



QUALITY HOTEL  
powerhouse

## *Conference Packages*



*A successful conference demands a venue that's flexible, comfortable and offers state-of-the-art technology.*

*Quality Hotel Powerhouse Armidale can host up to 120 seated delegates in the main conference room which is excellent for presentations, seminars or elegant dining for private functions. Smaller and more personal rooms are available at your request and are perfect for break out groups or small meetings. Each room has reverse cycle air conditioning, private rest room facilities and access to all audio and visual equipment.*

*Our dedicated Conference Manager and professional staff can organise the details of audiovisual hire, catering and special conference day packages.*



## CONFERENCE CATERING PACKAGES

### Deluxe Package

*Includes*

Room Hire of the main meeting room from 8am – 5pm

Tea & Coffee on arrival

Morning & Afternoon Tea

Chefs Selection from the following

Freshly Baked Muffins, Petite Danish Pastries, Freshly Baked Scones accompanied with Whipped Cream and Jam, or a Variety of Homemade Slices

Lunch Option 1

OR

The Restaurant Lunch 1 (see attached)

Includes standard conference equipment, note pads and pens

**Cost per day delegate \$42.00**

**Cost per ½ day delegate \$36.00**

(minimum 20 delegates)

### Supreme Package

*Includes*

Room Hire of the main meeting room from 8am – 5pm

Tea & Coffee on arrival

Morning & Afternoon Tea

Chefs Selection of 2 from the following

Freshly Baked Muffins, Petite Danish Pastries, Freshly Baked Scones accompanied with Whipped Cream and Jam, or a Variety of Homemade Slices

Lunch Option 2 or 3

OR

The Restaurant Lunch 2 (see attached)

Includes standard conference equipment, note pads and pens

**Cost per delegate \$47.00**

**Cost per ½ day delegate \$41.00**

(minimum 20 delegates)

*For part day functions OR functions less than 20 people please contact us on 02 6773 7200 OR email [kbrastedl@qualityhotelpowerhouse.com.au](mailto:kbrastedl@qualityhotelpowerhouse.com.au) for a specific quotation*



## Itemised Catering

Freshly brewed coffee and tea selection on arrival	\$3.50 per person
Freshly brewed coffee and tea selection with fruit juices	\$6.00 per person
Continuous Tea and coffee	\$8.50 per person
Morning or Afternoon Tea <i>Chefs Selection of 2 from the following Freshly Baked Muffins, Petite Danish Pastries, Freshly Baked Scones accompanied with Whipped Cream and Jam, or a Variety of Homemade Slices Freshly brewed coffee and tea selection</i>	\$8.00 per person
Biscuit Break <i>Chef's Selection of homemade biscuits Freshly brewed coffee and tea selection</i>	\$5.00 per person
Lunch Option 1	\$18.50 per person
Restaurant Lunch Option 1	\$21.90 per person
Lunch Option 2 or 3	\$22.50 per person
Restaurant Option 2	\$23.90 per person
<b>Platters</b>	
Gourmet Sandwich Platter <i>Chef's Daily selection of gourmet sandwiches Served with jugs of soft drink and OJ</i>	\$12.50 per person \$15.50 per person
Hot Finger Food Platter <i>Three Hot food selections from the Canapé list.</i>	\$75.00 per platter (approximately 24 items)
Crudities and Dip <i>A selection of chef's gourmet dips served with fresh vegetable crudities, crackers and breads for dipping</i>	\$45.00 per platter
Antipasto <i>Selection of cured meats, semi-dried tomatoes, bocconcini, olives and dips served with crackers and bread (serves approx 10 people)</i>	\$65.00 per platter
Cheese Platter <i>Assorted cheese served with fruit, nuts and crackers (serves approx 10 people)</i>	\$40.00 per platter
Fruit Platter <i>Assorted Fresh fruit (serves approx 10 people)</i>	\$40.00 per platter



## LUNCH OPTIONS

### **Lunch Option 1 - \$18.50 per person**

*Served to the function room*

Build your own lunch from our fresh selection of gourmet meats, breads, salad options and condiments

