

Conference Packages 2008 / 2009



Mary MacKillop
PLACE

Mary MacKillop Place

80 William St
North Sydney NSW 2060



Mirvac Parking
Greenwood Plaza
Pacific Hwy
North Sydney
(02) 9956 6860

Conference Packages

Day Conference Package at \$60.00 per person

Minimum 15 delegates if less a room hire fee will apply (\$150.00)*

Half Day Packages at \$45.00 per person

Minimum 15 delegates if less a room hire fee will apply (\$150.00)*

Same inclusion as day package with either morning tea or afternoon tea

Residential Packages at \$180.00 per person

Single or twin occupancy

Minimum 15 delegates if less a room hire fee will apply

Same inclusion as day package, dining option extra (see menus attached)

* Conference room hire only \$400.00 (no catering or equipment included)

* Auditorium room hire only \$600.00 (no catering or equipment included)

Package Includes:

Conference room hire, note pads, pens, iced water & mints, standard equipment (1 flipchart, whiteboard, OH screen) and the following catering:

On Arrival

Freshly brewed coffee & tea

All prices include GST

Morning tea and Afternoon tea

Freshly brewed coffee, tea and chef's selection of Danishes, cakes, savoury finger food.

Assorted slices

Chocolate meringue slice

Assorted cookies

Almond shortbread

Chocolate caramel slice

Baked banana bread

Mini assorted muffins

Mini savoury quiches

Home made sausage rolls/ Mini pies

Upgrade to deluxe for \$3.50 per person

Cheese board

Fresh fruit platter

Fruit Juice

Working Lunch

Chef's selection of:

Finger sandwiches or baguettes, tortilla wraps or toasted sandwiches

2 salad varieties changing daily or soup of the day

Seasonal fruit platter and cake

Freshly brewed coffee & tea

Optional extras

Hot dishes for \$2.50 pp selection of quiches, savoury filled pastries or finger food

Cheese platter \$3.50 pp

Upgrade to Buffet Lunch

\$7.50 supplement per person

Choose 2 salads, 2 mains and 2 desserts

Food & Beverage Catering

Catering	Per Guest	Catering	Per Guest
Breakfast continental	\$17.50	Afternoon tea biscuits	\$3.50
Breakfast full buffet	\$22.00	Afternoon tea cakes & slices	\$5.00
Arrival tea & coffee	\$3.50	Afternoon tea deluxe	\$8.00
Tea & Coffee continuous	\$6.50	Dinner buffet	\$32.50
Morning tea & biscuits	\$3.50	Dinner sit down 2 courses	\$35.00
Morning tea cakes & slice	\$5.00	Dinner sit down 3 courses	\$42.00
Morning tea deluxe	\$8.00	Cocktail menu pp per hr	\$20-\$50
Lunch working sandwiches	\$18.50	Cheese board	\$8.00
Lunch working & hot finger food	\$22.00	Fruit platter	\$6.50
Lunch Buffet	\$32.50	Antipasto platter	\$9.00
Light lunch soup & bread roll	\$9.50	Corkage	\$1.50
Light lunch soup & fruit platter	\$13.50	Weekend surcharge	\$2.50
Bar Staff - Minimum 3 hours (per event)	\$175.00		

Conference Rooms

Rooms	U Shape	Theatre	Café	Boardroom	Round Table
Auditorium	40	190	60	36	150
Tenison Woods	35	100	40	30	60
Lochaber Centre	30	80	30	24	40
Mahony	-	-	-	20	-
Branagan	30	40	36	20	-
D'arcy	-	-	-	16	-

Audio Visual Equipment

Equipment	Half Day	Full Day
Whiteboard	Complimentary	Complimentary
Lectern and microphone	Complimentary	Complimentary
Flip chart	\$50.00	\$50.00
Electronic whiteboard	\$65.00	\$80.00
Overhead projector	Complimentary	Complimentary
Data projector	\$125.00	\$180.00
DVD and screen	\$50.00	\$50.00
CD player	Complimentary	Complimentary
Cassette player	Complimentary	Complimentary
Laptop/Computer	\$125.00	\$160.00
Conference phone	\$45.00	\$45.00
Internet access	\$45.00	\$45.00
Lapel microphone	\$30.00	\$30.00
Cordless handheld microphone	\$50.00	\$100.00
Technical support	\$250.00	\$300.00
Fax	\$2.75 per fax	\$2.75 per fax
Photocopy	\$0.40c per sheet	\$0.40c per sheet
TV	\$100.00	\$100.00

Terms & Conditions

Confirmation

Written confirmation of your booking must be received within 24 hours of making the tentative booking, followed by a 50% deposit representing the total function amount, including accommodation and a signed copy of our Terms and Conditions. This deposit will be credited to your final account.

The deposit must be prepaid irrespective of whether you have a company account with the Hotel. Should the Hotel fail to receive confirmation and deposit within the given time, every effort will be made to contact the Client prior to releasing the booking, which the hotel reserves the right to do.

