



Your
CONFERENCE

FUNCTIONS PACKAGE



Hellenic Club in the City — 13 Moore St Civic ACT 2600
Function Direct 02 6162 6707 F 02 6162 6700 E cityfunctions@hellenicclub.com.au

Your CONFERENCE

Thank you

Thank you for considering the Hellenic Club as a venue for your event. The Hellenic Club in the City takes great pride in servicing clients' needs.

Our experienced and professional staff are always on hand to assist with every detail required. From the preliminary inspection and quotation, right through to the day of the function, our staff will ensure your event is a complete success. This package outlines current event menus, along with some information on the available function rooms and their capacities.

A tentative booking will be held for a seven day period. In order to confirm a tentative booking, a deposit of the room hire cost is required, along with a signed copy of the attached terms and conditions. If confirmation is not received within the specified period the tentative booking will be cancelled.

If you have any questions or would like to discuss options for your event please do not hesitate to call 6162 6707 or email michelle@hellenicclub.com.au

I look forward to hearing from you soon.

Kind regards,
Sean Smith
Conference & Events Coordinator



Terms & CONDITIONS

Tentative booking:

A deposit of the relevant room hire cost, plus a signed copy of the terms and conditions is required within seven (7) days of placing initial booking in order to secure the respective event date. Government departments require only a signed copy of the terms and conditions to confirm a tentative booking. The Hellenic Club reserves the right to cancel a booking if confirmation is not received.

Prices:

Once a booking arrangement has been reached, the price will be honoured for a fixed three (3) month period, after which time the Hellenic Club reserves the right to alter the price and advise clients accordingly.

Cancellation:

If a booking is cancelled within fourteen (14) working days prior to the event, the respective room hire charge still applies; within seven (7) working days the respective room hire charge and 50% of the overall association costs still apply; within two (2) working days all charges will apply. Written confirmation of the cancellation is required.

Final numbers:

The client is required to confirm final numbers at least four (4) working days prior to the event. No reduction in cost will be applied if the actual attendance is lower than advised; however the client will be charged for any additional attendees.

Damages:

The client is liable for any damage and extra cleaning costs which may be required. The Hellenic Club is not responsible for any damage caused to personal property brought on to the premises by clients or patrons.

Payment:

Full settlement of the account is required within seven (7) days of receipt of invoice.

Payment methods:

Deposit or final payments may be made by the following methods:

Cash — Hellenic Club reception

Credit card — (02) 6162 6777

Cheque — Payable to the "Hellenic Club in the City", PO Box 263, Woden ACT 2606

Electronic Funds Transfer —

Account Name Hellenic Club in the City Bank — BankWest

BSB — 302 167 Number — 000 3450

Description — Invoice Number or Booking Number.

Prior and post event access:

The client is required to commence and conclude the event in accordance with the agreed scheduled time. If an event exceeds the booking time frame, additional charges will apply.

Room allocation:

The Hellenic Club reserves the right to assign an alternative room if the originally assigned room becomes unavailable or inappropriate.

Setup, breakdown and deliveries:

Clients are responsible for all costs associated with the setup and breakdown of display equipment. The Hellenic Club must be advised of all deliveries and pickups prior to their arrival and collection. All items must be delivered and marked with the client's name and date of event.

Consumption:

No food or drink, including liquor, of any description may be brought onto the premises of the Hellenic Club without the prior permission of the Functions Manager.

Display and signage:

Signage is only to be displayed in the designated areas of the function rooms.

Parking:

Please note that all parking is subject to availability.

I have read and agree to comply with the above terms and conditions

Client's Name: _____

Signed: _____

Date: _____

Organisation Name: _____

Function Date: _____

Room: _____

Booking Number: _____



Function Room CAPACITIES

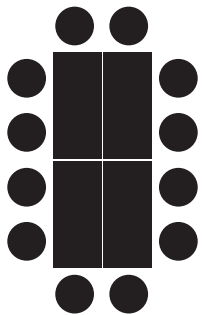
We are here to make your conference a success

<i>Function room</i>	<i>Atlas Room</i>	<i>Poseidon Room</i>
Boardroom	24 people	40 people
Theatre	85 people	200 people
Classroom	32 people	50 people
U-shape	30 people	35 people
Cabaret	48 people	96 people

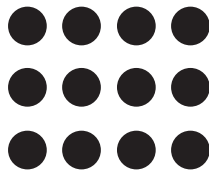
The following room setup options are the more common styles available/chosen. Function rooms can and have been setup in a number of ways.

