

Conference



Package

Hellenic Function, Entertainment & Convention Centre

Tel: (02) 6281 0899 Fax: (02) 6282 4487 email: functions@hellenicclub.com.au www.hellenicclub.com.au

Matilda Street, Woden ACT 2606 PO Box 263, Woden ACT 2606 ABN 44 008 485 523

Thankyou

Thank you for considering the Hellenic Function, Entertainment and Convention Centre for your upcoming conference. In the Functions Department we take great pride in servicing our client's 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 actual day, ensuring your conference is a complete success. This pack details our current conference package along with some information on the conference rooms and their capacities.

Included is a copy of the terms and conditions. We are happy to take tentative bookings which are held for a 7 day period. To confirm a tentative booking a deposit of the value of room hire is required along with a signed copy of the enclosed terms and conditions. If confirmation is not received within the specified period the tentative booking will be removed. We hope you find this information useful and if you have any queries or would like to discuss options for your event please do not hesitate to call on 6162 6624.

We look forward to hearing from you soon.

Kind regards
Nektaria Stuart
Events Co-ordinator



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Conference, Entertainment, Banqueting Terms & Conditions

TENTATIVE BOOKING: A deposit of \$400.00 plus a signed copy of the terms & conditions is required within 14 days of placing initial booking to secure the respective function date. For any functions where the final account totals, less than \$400.00, the value of the required room rate is necessary to secure the booking. The Hellenic Club reserves the right to cancel booking if confirmation is not received.

PRICES: Prices will remain fixed for **three (3) months** after the booking agreement has been made. Beyond that period of time The Hellenic Club reserves the right to change the prices and will advise clients accordingly.

CANCELLATION: If a function is cancelled within 14 working days, the respective room charge still applies, within 7 working days of that function, the respective room charge & 50% of the overall associated food & beverage costs still apply, within 1 working day all charges will apply. A minimum of six weeks notice is required for the cancellation of a Saturday function. Failure to notify within the stated period will result in the loss of the function deposit. Written confirmation of cancellations are required for all functions.

SURCHARGES: Please note a surcharge of 15% will be applied to the finalised food and beverage account for functions held on a Sundays and Public Holidays. An additional \$300.00 will be charged for each hour or part thereof that a function continues after midnight or the agreed time.

MINIMUM NUMBERS: The minimum numbers for functions with plated meals is 40 guests, for buffet menus the minimum number of guests is 50, cocktail style functions the minimum numbers is 60 guests and for Wedding packages, the minimum number of guests is 80 people. Refer to the individual conference packages for the required minimum numbers.

FINAL NUMBERS: The guaranteed number of guests must be finalised at least three (3) working days before the function, if less than the granted number of guests attend the function, the granted number will be charged on the invoice. If the number of guests increases the client will then be charged the extra.

FINAL DETAILS: Table floor plan and settings cannot be changed after **12 noon** on the day of the function.

DAMAGES: Clients are liable for any damages and above normal cleaning costs which may occur as a result of the function. The cost of any damages will be charged on the function invoice. The Hellenic Club holds no responsibility for items brought by clients or other patrons.

PAYMENT: Full pre payment of the function food component is required three (3) working days prior to the commencement of the function. Full settlement of the account is required with in seven (7) days of the function, unless prior arrangements have been made.

SERVICE STANDARDS: The Hellenic Club practices the responsible service of alcohol. Management reserves the right to refuse service of alcohol to intoxicated patrons.

ROOM HIRE: A room hire charge will apply to the function. Please see attached for details.

ENTERTAINMENT: Any form of entertainment being used on the club's premises must have prior approval by the Functions Manager.

COMMENCEMENT & VACATING ROOMS: The client agrees to commence and conclude the function at the scheduled times. If the function exceeds the booking times, additional charges will apply.

ROOM ALLOCATION: The Hellenic Club reserves the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate.

SETUP, BREAKDOWN & 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 pick ups prior to their arrival and collection. All items must be delivered marked with a name and date of event. Collection times must be within the Club operating hours or by prior arrangement.

SECURITY: The Hellenic Club reserves the right to hire security staff at the client's expense if deemed necessary, subject to providing written notice to the client as to the reasons for the decision.

CONSUMPTION: No food or liquor of any description may be brought onto the premise of The Hellenic Club without prior arrangement with the Functions Manager.

DISPLAY & SIGNAGE: There is to be no signage placed in any area of The Hellenic Club except in the designated area of the function rooms.

