



2010 CONFERENCE KIT



Medina Executive Barrack Plaza
138 Barrack Street Perth WA 6000 Australia
Tel: (+61 8) 9267 0000 Fax: (+61 8) 9267 0199
Email: confmgpc@medina.com.au Web: www.medina.com.au

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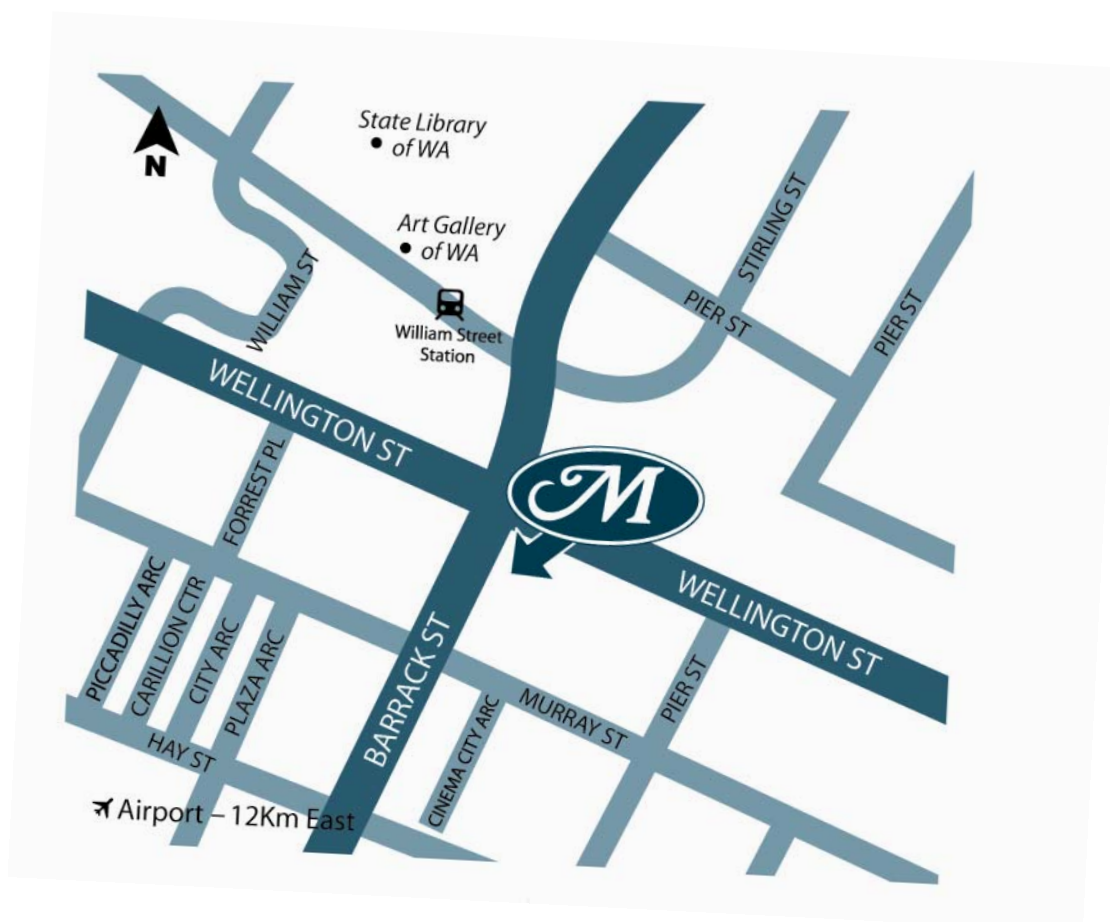
Reservation: 1300 MEDINA (633 432) Email: conf.mgpc@medina.com.au Web: www.medina.com.au

HOTEL OVERVIEW

Medina Executive Barrack Plaza enjoys a great location in the heart of the city's CBD. Minutes from the main train station and CAT transport system as well as walking distance to the main shopping mall.

Medina Executive Barrack Plaza has 100 one & two bedroom apartments and studio rooms, an onsite restaurant, one conference room, pool, gymnasium and sauna.

Medina Executive Barrack Plaza 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.



