

**CONFERENCE ROOM ONLY RATES** Please tick the option you require

McKenzie Room – 20 person capacity - \$120 per day

This is our most intimate and comfortable room especially suited for small meetings or functions with a seating capacity up to **20 people theatre style**. This room is ideal for boardroom style meetings.

Burrum Room – 40 person capacity - \$150 per day

The Burrum Room is a larger room especially suited for corporate conferences or larger group training sessions where more table and wall space is required. With a seating capacity of up to **40 person’s theatre style** this is ideally suited for government/corporate organisations.

Mary Room – 60 person capacity - \$200 per day

The Mary Room is our largest function room situated on the ground floor of our conference centre, with the option of sectioning the room into a small training room with an adjacent dining area for large group training sessions. Room hire includes setup, complimentary Wi-Fi, whiteboard and markers, AV screen, mints and iced water and off street parking.

Data Projector – \$100 per day

**REFRESHMENTS ONLY**

- Tea & Coffee (single session only).....\$4.00 per person
- All day Tea & Coffee.....\$6.50 per person
- Morning/Afternoon Tea only (tea, coffee and chefs selection from the bakery).....\$10.00 per person

**ALL DAY CATERING PACKAGES**

Refreshments catering options into your package)

Includes:

- Projector Screen and White Board
- Morning Tea
- Complimentary Wi-Fi
- Lunch
- Mints
- Afternoon Tea
- Iced Water
- All Day Tea & Brewed Coffee

- \$25 per person per day       \$30 per person per day       Data Projector – \$100 per day

\$25 pack includes all day tea and coffee, sweet morning tea, working lunch (wraps) and plain biscuits for afternoon tea  
 \$30 pack includes all day tea and coffee, hot bakery item for morning tea, \*chefs’ selection lunch, hot bakery item for afternoon tea  
 \*chefs selection will vary with the seasons and may consist of quiche & salad, fish & salad, cold meat platter and salad

Estimated Numbers Attending including facilitator/s.....

Accommodation (corporate room including breakfast @ \$110 p/p).....

Name/s of persons requiring accommodation.....

.....

**METHOD OF PAYMENT**

A non refundable deposit of 25% of estimated cost of conference package, based on your estimated numbers attending, is required to confirm your booking. For room hire only, one days room hire (non refundable) is required at time of booking.

Payment and cancellation guidelines are set out in our Terms and Conditions on page 3.

- MasterCard       Visa       Eftpos

Please note: 2% for Visa and MasterCard Transactions

Name on Card: .....

Card Number: .....

Expiry Date: .....Security Code (last three digits on back of your card).....

Authorized Signature: .....

- Electronic Funds Transfer

T/As

Maryborough Motel and Conference Centre

298 Walker Street Maryborough QLD 4650

P: 07 4121 5255

E: [info@maryboroughmotel.com.au](mailto:info@maryboroughmotel.com.au)

I acknowledge that I have read, understand and agree to the terms and conditions of this contract.

Event Date.....

Organisation Name.....

Contact Name.....

Contact Phone & Email.....

Invoice Address.....

Signature: .....Date.....

## CONFERENCE AND FUNCTION TERMS AND CONDITIONS

1. **Tentative Bookings** will be held for 7 days. Confirmation may be required earlier if other enquiries are received. To confirm the booking the Terms and Conditions and Method of Payment forms must be signed, returned by email and initial deposit paid. If written response is not received within 7 days of the tentative booking it will be assumed that the booking is not proceeding.
- 2 **Deposits:**
  - a) Catering and room hire - A non refundable deposit equivalent to 25% of estimated costs is required to confirm bookings.
  - b) Room only hire - deposit equivalent to one days room hire is required to confirm booking.
- 3 **Payments and Cancellations:** The following terms are enforced:
  - 90 days (or time of booking) – 25% of the events estimated value (as a non refundable deposit) to be paid
  - 60 days – 50% of the events estimated value to be paid (non refundable)
  - 30 days – 75% of the events estimated value to be paid (non refundable)
  - 7 days – The **total** value of the event is to be paid, whether cancelled or otherwise
- 4 **Final Details:** For all conferences and functions booked final numbers and the order of events (including numbers attending and break times) must be confirmed 7 days prior to the event. This is the minimum number of guests that will be charged for, even in the event that fewer delegates attend. Delegate numbers greater than estimated who attend on the days will be charged additional per person costs to those agreed at time of booking. All efforts will be made on behalf of the venue to maintain all agreements. In the instance of circumstances out of their control the venue management reserves the right to make changes as necessary. All efforts will be made to contact the client advising of any changes.
- 5 **Pricing:** All prices will be confirmed in writing prior to the event. GST is inclusive in all fees and charges.
- 6 **Other Functions:** The Maryborough Motel and Conference Centre reserves the right to move events to the most appropriate room size for their group, especially in the event of reduced or greater numbers. Additional fees may apply if required.
- 7 **Common Areas:** No client has the sole right to any common areas of the function centre. At all times flow spaces must be left clear for ease of movement of all clients and staff.
- 8 **Security:** The Maryborough Motel and Conference Centre will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior, during or after the event. The venue will require an additional charge for contract security dependent on the type of event.
- 9 **Deliveries and Collection of Goods:** The venue will only accept delivery of goods within one week prior to an event and then only if storage arrangements have been confirmed with the venue. All goods must be collected within 24 hours of the completion of the event. The venue will not accept responsibility of any goods delivered or awaiting collection.
- 10 **Outside Contractors:** Must Liaise with the venue in all matters of delivery, setup and breakdown and are obliged to work in accordance with applicable legislation. **No self catering of events is allowed under any circumstances.**
11. **Compliance:** Clients are expected to ensure the orderly behaviour of their guests and the venue reserves the right to intervene if it is deemed necessary. The venue reserves the right to refuse entry to any person it considers to be disorderly, unduly intoxicated or behaving in a manner which breaches our house rules.
12. **Responsible Service of Alcohol:** The venue practices responsible service of alcohol and patrons deemed unduly intoxicated will not be served alcoholic beverages.
13. **Displays and Signage:** No items are to be attached, pinned or glued to the wall surfaces without the consent of management. Signage in public areas is to be kept to a minimum and approved by the venue.
14. **Indemnity:** The client is responsible for and must indemnify The Maryborough Motel and Conference Centre for:
  - Loss or damage to the venue as a result of your use
  - Loss or damage to the venue as a result of any person attending the event
  - Any additional cleaning requirements that the venue deems to be in excess of general cleaning duties.
  - Claims by any person regarding loss, damage, injury or death as a result of your use or that of any other persons attending the event.