PARKING: Please note that all parking is subject to availability. Alternative pay parking is available in front of The Hellenic Club.

PAYMENT METHODS:

Credit Card: (02) 6281 0899

Cheque: Payable to the "Hellenic Club of Canberra Ltd

Electronic Funds Transfer: Bank - BankWest BSB - 302 167 Account Number: 000 0779

I have read the above conditions and agree to comply with them.

Name: _____ **Date:** _____

Signed: _____ **Date of Function:** _____

Venue: _____

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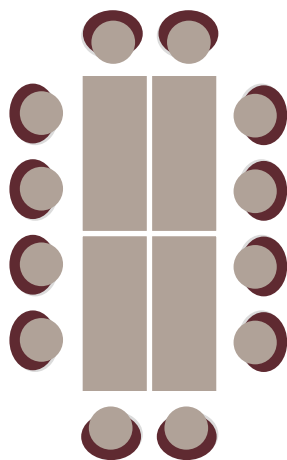
Function Room	Monday to Friday	Saturday, Sunday & Public Holidays
Olympus Room	\$700.00	\$805.00
Apollo Room	\$300.00	\$345.00
Aegean Room	\$270.00	\$310.00
Orpheus Room	\$150.00	\$172.50
Delphi Room	\$120.00	\$138.00
Olympus & Apollo	\$950.00	\$1,092.50
Aegean & Orpheus	\$360.00	\$414.00

The room set ups below are the more popular styles chosen. The rooms can and have been set up in any number of ways. The flexibility of our functions facilities are wide, if there is a specific way or variation, our professional functions team are more than willing to accommodate or give recommendation.

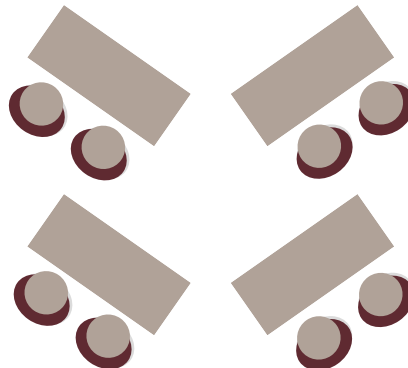
We are here to make your conference a success.

Function Room	Boardroom	Theatre	Classroom	U-Shape	Caberet
Olympus Room	◆◆◆◆	750 people	250 people	◆◆◆◆	180 people
Apollo Room	40 people	180 people	80 people	40 people	72 people
Aegean Room	30 people	150 people	50 people	30 people	54 people
Orpheus Room	30 people	40 people	16 people	20 people	◆◆◆◆
Delphi Room	10 people	◆◆◆◆	◆◆◆◆	◆◆◆◆	◆◆◆◆
Olympus & Apollo	◆◆◆◆	1000 people	550 people	◆◆◆◆	250 people
Aegean & Orpheus	40 people	220 people	125 people	40 people	72 people

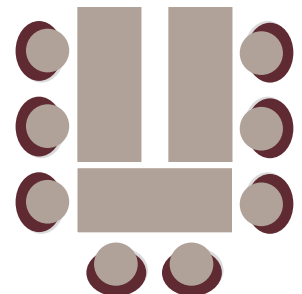
Boardroom



Classroom



U-Shape



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Equipment

Equipment inclusive of room hire

1 Flip chart - 1 Whiteboard
Lecturn & 1 Cordless microphone

Additional Equipment available for hire if required		Item & Daily Rate	
Overhead projector & screen	\$45.00	Whiteboard & markers	\$20.00
Additional cordless microphone	\$25.00	Electronic whiteboard	\$250.00
Flip chart & markers	\$25.00	Lapel & microphone	\$200.00
6 ft Projection screen	\$25.00	CD player	\$40.00
Lite Pro (supply of own lap top required)	\$120.00	TV & video	\$50.00
Slide Projector & screen	\$60.00	Laptop	\$150.00
		Spot light	\$150.00

Teabreaks & Light Lunches

	Price Per Person
Continuous tea and coffee	\$7.00
Tea and coffee (per session)	\$2.50
Biscuits	\$1.50
Paximadia	\$2.20
Gourmet cookies	\$2.75
Chocolate break	\$3.00
Scones with jam and cream	\$3.50
Assorted muffins	\$4.00
Danish pastries	\$4.00
Lamingtons	\$4.00
Croissants - plain	\$3.50
Croissants (choice of savoury or sweet fillings)	\$4.00
Assorted cakes	\$3.50
Open sandwiches (two per person)	\$7.40
Assorted sandwiches (two per person)	\$7.40
Fresh fruit platter	\$6.60
Assorted cheese platter and fruit platter	\$7.60
Orange juice	\$2.50
Soft drink	\$2.50



