



2009 CONFERENCE KIT



Medina Executive Flinders Street
88 Flinders Street, Melbourne VIC 3000 Australia
Tel: (+613) 8663 0000 Fax: (+613) 8663 0199
Email: meda@medina.com.au Web: www.medina.com.au

CONFERENCE DETAILS

Conference Name(s): _____

Conference Date(s): _____

Time(s): _____

Number of Delegates: _____

Conference Room(s): _____

Room Set Up(s): _____

ROOM HIRE

Area / Room	Full Day	Half Day
Boardroom	\$250.00	Upon Request
Federation Room	\$385.00	Upon Request

Medina Executive Flinders Street specializes in small meeting, functions & banquets. Capacity of the function room's range from a minimum of 6 people boardroom style to a maximum of 36 people for a theatre style function.

Both rooms have access to the pre function area.

LOCATION



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FOOD AND BEVERAGE REQUIREMENTS – DAY CONFERENCING

DAILY CATERING

Coffee and Tea - \$3.85 per person
Coffee, Tea & Biscuits - \$4.95 per person
Coffee, Tea & Pastries - \$6.05 per person
Continuous Coffee, Tea & Biscuits - \$11.00 per person

Other yummy delights are also available with morning or afternoon tea, including: muesli bars, lamingtons, scones w/ jam & cream, lemon & hedgehog slice, assorted fruit yogurt, carrot cake & donuts.

LUNCHEONS

Coffee and Tea - \$3.85 per person
Assorted Gourmet executive mixed sandwiches, baby baguettes with Seasonal Fruit Platter
Tea, Coffee, Orange Juice & Soft Drinks

Other catering options are available on request including post conference refreshments & canapes, seated lunch & dinner menus.

DAY DELEGATE PACKAGE

\$63.00 per person. Minimum 12 people.

Inclusions:
Room Hire
Arrival Tea Coffee
Morning Tea / Coffee and Treats
Working Lunch (please see above menu)
Afternoon Tea / Coffee and Treats

STANDARD ROOM EQUIPMENTS

Complimentary with room hire:
Whiteboard + Markers
Flip Chart + Markers
Hotel Pens + Pads
Iced Water + Mints

CONFERENCE ROOM CAPACITIES

Room	Sq M	Height	Theatre	Classroom	U-Shape	Boardroom
Federation	50	2.7m	36	30	20	20
Boardroom	21	2.7m	N/A	N/A	N/A	10



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CONFERENCE TERMS & CONDITIONS

It is important to us that your event is successful as we take great pride in our professionalism. To ensure the organisation of your event runs as smoothly as the day itself, we would appreciate your attention to the following policies. Please read them carefully and return a signed copy to the hotel with a copy of the Company Details and Payment Options Form at your earliest convenience.

AGREEMENT

This agreement is made between the Medina Executive Flinders Street referred to as the 'Hotel' and the Client. In the event that this agreement is signed in the name of a company, partnership, agency, firm, club or similar society, the person signing represents to the Hotel that they have full authority to sign such a contract. If the person is not authorised, they will be personally liable for the complete performance of this contract. Any reference to the 'Manager' will refer to the person nominated by the Hotel to represent the Hotel in all matters relating to the function.

TENTATIVE

We will hold a tentative booking for a maximum of 5 working days with no correspondence from the client. If contacted about an amendment to the proposal we may tentatively hold the booking for a further 5 working days. After this time confirmation of your booking (Signed Terms + Conditions and completed Company Payment Details) must be received in writing or all space held will be released.

DEPOSIT

A holding deposit of 50% of the total is required to confirm the booking. Outstanding conference and accommodation charges are required to be paid at least a minimum of 14 days prior to the commencement of the event or check-in unless alternative credit arrangements have been made. Please advise if you require an application of credit to be sent. Should your deposit not reach the hotel by the due date Medina Executive Flinders Street reserves the right to release all reservations held.

PAYMENT

All accounts must be settled at least 14 calendar days prior to the event either by cash, credit card, guaranteed cheque or direct deposit, failing which the contract will automatically be terminated and the cancellation charges will apply. Additional charges incurred on the day have to be settled on the day of the event. Interest at the rate of 2% per month accrues on any outstanding sum and continues on a daily rate until payment is made in full.



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CANCELLATIONS

All cancellations must be received in writing. In the event of a conference cancellation, the following terms are applicable. Please note deposits are non-refundable.