Plus

Jugs of soft drinks and orange juice

### **Lunch Option 2 - \$22.50 per person**

*Served to the function room*

Build your own lunch from our fresh selection of gourmet meats, breads, salad options and condiments

Plus

A selection of homemade pizza's and chunky chips

Jugs of soft drinks and orange juice

#### **Build Your Own Lunch includes:**

Leg Ham, Silverside, Chicken or Turkey Breast

Grated Cheese and Carrots, Sliced Cucumber and Tomato, Mescaline, Beetroot, Pineapple

Mayonnaise, Honey Mustard Dressing, Seeded Mustard and Caesar Dressing

### **Lunch Option 3 - \$22.50 per person**

*Served to the function room*

Assorted Hot Lunch Boxes, Cheese and Fresh Fruit Platter, Tea, Coffee & Soft Drinks

Chef will choose two options from the following

Thai Chicken Curry with Rice

Chicken & Mushroom Risotto

Fettuccine Tossed with Roasted Red Pepper and Basil Pesto

Red Curry Beef with Rice

Stir-fry Vegetables & Noodles in Oyster Sauce

Stir – fry Chicken & Noodles in Chinese BBQ Sauce

Fettuccini Alfredo - Creamy Bacon, Mushroom & Cheese Sauce

Tuscany Lamb & Jasmine Rice

Vegetable Curry with Rice



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Alternatively for groups of less than 30 we can offer the following lunch options  
Served in our Restaurant

**Restaurant Lunch 1 - \$21.90 per person**

Served Alternately

Tempura Fish & Chips with Salad  
&  
Chicken Schnitzel, Chips & Salad

Tea, Coffee, Soft Drinks & Orange Juice

**OR**

**Restaurant Lunch 2 - \$23.50 per person**

Served Alternately

Thai Chicken Curry served with aromatic rice  
&  
Beef stir fry with noodles

Tea, Coffee, Soft Drinks & Orange Juice



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## BREAKFAST FUNCTIONS

### Continental Breakfast Buffet

Includes: Pastries & Croissants, Sliced Seasonal Fruit & Yoghurt, Cereal & Muesli, Assorted Breads & Toast, Orange Juice

Tea & Coffee

**\$16.00 per person**

### Hot Plated Breakfast (Recommended for Breakfast Presentations)

Includes: Small fruit plate to the centre of each table + Individual plates served to each delegate with Scrambled Eggs, Bacon, Sausage, Hash Brown, Tomato, Mushrooms and a slice of Toast  
Orange Juice

Tea and Coffee on arrival +  
Table Service of Tea & Coffee throughout

**\$21.00 per person**

### Continental Breakfast Buffet with Fully Cooked Breakfast Plated Individually (Also recommended for Breakfast Presentations)

Includes: Continental Breakfast Buffet  
+  
Scrambled Eggs with  
Sausage, Hash Brown, Tomato, Bacon & Mushrooms

Tea and Coffee on arrival+  
Table Service of Tea & Coffee throughout

**\$24.00 per person**



## COCKTAIL FOOD

All our canapés are prepared using fresh ingredients.  
Our canapés are designed to be served at occasions lasting no more than 2 hours  
(Canapés are not substantial enough to act as a meal replacement)

### Cold Canapés

Chicken Caesar salad spoons  
Thai beef canapé  
Smoked salmon crème cheese and dill en croute  
Turkish breads with an assortment of dips  
Shaved beef strips topped with tomato salsa and horseradish  
Vegetable nori rolls with a wasabi aioli  
Chicken liver pate on a melba toast  
Prawn asparagus and mango spoons

### Hot Canapés

Seafood risotto balls  
Pesto pizza with basil, pinenuts & parmesan  
Tempura prawn skewers  
Chicken and mushroom vol au vents  
Corn & sweet chilli fritters  
Chicken satay skewers  
Marinated beef skewers with sweet chilli sauce  
Herb crusted ratatouille on toasted baguette  
Flame grilled meatballs with caper mayonnaise and pita breads  
Pork and hokkien noodle balls with a soy chilli dipping sauce  
Tandoori lamb skewers with a riata dipping sauce