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Conference Day Package #1

Light Break - \$30.75 per person

Arrival

Freshly brewed coffee and tea



Morning Tea

Freshly brewed coffee, tea and scones



Lunch

Assorted sandwiches (2 per person)
Fresh fruit platter
Freshly brewed Coffee, Tea and chilled Orange Juice



Afternoon Tea

Freshly brewed coffee, tea and gourmet cookies

Use of main conference room up to 5pm,
confectionery and iced water,
pens & notepads, use of standard equipment
(please refer to conference pricing & equipment schedule)



Conference Day Package #2

Quick Lunch - \$34.50 per person

Arrival

Freshly brewed coffee and tea and biscuits



Morning Tea

Freshly brewed coffee, tea and muffins



Lunch

Mixed open faced sandwiches (2 per person)
Fresh fruit & assorted cheese platter with crackers
Freshly brewed coffee, tea and chilled orange juice



Afternoon Tea

Freshly brewed coffee, tea and assorted cakes

Use of main conference room up to 5pm,
including standard equipment
note pads & pens, confectionery and iced water
(please refer to conference pricing & equipment schedule)



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Conference Day Package #3

Healthy Choice - \$37.80 per person

Arrival

Freshly brewed coffee and tea



Morning Tea

Freshly brewed coffee, tea and fresh fruit platter



Lunch

Homemade quiche and salad
Freshly brewed coffee, tea and chilled orange juice



Afternoon Tea

Freshly brewed coffee, tea
fruit scones

Use of main conference room up to 5pm,
including standard equipment
(please refer to conference pricing & equipment schedule)
notepads & pens, confectionery and iced water



MINIMUM OF 20 PERSONS

Conference Day Package #4

A Touch of Mediterranean - \$48.55 per person

Arrival

Freshly brewed coffee and tea and paximadia
(paximadia are a traditional Greek coffee biscuit)



Morning Tea

Freshly brewed coffee, tea, and Greek antipasto
(consisting of tzaziki, dolmades, ham, salami, kaseri, olives and bread)



Lunch

Assorted wraps
dips and rudites ; fresh fruit platter
orange juice, mineral water,
freshly brewed tea and coffee



Afternoon Tea

Freshly brewed coffee, tea
baklava

Use of main conference room up to 5pm,
including standard equipment
(please refer to conference pricing & equipment schedule)
notepads & pens, confectionery and iced water



MINIMUM OF 30 PERSONS



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Conference Day Package #5

Working Lunch - \$45.15 per person

Arrival

Freshly brewed coffee and tea



Morning Tea

Freshly brewed coffee, tea, and Danish pastries



Lunch

Your choice of either:

Succulent chicken with white wine sauce served with basmati rice **or**

Traditional fettuccini carbonara **or**

Home baked asparagus quiche with salad

All of the above accompanied with crusty bread roll and butter

Fresh fruit and assorted cheese platter
orange juice, mineral water,
freshly brewed tea and coffee



Afternoon Tea

Freshly brewed coffee, tea and assorted cakes

Use of main conference room up to 5pm,
including standard equipment
(please refer to conference pricing & equipment schedule)
notepads & pens, confectionery and iced water



MINIMUM OF 40 PERSONS

Networking

Platters of Hot Food - Buffet Style

Platter caters for 10 people
(minimum of 40 people all attendees to be catered for)



Platter Items Selection

Select 3 - \$8.25 per person



Mini spring rolls

Savoury meat balls

Marinated chicken wings

Cocktail samosas

Chipolata sausages

Asparagus rolls

Fish cocktails

Mini quiche

Cheese and spinach triangles

Spicy potato wedges

Mini beef pies



Side Option - \$4.00 per person

Chef's selection of dips and crudités



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Please fill out the following and return to receive a quote for your conference

Conference Requirements

Department:

Event name:

Postal address:

Contact name Title:

Phone number: Fax number:

Email address:

Day/date of conference: Day: Date:

Room/s:

No. of delegates: Time:

Conference package: – (ie # 1)

Morning tea and time:

Lunch and time:

Afternoon tea and time:

Seating requirement: (ie theatre style, boardroom, presenters table etc)
.....

Equipment: data projector, screen, vcr/tv, flip chart, lectern, microphone, whiteboard
.....

Remarks:
.....
.....
.....
.....



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