Function Rooms – Cancellation Policy

Over 60 days prior to function date	Deposit will be held for the next confirmed event (needs to be held within 6 months of the original confirmed date)
60 – 31 days prior to function date	A cancellation fee will be equivalent to 10% of the estimated revenue of the function
30 – 21 days prior to function date	A cancellation fee will be equivalent to 25% of the estimated revenue of the function
20 – 14 days prior to function date	A cancellation fee will be equivalent to 50% of the estimated revenue of the function
13 – 7 days prior to function date	A cancellation fee will be equivalent to 75% of the estimated revenue of the function
Less than 7 days prior to function date	100% of the estimated value of the function will be charged

Accommodation – Cancellation Policy

Over 90 days prior to arrival	No penalty fee will apply, if entire or partial group cancels
89 – 45 days prior to arrival	Up to 50% of rooms may be cancelled without penalty. Cancellations in excess of 50% of rooms (including entire cancellation of group) is subject to a charge of 50% of one night accommodation
44 – 8 days prior to arrival	Up to 10% of the remaining rooms may be cancelled without penalty. Cancellations in excess of 10% of rooms (including entire cancellation of group) is subject to one night's accommodation charge per room
Within 7 days of arrival	Partial or entire cancellation of the group is subject to the total accommodation charge for the intended duration of the stay for each room cancelled.

In the event of changed dates:

If a booking is cancelled and rescheduled to other dates, cancellation fees MAY be waived or adjusted at the Hotel Manager's and/or Conference Co-ordinator's discretion.

GUARANTEED NUMBERS

An estimated number of attendees must be given at the time the booking is made. A guaranteed minimum number of guests attending the function is required is required 72 hours prior to the commencement of the function, or numbers will be held per the original booking for catering purposes and also become the minimum charged to your function account. Any increase in numbers above the estimated number will be charged accordingly.



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FINAL DETAILS

To ensure your requirements are met, it is necessary for us to have 14 working days notice of your function schedule and preferred menu selection. This also applies to floor plans, designs for exhibitions or display space. Further, final Audio Visual requests are to be made at least 5 working days prior to the commencement of the function to guarantee availability.

REVIEW OF RATES

Accommodation rates have been offered based on a minimum of 75% of booked rooms actualising. The hotel has the right to review the rates offered and adjust accordingly, if the room block drops below this number. All conference prices are based on current costs and are subject to change without notification to meet increases as they arise.

SURCHARGES

A surcharge may be applicable to all events held on a public holiday. This fee will be determined by the Conference Co-ordinator after taking into account the type of event, final delegate numbers, room hire charges, food and beverage packages and any AV charges.

ADVERTISING

The Client must obtain the prior written permission of the hotel to use the hotel name +/- or logo in print, audiovisual display and/or such other media display. All proposed artwork, which consists of the hotel name and/or logo, must be approved in writing by the hotel.

CHECK-IN TIME

Check in time at Medina Executive Flinders Street is 2:00pm. If accommodation is required prior to 2:00pm the hotel requires each room to be pre registered at the full group rate. Without pre-registration the hotel cannot guarantee room availability.

CHECK-OUT TIME

Check out time at Medina Executive Flinders Street is 10.00am. If rooms are required later an additional fee will apply.

CHILDREN

Children under the age of 12 stay free of charge when sharing the room with their parents (One Child per room) and using existing bedding. This does not include rollaway beds/additional bedding. Rollaway beds are available at an additional charge of \$40.00 per bed per night (Only one per suite). Rollaway beds are subject to availability and prior notification is essential.

CLIENT'S CONVENANTS

The Client shall comply with all proper requisitions and requirements of any government department, authority or body and all statutes or regulations, by-laws from time to time affecting and relating to the nature of the Client's use of the facilities. The Client and his employees and agents shall, during the hiring and such other times as they or any of them shall be in the facilities for the purpose of the hiring, comply with all the requirements of the Manager.



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CLEANING

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

COMPLIANCE

The organiser is required to inform all relevant persons involved in the organising of the event, whether colleagues or contractors, of the hotel's terms and conditions. Clients will be responsible to ensure the orderly behaviour of their guests and the hotel reserves the right to intervene where it sees fit. Refer to the Responsible Service of Alcohol legislation for further information.

CONTENT OF EVENT

If the hotel has reason to believe a function will effect the smooth operation of the hotels business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

DAMAGE

The Client is financially responsible for any loss or damage caused to Medina Executive Flinders Street property or equipment by the organisers, their guests or contractors before, during or after the function. Further, nothing is to be nailed, screwed, stapled or adhered to any walls, ceilings or windows without advanced permission from the Hotel.

