



2009 CONFERENCE KIT



Medina Executive North Ryde
2 Busaco Rd, North Ryde NSW 2113 Australia
Tel: (+61 2) 9876 7000 Fax: (+61 2) 9876 7099
Email: menr@medina.com.au Web: www.medina.com.au

CONFERENCE DETAILS

Conference Name(s): _____

Conference Date(s): _____

Time(s): _____

Number of Delegates: _____

Conference Room(s): _____

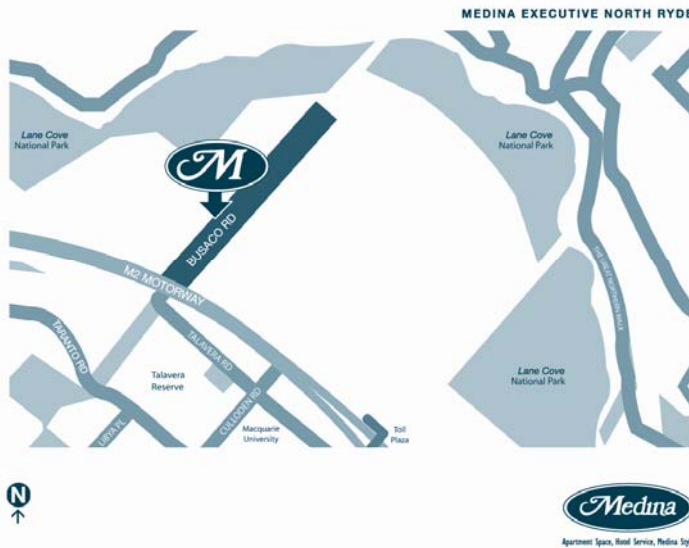
Room Set Up(s): _____

ROOM HIRE

Area / Room	Full Day	Half Day
Macquarie Room	\$300.00	\$N/A

LOCATION / PARKING

Medina Executive North Ryde has full on site under cover parking facilities available to all conference delegates **FREE** of charge.



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MEDINA CATERING DAY PACKAGES

\$66.00pp full day package includes: (*min 10 people*)

- Tea and coffee on arrival
- Morning tea
- Working lunch of assorted gourmet sandwiches.
The luncheon includes a fruit platter with coffee, tea and fresh juice.
- Afternoon tea
- Room hire

STANDARD ROOM EQUIPMENT

Complimentary with room hire:

- Whiteboard and markers
- Flip chart and markers
- Paper, pens and pads
- Iced water and mints

AUDIOVISUAL EQUIPMENT

Available for hire on request.

Electronic whiteboard	\$198.00	Data projector	\$235.00
AV Sub Total	\$	Number of days	
AUDIO VISUAL GRAND TOTAL			\$

For any microphone equipment a full PA system is required

CONFERENCE ROOM FLOOR PLAN AND CAPACITIES

Area / Room	Sq M	Height	Theatre	Class room	U-Shape	Boardroom	Cocktail
Macquarie	66	2.7m	40	18	20	20	N/A



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ACCOMMODATION

Subject to availability

Accommodation Requirements			
Requested Rooms		Number of Nights	
Check-in		Check out	
Available Allocation			
Room Type	Number Rooms	Price per night	Subtotal
Standard 1BR Apt		\$180.00	
Standard 2BR Apt		\$235.00	
ACCOMMODATION GRAND TOTAL			
TOTAL ACCOMMODATION DISCOUNTS			

Guaranteed number of rooms, length of stay and room-types are required 21 days prior to the event. Accommodation charges will be based on the confirmed numbers. Excess rooms held in the allotment will then be released. After this date additional rooms may still be booked at the agreed rate, but will be subject to availability. A final rooming list and payment details showing individual names, arrival and departure dates is then required 14 days prior to the event. This rooming list will then be deemed as final and any rooms cancelled after this period will be liable for a cancellation charge of one night's accommodation.



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TERMS AND CONDITIONS

CONFIRMATION

Confirmation of your event is processed after the Hotel receives a copy of the signed Terms & Conditions attached to your proposal. A request for deposit is attached. Full payment of conference is to be settled at the conclusion of the event, unless agreed otherwise by management.

