



2011 CONFERENCE KIT



Medina Executive Wollongong
19 Market Street, Wollongong NSW 2500 Australia
Tel: (+61 2) 4250 5000 Fax: (+61 2) 4250 5099
Email: mewg@medina.com.au Web: www.medina.com.au

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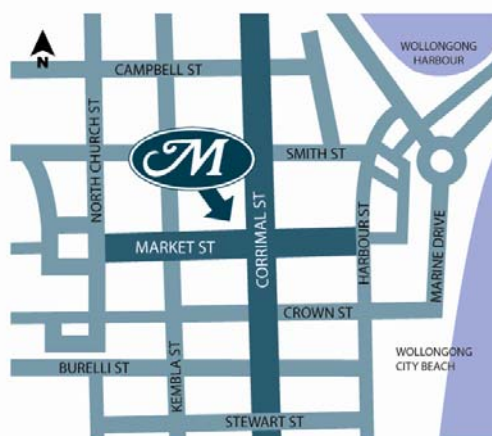
HOTEL HIGHLIGHTS

Wollongong is an escarpment beachside city known as the gateway to the south coast of NSW. Medina Executive Wollongong is situated in the heart of the CBD, with City Beach, Crown Street Mall, The WIN Entertainment Centre and the beachside golf course only a short stroll away. Guests will be perfectly positioned to experience the best that scenic Wollongong has to offer whether for business or leisure.

Our 3 conference rooms are located on the first floor of the hotel, all with natural light. Two of these rooms can be joined to create one larger room with all rooms having balconies. We are able to cater for everything from corporate conferences, meetings, presentations to cocktail parties. Broadband, fax and phone data are available in all conference rooms.

Medina promises space, style and service. The difference between staying in a hotel room and Medina Serviced Apartments, is lifestyle – not just a room but your own private apartment, a place to work or entertain, space for the family and a great place to relax.

Medina Executive Wollongong offers a total of 71 rooms. We have 27 studio rooms and 44 one bedroom apartments. The décor is contemporary and modern. Lifestyle facilities include heated swimming pool, spa, gymnasium and sauna.



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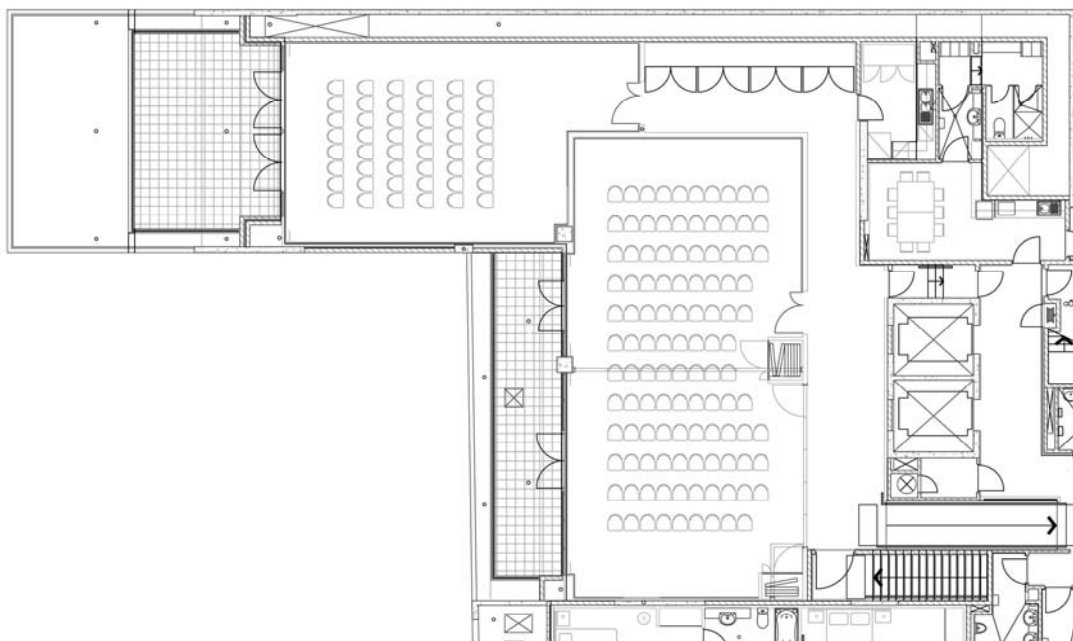
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MEDINA VENUE CAPACITY

Room Layouts	Sq M	Theater	Classroom	U Shape	Boardroom	Cocktail
Scarborough	57	50	16	16	16	50
Comimal	56	50	16	16	16	50
Scarborough + Comimal	113	100	16	30	32	100
Sandon	60	50	18	18	18	70



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MEDINA ROOM HIRE

Non Day Delegate Costs

Room Layouts	Half Day	Full Day
Scarborough	\$200	\$350
Corrimal	\$200	\$350
Scarborough + Corrimal	\$350	\$500
Sandon	\$250	\$400

Delegate Costs - for numbers below 15 guests

Room Layouts	Half Day	Full Day
Scarborough	\$100	\$200
Corrimal	\$100	\$200
Scarborough + Corrimal	\$200	\$350
Sandon	\$150	\$250



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DAY DELEGATE PACKAGES

Full Day Package - \$55.00 per person

Half Day Package - \$45.00 per person

(Please note: If delegate numbers fall under 15 people, a room hire charge will apply. Please see room hire charges Page 5.)