Selection of 5 mixed canapés	\$13.50 per person (Approx ½ hour duration)
Selection of 8 mixed canapés	\$19.50 per person (Approx 1 hour duration)
Selection of 10 mixed canapés	\$23.50 per person (Approx 1½ hours duration)
Selection of 12 mixed canapés	\$25.00 per person (Approx 2 hours duration)



## MENU

2 choices from each course, served alternately

### Entree

Vegetarian terrine of roast Mediterranean vegetables with a rocket and parmesan salad

Prawn cocktail with baby cos and fanned avocado topped with creamy house made cocktail sauce

Smoked salmon and nori rolls with a sweet mustard and dill aioli

Crispy calamari with a cucumber and tomato preserved lemon salad, reduced white balsamic and sage sauce

Moroccan spiced lamb cutlets creamed cous cous with a rustic capsicum

Thai beef salad with slivers of smoked beef, roasted cashews and crunchy noodles finished with seeded mustard & chilli dressing

### Main

Roast chicken breast with a herb crust served with garlic potato mash and citrus butter sauce

Lamb rump with roast root vegetable topped with a merlot jus

Fillet of Atlantic salmon on a bed of citrus segment salad with caper vinaigrette

Char grilled scotch fillet with a wild mushroom lyonnaise, sautéed peanut greens topped with red wine jus

Chermula spiced wild barramundi fillet on a bed of lime and dill rice with tomato salsa

### Dessert

Vanilla pudding with a caramel anglaise

White chocolate tart on oranges, strawberry salad glazed with a balsamic reduction

Coconut and lemongrass panacotta with a micro fruit salad and honey dew granite

Strawberry swirl cheesecake with marble chocolate sheets

Milk chocolate and mint brulee with berry compote and honeycomb ice cream

**2 courses - \$45.00 per person**

**3 courses - \$55.00 per person**



## FUNCTION DRINKS

### *Beverage Packages*

1 hour \$13.50 per person  
2 hour \$24.00 per person  
3 hour \$32.00 per person  
4 hour \$42.00 per person  
5 hour \$50.00 per person

Drink Package is inclusive of Stony Peak Brut Reserve (NV),  
Stony Peak Chardonnay & Shiraz Cabernet  
Beers include: Carlton Draught, Tooheys New, Old, Victoria Bitter & Cascade Lite.  
Soft Drinks & Orange Juice

**OR**

### *Drinks Charged on Consumption*

Stony Peak Chardonnay - \$27.00/bottle

Stony Peak Shiraz Cabernet - \$27.00/bottle

Stony Peak Brut Reserve (NV) - \$27.00/bottle

Alternative wines are available from our full wine list,  
please ask our function co-ordinator for further details

### *Beer*

Cascade Light, Hahn Light - \$4.50

XXXX Gold - \$5.00

Tooheys New, Old, Victoria Bitter, Carlton Draught - \$5.70

Cascade Premium, Hahn Premium, Crown Lager, Blue Tongue - \$7.50

Imported Beers - \$8.00

### *Soft Drinks*

\$3.75 per bottle

Lemonade, Coca Cola, Diet Coke, Orange Juice, Dry Ginger Ale,  
Tonic Water & Mineral Water

### *Spirits*

From \$7.00 per nip (includes mixer)



## TERMS AND CONDITIONS – CORPORATE FUNCTIONS

Thank you for choosing Quality Hotel Powerhouse Armidale as the venue for your event. To ensure the success of your event please sign your agreement to the following Terms & Conditions and return with your deposit for confirmation of your booking.

**CONFIRMATION:-** The hotel will hold any date tentatively for a period of seven (7) days. After seven (7) days has expired the hotel will automatically release the date, unless the booking is confirmed. **A booking is not confirmed unless a full deposit and signed terms and conditions has been received.**

**DEPOSITS:-** To confirm a booking the Hotel requires a **deposit equal to the amount of the total room hire together with a signed copy of these Terms & Conditions.**

**FINAL NUMBERS:-** A guaranteed minimum number of guests attending the event is required five (5) working days prior to the event. This will be regarded as the minimum number for catering purposes. From this date, numbers may only be increased. Quality Hotel Powerhouse reserves the right to charge for this number even if fewer are served.