Our function facilities are flexible, so if there is a specific requirement or variation, our professional team are more than willing to accommodate.

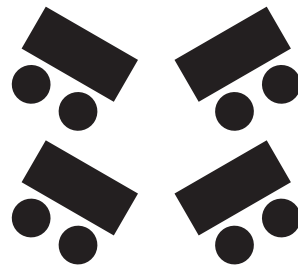
Boardroom



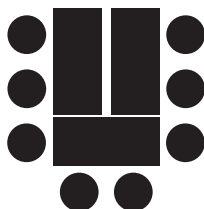
Theatre



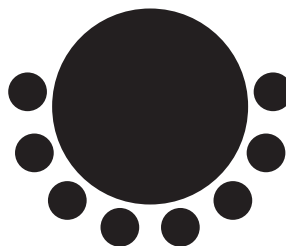
Classroom



U-shape



Cabaret



Function Room HIRING FEES

<i>Function room</i>	<i>Monday to Friday</i>	<i>Weekend and public holidays</i>
Atlas Room	\$400	\$460
Poseidon Room	\$500	\$575

Equipment inclusive of room hire — Microphone and lectern.
Additional equipment available for hire if required.

<i>Item</i>	<i>Monday to Friday</i>	<i>Weekend and public holidays</i>
12ft Projection Screen	\$50	\$57.50
Cordless Microphone	\$30	\$34.50
Data Projector & Screen	\$165	\$189
DVD Player	\$50	\$57.80
Electronic Whiteboard	\$270	\$310.50
Flip Chart and Markers	\$45	\$51.75
Lapel Microphone	\$250	\$287.50
Laptop	\$150	\$172.50
Lectern & Microphone	\$50	\$57.50
Whiteboard & Markers	\$45	\$51.75



Tea Breaks & LIGHT LUNCHES

<i>Item</i>	<i>Cost per person Monday to Friday</i>	<i>Cost per person Weekend and public holidays</i>
Continuous tea and coffee	\$8.80	\$10.10
Tea and coffee per session	\$3.30	\$3.80
Assorted biscuits	\$1.95	\$2.20
House baked biscuit selection	\$3.00	\$3.50
Gourmet cookies	\$3.30	\$3.80
House baked éclairs	\$4.95	\$5.70
Assorted muffins	\$4.70	\$5.40
Fresh baked scones with jam and cream	\$4.40	\$5.00
Mini Danish selection	\$4.70	\$5.40
Fresh baked banana bread with whipped cinnamon butter	\$4.70	\$5.40
Mini croissants with butter and jams	\$4.40	\$5.00
Mini croissants savoury	\$5.50	\$6.30
Assorted open sandwiches (3 pieces)	\$8.80	\$10.10
Assorted pointed sandwiches (6 points)	\$8.25	\$9.50
Assorted tortilla wraps (2 pieces)	\$9.35	\$10.80
Fresh fruit platter	\$8.00	\$9.20
Fruit basket (per piece)	\$1.65	\$1.90
Assorted cheese and fruit platter with crackers	\$8.60	\$9.90
Gippsland cheese and fruit platter with crackers	\$10.45	\$12.00
Chilled Orange Juice	\$3.00	\$3.50
Assorted Softdrink	\$3.00	\$3.50



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Packages

<i>Conference day package 1</i> —	Monday to Friday \$37.25 per person	Weekend & public holidays \$42.85 per person
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Arrival Continuous freshly brewed tea and coffee

Morning Tea Fresh baked scones with jam and cream

Lunch Sandwich selection: pointed sandwiches (3 pieces),
open sandwiches (2 pieces)
Fresh fruit platter
Chilled orange juice

Afternoon Tea Assorted muffins

<i>Conference day package 2</i> —	Monday to Friday \$41.75 per person	Weekend & public holidays \$48.00 per person
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Arrival Continuous freshly brewed tea and coffee

Morning Tea Assorted mini Danishes

Lunch Sandwich selection including: pointed sandwiches (3 pieces), open sandwiches (2 pieces) and tortilla wrap (1 piece)
Fresh fruit platter
Chilled orange juice