Inclusions:

- Conference room hire
- Note pads and pens
- Iced water and mints
- Flipchart
- Whiteboard
- Projector screen

Arrival Tea/Coffee

- Freshly brewed tea and coffee served with fresh milk and an assortment of specialty teas

Morning Tea

Please choose one of the following options to accompany your freshly brewed tea and coffee and assortment of specialty teas:

- o Mixed iced donuts
- o Freshly baked muffins
- o Mini Friands
- o Banana Bread
- o Fresh fruit salad or whole fruit platter
- o Sumptuous scones with fresh cream and jam

Lunch

Please select from the following three options:

Option 1: Working Lunch

A generous selection of sandwiches and wraps with various fresh fillings to quench your lunch time hunger.

Quench your thirst with fresh juices and soft drinks.

End your lunch with a selection of whole fresh, tasty and healthy fruit.

DAY DELEGATE PACKAGES CONT.

Options 2: Lunch box Lunch



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Enjoy your lunch on the go, whilst walking on the beach, strutting through town or seeing some of Wollongong's highlights such as the harbour or lighthouse.

Your lunch box includes the following items:

- Delicious fresh sandwich
- Muesli bar
- Fresh piece of fruit
- Bottle of juice

Option 3: Buffet lunch selection (Please add \$10.00 onto the day delegate package)

Enjoy an array of items on this truly delicious buffet of both hot, cold and salad items. Choose one of the hot items. Please note all items except lasagne is served with rice:

- Lasagne
- Chicken Skewers
- Curried Chicken
- Roast Beef
- Mini Chicken Schnitzels

Please also select two salads to accompany your hot items:

- Traditional Coleslaw
- Chicken Pasta
- Garden Salad
- Greek Salad

Afternoon Tea

Please choose one of the following options to accompany your freshly brewed tea and coffee and assortment of specialty teas:

- Homemade Cookies
- Apple and Cinnamon Bread
- Mixed Slice Platter
- Fresh fruit salad or whole fruit platter
- Freshly baked muffins



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AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Projector Screen	Complimentary
Standard Whiteboard	Complimentary
Standard Flip Chart	Complimentary
Overhead Projector	\$50.00
DVD/VCR Player	\$50.00
Lecturn and Microphone	\$100.00
Data Projector ** Subject to availability	\$175.00
Wireless or Broadband Internet (per user)	\$24.95
Wireless or Broadband Internet – Conference day plan for unlimited users	\$195.00
Standard Speaker Phone (teleconferencing – internal)	\$30.00
 Additional Audio Visual Equipment and or/ External Hire	
Data Projector	\$300.00
Flip Chart with markers/paper	\$40.00
Whiteboard (includes markers & dusters)	\$45.00
Overhead Projector	Price on request
Electronic Whiteboard	Price on request
DVD/VCR Player	Price on request
Teleconference Unit	Price on request
Partitions (1800x200 each)	Price on request

*Please note a delivery charge of \$44.00 may apply, and externally hired equipment prices are subject to change



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BREAKFAST SELECTIONS

Option 1:

Express Breakfast @ \$15.00pp

- Chilled fruit juices
- Freshly brewed tea and coffee
- Egg & bacon rolls OR toasted ham & cheese croissants

Option 2:

Continental Buffet Breakfast @ \$22.00pp

– Minimum 10 people

- Chilled fruit juices
- Freshly brewed tea and coffee
- Fresh sliced fruit
- Honey yoghurt
- Assorted bread (white and wholemeal)
- Selected preserves (honey, vegemite, marmalade and jam)
- Selection of cereals served with fresh milk

Option 3:

Hot Plated breakfast @

Piato Grand or Litani's Cafe

- Please make enquiry through your conference coordinator



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TIME TO UNWIND:

WHY NOT TRY ONE OF OUR COCKTAIL PACKAGES

Inclusions:

- Standard Beverages
- Cheese & Dip Platters

Costs:

- 1 Hour - \$25.00 per person
- 2 Hours - \$35.00 per person

FUNCTION COCKTAIL PACKAGES

Package 1: \$65.00

3 Hour Cocktail Package:

Choose three items from the list over the page.

Enjoy three hours of standard beverages

Package 2: \$75.00

4 Hour Cocktail Package:

Choose four items from the list over the page.

Enjoy four hours of standard beverages

Package 3: \$80.00

5 Hour Cocktail Package:

Choose five items from the list over the page.

Enjoy five hours of standard beverages

Standard Beverages include: Carlton Draught, Cascade Premium Light, Willowglen Brut Sparkling, Willowglen Semillon Sauvignon Blanc, Willowglen Cabernet Sauvignon, Soft Drinks

See next page for Food options & upgrades available.



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FUNCTION COCKTAIL

FOOD & BEVERAGE

Cold Cocktail Food:

Bruschetta: Olive sour dough topped with roma tomatoes, balsamic vinegar, olive oil, fresh basil & shaved parmesan.

Cold savoury tartlets with your choice of fillings including vegetarian

Mini crisp toasts with assorted fillings

Frittata: Char grilled vegetable topped with semi dried tomatoes

Potato rosti with avocado & prawn salsa

Fresh cucumber topped with **Thai beef salad**

Herb crepe with assorted gourmet fillings incl. Smoked salmon & vegetarian

Hot Cocktail Food:

Tempura fish in beer batter with citrus mayonnaise

Tandoori chicken tenderloins on skewers with cucumber yoghurt dip

Chicken, chilli & coriander balls with asian dipping sauce

Homemade mini **gourmet pies**

Vegetarian mini spring rolls with sweet chilli soy sauce

Salt & spicy calamari served with lime mayonnaise

Mushroom & risotto parmesan balls with garlic aioli

Why not upgrade your beverage package:

For only **\$5.00** pp change your beer and wine to the

following: **Crown Lager, Lorimer Sparkling, Deen Vat**

Sauvignon Blanc & Deen Vat Cabernet Sauvignon.



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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 reserves 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 are 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 48 hours 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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