

2010 CONFERENCE KIT



Medina Grand Perth
33 Mounts Bay Road Perth WA 6000 Australia
Tel: (+61 8) 9217 8000 Fax: (+61 8) 9217 8199
Email: conf.mgpc@medina.com.au Web: www.medina.com.au

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HOTEL OVERVIEW

Medina Grand Perth enjoys a great location onsite at the Perth Convention Exhibition Centre, in the heart of the city's CBD.

The Medina Grand Perth has 138 one and two bedroom apartments and studio rooms, an onsite bar & restaurant, three meeting rooms, pool, gymnasium, spa and sauna. The meeting rooms all offer an abundance of natural light and a shared breakout terrace.

Medina Grand Perth specialises in boardroom meetings, small meetings & seminars. We offer a pleasant & affordable alternative, so that you can have your meeting how you want, where you want, & most importantly at the price you want. No meeting is too small & no request is too difficult, you will be assured of personalised & professional service from the start to finish of your conference.

Our hotel provides the perfect venue for residential training courses and conferences, with special conference accommodation rates available on request.



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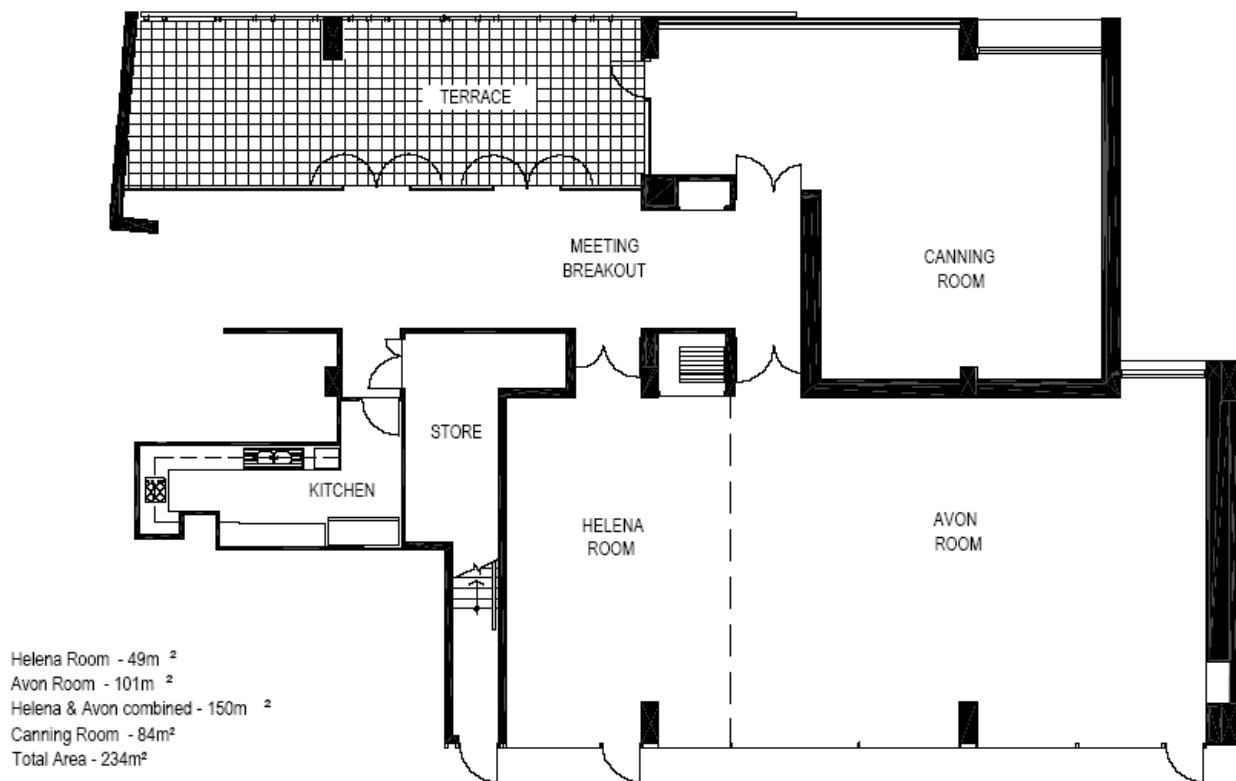
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MEDINA VENUE CAPACITY

Area/Room Name	Sq M	Banquet	Theatre	Classroom	U-Shape	Boardroom	Cocktail
Helena Room	49	N/A	30	12	N/A	12	30
Avon Room	101	30	100	35	25	20	120
Canning Room	84	16	50	20	20	16	60
Helena and Avon Combined	150	60	140	50	35	N/A	200



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DAY DELEGATE PACKAGES @ \$67 per person

If numbers fall below 12 guests, a room hire fee will apply

Includes:

Conference room hire, note pads, pens, iced water + mints, flipchart, whiteboard, screen + conference aid kit

Arrival Tea/Coffee

Freshly brewed coffee + specialty tea's

Morning Tea

Freshly brewed coffee + specialty tea's with a choice of one of the following:

- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Indulgent chocolate brownies
- Home style cookies
- Muesli & yoghurt cups
- Fruit dippers with yoghurt

Lunch

Your choice from the below menu

Afternoon Tea

Freshly brewed coffee + specialty teas with a choice of one of the following:

- Delicious danish pastries
- Sumptuous hot scones with jam & cream
- Luscious lamingtons
- Home style cookies
- Fruit skewers
- Selection of vegetable sticks with dip



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LUNCH choose your options

Light Lunch

Selection of Freshly Baked Rolls with Assorted Fillings
Fresh fruit platter

Working Lunches

Option One

(extra \$7 per person)

