



## 2009 CONFERENCE PACKAGES

**an ideal  
place to  
meet**

**...with great facilities**

**Travelodge Perth**

417 Hay Street

Perth WA 6000

Australia

**P** (+618) 9238 1888

**F** (+618) 9238 1999

[tphs@travelodge.com.au](mailto:tphs@travelodge.com.au)



**Travelodge  
Perth**

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## CONFERENCE AND EVENTS

Travelodge Hotel Perth enjoys a great location in Perth's CBD. Only a short walk to the Perth Concert Hall, WACA Ground, shopping arcades, and general central location, Travelodge Perth is the ideal place to stay or hold a conference. The hotel has 123 spacious, beautifully appointed, and recently refurbished guest rooms decorated in a contemporary style. Accommodation includes both Superior Rooms and Superior rooms with a balcony. All rooms are provided with Mini-bar, Wireless Internet, Foxtel, and Movies on demand.

One of the hotel main features is Armada Bar & Restaurant open 7 days. With its contemporary yet relaxed feel, it offers the choice of inside or alfresco dining. Whether it's after work drinks, or traditional Perth Sundowners, we can cater for any function requirements. Executive Chef Bonny Sulisty, has designed his menus with culinary delights in mind, using only the freshest high quality local produce.

Other Hotel facilities include 24 hour Reception, Room Service, Business Centre, wireless broadband in public areas including Armada Restaurant, and extensive Gymnasium.

An extension of our friendly smile is the personal interest we will take in your comfort, ensuring your stay with us is enjoyable and relaxing.

## TAILOR TO YOUR NEEDS



## CONFERENCE FACILITIES

In keeping with the contemporary style, our brand new state of the art conference and entertainment facilities have been designed to offer our guests quality and comfort in a warm friendly atmosphere.

### **The Floreat Room**

Superbly decorated with quality fittings and fixtures, it seats 140 people theatre style for presentations or cocktail events. It is also an ideal place to hold a magnificent formal dinner or wedding reception, suitable for all occasions. The room features a retractable dividing door which separates the Floreat Room into two spacious rooms (A & B).

### **The Victoria Boardroom**

Perfect for intimate gatherings of business or leisure, it provides the privacy and presidential style for board meetings seating up to 12 guests, or a relaxed atmosphere for that special private dinner. Located in the conference centre on the first floor of the hotel, The Victoria Boardroom is a premium venue. Room includes a Bose Sound System and access to wireless broadband

### **The 7th Floor Boardroom**

This room is ideal for daily briefings or workshops. With seating up to 16 guests in a boardroom setting, the room features natural light. We offer you a professional venue with the privacy you require. Located on the 7th floor of the hotel, it has easy access for efficient service and attention throughout any function. Wireless broadband available.

### **Armada Restaurant & Bar**

Overlooking busy Hay Street, Armada Restaurant & Bar offers an alfresco area with a stunning view or a more formal dining experience inside. This venue is perfect for afternoon sundowners or casual get-togethers. The relaxed and comfortable atmosphere provides the perfect environment for business breakfasts, lunch and dinners, informal meetings or cocktails with friends.

Function room hire inclusions – Standard projector screen, standard whiteboard with markers, table linen, iced water & mints, pads and pens.

## VENUE CAPACITY

Style	Floreat Room Combined (184sqm)	Floreat Room A (101sqm)	Floreat Room B (83sqm)	Victoria Boardroom (31sqm)	7th Floor Function Room (29sqm)
Theatre Style	140	90	50	-	-
U-Shape Boardroom	34	18	18	-	-
Boardroom	38	20	18	12	16
Classroom	54	30	24	-	-
Open Rounds (Cabaret)	70	40	24	-	-
Cocktails / Sundowners	170	100	70	-	-
Full Round	120	70	60	-	-
Dinner/Dance Rounds (dance floor)	100	60	N/A	-	-

	Whole Floor	Floreat Room	Floreat Room A	Floreat Room B	Victoria Boardroom	7th Floor Function Room
Full Day (excludes catering requirements)	\$1100	\$800	\$450	\$400	\$320	\$300

- A 20% surcharge is applicable for weekend events and over public holidays

## BUFFET BREAKFAST SELECTIONS

### Continental Buffet Breakfast

@\$20.00pp (if held in Restaurant, maximum 20 guests)

