

conference

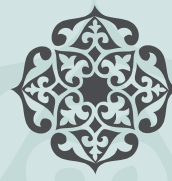


Conference package



Hellenic Club of Canberra — Matilda Street Woden, PO Box 263 Woden ACT 2606
Function Direct (02) 6162 6624 *F* (02) 6162 6691 *E* functions@hellenicclub.com.au

conference



Thank you

Thank you for considering the Hellenic Club of Canberra, Woden as a venue for your event. The Hellenic Club 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 6624 or email functions@hellenicclub.com.au

I look forward to hearing from you soon.

Kind regards,
Lisa Andonaros
Functions Manager



terms and 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 6624 during business hours
or (02) 6281 0899 after hours

Cheque — Payable to the “Hellenic Club of Canberra”,
PO Box 263, Woden ACT 2606

Electronic Funds Transfer —

Account Name Hellenic Club **Bank** BankWest

BSB 302167 **Number** 0000779

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: Parking is available in the Hellenic Club car park at a reduced charge of \$5 per business day. To be eligible for the discounted rate, tickets must be issued to guests by the functions department.

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



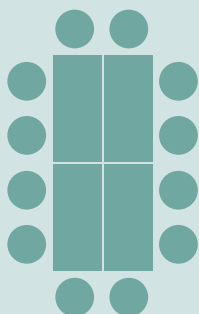
We are here to make your conference a success

Function room	Boardroom	Theatre	Classroom	U-shape	Cabaret
Olympus Room	80 people	700 people	175 people	60 people	280 people
Olympus & Apollo Rooms	N/A	850 people	235 people	N/A	376 people
Apollo Room	32 people	200 people	80 people	45 people	96 people
Aegean Room	30 people	150 people	60 people	35 people	72 people
Aegean & Orpheus Rooms	50 people	200 people	90 people	45 people	104 people
Orpheus Room	30 people	50 people	30 people	25 people	N/A
Delphi Room	10 people	N/A	N/A	N/A	N/A

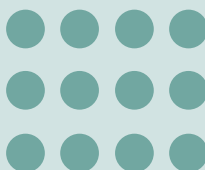
The following room setup options are the more common styles available/ chosen. Function rooms can and have been setup in a number of ways.

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

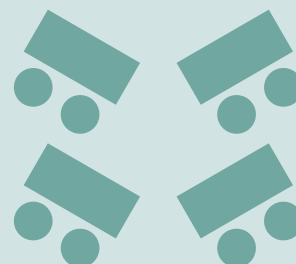
Boardroom



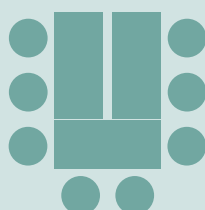
Theatre



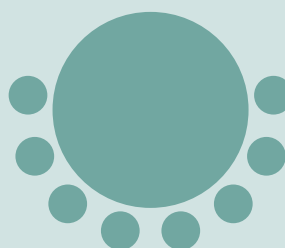
Classroom



U-shape



Cabaret



function room hiring fees



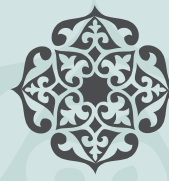
Function room	Monday to Friday	Weekend and public holidays
Olympus Room	\$800	\$920
Olympus & Apollo Rooms	\$1,000	\$1,150
Apollo Room	\$350	\$405
Aegean Room	\$330	\$380
Aegean & Orpheus Rooms	\$400	\$460
Orpheus Room	\$170	\$195
Delphi Room	\$120	\$150

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

Item	Daily rate	Weekend and public holidays
12ft Projection Screen	\$35	\$40
Data Projector	\$130	\$149.50
Flip Chart and Markers	\$30	\$34.50
Whiteboard	\$30	\$34.50
Electronic Whiteboard	\$270	\$310.50
Cordless Microphone	\$30	\$34.50
Lapel Microphone	\$250	\$287.50
Laptop	\$160	\$184
Conference Phone	\$160	\$184
Olympus Extended Stage — Small	\$75 each	\$86 each
Olympus Extended Stage — Large	\$150 each	\$172.50 each
Lectern	\$30	\$34.50
Olympus or Apollo Spot Light	\$150	\$172.50



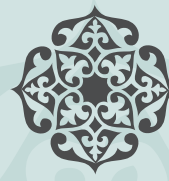
tea breaks & light lunches



Item	Cost per person	Weekend and public holidays
Continuous tea and coffee	\$8.00	\$9.00
Tea and coffee per session	\$3.00	\$3.50
Assorted biscuits	\$1.75	\$2.00
House baked biscuit selection	\$2.75	\$3.00
Gourmet cookies	\$3.00	\$3.50
House baked chocolate éclairs	\$4.50	\$5.00
Assorted muffins	\$4.25	\$5.00
Fresh baked scones with jam and cream	\$4.00	\$4.50
Mini Danish selection	\$4.25	\$5.00
Fresh baked banana bread with whipped cinnamon butter	\$4.25	\$5.00
Mini croissants with butter and jams	\$4.00	\$4.50
Mini croissants savoury	\$5.00	\$6.00
Assorted open sandwiches (3 pieces)	\$8.00	\$9.00
Assorted pointed sandwiches (6 points)	\$7.50	\$8.50
Assorted tortilla wraps (2 pieces)	\$8.50	\$10.00
Fresh fruit platter	\$7.25	\$8.50
Fruit basket (per piece)	\$1.50	\$2.00
Assorted cheese and fruit platter with crackers	\$7.80	\$9.00
Gippsland cheese and fruit platter with crackers	\$9.50	\$11.00
Chilled Orange Juice	\$2.75	\$3.00
Assorted Softdrink	\$2.75	\$3.00



conference packages



Conference day package 1 — **Monday to Friday** **Weekend and public holidays**
\$33.85 per person **\$39.00 per person**

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

Conference day package 2 — **Monday to Friday** **Weekend and public holidays**
\$37.95 per person **\$43.50 per person**

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

Conference day package 3 — **Monday to Friday** **Weekend and public holidays**
\$41.60 per person **\$48.00 per person**

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 roquette salad, Chat potato salad with egg and bacon
Gippsland cheese and fruit platter with crackers
Chilled orange juice
Afternoon Tea House baked chocolate éclairs

* minimum numbers 20pax



conference packages



	Monday to Friday	Weekend and public holidays
Conference day package 4 —	\$52.50 per person	\$60.50 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 roquette salad, Mediterranean antipasto selection
Gippsland cheese and fruit platter with crackers
Chilled orange juice

Afternoon Tea House baked chocolate éclairs

* minimum 20pax

	Monday to Friday	Weekend and public holidays
Conference day package 5 —	\$57.50 per person	\$66.00 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 roquette salad, Mediterranean antipasto selection
Gippsland cheese and fruit platter with crackers
Chilled orange juice

Afternoon Tea Fresh baked banana bread with whipped cinnamon butter

* minimum 20pax



conference packages



Food for networking —

buffet style platters

Monday to Friday

Weekend and
public holidays

Hot and cold finger food

3 Items \$90.00 per platter

\$103.50 per platter

Approximately 10 people per platter

4 Items \$117.50 per platter

\$135.00 per platter

fish cocktail pieces

marinated chicken wings

mini assorted 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 and
public holidays

Premium hot and cold finger food

3 Items \$120.00 per platter

\$138.00 per platter

Approximately 10 people per platter

4 Items \$157.50 per platter

\$181.00 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



conference requirements



Please fill out the following and fax to 6162 6691 or email functions@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: e.g. 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: _____

