



## 2011 CONFERENCE KIT



Medina Executive Barrack Plaza  
138 Barrack Street Perth WA 6000 Australia  
Tel: (+61 8) 9267 0000 Fax: (+61 8) 9267 0199  
Email: [dm.mebp@medina.com.au](mailto:dm.mebp@medina.com.au) Web: [www.medina.com.au](http://www.medina.com.au)

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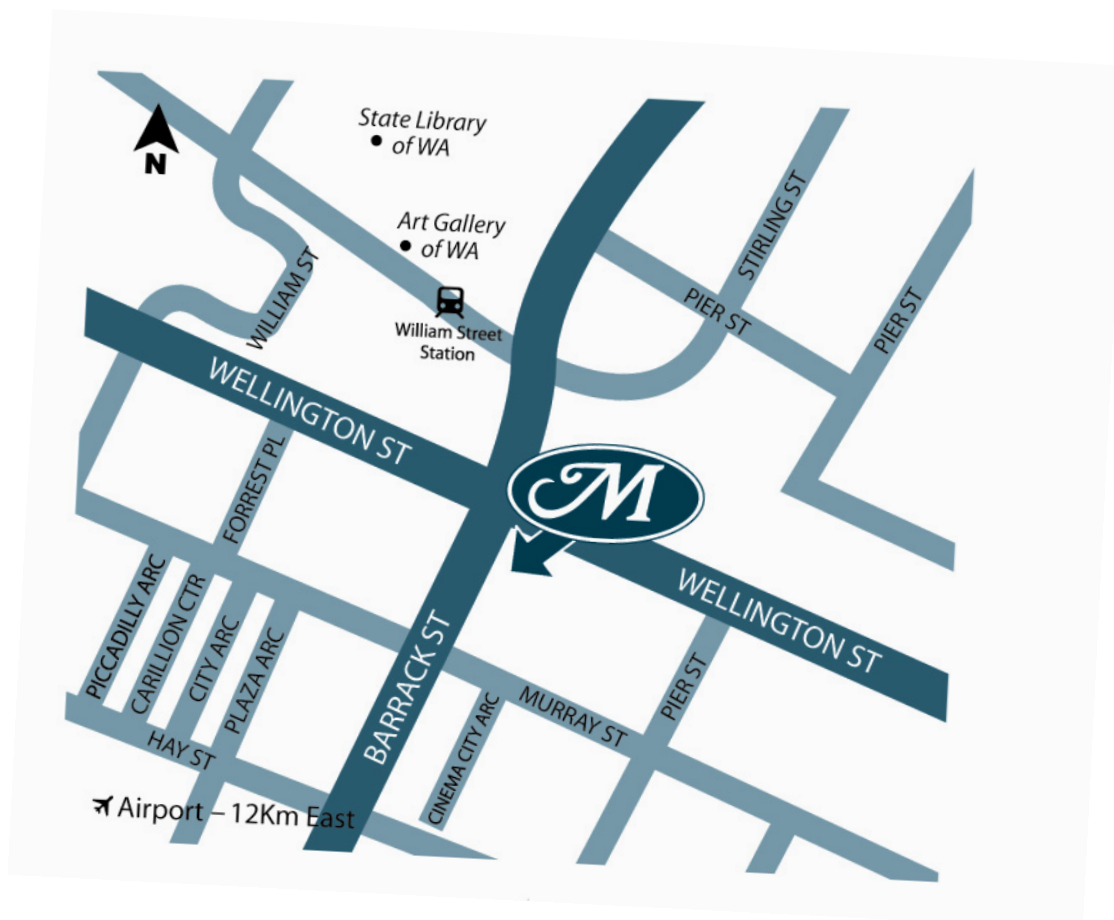
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## HOTEL OVERVIEW