Chilled Fruit Juices, milk and filtered water  
 Fresh Sliced Fruit  
 Fruit Salad  
 Cereals  
 Assorted Bread (White, Wholemeal)  
 Danish Pastries & Croissants  
 Selected preserves (honey, vegemite, marmalade and jam)  
 Homemade Yoghurts (low fat available)  
 Freshly Brewed Tea and Coffee

### Deluxe Buffet Breakfast

@\$25.00pp (if held in Restaurant, maximum 20 guests)

#### Beverages

2 types of Fruit Juices, milk and filtered water  
 Full cream and skim milk  
 Iced Water  
 Freshly Brewed Tea and Coffee

#### Cold Starters

Fresh Sliced Fruits  
 Homemade yoghurt  
 Selection of Cereals (including toasted muesli)  
 White and Wholemeal Bread  
 Selected preserves (honey, vegemite, marmalade and jam)  
 Pastries  
 Homemade Croissants  
 Fruit Muffins  
 Breakfast Pastries

#### Hot Buffet

Scrambled Eggs  
 Breakfast Chipolatas  
 Crispy Bacon  
 Hash Brown Potatoes  
 Steamed Vegetables  
 Baked Beans  
 Nasi Goreng

\*\$3.00 pp surcharge for Ceoliacs (Gluten Free – GF)

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

## BUFFET BREAKFAST



## CONFERENCE ALTERNATIVE BREAKFAST SELECTIONS

	Per person
Freshly brewed coffee and a selection of teas	\$4.00
Freshly brewed coffee and a selection of teas served with fresh baked cookies	\$7.00
Freshly brewed coffee and a selection of teas served with fresh baked sweet or savoury muffins	\$8.00
Freshly brewed coffee and a selection of teas served with Danish pastries	\$7.00
Freshly brewed coffee and a selection of teas with Chefs Cake of the Day	\$8.00
Freshly brewed coffee and a selection of teas, served with homemade scones, freshly whipped cream and jams	\$8.00
Freshly brewed coffee and a selection of teas, served with fresh fruit salad	\$8.00
Freshly brewed coffee and a selection of teas, and Drumstick ice-creams	\$8.00
Selection of Espresso coffee and teas (Self managed espresso machine – min/max numbers apply, continuous during session)	\$9.00
Energy Booster – Red bull accompanied with a toblerone chocolate bar	\$10.00

\*\*Additional \$1.00pp for mixed platter of Muffins and Pastries

(Additional \$1.80pp)  
Seasonal fruit available

(\$10.00 per jug)  
Jugs of soft drinks and chilled juices

### Health options:

Up and Go drink box accompanied with a mini Swiss platted pastry	\$9.00
Fresh fruit mocktail blend served with a pumpkin and spinach frittata	\$9.00
A tumbler of fresh strawberries and honey, topped with low fat passionfruit yoghurt	\$9.00
Chef's seasonal 'Soup of the Moment' (served as takeaway)	\$8.00

## BREAKFAST



## CONFERENCE LUNCH/DINNER SET MENU

(MINIMUM 20 PEOPLE)

2 Course Set Menu \$42.00pp – select 1 of either entrée & main course, or main course & dessert.

3 Course Set Menu \$48.00pp- select 1 of each of the 3 courses below.

\*\*\$4.00pp surcharge to have 2 choices of each course.

### ENTRÉE

- Chef's Soup of the Moment – pea and ham, pumpkin, or potato and leek
- Roast Beef salad
- Chicken with poached Pear Salad
- Grilled Prawn skewers with cumin dusted Pineapple
- Caesar Salad with homemade dressing, parmesan cheese, topped with poached egg
- Crumbed Chicken goujons served with sweetened Dijon mayonnaise and steamed asparagus
- Mediterranean Vegetable salad with Tuscan crute and balsamic reduction
- Sugar cured Salmon with lemon dressing, mesculin lettuce and baby herbs (GF)

### MAIN COURSE

- Sashimi grade fillet of King Fish grilled and served with potato mousse and Spanish salsa
- Sirloin Steak with potato lyonnaise and steamed vegetables
- Rosemary roasted chicken with homemade gnocchi
- Beef Burgnion with bacon, mushrooms, and royal blue mash potato
- Roasted Lamb with grilled vegetables
- Teryaki Emperor served on koshihiki rice with wakame seaweed and toasted sesame seeds

### DESSERT

- Fresh fruit salad
- Espresso mousse with chocolate coffee bean and cream
- Vanilla bean ice cream with chocolate sauce and praline
- Sticky date pudding with butterscotch sauce
- Warm banana steamed pudding with butterscotch sauce
- Berry Tiramisu with raspberry coulis

Private Dinners available on request, minimum 6 people

## LUNCH MENU



## DAY DELEGATE PACKAGES

(MINIMUM 15 DELEGATES)

### Inclusions:

Meeting room hire (1 room) with table linen, pens, pads, iced water and mints

Arrival, morning and afternoon tea

Business lunch

Basic audio visual requirements

Includes; standard whiteboard, projector screen, one flip chart with paper/pens

For any other requirements our audio visual professionals can cater for all your requirements.