Afternoon Tea Fresh baked banana bread and whipped cinnamon butter

<i>Conference day package 3</i> —	Monday to Friday \$45.75 per person	Weekend & public holidays \$52.60 per person
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Arrival Continuous freshly brewed tea and coffee
House baked biscuit selection

Morning Tea Mini croissants with butter and jams

Lunch Gourmet bakery selection including: house baked quiche, Cornish pasties and savoury rolls, grilled vegetable and rocket salad, Chat potato salad with egg and bacon
Gippsland cheese and fruit platter with crackers
Chilled orange juice

Afternoon Tea House baked chocolate éclairs



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Packages

Conference day package 4 — Monday to Friday \$57.75 per person Weekend & public holidays \$66.40 per person

Arrival Continuous freshly brewed tea and coffee
House baked biscuit selection

Morning Tea Fresh baked scones with jam and cream

Lunch Hot selection: choice of roast beef *or* roast lamb *or* glazed leg ham, baked jacket potatoes with chive sour cream
Cold selection: smoked salmon and dressed rocket salad, Mediterranean antipasto selection
Gippsland cheese and fruit platter with crackers
Chilled orange juice

Afternoon Tea House baked chocolate éclairs

Conference day package 5 — Monday to Friday \$63.25 per person Weekend & public holidays \$72.75 per person

Arrival Continuous freshly brewed tea and coffee
House baked biscuit selection

Morning Tea Assorted mini Danishes

Lunch Hot selection: slow braised beef bourguignon, chicken cacciatore, chat potatoes, rice pilaf and vegetable melange
Cold selection: smoked salmon and dressed rocket salad, Mediterranean antipasto selection
Gippsland cheese and fruit platter with crackers
Chilled orange juice

Afternoon Tea Fresh baked banana bread with whipped cinnamon butter



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Packages

Food for networking — buffet style platters

Monday to Friday

Weekend &
public holidays

Hot and cold finger food

3 Items \$99.00 per platter

3 Items \$113.90 per platter

Approximately 10 People Per Platter

4 Items \$129.50 per platter

4 Items \$149.00 per platter

fish cocktail pieces
marinated chicken wings
cocktail quiches
spicy potato wedges (V)
dips and crudités (V)
tempura vegetables (V)
ribbon sandwiches
spinach and fetta puffs (V)
chicken satay skewers
mixed olive bowl (V)(GF)

Monday to Friday

Weekend &
public holidays

Premium hot and cold finger food

3 Items \$132.00 per platter

3 Items \$151.80 per platter

Approximately 10 People Per Platter

4 Items \$173.50 per platter

4 Items \$199.50 per platter

Bocconcini, basil and tomato salad brochette with balsamic reduction (GF)(V)
BBQ pork rice paper rolls with Thai dipping sauce (GF)
Smoked salmon en-croute with pumpkin chilli jam
Prawn tails with three citrus aioli (GF)
Potato, olive and semi dried tomato frittata with basil pesto (V)
Peking duck pancakes with hoi sin sauce
Char-grilled calamari and chorizo skewers with smoked paprika and tomato chutney
Lamb kofta kebab with minted yoghurt
Leek and tallegio tartlet (V)
Palm sugar marinated chicken with lime and ginger marmalade

GF = Gluten free

V = Vegetarian



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Requirements

Please fill out the following and fax to 6162 6700 or email cityfunctions@hellenicclub.com.au to receive a quote for your conference

Department: _____

Postal Address: _____

Contact Name: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Event Name: _____

Day of Booking: _____

Date of Booking: _____

Room(s) Required: _____

No of Delegates: _____

Access Time: _____

Starting Time: _____

Finishing Time: _____

Light tea break items or conference package: eg Number 1 _____

On arrival & Time: _____

Morning Tea & Time: _____

Lunch & Time: _____

Afternoon Tea & Time: _____

Seating Requirement (please tick): Boardroom Classroom U-Shape Theatre Style Cabaret
or other: _____

Setup and equipment (please tick and indicate number required):

Cordless Microphone(s) x ____ Flip Chart(s) x ____ Projection Screen Data Projector

Whiteboard(s) x ____ Electronic Whiteboard(s) x ____ Lapel Microphone(s) x ____ Laptop(s) x ____

or other: _____

Presenters Table number of people x _____

Registration Table number of people x _____

Comments: _____