Final Attendance

The guaranteed minimum number of guests attending the function is required seven (7) working days prior to the function taking place. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. Should your final attendance reduce by 20% or more from the original quoted attendance, additional charges may apply.

Reduction in Event Numbers:

If catering numbers decrease by 25% or more from the original number booked 14 working days or less prior to the event, a penalty fee equal up to 50% of the per person price will apply.

Function Schedule

To ensure your requirements are met, it is necessary for us to have 14 working days notice of your function schedule and menu selection. This also includes floor plans and designs for exhibitions or display space.

Room Hire

Room hire is subject to the period required, numbers of guests in attendance and overall catering requirements. Our Event staff will discuss room hire along with your requirements.

Final Payment

The full remaining balance, including accommodation, must be paid within seven (7) working days prior to the start of your function. Additional charges, such as telephones, mini bar or other services, will be settled at the conclusion of the function. Account facilities may be arranged with the Hotel and are subject to credit application approval. These accounts are to be settled within seven (7) working days of receipt of the invoice. Please note that personal cheques will not be accepted. Cheques are payable to Mary MacKillop Place PO Box 1081, North Sydney NSW 2059

Cancellation

In the case of a function being cancelled, or the date changed, the following terms are applicable:

- Over 60 days written notice: the deposit will be refunded in full.
- 30 - 59 days written notice: the cancellation fee will be equivalent to 25% of the estimated value of the function.
- 29 - 4 working days written notice: the cancellation fee will be equivalent to 50% of the estimated value of the function.
- Within 3 working days written notice: 100% of the estimated value of the function will be charged.

Commencement and Conclusion of the Function

The organiser agrees to begin the function and vacate the room at the schedule times. In the event that the function should continue beyond the agreed finishing time and the following client is inconvenienced, the Hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of that next function.

Food and Beverage

No food and beverage is permitted to be brought onto the premises without the approval of the Hotel.

Insurance

The Hotel will take all reasonable care to protect the property of guests, but will accept no responsibility or liability for the loss or damage of items left in the Hotel prior to, during, or after the function. We suggest that organisers arrange their own insurance and/or security for valuable items.

Loss or Damage

Loss or damage to any part of the Hotel or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the Hotel prior to the function.

Advertising and Endorsement

The Client must first obtain written permission from Hotel management before using the name or trademark of the Hotel in any manner.

Room Allocation

In the event of unforeseen circumstances or any alternation to numbers, the Hotel reserves the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the organiser well in advance.

Security

Arrangements for additional security requirements over and above the existing service provided by the Hotel can be made upon request with the cost charged to your account.

Other Functions

The Hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the Hotel reserves the right to book another function in the adjoining rooms at any time.

Menus and Prices

Every possible effort will be made to maintain menus and prices; however these are subject to change.

Every effort will be made to contact the organiser if changes occur.

Car Parking

Car parking is limited and only available on request. As an alternative, we recommend car parks adjacent to the Hotel - Wilson Parking (entrance via Blue Street) or Greenwood Plaza (entrance via Pacific Highway). These car parks are managed independently.

Deliveries

The Banquet Department must be notified in advance of any deliveries to the Hotel. All items should be marked for the attention of the Banquet Department with the function name, date and number of items being delivered.

The Hotel will not accept responsibility for items left in the Hotel more than 48 hours prior to, or at the conclusion of, the function without prior arrangement.

Accommodation

- The Hotel requires a 50% deposit on the total revenue of conference and accommodation room bookings being held within 24 hours of booking.
- The full remaining balance owed should be paid seven (7) days prior to the group's arrival.
- The final rooming list is required with written authority stipulating the exact charges the company will accept. The rooming list must contain names for each person and share allocation if applicable.
- Cancellations made after the final rooming list will incur a cancellation fee of one night's accommodation.
- If these requirements are not met, the Hotel gives no guarantee that it will have accommodation rooms available and will release all block bookings held. All accommodation rooms will be available from 12.00pm on the day of arrival with a check-out time of 10.00am on the day of departure. Luggage storage facilities are available, if required.

Content of the Event

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

Compliance

Clients will be responsible to ensure the orderly behaviour of their guests and the Hotel reserves the right to intervene where it sees fit.

Responsible Service of Alcohol

Under the Liquor Licensing Laws our Event Staff are under an obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is your responsibility to ensure that all attendees behave in an orderly manner during the event and do not breach our obligations. Age restrictions may apply to certain areas.

Cleaning

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Please sign and return to signify the quote and terms and conditions.

Name of Event:

Date of Event:

Booking Folio Number:

Company Name:

Client Name:

Client Signature:

Date:

Mary MacKillop Place

Phone: (02) 8912 4800

Fax: (02) 8912 4847

Email: Conference.Bookings@sosj.org.au

Anderledy.Reservations@sosj.org.au