### CORPORATE ACCOMMODATION

Travelodge Perth offers spacious Superior guests rooms decorated in a contemporary modern style. All rooms are welcoming and stylish; we also offer a choice of Executive Rooms and Suites with our balcony rooms facing the stunning City Cathedral and gardens. Hotel facilities include Business lounge with broadband internet access, extensive new gymnasium, bar, restaurant, wireless broadband internet accommodation levels 1-7 and hard wired broadband access on levels 8-9. Our current 2009 conference accommodation rate start from \$165 room only or including breakfast (1) \$179 subject to availability.

## DAY DELEGATE PACKAGES



## CATERING OPTIONS

(FOR 15 OR MORE DELEGATES)

### On Arrival –

Freshly brewed coffee and tea

Morning Tea -

Freshly brewed coffee and selection of teas served with Chef's cake of the day,  
freshly baked Muffins or Danishes

Afternoon Tea -

Freshly brewed coffee and selection of teas served with fresh baked cookies

- Please note menus examples & subject to change

### MENU

**(\$65.00)**

Add \$3.00 per person for each additional option

Gourmet Sandwiches and foccacia with Assorted Fillings –

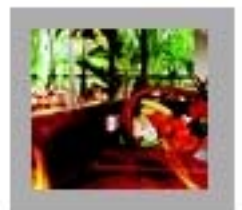
- Served with **TWO** of the following:
  - Fresh Garden Salad
  - Chicken and vegetable skewers
  - Fresh Baked Gourmet Quiches
  - Spring Rolls and Samosas, served with a Sweet Chilli Dipping Sauce
  - Assorted cold meats platter
  - Marinated roasted chicken pieces
  - Cajun chicken fillets, with chilli mayonnaise
  - Deep fried goujons of local fish, served with a fresh herb aioli
  - Spiced coated chicken tenderloins with lime and peanut sauce
  - Crumbed veal and buffalo chips
  - Battered fish with tartar sauce

Accompanied by:

Seasonal Fresh Fruit Platter

Orange Juice

## CATERING OPTIONS



## BEVERAGE PACKAGES

### HOUSE PACKAGE

\$30.00 per person – 2 hours (\$15.00 per person every hour thereafter)

- Seppelt Stony Peak Chardonnay
- Seppelt Stony Peak Shiraz Cabernet
- Killawarra Klassic (Brut)
- Beers (Carlton Draught, Cascade Premium Light)
- Soft Drinks and Juice

### PREMIUM PACKAGE

\$40.00 per person – 2 hours (\$20.00 per person every hour thereafter)

- Welcome Champagne Cocktail on arrival
- Devil's Lair Fifth Leg White
- Devil's Lair Fifth Leg Red
- Killawarra Klassic (Brut)
- Beers (Pure Blonde, Cascade Premium Light)
- Soft Drinks and Juice

We can also tailor packages from our extensive wine and beer lists to suit your individual requirements, or alternatively arrange for open bar tabs.

\*\* To provide responsible service of alcohol, minimum food service applies

## BEVERAGE PACKAGES



## SUNDOWNERS

\$100 per platter with a choice of 6 options (max 2 seafood options) - serves between 10-12 people

### Vegetarian

- Spring Rolls
- Samosas
- Risotto balls
- Spinach & ricotta puffs
- Mini quiches
- Money bags
- Frittatas
- Beer battered ships

### Meat/Chicken

- Dim sims
- Malaysian meat balls
- Mini Shepherd pies
- Party sausage rolls
- Party pies
- BBQ pork spring rolls
- Beef samosas
- Mini pizzas

### Seafood

- Prawn money bags
- Thai boy fish cakes
- Crumbed squid
- Fresh sushi
- Crispy chilli squid tentacles
- Fish goujons
- Shrimp wontons

### Sauces (2 per platter)

- Sweet chilli
- Tomato ketchup
- Sweet tomatoes & chilli relish
- Roasted garlic mayonnaise
- Cocktail sauce

