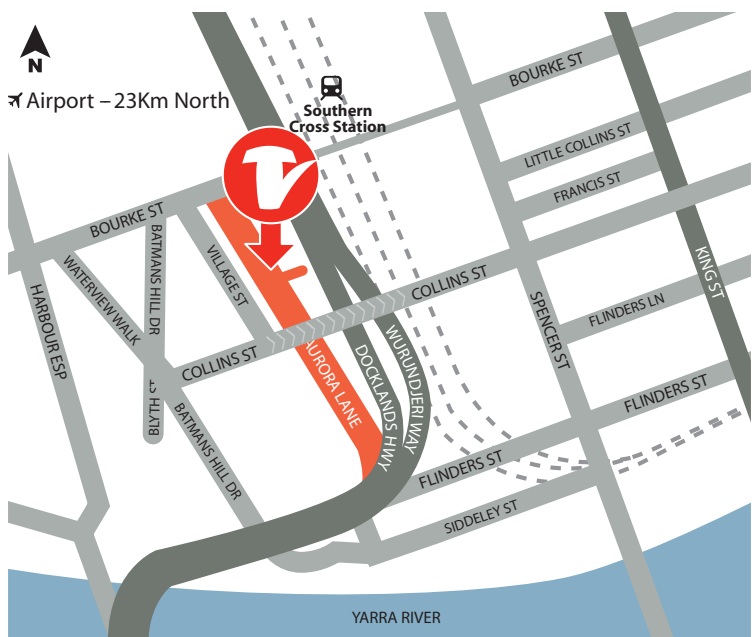
## HOTEL HIGHLIGHTS

Travelodge Dockland's central city location and modern facilities make for an ideal destination for your next conference or event. We pride ourselves on our commitment to excellence in providing modern facilities combined with our focus on providing friendly and responsive guest service.

Located on Aurora Lane in the new Docklands waterfront precinct in the heart of Melbourne, the hotel provides the perfect base for you to explore all of Melbourne's exciting attractions including; Etihad Stadium, Crown Casino, Melbourne Aquarium, Rod Laver Arena, the MCG and the Melbourne Exhibition Centre. The hotel also provides fabulous public transport options with Southern Cross Station located adjacent to Docklands and the Melbourne International Airport just 20 minutes away.

Travelodge Docklands features 291 spacious guest rooms, a breakfast restaurant and impressive conference and meeting spaces.

Our dedicated conference coordinator takes personal responsibility to anticipate your needs and offer advice, providing the attention to detail and personal service that is the key to creating a successful event.



## TRAVELODGE ROOM HIRE

Style	Collins Room (47sqm)	Bourke Room (60sqm)	Collins/Bourke Room (107sqm)
Theatre	25	40	85
Classroom	18	24	48
Board Room	12	22	35
Cabaret	10	20	35
U-Shape	12	22	35
Cocktail	50	70	130

## TRAVELODGE ROOM HIRE

Style	Collins Room (47sqm)	Bourke Room (60sqm)	Collins/Bourke Room (107sqm)
Half Day	\$200	\$250	\$350
Full Day	\$250	\$350	\$450



## DAY DELEGATE PACKAGES

### Package A

- Sandwiches Lunch & Sweets \$49.00 per person
- Catering: Arrival Tea, Morning Tea, Sandwiches Lunch and Afternoon Tea

### Package B

- Sandwiches Lunch, Sweets and Canapes \$54.00 per person
- Catering: Arrival Tea, Morning Tea, Sandwiches Lunch, Afternoon Tea plus choices of Hot and Cold Canape.

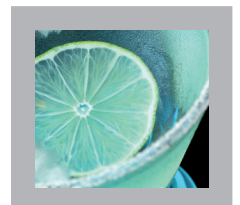
### Package C

- Hot Buffet Lunch \$59.00 per person
- Catering: Catering: Arrival Tea, Morning Tea, Hot Buffet Lunch and Afternoon Tea

### All the packages include:

- Conference Room Hire, Note Pads, Pens, Iced Water + Mints, Flipchart, Whiteboard, Wall Mounted Screen and Conference Aid Kit
- If numbers fall below 15 guests, a room hire fee will apply.

*\*for all caterings please refer to the menu\**



## TRAVELODGE BREAK OPTIONS

**Enjoy all day tea and coffee for \$8.00 per person.**

Includes freshly brewed coffee + specialty teas

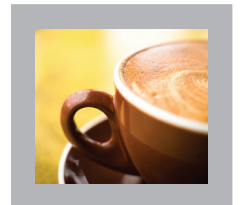
**Enjoy your break for \$10.00 per per person per break.**

Includes freshly brewed coffee + specialty teas with a choice of pastries for Morning Tea or Afternoon Tea

**Enjoy you sandwiches lunch break for \$20.00 per person.**

Includes freshly brewed coffee + specialty teas with a selection of delicious four point sandwiches and wraps, delightful fresh fruit platter, orange juice and fresh water.

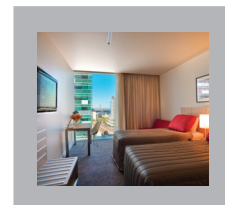
\*A range of alternative options also available including vegetarian and gluten free\*



## AUDIOVISUAL & EQUIPMENT HIRE

	<b>Per Day Price</b>
Projector Screen	\$40.00
Standard Whiteboard	\$40.00
CD Player	\$40.00
DVD/VCR Player	\$50.00
Lecturn and Microphone	\$40.00
Data Projector	\$100.00
Wireless or Broadband Internet (per user)	\$19.95
Standard Speaker Phone (teleconferencing – internal)	\$30.00
 <b>Additional Audio Visual Equipment and or/ External Hire</b>	
Data Projector	\$300.00
Overhead Projector	Price on request
DI Box (audio conversion from laptop to in-house AV system)	Price on request
Microphone (cordless)	Price on request
Lapel Microphone	Price on request
Electronic Whiteboard	Price on request
Standard Whiteboard (includes markers & dusters)	Price on request
DVD/VCR Player	Price on request
Partitions (1800x200 each)	Price on request
Teleconference Unit Price	Price on request
 <b>Technical Assistance</b>	
Assistance with function set up and system checks initial setup & check	\$105.00
Per hour assistance thereafter	\$60.00 per hour
Operation of equipment (3 hours)	\$175.00
Per hour assistance for operation of equipment	\$60.00 per hour

\*Please note a delivery charge of \$60.00 may apply, and externally hired equipment prices are subject to change



## BUFFET BREAKFAST SELECTIONS

### Deluxe Buffet Breakfast @ \$18.00pp

#### Beverages

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

#### Cold Starters

- Fruit salad
- Homemade yoghurt
- Selection of cereals
- White and wholemeal bread
- Selected preserves (honey, vegemite, marmalade and jam)
- Fruit muffins

#### Hot Buffet

- Scrambled eggs
- Breakfast chipolatas
- Crispy bacon
- Hash brown potatoes

\*\* 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:**

.....

.....