

COMFORT HOTEL PERTH CITY



BOARDROOM / CARRIAGEWAY

Hire & Catering Kit

DIMENSIONS, LAYOUTS AND CAPACITY

| ROOM | DIMENSIONS (Meters) | HEIGHT (Meters) | CAPACITY | | |
|-----------------------------|------------------------|--------------------|---------------------|---------------------|-----------------------|
| | | | Theatre (Guests) | U-shape (Guests) | Boardroom (Guests) |
| Bennett Room (Boardroom) | 6 x 5.9 | 3 | - | - | 10 |
| Carriageway | 6 x 3.7 | 2.4 | 15 | 20 | - |

VENUE HIRE

| FUNCTION ROOM | Room Hire ½ day (4 hours or less) | Room Hire Full Day (7 am – 6 pm) | Breakout Room (As a Second Room) |
|-----------------------------|---|--|--|
| Bennett Room (Boardroom) | \$125.00 | \$195.00 | \$65.00 |
| Carriage-way | \$75.00 | \$145.00 | \$65.00 |

EQUIPMENT HIRE

| EQUIPMENT | (Prices per day) |
|---|------------------|
| Large Screen Projector (for use with windows application & DVD/VCR presentations) | \$200.00 |
| Flip Chart with paper | \$30.00 |
| TV & VCR/DVD | \$75.00 |
| Whiteboard | \$30.00 |

*For any further information on Audiovisual Equipment and/or Video Conferencing, please contact our Functions Coordinator for an itemized quote.

Complimentary Items

Pads, pens, mints and iced water for all delegates in all meeting rooms
 Registration Table (upon request)
 Standard set up and signage
 Broadband connection

Parking Facilities (Subject to availability)

Complimentary under cover parking is available within the Hotel Complex for in house guests, or at a rate of \$10.00 per car, per day for delegates attending the meeting

BREAKFAST MEETINGS

BUFFETS

Continental Buffet **\$15.00**

Selection of juices, pastries, fresh fruit, yoghurts, home made muesli, cereals, breads, spreads, continental cheese & meat platter, tea & coffee

Full Buffet **\$22.50**

Choose from both continental & hot buffets - when hot buffet is *unavailable*, select from the a la carte menu, one of the following * English Breakfast, * Ham & Cheese Omelette or * Soft Boiled Eggs

BREAKS

Prices per person

Coffee Break One **\$10.00**

- A selection of baked Danish
- Seasonal fresh fruit platter
- Freshly brewed coffee and selection of teas and orange juice

Coffee Break Two **\$12.00**

- Warm blue berry muffins
- Seasonal fresh fruit platter
- Freshly brewed coffee and selection of teas and orange juice

Coffee Break Three **\$16.00**

- A selection of Danish and muffins
- Warm ham and cheese croissants
- Seasonal fresh fruit platter
- Freshly brewed coffee and selection of teas and orange juice

Savoury Coffee Break One **\$12.00**

- A selection of mini pies & mini quiche
- Seasonal fresh fruit platter
- Freshly brewed coffee and selection of teas and orange juice

Bar Bites Coffee Break Two **\$16.00**

- A selection of 3 bar bites from the menu, subject to change
- Seasonal fresh fruit platter
- Freshly brewed coffee and selection of teas and orange juice

Snack Attack Break All Day **\$24.00**

- A selection of assorted chocolate bars and potato chips
- Mini bar fridge stocked with energy drinks, Coke, Sprite, Lift, Fanta, bottled water

Extras

- Smoothies - strawberry or banana **\$ 4.00**
- Espresso coffee, flat white, cappuccino, latte **\$ 5.00**
- Freshly brewed tea **\$ 4.00**
- All day continuous tea & coffee **\$12.50**

Working Lunch One

\$20.00

- A selection of gourmet rolls with all the trimmings, vegetarian alternatives available
- Caesar salad
- Seasonal fresh fruit platter
- Chef's cake "Of The Moment"
- Freshly brewed coffee and selection of teas and orange juice

Working Lunch Two

\$25.00

- A selection of gourmet rolls with all the trimmings, vegetarian alternatives available
- Hot selection - sausage rolls, gourmet mini pies
- Greek salad
- Seasonal fresh fruit platter
- Chef's cake "Of The Moment"
- Freshly brewed coffee and selection of teas and orange juice

Working Lunch Three

\$30.00

- A selection of gourmet rolls with all the trimmings, vegetarian alternatives available
- Hot selection - sausage rolls, gourmet mini pies
- Greek salad
- A selection of assorted sushi with wasabi mayo
- Seasonal fresh fruit platter
- Chef's cake "Of The Moment"
- Freshly brewed coffee and selection of teas and orange juice

At Comfort Hotel Perth City, when it comes to choosing your set menu, you choose the items you require for a set price. All of the menu selections are in alternate drop style **ie** If you choose 2 entrée, 2 main, 2 desserts menu for 10 people, five of each course is sent out. **Example:** For Entree - 5 Soups of the Day and 5 Caesar Salads are delivered.

| | |
|-----------------------------|-------------------------|
| 1 Course Set Menu | \$38.00 per head |
| 1 entree, 1 main, 1 dessert | |
| 2 Coarse Set Menu | \$48.00 per head |
| 2 entrée, 2 main, 2 dessert | |
| 3 Coarse Menu | \$65.00 per head |
| 3 entrée, 3 main, 3 dessert | |

All the set menus come with garden salad and dinner rolls to share - on the tables

Our chef will develop a set menu for your catering needs. Please note: Due to seasonal weather or out of season, some foods item will not be available. A suitable replacement will be used or a price will be given on application.