### Antipasto platter

- Italian crumbed herb chicken
- Semi dried tomatoes
- Marinated kalamata olives
- Sliced chorizo sausage
- Turkish flat toasted bread
- Gladinera vegetables
- Dolmades
- Pesto / e.v.o oil & balsamic

## SUNDOWNERS



## **BUFFET LUNCH / DINNER \$49.00pp** (MIN 30 PEOPLE)

### **HOT**

- Spinach and Ricotta Ravioli in herb and tomato concasse
- Beef Stroganoff with bacon and Southcape cream
- Chicken pieces with bacon, mushrooms, and red wine
- Steamed fillet of Red Spotted Emperor with lemon sauce
- Chicken thigh in Thai Green curry sauce with coconut milk
- Steamed jasmine rice
- Roasted jacket potatoes
- Steamed vegetables
- Cauliflower gratin

### **COLD**

- Rocket and Beef Salad
- European smoked meat platter
- Steamed prawns
- Fresh garden salad
- Coleslaw
- Pasta salad
- Potato salad

### **SAUCES**

- Cocktail sauce
- Worcesthire sauce
- Hot English and dijon mustard
- Sweet chilli sauce
- BBQ sauce
- Tomato ketchup

### **CONDIMENTS**

- Greek style feta
- Olives
- Pickles
- Sundried tomatoes
- Corn kernals
- Artichokes in lemon dressing

### **BREAD**

- Four season bread rolls with butter portions

### **DESSERT**

- Warm banana and date pudding
- Cheese cake
- Belgium chocolate mousse
- Fruit and wine jelly

### **BEVERAGES**

- Soft drinks
- Orange Juice
- Tea / coffee
- Filtered water

## SET MENU CHOICES



## AUDIO VISUAL HIRE

	<b>Per Day Price</b>
Fixed Screen	Complimentary
Standard Whiteboard	Complimentary
Overhead Projector	\$50.00
CD Player	\$40.00
DVD/VCR Player	\$50.00
Flip Chart with markers/paper	\$40.00
Lecturn and Microphone	\$100.00
Lapel Microphone	\$100.00
Microphone (cordless)	\$80.00
Data Projector	\$300.00
Stage (1200x2500 sections)	\$60.00 per section
Parquetry Dance Floor	\$350.00
Wireless or Broadband Internet (per user)	\$50.00
Standard Speaker Phone (teleconferencing – internal)	\$30.00
DI Box (audio conversion from any laptop to our in-house AV system)	\$50.00
<b>Additional Audio Visual Equipment and or/ External Hire</b>	
Data Projector	\$300.00
Overhead Projector	\$70.00
Electronic Whiteboard	Price on request
Standard Whiteboard (includes markers & dusters)	\$45.00
DVD/VCR Player	\$55.00
Teleconference Unit	Price on request
Partitions (1800x200 each)	Price on request
<b>Technical Assistance</b>	
Assistance with Function set up and system checks	\$105.00 initial setup & check
Per hour assistance thereafter	\$60.00 per hour
Operation of Equipment (3 hour minimum)	\$175.00
Per hour assistance for operation of equipment	\$60.00 per hour

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

## EQUIPMENT HIRE



## EVENTS TERMS & CONDITIONS

### TENTATIVE BOOKINGS

Tentative bookings will be held for a period of **2 DAYS ONLY** until the Hotel receives a copy of the signed Terms and Conditions attached to your Proposal. If the Terms and Conditions are not received during this time the tentative bookings will be released.

### CONFIRMATION

Confirmation of your event is processed after the Hotel receives a copy of the signed Terms and Conditions attached to your Proposal. A request for deposit will be forwarded and payment is required within fourteen (14) days, unless agreed otherwise by management.

### PAYMENTS

All payments may be made by direct bank deposit, cheque or any major credit card. All accounts must be paid at the conclusion of the event. Credit facilities may be available on completion and approval of the Credit Application form, which is to be completed and approved at least 14 days prior to the first day of the event. With credit arrangements payment will be required within 14 days of receipt of the invoice. Direct deposits are to be received prior to event.

### DEPOSIT

The cost of the function room is required as the deposit to hold your event. Please complete the attached Credit Card Authorisation Form to secure the booking.

### FINAL NUMBERS FOR CATERING

Final numbers, representing the minimum number guaranteed for charging purposes, are due by midday **7 DAYS BEFORE THE EVENT**. Please also provide any special Dietary Requirements at this time.