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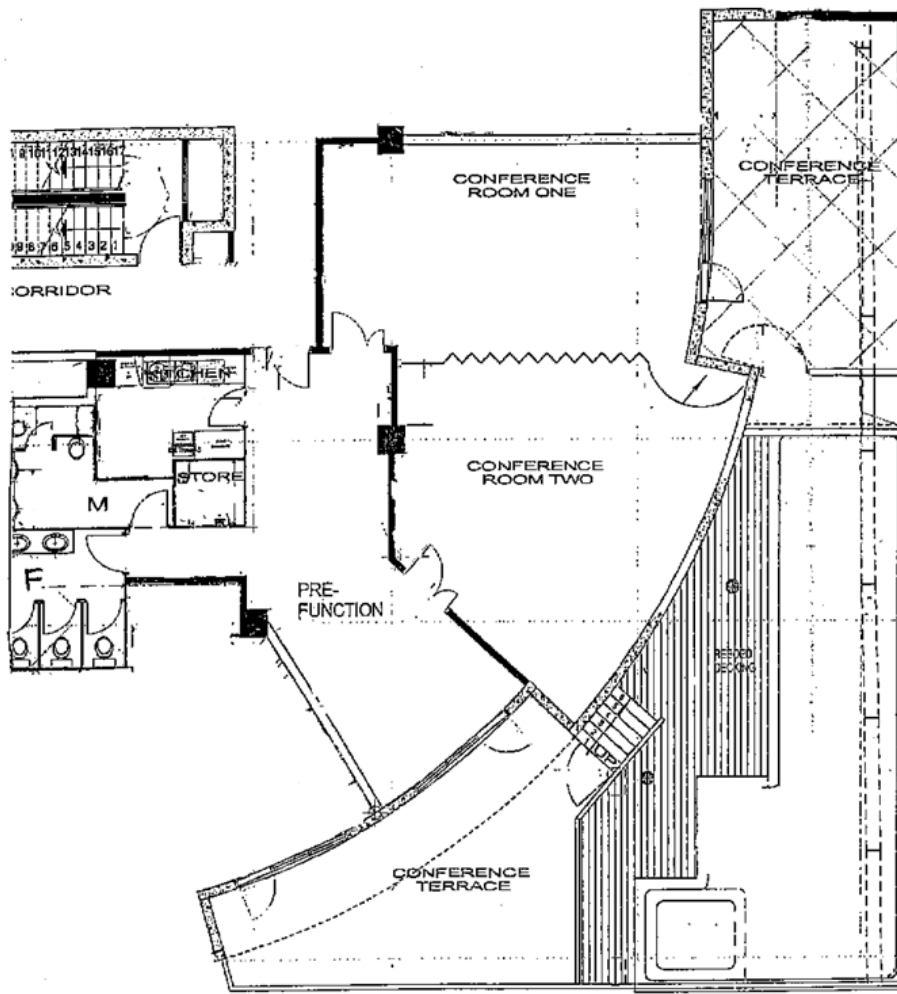
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MEDINA VENUE CAPCAITY

| Area/Room Name | Sq M | Banquet | Theatre | Classroom | U-Shape | Boardroom | Cocktail |
|----------------|------|---------|---------|-----------|---------|-----------|----------|
| Len Buckeridge | 84 | 30 | 60 | 20 | 20 | 24 | 50 |



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DAY DELEGATE PACKAGES

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

Includes:

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

Arrival Tea/Coffee

freshly brewed coffee + specialty teas

Morning Tea

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

- Freshly baked muffins
- Delicious danish pastries
- Sumptuous hot scones with jam & cream
- Mini ham & cheese croissants
- Home style cookies
- Muesli & yoghurt cups
- Fruit dippers with yoghurt

Lunch

working lunches as listed below

Afternoon Tea

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

- Delicious danish pastries
- Freshly baked muffins
- Sumptuous hot scones with jam & cream
- Home style cookies
- Fruit dippers with yoghurt
- Selection of vegetable sticks with dip



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LUNCH choose your options

Menu One @ \$74.00 per person

Make Your Own Sandwiches – Platter of fillings, plus sliced bread & wraps

Select 3 items from the 'hot items selection'

Garden Salad with fresh herb vinaigrette

Fresh Seasonal Fruit Platter

Menu Two @ \$76.00 per person

Selection of Sandwiches (1.5 round per person)

Select 3 items from the 'hot items selection'

Garden Salad with fresh herb vinaigrette

Fresh Seasonal Fruit Platter

Menu Three @ \$77.00 per person

Selection of Gourmet Sandwiches (1.5 round per person)

Select 3 items from the 'hot items selection'

Garden Salad with fresh herb vinaigrette

Fresh Seasonal Fruit Platter

'Hot Items For Selection'

Mini Sausage Rolls

Mini Meat Pies

Spinach & Ricotta Sausage Roll

Honey & Soy Drumet

Pizza Platter – Meat & Vegetarian

Spring Roll

Samosa

Beef or Chicken Skewer

Mini Quiche – Meat or Vegetarian

Fried Crab Tartlet

Crumbed Prawn

Crumbed Calamari

Stuffed Mushrooms

Fetta Filo Pastry with Capsicum

Greek Meatballs

Ricotta Pastry Puff with Capsicum

*Individual price list available on request

**A la carte menus for sit down options in Bar 138 are available upon request



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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 | \$40.00 |
| DVD/VCR Player | \$50.00 |
| Additional Flip Chart with markers/paper | \$40.00 |
| Data Projector | \$200.00 |
| | |
| Additional Audio Visual Equipment and or/ External Hire | |
| Data Projector | \$300.00 |
| Overhead Projector | \$70.00 |
| Electronic Whiteboard | Price on request |
| 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 prices are subject to change



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BUFFET BREAKFAST SELECTIONS

Continental Buffet Breakfast @ \$22.00pp

- Chilled fruit juices, milk and water
- Fresh sliced fruit
- Selection of cereals (including toasted muesli)
- Assorted bread (white and wholemeal)
- Danish pastries & croissants
- Selected preserves (honey, vegemite, marmalade and jam)
- Yoghurts (low fat available)
- Tea and coffee

Deluxe Buffet Breakfast @ \$35.00pp

Beverages

- Apple & orange juice
- Full cream and skim milk
- Iced water
- Tea and coffee

Cold Starters

- Fresh sliced fruits
- Yoghurt
- Selection of cereals (including toasted muesli)
- White and wholemeal bread
- Selected preserves (honey, vegemite, marmalade and jam)
- Muffins

Hot Buffet

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



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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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