**ACCOMMODATION REQUIREMENTS:-** A preliminary rooming list is required 14 days prior to arrival. A guaranteed number of accommodation rooms needed on each day of the event is required no later than 7 days prior to arrival together with your billing instructions for any personal expenses (i.e. telephone, mini bar etc.) of your guests. The hotel will require the client to advise in writing the number of guaranteed rooms either by fax to: 02 6773 7299 or email [arm@qualityhotelpowerhouse.com.au](mailto:arm@qualityhotelpowerhouse.com.au). The hotel requires credit card details and authorisation to debit the credit card for room reservations and other charges. The hotel reserves the right to release the rooms if the guarantee procedures are not complied with.

In order to avoid disappointment please advise your guests of the following:

Check-in time: 2.00pm Checkout time: 10.00am

**CHOOSING YOUR MENU:-** We ask for at least ten (10) days notice of menus to allow the necessary time and thought to assist you and to meet your requirements. Due to seasonal changes our menus may vary. No outside catering can be brought onto the property

**SURCHARGES:-** The room hire fees apply as follows: Weekdays 0800 – 1700 or 1830 – 2330. On weekends the room hire is for a 6 hour period from the commencement of the Event. Conference/Function space reserved during the day is subject to re-letting in the evening unless prior arrangements have been made and the night room hire as stipulated will be applicable. Any function occurring outside these times will be subject to an additional surcharge of \$250.00 per hour or part thereof.

**CANCELLATION POLICY:-** All cancellations must be notified in writing and refunds will be based on the following:

### Functions:

- *Sunday - Friday Functions: Notification of cancellation more than 60 days prior to the event date will result in a full refund of deposit dependant on space being re-sold. More than 30 days but less than 60 days, 50% deposit refunded only if the room is re-sold. Unfortunately, no refund can be made, due to costs incurred for notice of 30 days or less.*
- *Saturday Functions: Notification of cancellation more than 120 days prior to the event date will result in a full refund. More than 60 days but less than 120 days full refund of any deposit dependant on the space being re-sold. More than 30 days but less than 60 days, 50% deposit refunded only if the room is re-sold. Unfortunately, no deposit refund can be made for notice of 30 days or less.*
- *The Hotel reserves the right to charge for full room hire & catering costs for cancellation 5 working days or less.*

### Accommodation

- Notification of cancellation of rooms more than 30 days prior – a full refund will be given.
- Notification of cancellation of rooms less than 30 days prior – the first nights accommodation for each room will be forfeited.
- Notification of cancellation of rooms less than 7 days – the first nights accommodation for each room is forfeited and will be further charged for the full amount for the remainder of the stay unless the rooms are resold.

**POSTPONEMENTS:-** Any postponements of confirmed and contracted business will be considered as a cancellation in accordance with the above cancellation policy.

**PAYMENT:-** *Unless prior arrangements have been made Quality Hotel Powerhouse Armidale will require credit card details and authorisation to charge the credit card for the costs and expenses associated with the functions booked.*

**The Hotel shall be under no obligation to proceed with the event unless such payment is made and for the purpose of dealing with the deposit, the Hotel shall be entitled to treat the event as having been cancelled.** In the event that a 7 day account has been approved and payment is not received within that period the Hotel reserves the right to add interest charges to the account at the rate of current bank overdraft interest. Accounts outstanding after 14 days will be turned over to a collection agent who will add their fees to the account. Payment of your account will be accepted by cash, cheque, EFT or Credit Card.

**PRICE VARIATIONS:-** whilst endeavouring to maintain all printed prices, they may be increased at management's discretion.

**COMMISSION:-** All prices quoted by Quality Hotel Powerhouse are our net non-commissionable rates. All Event Agents and Event Management Companies will be responsible for adding any commission to the rates quoted.

**EXHIBITS:-** During exhibits or events, it is essential that no fire exit doors or public entrances be blocked in any way. The availability of exhibit space is in accordance with times booked for the event. Room hire charges are incurred for earlier set-up time and breakdown time.