### CANCELLATIONS, POSTPONEMENTS AND AMENDMENTS

In the unfortunate circumstances of cancellation or postponement of an event which has been confirmed, Travelodge Perth applies the following cancellation policies:

- Notice of 30-15 days  
Cancellations made within thirty to fifteen (30-15) days of the event date will incur full room hire if the conference space is left unsold.
- Notice of 14 days  
Cancellations made within fourteen (14) days of the event date will incur full room hire and 50% of the total food and beverage costs as quoted. If accommodation is cancelled then full accommodation quoted for the first night will be charged.
- In the instance where the room hire component is included in the package price, the standard room hire cost for the specified function room will be charged.
- **All cancellations for function rooms and / or accommodation must be advised in writing to take effect**

### SURCHARGE

A 20% surcharge applies for any functions held on Saturdays, Sundays, or Public Holidays.

### LIABILITY

Travelodge Perth reserves the right to request a security bond, payable 14 days prior to the event and charges incurred for any damages caused directly by the Client and its guests, excluding damage due to normal wear and tear (whether in the rooms or any other part of the Hotel), and will be deducted from this bond. To the extent permitted by the law, the Client excludes all liability in respect of any indirect, incidental or consequential expense, loss, damage or costs suffered or incurred by Travelodge Perth. Clients will be responsible for ensuring the orderly conduct of their guests and the Hotel reserves the right to intervene wherever it sees fit.

**SECURITY**

Upon request, Travelodge Perth may request client to hire the services of security guards who will hold a current security license for the Event which the Hotel must site before Event commences. The costs for this service will be paid for directly by the client.

**MENU SELECTION**

Your menu selection is required to be confirmed no later than seven (7) days prior to the event, or as otherwise agreed with the Hotel. Please also provide any special Dietary Requirements at this time.

**FOOD & BEVERAGE**

No food or beverage may be brought into or taken from the Hotel for consumption. Due to licensing laws, no beverage may be brought into or taken from Travelodge Perth by any party.

**CHANGE OF VENUE**

In the event of unforeseen circumstances or any alteration to numbers, the Travelodge Perth reserves the right to change the venue to another suitable room. Every effort will be made to discuss the change with the organizer well in advance.

**DELIVERIES**

All items, eg boxes, parcels etc that are to be used for functions must be delivered to the Hotel's reception with attention to Conferencing Department. In accordance with Occupational Health and Safety Regulations, hotel staffs will not physically handle any items exceeding 25kg. All deliveries exceeding 25kg must be dropped off and picked up from the venue by an agent organized by the Client. Due to the configurations of doorways and openings at the Travelodge Perth, all items delivered should not exceed 2000mm high, 1200mm width and 8000 depth. Prior arrangements must be made with Travelodge Perth's management if the client wishes to deliver items exceeding 25kg or the measurements previously stated. Travelodge Perth recommends that insurance should be taken out by the client for any items that is delivered and left on premises. Travelodge Perth takes no responsibility for any damages or losses or properties that may occur.

**COMMENCEMENT AND VACATING TIMES**

The client agrees to commence the function and vacate the room at the agreed scheduled times. In circumstances where the function continues beyond the agreed finishing times, the Hotel reserves the right to charge for any additional costs incurred.

**RESPONSIBILITY**

Travelodge Perth will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during or after the event, except in circumstances where such loss or damage is caused by the negligence or recklessness of Travelodge Perth, its employees or contractors. We therefore suggest you arrange insurance cover for any valuables.

**SOUND LEVELS**

We appreciate your consideration of other meetings being held in the Hotel and ask for your assistance in keeping noise levels reasonable.

**EQUIPMENT**

With regard to equipment being brought into the Hotel for use, we request that the client is present at least one hour prior to the event commencement to enable testing and complete setup. Please also provide details of any equipment being brought into the Hotel prior to the function date. The Hotel can not accept any responsibility for any equipment failure, incorrect setup or use, unless hired by the Hotel through our approved AV supplier.

**SPECIAL REQUESTS - Please complete before signing**

I will be having boxes/equipment delivered to the Hotel. Please expect deliver at:

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I will require special catering requests for the following Dietary Requirements:

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I will require the following additional equipment other than that included as Standard Equipment:

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Any other Special Requests:

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**I/We have read and understood the terms and conditions for Travelodge Perth.**

**Client Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Conference:** \_\_\_\_\_