DELIVERABLES

- The hotel banquet department must be notified at least 48 hours in advance of any deliveries to the Hotel.
- All items delivered must be clearly marked for the attention of the Conference Co-ordinator, with the name, date, function room of the event and a contact telephone number.
- Deliverables are to be made to the hotel between 9.00am – 4.00pm on Monday to Fridays, except where a public holiday falls on a weekday. Deliverables outside of the stipulated times have to be pre arranged with the Conference Co-ordinator or Hotel Manager.
- The Hotel will not accept any responsibility for the damage or loss of any items or personal belongings left in the hotel prior to, during and/or at the conclusion of the event.
- All items or personal belongings left at Medina Executive Flinders Street must be sealed and properly readdressed and collected within 2 working days following the conclusion of your event, failing which the hotel reserves the right to dispose the items at your costs.

DISPLAYS

Exhibitors are responsible for transport, set-up and dismantling of their own equipment in accordance with our contractor's induction booklet relating to Occupational Health and Safety policies.



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EXTENDED ROOM HIRE

The organiser agrees to begin the function and vacate the room at the scheduled times. In the event that the function should continue beyond the agreed finishing time and the following Client is inconvenienced, the hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of the next function. The hotel reserves the right to clean the function space at the contracted time that the event is scheduled to finish. Further, an extension of room usage for half day room hires (5 hours) will incur a further charge of \$75.00 per hour or part thereof.

FOOD AND BEVERAGE

- No food or beverage may be brought on to the Hotel premises for consumption during the event, unless otherwise agreed to by the hotel, in which case a corkage fee levied or service charge will be added.
- Under the Liquor Licensing Laws and Responsible Service of Alcohol (RSA) Legislation, the Hotel is under an obligation to ensure your attendees do not become intoxicated, disturb the comfort of other guests or neighbours. You agree to ensure that all attendees behave in an orderly manner during the event and do not cause the Hotel to be in breach of its obligations.
- The Hotel reserves the right to refuse to serve alcohol to underage persons or persons who in the Hotel's sole opinion are intoxicated. The Hotel also reserves the right to escort such intoxicated persons off the Hotels property.

FORCE MAJEURE

The Hotel will not be liable for any non-performance of its obligations under the contract in the event such non-performance is caused or contributed by riot, fire, war, terrorist acts, acts of God, labour disputes, government regulations, flood and other force majeure events.

FUNCTION ROOM ALLOCATION

Medina Executive Flinders Street reserves the right to substitute other rooms in the event rooms originally allocated shall not be available or are inappropriate in the venues opinion. Further the hotel reserves the right to book other functions in the same room up to 1 hour before the scheduled function commencement time and 1 hour after the scheduled finish time.

LUGGAGE

Luggage is able to be stored at the Hotels Porter Store free of charge should you arrive prior to the 2:00pm check in time. Further luggage can be left at reception upon check-out to be collected later that day. Where possible, our staff are here to assist you, however we reserve the right to refuse to lift luggage in excess of 25kg per item.

INDEMNITY

The Client shall indemnify and keep indemnified the Hotel from and against all loss, damage and liability whether criminal or civil suffered by the Hotel which may be incurred by or done or happen to the Client or the Clients employees or agents or by any other person or persons resorting to the Hotel of any use of the facilities by the Client.



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INSURANCE

We request that you do not leave items of value in the conference rooms over night. As we bear no responsibility for money and valuable contents. Medina Executive Flinders Street will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during or after the function. It is the Clients responsibility to arrange adequate insurance to cover such damage/loss.

PRICES / SERVICE CHARGES

Every endeavour is made to maintain prices as printed but they may be subject change at the Hotels discretion to allow for market cost variations. The accommodation and food and beverage charges in this contract are inclusive of the Australian Goods and Services Tax (GST). Any new taxes or changes to the existing taxes will be in addition to the stated herein and will be the responsibility of the Client.

SECURITY

Arrangements for additional security requirements can be made upon request with the cost charged to your account.

SPECIAL EFFECTS

No special effects, including smoke machines, special balloon effects and/or pyrotechnics, can be operated without the prior written consent from the Hotel Manager. You will be liable for all claims, actions, suits, proceedings, demands, costs (including solicitor and Client costs), expenses and losses incurred by the Hotel including any damages sustained to the property of the Hotel due to, arising out of or in connection with the use of special effects.

I have read and agreed to the above terms and conditions

Client's signature: _____ Date: ____/____/____



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