



QUALITY HOTEL
powerhouse

Conference Packages



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

The Quality Hotel Powerhouse can host up to 250 seated delegates in the column free Courtenay and Mitchell Rooms which have soundproof acoustics, motor vehicle and heavy machinery access. Our well equipped conference facilities also feature wireless ADSL Internet access and ISDN for video conferencing.

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

Room Capacity

	<i>Theatre</i>	<i>Board</i>	<i>U-Shape</i>	<i>Classroom</i>	<i>Banquet</i>	<i>Cabaret</i>	<i>Cocktails</i>
<i>Mitchell</i> 80 m ² 5.9m x 13.9m	80	-	30	35	50	40	80
<i>Courtenay</i> 111 m ² 8.0m x 13.9m	100	-	44	40	70	50	100
<i>Guy Kable</i> 189m ² 13.6m x 13.9m	250	-	52	100	160	130	300
<i>Boardroom</i>	-	18	-	-	-	-	40
<i>Monty's</i>	-	-	-	-	50	-	-



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FUNCTION ROOM DETAILS

BOARD ROOM

Ideal for small meetings, interviews and corporate business. The boardroom can accommodate a 18 person dining/meeting table, lounge chairs, coffee tables, ensuite and private bar.

\$200.00

MITCHELL ROOM

Is the smallest of our main function rooms and has its entrance protected by our drive through portico. This room can offer wireless ADSL Internet access and ISDN for video conferencing and full air conditioning.

\$275.00

COURTENAY ROOM

Fully air conditioned, this room is larger than the Mitchell Room and also offers wireless ADSL Internet access and ISDN for video conferencing.

\$300.00

GUY KABLE ROOM

Is the elegant combination of both the Mitchell and Courtenay Rooms. This room is column free and has excellent soundproof acoustics, motor vehicle and heavy machinery access.

\$400.00

MONTY'S

Provides an elegant atmosphere for smaller functions and private dinners. Minimum numbers apply in Monty's.

\$300.00

HERB GARDEN

Is located off The Workshop restaurant and has a delightful alfresco atmosphere with water fountains and stone statues.

It can be used for wedding ceremonies or a more informal cocktail function.

\$500.00

Please note: - Room hire is for the periods of 8.00am – 5.30pm or 6.00pm – 12.00am. Our function rooms also carry a minimum catering spend per room in addition to the room hire



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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 Workshop Lunch 1 (see attached)

Includes standard conference equipment, note pads and pens

Cost per day delegate \$44.00

Cost per ½ day delegate \$38.00

(minimum 20 delegates)

Powerhouse 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 Workshop Lunch 2 or 3 (see attached)

Includes standard conference equipment, note pads and pens

Cost per delegate \$49.00

Cost per ½ day delegate \$43.00

(minimum 20 delegates)

For part day functions OR functions less than 20 people please contact us on 02 6766 7000 OR email banquets@qualityhotelpowerhouse.com.au for a specific quotation

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Itemised Catering

Freshly brewed coffee and tea selection on arrival	\$3.50 per person
Barista coffee from coffee cart and tea selection on arrival	\$4.00 per person
Freshly brewed coffee and tea selection with fruit juices	\$6.60 per person
Continuous Tea and brewed 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>	\$8.80 per person
Biscuit Break <i>Chef's Selection of biscuits Freshly brewed coffee and tea selection</i>	\$5.00 per person
Lunch Option 1 and The Workshop Lunch 1	\$19.50 per person
Lunch Option 2 or 3 and The Workshop Lunch 2 or 3	\$24.50 per person