Medina Executive Barrack Plaza enjoys a great location in the heart of the city's CBD. Minutes from the main train station and Free Bus 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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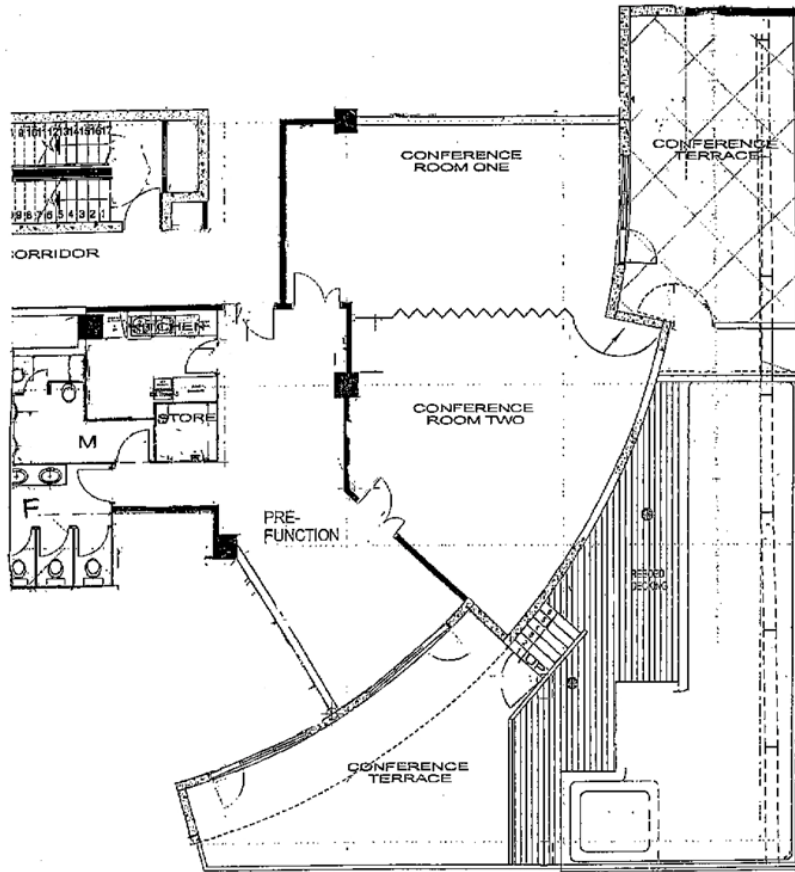
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## MEDINA VENUE CAPACITY

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



## MEDINA ROOM HIRE

Area/Room Name	Half Day	Full Day
Len Buckeridge	\$300	\$495



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## DAY DELEGATE PACKAGES

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

### Inclusions:

Conference room hire, note pads, pens, iced water + mints, 1x flipchart, 1xwhiteboard, 1xscreen + 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 Sweet muffins
- Freshly baked Savoury Muffins
- Sumptuous hot scones with jam & cream
- Banana & Walnut Bread
- Fruit & Spice Bread
- Zucchini & Cheese Bread
- Home style cookies

### Quick Working Lunch \$68.00

- Basic Sandwiches (1.5 rounds per person)
- Fruit Salad

### Or Upgrade to Alternative Lunch Menus 1 – 4 which also includes:

- Garden Salad
- A choice of 2 "Hot Item Selections" from the list below
- Fresh Seasonal Fruit Platter

### Afternoon Tea

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

- Freshly baked Sweet muffins
- Freshly baked Savoury Muffins
- Sumptuous hot scones with jam & cream
- Banana & Walnut Bread
- Fruit & Spice Bread
- Zucchini & Cheese Bread
- Home style cookies
- Fruit Salad



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## LUNCH ALTERNATIVE MENUS AVAILABLE

**Upgrade to Menu One – for only an extra \$2.00 per person**  
 Make Your Own Wraps – Platter of fillings, plus assorted wraps

**Upgrade to Menu Two – for only an extra \$4.00 person**  
 Make Your Own Sandwiches – Platter of fillings, plus assorted bread

**Upgrade to Menu Three – for only an extra \$7.00 per person**  
 Selection of Sandwiches (1.5 rounds per person)

**Upgrade to Menu Four – for only an extra \$9.00 per person**  
 Selection of Gourmet Sandwiches (1.5 rounds per person)

### Hot Items for Selection (Selection of 2 only)

**Note: A 3rd item can be selected for lunch instead of an afternoon tea selection item**

Mini Lamb Shank Sausage Rolls	Samosas
Spinach & Ricotta Roll	Garlic Bread
Thai Fish Cakes	Crumbed Prawn
Honey & Soy Drummets	Fish Pieces
Pizza Platter – Meat & Chicken	Stuffed Mushrooms
Aranchini Balls	Spring Rolls
Beef or Chicken Skewer	Mini Vegetarian Quiches

\* Menus for a la carte options in Bar138 are available upon request

\* Full Hot Selection Menu 5 is also available upon request

\* Breakfast options available on request

\* Individual catering options are also available outside of Day Delegate Packages – please enquire.



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## AUDIOVISUAL & EQUIPMENT HIRE

Fixed Screen	Per Day Price
Standard Whiteboard	Complimentary
1 Flip Chart with markers/paper	Complimentary
CD Player	\$40.00
DVD/VCR Player	\$50.00
Data Projector	\$200.00
Additional Audio Visual Equipment and or/ External Hire	
Additional Data Projector	\$300.00
Additional Flip Chart with markers/paper	\$80.00
Overhead Projector	Price on request
Electronic Whiteboard	\$250
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

Broadband Charges  
\$50.00 per computer per day



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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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