



**Quality Inn, Latrobe Convention Centre, Conference Fact & Rate Sheet**

Five totally flexible function rooms that can be configured to suit your requirements, along with various breakout syndicate areas

Some conference rooms have floor to ceiling windows offering natural light during the day with views capturing the outside gardens

All function rooms feature soundproof dividing walls, individually controlled air conditioning, heating and lighting

Room Rates	DAY RATE Lunch catered for ( 7am - 5pm )	DAY RATE Room Only ( 7am - 5pm )	EVENING RATE (6pm - close )
CR 1	\$ 175	\$ 325	\$ 200
CR 2	\$ 200	\$ 350	\$ 220
CR 3	\$ 200	\$ 350	\$ 220
CR 4	\$ 175	\$ 325	\$ 200
CR 5	\$ 175	\$ 325	\$ 200
Syndicate	\$ 80	\$ 80	\$ 80

Conference Rooms	Ceiling height	Sq. metres	U-shape	Round open-ended	Classroom	Theatre	Banquet
Room 1	2.9 m	67	22	30	30	50	50
Room 2	2.9 m	110	34	60	50	80 / 140	80
Room 3	2.9 m	105	30	40	50	80 / 140	80
Room 4	2.4 m	70	22	24	30	40	40
Room 5	2.4m	70	22	24	30	40	40
Syndicate		-	10 Boardroom	-	-	16	-

Audio Visual Hire:	Per Day:
Whiteboard – Electronic with markers	\$ 90
Whiteboard – Manual with markers	\$ 40
Data Projector including screen	\$ 35 per hour / \$ 220 max per day
Laptop	\$ 25 per hour / \$ 150 max per day
Projector Screen	\$ 40
Overhead projector & screen	\$ 40
Flipchart with paper, markers & pens	\$ 40
Flipchart Stand without paper	\$ 20
Paper & pens for flipchart	\$ 25
VHS Video player	\$ 15
VHS video player & monitor	\$ 35
DVD player	\$ 20
Lecturn	FOC
Lecturn with fixed microphone	\$ 70
Radio lapel microphone	\$ 70
Radio hand-held microphone	\$ 70
Fresnel Lighting	\$ 80 - \$ 160
Portable stage sections ( 120 x 180 x 20 )	\$15 per unit
Portable display panels ( 180 x 90 )	\$15 per panel
Portable CD player	\$ 20
Video camera & tripod	\$ 90
A4 paper & pen	\$ 3 each
Conference Phone	\$ 50
Highspeed Broadband available ( Fixed or wireless )	POA



## Terms and Conditions

**In order for us to maintain the standard of service that is expected by our clients, the following terms and conditions will apply:**

1. A copy of the signed terms and conditions is required to secure your event, along with a booking fee in the amount of 20% of total event cost, or as per item set out below \*
2. The number of guests for catering is to be confirmed seven ( 7 ) days prior to function.
3. Menu selection are to be confirmed ten ( 10 ) days prior to the event.
4. Should guest numbers decrease prior to the event, the number confirmed seven ( 7 ) days prior to the event will be taken as the minimum number for the function and will be charged accordingly.
5. We understand that circumstances often change and your event may need to be cancelled or postponed. If notification is received at least three weeks prior to your event, no penalty will apply. If notification occurs less than three weeks prior, a fee may apply.
6. As our venue is licensed to carry food and liquor on the premises, organizers and their guests are not permitted to bring their own food or liquor to their respective event.
7. Food and beverages may not be removed from the premises.
8. Accommodation room numbers are to be confirmed seven days prior to the function date – cancellations after this date will incur a 50% room rate charge unless rooms are resold. An accommodation rooming list is to be forwarded at least three days prior to the function date, including all payment details and specific room requirements.
9. The hire of a conference room for a “day” event allows access to the room between 9am and 5pm. “Evening” event incorporate the hours between 6pm and 11pm. Any overlap between these two time periods may incur an additional charge.
10. Our prices are structured to cater for functions that run until 11pm. The organizer agrees to begin the event at the scheduled time and agrees to have their guests vacate the function room at the agreed closing time.
11. Full payment is required within seven working days of the completion of your event.
12. All prices are current at time of printing, and are subject to change in line with rising costs.
13. Any costs associated with damage to or loss of property of The Latrobe Motel & Convention Centre are the financial responsibility of the organizer.

**Function Date:** \_\_\_\_\_

I, \_\_\_\_\_ agree to the above terms and conditions.  
(Print Name )

\_\_\_\_\_  
( Signature of company or organisation representative )

\_\_\_\_\_  
( Dated )

\_\_\_\_\_  
( Position held )



Quality Inn Latrobe Convention Centre offers the following catering options:-

## coffee break menu

coffee/ selection of tea's on guests arrival	\$ 2.5 pp
coffee / tea accompanied by homemade biscuits	\$ 5 pp
coffee / tea accompanied by scones with jam/cream	\$ 6 pp
coffee / tea accompanied by homemade muffins/cake	\$ 8 pp

## lunch break menu

### **a la carte from the restaurant menu**

guests can select their own meal from our restaurant's a la carte lunch menu - to avoid waiting time, orders can be taken earlier in the day. A full list of menu options is available upon request.

### **conference lunch - \$ 22 pp**

( available for groups of 15 or more )

an interactive quick & easy stand up style lunch from our self serve buffet of pasta of the day, asian dish of the day, steamed rice, Italian salad, fresh fruit platter, tea, coffee & orange juice

### **aussie bbq - \$ 26 pp**

sausages, sirloin steak, mini burgers with housemade relish, marinated chicken tenderloins, sautéed onions, steamed chat potatoes with chive & garlic dressing, fresh garden salad, fresh fruit platter, tea/coffee & orange juice

### **alternate serve set menu range from \$ 28 - 49**

a plated sit down lunch, where you can arrange a menu from our "Function Set Menu". A full list is available upon request.