Platters

Gourmet Sandwich Platter <i>Chef's Daily selection of gourmet wraps or rolls (1.5 sandwiches per person)</i>	\$14.00 per person
Hot Finger Food Platter <i>Three Hot food selections from the Canapé list. (approximately 24 items)</i>	\$85.00 per platter
Crudities and Dip <i>A selection of chef's gourmet dips served with fresh vegetable crudities, crackers and breads for dipping</i>	\$55.00 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>	\$75.00 per platter
Cheese Platter <i>Assorted cheese served with fruit, nuts and crackers (serves approx 10 people)</i>	\$70.00 per platter
Fruit Platter <i>Assorted Fresh fruit (serves approx 10 people)</i>	\$60.00 per platter

**please note approximate size serves and take into account when using the platter menu*



LUNCH OPTIONS

Lunch Option 1 - \$19.50 per person

*Served to the function room or breakout area
Minimum of 10 people*

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

Plus

Fruit Platter, Tea, Coffee & Orange Juice

Lunch Option 2 - \$24.50 per person

*Served to the function room
Minimum 10 people*

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

Plus

A selection of Workshop Pizza's, Seasoned Wedges with Sour Cream & Sweet Chilli Sauce, Fresh Fruit
Platter, Tea, Coffee, & Orange Juice

Or with a selection of mini desserts OR Cheese platter @ \$28.50 per person

Build Your Own Lunch includes:

Smoked Salmon, Leg Ham, Silverside, Chicken Breast
Grated Cheese and Carrots, Sliced Cucumber and Tomato, Mescaline, Beetroot, Pineapple
Mayonnaise, Honey Mustard Dressing, Seeded Mustard and Caesar Dressing

Lunch Option 3 - \$24.50 per person

Served to the function room or breakout area

A selection of two dishes with either rice , pasta or potatoes ,
Fresh Fruit Platter, Tea, Coffee & Orange Juice

choose a variety of options from the following

Thai Green Curry
Chicken , vegetable, sweetchilli , soy and sesame Singapore noodles
Country fresh Lamb, tomato and rosemary stew
Salmon , basil , caper and white wine cream
Thai Beef red curry
Pappadelli of chicken, bacon, mushroom and parmesan
A lasagne of Mediterranean vegetables with a herb crust
Pea and herb risotto
Homemade Vegetarian Quiche
A selection of salads

A selection of mini desserts OR Cheese platter @ \$28.50 per person



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Alternatively for groups of less than 10 or up to 120 we can offer the following lunch options
Served in The Workshop Restaurant

The Workshop Lunch 1 - \$19.50 per person

Served Alternately

Tempura battered Fish & Chips served with a garden salad and tartare sauce

Smoked chicken ceasar salad

Fresh Fruit Platter

Tea, Coffee & Orange Juice

OR

The Workshop Lunch 2 - \$24.50 per person

Served Alternately

Braised Country fresh Lamb ratatoulli with steamed jasmine rice

Chicken and Prawn broth, with spring vegetable and cous cous

Fresh Fruit Platter

Tea, Coffee & Orange Juice

OR

The Workshop Lunch 3 - \$24.50 per person

Served Alternately

Mushroom and Parmesan risotto, with green beans and balsamic dressing

Sundried tomato, olive and artichoke penne with a herb oil dressing

Fresh Fruit Platter

Tea, Coffee & 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

\$18.00 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 function

\$25.00 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

\$28.00 per person

Add barista coffee on arrival for only an extra \$2.00 and give your guests the wow factor



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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

Turkish breads with black olive tapenade , Smokey Aioli and local Olive oil
Crab caesar spoons
Thai beef & salad with a sweet chilli sauce spoon
Pesto and Cheddar straws
Smoked Salmon and Wasabi Aioli on a crisp tortilla
Arc-en-Ciel trout mousse with a lemon tartare en croustille
Mediterranean Vegetable and herb torte
Fresh home rolled Sushi with soy and chilli dipping sauce
Honey , Mustard and orange chicken spoons
Waldorf salad on a celery croustille