PAYMENTS

All payments may be made by cash, company cheque (must be by prior arrangement) or any major credit card. All account balance must be paid at the conclusion of the event. Final numbers for catering, representing the minimum number guaranteed for charging purposes, are due 2 weeks prior to the conference.

CANCELLATIONS, POSTPONEMENTS AND AMENDMENTS

In the unfortunate circumstances of cancellation or postponement of an event which has been confirmed, Medina Executive North Ryde applies the following cancellation policies:

- Notice of 30 – 15 days
Cancellations made within thirty to fifteen days (30–15) days of the event date will incur full room hire if the conference space is left unsold.
- Notice of 14 days
Cancellations made within fourteen (14) days of the event date, will incur full room hire and 50% of the total food and beverage costs as quoted. If accommodation is cancelled then full accommodation quoted for the first night will be charged.
- Notice within 48 hours
Cancellations within forty eight (48) hours of the event date, will incur full room hire and 100% of the total food and beverage costs as quoted. If accommodation is also cancelled, then full accommodation charges will apply.
- In the instance where the room hire component is included in the package price, the standard room hire cost for the specified function room will be charged.
- All cancellations for function rooms and / or accommodation must be advised in writing to take effect.

FOOD AND BEVERAGE

No food or beverage may be brought into or taken from the hotel for consumption. Due to licensing laws, beverage may not be brought into or taken from Medina Executive North Ryde by any party and will be subject to current NSW Liquor Licensing laws

CHANGE OF VENUE

In the event of unforeseen circumstances or any alteration to numbers, the Medina Executive North Ryde reserves the right to change the venue to another suitable room. Every effort will be made to discuss the change with the organiser well in advance.

DELIVERIES

All items, e.g. boxes, parcels, etc, that are to be used for functions must be delivered to the hotel's Reception area, receptionist on duty will then advise where the items are to be placed.



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Urgent deliveries, e.g. letter, small parcels, etc, may be forwarded directly to reception. In accordance with Occupational Health and Safety Regulations, hotel staff will not physically handle any items exceeding 25kg. All deliveries exceeding 25kg must be dropped off and picked up, from the venue by an agent organised by function organiser. Due to the configurations of doorways and openings at Medina Executive North Ryde, all items delivered should not exceed 2000mm high, 700mm width. Prior arrangements must be made with the Hotel's management if the clientele wishes to deliver items exceeding 25kg or the measurements previously stated. Hotel recommends that insurance should be taken out, by the function organiser, for any item that is delivered and left on the premises. Medina Executive North Ryde takes no responsibility for any damages or losses of properties that may occur.

DAMAGE

We understand that accidents can occur which may cause damage. We also believe that effective liaison between Medina Executive North Ryde and function organisers can prevent most damage. Please confirm with our Events Team before you commence arranging display material etc. Any damage caused to the property, furniture or fittings of Medina Executive North Ryde will become the financial responsibility of the event organiser.

INSURANCE

Medina Executive North Ryde will take all necessary care, but cannot take responsibility for the damage or loss of items before, during or after an event. It is advisable for organisers to arrange their own insurance cover for property damage and public liability where appropriate.

SECURITY

Arrangements for additional security requirements over and above the existing service provided by Medina Executive North Ryde can be made upon request with the cost charged to your account

EQUIPMENT

With regard to equipment being brought into the hotel for use, we request that the client is present at least one hour prior to the event commencement to enable testing and complete set up. Please also provide details of any equipment being brought into the hotel prior to the function date. The hotel can not accept any responsibility for any equipment failure, incorrect set up or use, unless hired by the hotel through our approved AV supplier.

GST

All prices quoted are inclusive of GST

I/We have read and understood the terms and conditions for Medina Executive North Ryde.

Name: _____ Company: _____

Signature: _____ Date: _____



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DEPOSIT

A deposit of \$250 is required to reserve the conference room. Could you please have the cardholder fill out the following information for the payment of the deposit and subsequent billing of the final account.

Cardholders Name: _____

Card Number: _____

Expiry Date: ____/____/____

Signature: _____

Billing Address: _____

If I can be of any further assistance at this time please do not hesitate to call on (02)9876 7000 or email menr@medina.com.au

Kind Regards,

Stephen Peace
Hotel Manager
Medina Executive North Ryde



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