



- a: Princes Hwy, Traralgon Vic 3844
 - p: 03 – 51 737 500
- e: functions@latrobeconvention.com.au
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Conference Fact & Rate Sheet

Whether it's a conference, corporate training or planning meeting, the QILCC offers a comprehensive range of facilities.

- including 5 conference rooms which can be configured & set to suit your requirements
- various breakout syndicate area's
- 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
- on-site technical support
- 61 accommodation rooms and restaurant
- ample free on site car parking

Capacity figures are based on maximum numbers and do not include any audio visual requirements

| 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 | - |



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| Audio Visual Hire: | Per Day: |
|---|----------------|
| Whiteboard – Electronic with markers | \$ 60 |
| Whiteboard – Manual with markers | \$ 30 |
| Data Projector including screen | \$ 80 |
| Laptop | \$ 50 |
| Projector Screen | \$ 30 |
| Overhead projector & screen | \$ 40 |
| Flipchart with paper, markers & pens | \$ 40 |
| Flipchart Stand without paper | \$ 20 |
| Paper & pens for flipchart | \$ 25 |
| DVD player | \$ 15 |
| Lecturn | FOC |
| Lecturn with fixed microphone | \$ 40 |
| Radio lapel microphone | \$ 50 |
| Radio hand-held microphone | \$ 50 |
| Fresnel Lighting | \$ 60 |
| Portable stage sections (120 x 180 x 20) | \$15 per unit |
| Portable display panels (180 x 90) | \$15 per panel |
| Video camera & tripod | \$ 90 |
| A5 paper & pen | \$ 2.50 |
| 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 deposit in the amount of 20% of total cost of event. Please advise if an invoice is required for this.
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 may 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, organisers 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 fourteen (14) 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 4 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 8am 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 organiser 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, unless otherwise arranged.
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 Quality Inn, Latrobe Motel & Convention Centre are the financial responsibility of the organiser.

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 homemade muffins/cake | \$ 8 pp |

conference lunch break menu

a la carte from the restaurant menu

(minimum and maximum numbers apply 5 – 15 pax)

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.

light lunch \$ 17.50 pp

assorted baguette / turkish breads with various fillings , fresh fruit platter , orange juice, tea/coffee

hot & cold light lunch \$ 21 pp

assorted baguette / turkish breads with various fillings , assorted hot fingerfoods, fresh fruit platter , orange juice, tea/coffee

light buffet lunch - \$ 25 pp

(available for groups of 15 or more)

an interactive quick & easy style lunch from our self serve buffet of pasta of the day, chef's dish of the day, steamed rice, garden salad, fresh fruit platter, tea, coffee & orange juice

options for either lunch or dinner menu

2 course set menu - from \$ 46.50 pp

a sit down ,plated alternate serve meal. either entree & mains, or mains & dessert combination. a full menu list is available upon request.

if a 3 course menu is required an additional \$10 per person applies

please note we have various options available and can tailor to suit your requirements