Hot Canapés

Parmesan and basil doughnuts
A variety of risotto balls
Pesto pizza with pinenuts and parmesan
Tempura prawn skewers with a horseradish and parsley mayonnaise
Lemon , thyme and garlic marinated country fresh Lamb skewers
Chicken , Chorizo and tomato vol-au-vents
Caramelized onion , feta , and spinach Frittata
Chicken satay skewers , with a peanut satay dipping sauce
Pea and Ham fritters
Flame grilled meatballs , caper mayonnaise and pita breads

**Pre dinner canapés 3 mixed \$9.50 per person
(Approx 15 mins)**

**Selection of 5 mixed canapés \$15.50 per person
(Approx ½ hour duration)**

**Selection of 8 mixed canapés \$21.50 per person
(Approx 1 hour duration)**

**Selection of 10 mixed canapés \$25.50 per person
(Approx 1½ hours duration)**

**Selection of 12 mixed canapés \$27.00 per person
(Approx 2 hours duration)**



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POWERHOUSE BOUTIQUE HOTELS

FUNCTION MENUS

MENU A

2 choices from each course, served alternately

Entree

Pumpkin , coconut and Chilli soup, with herb croutons

Traditional Caesar salad, with crispy bacon, smoked chicken, croutons and parmesan

Fillet of Thai spiced Salmon, on a soba noodle bean sprout and Miso salad

A salad of mushrooms, baby onions and polenta croutons, with a balsamic dressing

A Feuille of Barramundi with a pea and bacon dressing

Tenderloin of Lamb, on a green bean and feta salad

Spiced crispy chicken on a bed of roast cous cous and a spiced red capsicum aioli

Prawn and herb Quiche, served with a cocktail sauce and crisp salad

Main

Roast sirloin of Beef, with a horseradish and parsley dauphinoise, green vegetables and a red wine sauce

Breast of Chicken braised in a red wine and herb broth, on a garlic mash potato and a pea and bacon sauce

Roast leg of marinated Lamb, served with a mint and parmesan polenta cake, snow peas and a red wine butter sauce

Fillet of Salmon, on a basil and mushroom risotto and a roast garlic and thyme sauce

Loin of Pork, served with a lentil and smoked bacon sauce and green beans

Fillets of Flathead, on a creamed herb cous cous , Mediterranean vegetables and basil dressing

A terrine of roast root vegetables, with a feta and walnut salad

Braised Country fresh Lamb shanks, with roast vegetables and a herb sauce

Dessert

Milk chocolate crème brulee with orange biscotti

Steamed white chocolate and blueberry pudding with a vanilla sauce

Iced strawberry parfait with a compote of berries and a mint syrup

Passion fruit custard tart, with a mango sorbet

Chocolate mint mousse, with a raspberry sauce

Baked lemon and lime cheesecake with a honey praline sauce

Tea & coffee with after dinner mints

2 courses - \$47.00 per person

3 courses - \$57.00 per person

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MENU B

2 choices from each course, served alternately

Entree

Chicken liver pate, with toasted rye bread and roquette salad

Salad of Smoked Salmon, with a horseradish cream, capers and shallot dressing

A terrine of braised Lamb and artichokes served with a gazpacho sauce and crisp green salad

A crisp tomato, feta and basil tart

A mille feuille of smoked chicken and tiger prawns with bokchoy and a Thai green curry dressing

Grilled Tuna Niscoise with a lemon and herb vinaigrette

A parcel of spiced vegetables with a chilli, lime and soy sauce

Fillet of Kingfish on a black olive, semi dried tomato and basil cous cous and a saffron dressing

Main

Roast Hereford Prime Eye fillet, on a crab and herb potato cake, green beans and a red wine sauce

Grilled Cutlet of Inglegreen pork, served with a spinach and caramelized onion lyonaise potato, and a sage scented sauce

Breast of Chicken, stuffed with spiced prawns and coriander, on a curried cream rice, and a mint yoghurt dressing

Roast Rump of Lamb, with a thyme and garlic dauphinoise, and a pea and prosciutto sauce