Selection of Crusty Sandwiches
Korean Style Vegetarian Dumplings
Homemade Sausage Rolls
Selection of Fine Cheeses
Fresh fruit platter
Choice of 1 salad with dressing:
Garden, Greek, Pasta, Caesar or Potato

Option Two

(extra \$7 per person)

Selection of Freshly Baked Rolls with
assorted Fillings
Beer batter & Parsley Perch Goujons w/
dipping sauce
Vegetarian homemade Pizza squares
Thai Chicken Skewers
Fresh fruit platter
Choice of 1 salad with dressing:
Garden, Greek, Pasta, Caesar or Potato

Option Three

(extra \$9 per person)

Assorted Tortilla Wraps
Vegetarian mini spring rolls
Ranch Style Chicken Bites
Thai Fish Cakes
Selection of Fine Cheeses
Fresh fruit platter
Choice of 1 salad with dressing:
Garden, Greek, Pasta, Caesar or Potato

Option Four

(extra \$9 per person)

Assorted Triangle Sandwiches 1.5 rds pp
Salmon, Fennel & Potato Croquettes
Ranch Style Chicken Bites
Country Ham & Caramelised Onion Slice
Fresh fruit platter
Choice of 1 salad with dressing:
Garden, Greek, Pasta, Caesar or Potato



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MEDINA BREAK OPTIONS

Liven up your break - \$10 extra per person per break

Sweet Tooth

- Assorted chocolates
- Mixed lollies
- Passionfruit cheesecake

Energize

- Banana bread
- Organic juices
- Smart Energy drink

Chocoholic

- Assorted Chocolates
- Chocolate Cake
- Hot Chocolate

Organics

- Organic yoghurt
- Dried fruit & trail mix
- Organic Juices

Morning/Afternoon Tea Platters

Platter #1 - \$23.50 per person

Selection of Specialty Teas & Coffee, Orange & Apple juice served with an Assortment of Danish Pastries, Muffins, Cakes & Slices, Homemade Sausage Rolls, Party Pies and Mini Spring Rolls.

Platter #2 – \$22.50 per person

Selection of Specialty Teas & Coffee, Orange & Apple juice served with a Selection of Mini Chocolate Éclairs, Scones with Jam & Cream, Zucchini & Spanish Onion Slice and Party Pies.

Platter #3 - \$24.00 per person

Selection of Specialty Teas & Coffee, Orange & Apple juice served with Assorted Mini Lamingtons, Chocolate Chip Scones, Bacon & Egg Tartlets, Lemon & Thyme Feta Parcels and Homemade Sausage Rolls



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AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Fixed Screen	Complimentary
Standard Whiteboard	Complimentary
1 Flip Chart with markers/paper	Complimentary
Overhead Projector	\$50.00
CD Player	\$20.00
DVD/VCR Player	\$50.00
Additional Flip Chart with markers/paper	\$40.00
Lectern and Microphone	\$100.00
Lapel Microphone	\$135.00
Microphone (cordless)	\$80.00
Data Projector	\$200.00
Electronic Whiteboard	\$175.00
Additional Audio Visual Equipment and or/ External Hire	
Data Projector	\$300.00
Overhead Projector	\$70.00
Standard Whiteboard (includes markers & dusters)	\$45.00
DVD/VCR Player	\$55.00
Technical Assistance	
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 & technical assistance prices are subject to change

Broadband Charges;

\$12.50 – Flat rate for 1 hour access – 100Mb

\$3.90 access then 1 cent per KB up to a maximum of **\$24.95** per day
(maximum Mb allocation of 200Mb)

An Unlimited Access package is available when more than 1 laptop is in use
for **\$195.00** per day
(should less than 200Mb be used, the rate will be adjusted to **\$24.95**)



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BUFFET BREAKFAST SELECTIONS

Continental Buffet Breakfast @ \$22.00pp

- Apple & Orange juices, milk and water
- Fresh sliced fruit
- Cereals
- Assorted bread (white and wholemeal)
- Danish pastries & croissants
- Selected preserves (honey, vegemite, marmalade and jam)
- Yoghurts (low fat available)
- Freshly brewed tea and coffee

Deluxe Buffet Breakfast @ \$35.00pp

Beverages

- Apple & orange juices, milk and filtered water
- Full cream and skim milk
- Iced water
- Freshly brewed tea and coffee

Cold Starters

- Fresh sliced fruits
- Yoghurt
- Cereals
- White and wholemeal bread
- Selected preserves (honey, vegemite, marmalade and jam)
- Croissants
- Muffins

Hot Buffet

- Scrambled eggs
- Breakfast chipolatas
- Crispy bacon
- Hash brown potatoes

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



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TERMS & CONDITIONS

CONFIRMATION:

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

PAYMENT:

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that for all credit card transactions, a surcharge of 1.5% applies. Guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

NON PERFORMANCE OF CONTRACT:

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

- Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)
- Notification within 30 days or more of the function date 10% of the estimated cost
- Notification 14-30 days prior 50% of the estimated cost
- Notification less than 14 days 100% of the estimated cost

FINAL ATTENDANCE:

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

FINAL DETAILS:

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

COMMENCEMENT AND VACATING OF ROOMS:

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

SET UP AND DELIVERY OF EQUIPMENT:

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Coordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

CONSUMPTION:

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.



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DISPLAYS AND SIGNAGE:

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

ROOM ALLOCATION:

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

COMPLIANCE:

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

DAMAGES:

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

RESPONSIBILITY:

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

SECURITY:

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

LIABILITY:

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT:

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

ACCEPTED BY THE CLIENT:

Name of Company/Function

Conference Sales

Signature of Responsible Party

Date:

Date:



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