



2009 CONFERENCE KIT



Medina Executive Coogee

183 Coogee 2009 Conference Kit v 3034

Tel: (+612) 9578 6000 Fax: (+612) 9664 7122

Email: mecg@medina.com.au Web: www.medina.com.au

Situated only 7km from the Sydney CBD, Medina Coogee offers spacious Studio, 1 & 2 bedroom apartments. Lifestyle facilities include indoor heated pool, gym, & sauna and the famous Coogee Beach just a 200 metres away. Our conference room has fantastic natural light for up to 50 delegates. Broadband internet connection is available at cost (see additional equipment).

We understand your requirements to be:

CONFERENCE ROOM HIRE

Courtyard Room \$285.00

Complimentary with room hire:

Whiteboard

TV/VCR

Tripod screen

1 x Flipchart & paper

Pens & pads

Ice waters & mints

CATERING

Please select from these (tick required selection):

Arrival tea & coffee \$2.50pp

Morning tea and coffee served with pastries or muffins \$6.00pp

Lunch off site at one of our charge back restaurants from \$25.00pp

Lunch on the go with fresh juice (sandwiches) \$20.00pp

Deluxe buffet luncheon with fresh juice, tea & coffee \$POA

Afternoon tea served with cookies or health bars \$6.00pp

Boost Juice– Variety of smoothies available (on request) \$6.00pp

Total package cost \$_____

* Note: off site restaurant prices are dependant on restaurant choice.



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ADDITIONAL EQUIPMENT

| | | Qty |
|--------------------------------------|--------------------------|--------------------------|
| Additional Flip charts | \$35.00 per unit per day | <input type="checkbox"/> |
| Electronic Whiteboard | \$198.00 per day | <input type="checkbox"/> |
| Data Projector from | \$395.00 per day | <input type="checkbox"/> |
| Broadband internet (1st Single User) | \$200.00 per day | <input type="checkbox"/> |

Additional connections @\$25.00 per connection per day (please indicate number required)

NB: A 10% discount on internet use of 5 continuous days or more from total cost of use

ACCOMMODATION

A special accommodation rate for conferencing is as follows:

| | | Qty |
|----------------------|--------------------|--------------------------|
| Studio Rooms | \$181.00 per night | <input type="checkbox"/> |
| 1 Bedroom Apartments | \$239.00 per night | <input type="checkbox"/> |
| 2 Bedroom Apartments | \$305.00 per night | <input type="checkbox"/> |

Continental breakfast baskets are available for \$11.00 per person per day.

PARKING

Medina Executive Coogee has limited on site parking facilities available to all conference delegates FREE at a cost of \$10 per day, subject to availability.

DINNER

Charge back facilities are provided with several local restaurants. A copy of these can be obtained on request.



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To confirm this booking I will need you to sign and fax back at your earliest convenience our standard bookings policy form, which is attached. Also I will require you to fill in your credit card details being for the function deposit of \$285.00 and subsequent billing of the final account.

CARD: _____ EXP: ___/___/___

NAME ON CARD: _____

AMOUNT: _____ SIGNATURE: _____

ALL RATES QUOTED ARE GST INCLUSIVE

If I can be of any further assistance at this time please do not hesitate to call on 02 9578 6000 or email mecg@medina.com.au

Yours sincerely,

Patrick O'Neill
Property Manager



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TERMS AND CONDITIONS

TENTATIVE BOOKINGS

Medina Executive Coogee will tentatively reserve your required meeting facilities for a maximum period of 14 days, after which if written confirmation is not received, Medina Executive Coogee reserves the right to release the booking, however we shall make every effort to contact you prior to cancellation.

CONFIRMATION

Confirmation of your booking must be received in writing along with a signed copy of these "Terms & Conditions" and the requested deposit within 14 days of the initial enquiry date. After this date the reservation will be released at the discretion of the Property Manager

DEPOSIT

A deposit of \$285.00 is required to confirm the reservation. Personal cheques will not be accepted at check-in.

PAYMENT

Full payment is required at the end of the function by cash or credit card. Personal cheques cannot be accepted less than 14 days prior to the event. Clients with approved credit facilities agree to pay account balance within 7 days of the event.

CONFERENCE ROOM ALLOCATION

Medina Executive Coogee reserves the right to re-allocate conference rooms when a change becomes necessary due to circumstances beyond the hotels control.

ACCOMMODATION

Check-in time is from 2:00pm with checkout at 10:00am. Any variations to these times must be confirmed with Medina Executive Coogee Reservations Department 14 days prior to arrival - extra charges may apply. The final rooming list including names, check-in / out dates and payment details must be received by the hotel no less than 14 days prior to the group's arrival.

FINAL NUMBERS

Final menu choice and special dietary requirements must be confirmed 14 days prior to the commencement of the event. Final numbers are required 2 working days prior to the commencement of the event. Charges for Food & Beverage will be based on these numbers, or actual attendance, whichever is greater. If there is a reduction in accommodation numbers less than 48hrs prior to arrival a cancellation fee equal to 1 night's accommodation may be incurred.

CONTENT OF EVENT

If Medina Executive Coogee has reason to believe that any event/function will affect the smooth running of the hotels business, its security or reputation, the management reserves the right to cancel at its discretion and without notice or liability.



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CANCELLATIONS

In the event of a function cancellation, the following policy will apply less any costs incurred directly by Medina Executive Coogee.

- Conference only: 21 - 14 days 50% of deposit or equivalent will be charged.
Within 14 days the full deposit forfeited or equivalent charged.
- Accommodation: 30 days prior to arrival, the total deposit will be refunded
30 - 14 days prior, 50% of deposits will be forfeited
14 days prior all deposits will be forfeited

All cancellations are required in writing.

EVENT DATE CHANGES

If a booking is cancelled and rescheduled to other dates, cancellation fees may be waived or adjusted at the manager's discretion.

SURCHARGE

A weekend and public holiday surcharge of \$4.00 per person per day applies to all events. A charge of \$2.50 per person per hour or part thereof will be charged where functions proceed beyond 1 hour of the designated finish time.

CLIENT RESPONSIBILITY

- Medina Executive Coogee does not accept responsibility for the damage or loss of any goods brought to the hotel before, during or after an event. It is the organisers' own responsibility to arrange adequate insurance to cover such items.
- The organiser should ensure all goods/packages to be delivered and/or collected from the hotel before or after the event are adequately sealed and labelled for relevant destinations.
- The organiser is responsible for ensuring that function rooms are vacated by the agreed event finish time. Any cost incurred by the hotel as a result of a late finish will be the responsibility of the organiser.
- Banners, signs or posters may not be attached to any pillars, walls, ceilings or windows without permission of the Conference Manager.
- The event organiser/planner is financially responsible for any loss or damage caused to Medina Executive Coogee property or equipment by the organisers, their guests or contractors before, during or after the event

COMPANY: _____

CONFERENCE ORGANISER: _____

SIGNATURE: _____ DATE: ___/___/___

Company address for posting of receipt:

Phone: _____ Fax: _____



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