Fillet of Red snapper, on a bed of braised Asian green, angel hair noodles and a smoked trout broth

Fillet of Tasmanian Salmon served on pearl barley and braised oxtail, and a cockle butter sauce

A tart of wild mushrooms, spinach and feta, with a watercress salad and a red wine sauce

Dessert

Strawberry and Saffron tart with a lemon sorbet

White chocolate risotto with chocolate ice-cream

Crème de Vanille, with marinated fruits

Thyme and Lemongrass crème brulee with basil granite

Steamed orange and Dark chocolate pudding with an orange anglaise

A selection of Australian cheeses

Iced sweet tomato parfait, with a peppered strawberry salad

Tea & Coffee with After Dinner Mints

2 courses - \$57.00 per person

3 courses - \$67.00 per person

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FUNCTION DRINKS

Beverage Packages

1 hour \$14.50 per person
2 hour \$26.00 per person
3 hour \$34.00 per person
4 hour \$44.00 per person
5 hour \$52.00 per person

Drink Package is inclusive of Morgan's Bay Brut (NV),
Morgan's Bay Sauvignon Blanc & Cabernet Merlot
Beers include: Carlton Draught, Victoria Bitter & Cascade Lite on tap.
Soft Drinks & Orange Juice

OR

Drinks Charged on Consumption

Morgan's Bay Sauvignon Blanc - \$24.00/bottle

Morgan's Bay Cabernet Merlot - \$24.00/bottle

Morgan's Bay Brut (Sparkling) - \$24.00/bottle

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

Beer

Cascade Light, Hahn Premium Light - \$5.00

Carlton Draught, Victoria Bitter,

Tooheys New, Old and Extra Dry, XXXX Gold & Bitter - \$5.70

Cascade Premium, Hahn Premium, Crown Lager, Blue Tongue - \$7.00

Imported Beers - \$8.00

Soft Drinks

\$3.50

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

Spirits

From \$7.00 per nip (includes mixer)

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TERMS AND CONDITIONS – CORPORATE FUNCTIONS

Thank you for choosing Quality Hotel Powerhouse 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. Bookings will not be confirmed until terms and conditions are signed.

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 6766 7748 or email res@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. The following credit card surcharges apply for all transactions: 1.5% Master Card and Visa Card, 2.5% Amex Card and Diners Card

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.

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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 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 14 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 21 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 in accordance with CPI.

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-ups and personal belongings.

BEVERAGE POLICY:- Quality Hotel Powerhouse 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.



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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 seven (7) 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.

It is the client's sole responsibility to ensure that the authorised person signing the banquet event contract checks all setup, equipment, catering and times as stipulated in the banquet event contract. The hotel will not be responsible for any incorrect details on the banquet event contract as this document forms our operational running sheets at the hotel. Any changes in regards to set up on the day that differ from the banquet event contract may incur staffing charges to make appropriate changes.

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. This will be done at the clients cost.

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 Requested: _____

Organiser: _____ Approximate Number of guests attending: _____

I am a person authorised to sign acceptance of these terms and conditions:

Signed: _____ Name: _____

Position: _____ Date: _____

Signed on behalf
Quality Hotel Powerhouse
ABN 41 003 444 479

Signed: _____ Date: _____



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Charge Back information

Accounts to be charged back with prior authorisation. Please provide the following details;

Accounts attention to: _____

Street Address: _____

Town/City: _____

Post code: _____ Direct phone: _____

Email: _____

Accommodation charge back information

Please tick what you will accept charges for in regards to accommodation bookings made associated with the function booking. Guests booking independently from the function booking will be responsible for settling their own accounts unless otherwise authorised.

Accommodation	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Lunch/Dinner	<input type="checkbox"/>
Mini bar	<input type="checkbox"/>	Phone / Internet	<input type="checkbox"/>	Beverages	<input type="checkbox"/>

**Please note charge back accounts are strictly 14 days. In the event that a 14 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.*