Exclusive Board Room Dining is available for 10 private diners

Menu on application. Minimum price \$80.00 per head, food only. Includes dedicated boardroom manager overseeing the event.

Beverage package includes house wine, tap beer and soft drinks

BEVERAGE PACKAGE

| | |
|-----------------------|-----------------|
| 4 hours drink package | \$45 per person |
| 3 hours drink package | \$38 per person |
| 2 hours drink package | \$28 per person |

Draught Beers, VB, Carlton Draught, Carlton Mid, Cascade Lite. If you require **Stella Artois on tap, extra 7.00 per head** If you require house spirits, extra \$25.00 per head.

Responsible service of alcohol applies at all times for guests and staff. Security services may be required under state law and will be provided at the expense of the organiser.

**FULL DAY SEMINAR
BOARDROOM PACKAGES
All-Inclusive**

| CONFERENCE PACKAGE | | |
|--|-------------------|------|
| [ONE ROOM PER PERSON OPTION] | | |
| STANDARD ROOM PKG BASED ON PAX # | DELEGATES | |
| | 10 | |
| F&B Requirements | | |
| All Day Tea/Coffee | 10 | 100 |
| Morning Tea - Biscuits | 3.5 | 35 |
| Lunch | 20 | 200 |
| Afternoon Tea - Biscuits | 3.5 | 35 |
| <i>Sub-Total</i> | \$370.00 | |
| MICE Requirements | | |
| Room Hire | 75 | 120 |
| White Board Hire | 30 | 0 |
| Flip Chart | 30 | 0 |
| Other Extra's | | |
| <i>Sub-Total</i> | \$120.00 | |
| ROOM Requirements (1 Room / person) | | |
| Hotel Standard Queen | 135 | 1350 |
| Single Supplement Fee | | |
| <i>Sub-Total</i> | \$1,350.00 | |

| | | |
|------------------------------|-----------|-------------------|
| PRICE FOR # DELEGATES | 10 | \$1,840.00 |
| PRICE PER PERSON | | \$184.00 |

| CONFERENCE PACKAGE | | |
|--|-----------------|-----|
| [TWIN SHARE OPTION] | | |
| STANDARD ROOM PKG BASED ON PAX # | DELEGATES | |
| | 10 | |
| F&B Requirements | | |
| All Day Tea/Coffee | 10 | 100 |
| Morning Tea - Biscuits | 3.5 | 35 |
| Lunch | 20 | 200 |
| Afternoon Tea - Biscuits | 3.5 | 35 |
| <i>Sub-Total</i> | \$370.00 | |
| MICE Requirements | | |
| Room Hire | 70 | 120 |
| White Board Hire | 30 | 0 |
| Flip Chart | 30 | 0 |
| Other Extra's | | |
| <i>Sub-Total</i> | \$120.00 | |
| ROOM Requirements (Twin Share Room) | | |
| Hotel Standard Twin (\$135 / rm) | 67.50 | 675 |
| Single Supplement Fee | | |
| <i>Sub-Total</i> | \$675.00 | |

| | | |
|------------------------------|-----------|-------------------|
| PRICE FOR # DELEGATES | 10 | \$1,165.00 |
| PRICE PER PERSON | | \$116.50 |

Added Extra's Available:
Data Projector \$200 per day

GENERAL INFORMATION

Menu Selection

The well-equipped boardroom and restaurant cater for the full range of corporate and private meetings, seminars, workshops, dinners and cocktail parties that can be tailored to your specific needs. If you need further assistance, our Executive Chef will make himself available to discuss your request, upon appointment.

Insurance

The hotel will take all necessary care but accepts no responsibility for damage to or loss of merchandise left in the hotel prior, during or after functions. Use of the hotel walls for display material is not permitted. Organizers are financially responsible for any damage sustained to the hotel property during functions or exhibitions.

Fire Safety

Your guests and clients' safety is our first priority and as such we would appreciate very much, if you could briefly mention at the beginning of the function the location of the fire exits.

Car Parking

Complimentary self-drive parking in our undercover car park is available for all in house guests. Spaces are limited and subject to availability. Delegates not staying in house are charged a minimal rate... The hotel will take all necessary care but accepts no responsibility for damage or loss to your vehicle.

Loss and Damage

The Client indemnifies the Venue against any loss or damage to their property. The Client is responsible for any damages or loss caused to the venue.

Payment

All major credit cards (surcharges apply) and Eftpos (no cash out) are accepted. No personal or company cheques accepted 1 month before the function. Full payment must be received 1 week prior to the function date unless otherwise specified.

PRICES

Room Hire

Prices are valid through until the 31st December 2012

Menu Selections

The prices and information in this package are subject to change, and prices are indicative at the time of preparing this information pack. Please speak with the coordinator at the time of enquiry to confirm catering costing.
(Please provide your function date when making an enquiry; all future reservations are subject to availability)