**DAMAGE:-** The patron is financially liable and agrees to indemnify the Hotel for all damage sustained to the Hotel and grounds during an event as an action of invitees/guests of the organiser. This also applies to any damage caused by guests for the event staying overnight in the Hotel. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel, as you will be responsible for any damage to painted surfaces.



**INSURANCE:-** Whilst the staff of the hotel will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the event. We recommend patrons to arrange their own insurance.

**ROOM ASSIGNMENT AND DELIVERIES:-** If the rooms reserved herein cannot be made available to the Patron for causes beyond the control of the Hotel or if a substantial drop in final numbers occurs, the Hotel reserves the right to substitute similar or comparable rooms for the event, which substitution shall be deemed by the Patron as full performance of the Hotel's obligations under this agreement. This applies to accommodation, meeting and banquet rooms. Additionally the Hotel reserves the right to book another function in adjoining rooms at any time.

**Delivery and Collection of goods** - The Hotel will only accept delivery of goods two working days prior to an event and all goods must be collected within two working days of the conclusion of the event. All goods are to be delivered to the Hotel between 9am and 4pm. Monday to Friday except where a public holiday falls through the week. The Hotel will not accept responsibility for any items delivered or left for collection out side of these times and periods. All items delivered must be clearly addressed with contact name and conference name.

**CONDUCT OF EVENT:-** The Patron agrees to begin their event at the scheduled time and agrees to have their guests; invitees and other persons vacate the designated event space at the closing hour indicated including the removal of any exhibits, set-up and personal belongings.

**BEVERAGE POLICY:-** Quality Hotel Powerhouse Armidale upholds the principles of responsible service of alcohol. It is an offence to supply liquor to persons under the age of eighteen (18) years and the penalty is severe. Clients are asked to ensure that under age persons amongst their guests are not supplied with liquor. Our bar staff will refuse to serve liquor in any case where the person is suspected of being under age and will request that the persons present photographic identification. Service will be refused to any persons who show signs of intoxication. Guests are required to vacate our premises no later than thirty (30) minutes after the bar has closed, otherwise a labour charge of \$85.00 per half hour will apply. Due to licence requirements we are unable to allow any liquor to be brought onto or removed from the premises.

**CONTENT OF EVENT:-** The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attaching to the Hotel's licences granted pursuant to the Liquor Act, 1982. The Hotel reserves the right to terminate the event immediately in the case of any breach of this provision and the Hotel shall be under no liability to the Patron for any costs, damages or expenses whatsoever arising from such termination.

**EVENT DETAILS:-** You will be required to provide the following information no less than ten (10) days prior to your function:

1. Agenda of Function, Break Times, Group Arrival / Departure Times
2. Numbers attending Conference
3. Catering Requirements & Meal Selections
4. Contact on the day
5. Breakout Room requirements (if applicable)
6. Payment instructions (please note that if credit has not been established, full payment details are required)
7. Audio Visual requirements
8. Rooming List
9. Set up of Function rooms (style of seating, stage, dance floor, screen etc)
10. Any additional information in regards to your function.

**ADVERTISING:-** any Advertising of the property/property name is subject to set guidelines. The Client must seek approval & correct logo/name before advertising the property in any form of media. Management may force any unauthorised use of the Hotel's name to be pulled from the media.

**MISCELLANEOUS:-** strike, lockout, fire, water damage, delivery restrictions or other circumstances outside the control of the Hotel which make it impossible for the Hotel to fulfil the agreement, entitle the Hotel to cancel the arrangement without any responsibility to reimburse indemnification or any other compensation to the customer. The Hotel reserves the right to:- exclude or remove from the premises any objectionable persons and guest property without liability; relocate function space; cancel the function if the management of the Hotel is of a belief that the function will affect the smooth running of the Hotel business either in regard to security, reputation or is objectionable in the eyes of the law of the state.

Name of Event: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Room Required: \_\_\_\_\_

Organiser: \_\_\_\_\_

Approximate Number of guests attending: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_