



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>
<b>Mitchell</b> 80 m <sup>2</sup> 5.9m x 13.9m	80	-	30	35	40	32	80
<b>Courtenay</b> 111 m <sup>2</sup> 8.0m x 13.9m	100	-	44	40	60	48	100
<b>Guy Kable</b> 189m <sup>2</sup> 13.6m x 13.9m	250	-	52	100	150	120	300
<b>Boardroom</b>	-	16	-	-	-	-	40
<b>Monty's</b>	-	-	-	-	50	-	-



**QUALITY HOTEL**  
**powerhouse**

## **FUNCTION ROOM DETAILS**

### **BOARD ROOM**

Ideal for small meetings, interviews and corporate business. The boardroom can accommodate a 16 person dining/meeting table, lounge chairs, coffee tables, ensuite and private bar.

### **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.

### **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.

### **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.

### **MONTY'S**

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

### **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.

*Please note: - Room hire is for the periods of 8.00am – 5.00pm or 6.30pm – 11.30pm.*



QUALITY HOTEL  
powerhouse

## 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 \$42.00**

**Cost per ½ day delegate \$36.00**

(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 \$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 6766 7000 OR email [banquets@qualityhotelpowerhouse.com.au](mailto:banquets@qualityhotelpowerhouse.com.au) for a specific quotation*

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



### 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 biscuits Freshly brewed coffee and tea selection</i>	\$4.50 per person
Lunch Option 1 and The Workshop Lunch 1	\$17.50 per person
Lunch Option 2 or 3 and The Workshop Lunch 2 or 3	\$22.50 per person
<b>Platters</b>	
Gourmet Sandwich Platter <i>Chef's Daily selection of gourmet wraps or rolls (approx 1.5 sandwiches per person)</i>	\$12.50 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



QUALITY HOTEL  
powerhouse

## LUNCH OPTIONS

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

*Served to the function room*

*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 - \$22.50 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, Cheese Platter, Fresh Fruit Platter, Tea, Coffee, & Orange Juice

### **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 - \$22.50 per person**

*Served to the function room*

Assorted Hot Lunch Boxes, Cheese Platter, Fresh Fruit Platter, Tea, Coffee & Orange Juice

Chef will choose a variety of 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

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



# QUALITY HOTEL powerhouse

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

**The Workshop Lunch 1 - \$21.90 per person**

*For groups less than 30*

Served Alternately

Tempura Fish & Chips with Salad

Chicken Schnitzel, Chips & Salad

Fresh Fruit Platter

Tea, Coffee & Orange Juice

**OR**

**The Workshop Lunch 2 - \$22.50 per person**

*For groups less than 30*

Served Alternately

Beef, Mushroom & Vegetable Ragout  
served on Creamy Mashed Potato  
&

Chicken Laksa with Bokchoy,  
Noodles & Vegetables

Fresh Fruit Platter

Tea, Coffee & Orange Juice

**OR**

**The Workshop Lunch 3 - \$22.50 per person**

*For groups less than 30*

Served Alternately

Fettuccini Alfredo

Fresh Cooked Fettuccini with a Creamy Bacon, Mushroom &  
Cheese Sauce topped with Fresh Herbs & Parmesan

&

Italian Chicken Penne Pasta

Penne Pasta with a Fresh Tomato & Herb Sauce  
topped with Pesto & Parmesan

Fresh Fruit Platter

Tea, Coffee & Orange Juice



**QUALITY HOTEL**  
**powerhouse**

## **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 function

**\$19.00 per person without fruit / \$21.00 per person with fruit**

### **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

Turkish breads with basil pesto, babaganoush and local olive oil  
Honey and soy marinated chicken on an orange and sago salad spoons  
Smoked chicken Caesar salad spoons  
Parmesan and paprika straws  
Smoked salmon and sundried tomato tapenade on crouté  
Shaved beef fillet on bruschetta with Mediterranean vegetables  
Smoked salmon and lime fraiche roulade  
Thai beef canapé  
Tataki of salmon

### Hot Canapés

Homemade vegetable rice paper rolls  
Cheese and mint doughnut  
Seafood risotto balls  
Pesto pizza with basil, pinenuts & parmesan  
Tempura prawn skewers  
Chermoula spiced Peel Valley lamb skewers  
Chicken and mushroom vol au vents  
Red onion tartlets  
Corn & sweet chilli Fritters  
Chicken satay skewers  
Marinated beef skewers with sweet chilli sauce  
Herb crusted ratatouille on toasted baguette  
Pancetta and potato tortilla with beetroot chilli jam  
Flame grilled meatballs with caper mayonnaise and pita breads

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)



QUALITY HOTEL  
powerhouse

## POWERHOUSE BOUTIQUE HOTELS

### FUNCTION MENUS

#### MENU A

2 choices from each course, served alternately

##### Entree

Cream of Field Mushroom Soup with a thyme and Pepper cream

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

Chilled Rock melon, a pistachio and ginger syrup and lightly dressed salad leaves

Grilled Salmon, with spiced cous cous, a basil pesto mayonnaise and balsamic dressing

A salad of feta and roquette with a braised lentil and baby onion dressing

##### Main

Breast of chicken with basil and parmesan crust, a sundried tomato risotto, green beans and lemon butter sauce

Roast leg of country fresh lamb, with a lyonaise potato, panache of vegetables and rosemary sauce

Fillet of Salmon on a bed of creamed cous cous and a pea and white wine cream sauce

Roast scotch fillet of beef served with dauphinoise potato, snow peas, mushrooms and a red wine sauce

Char grilled Mediterranean vegetables with a panache of vegetables and pesto dressing

Roast loin of pork, with a horseradish and brie crust, grain mustard mashed potato and a sage sauce

##### Dessert

Lemon and mint crème brulee with compote of berries

Walnut and white chocolate pudding with a butterscotch sauce

Milk chocolate mousse with an orange anglaise

A mille faille of red fruits, marshmallow and fudge with mint syrup

Raspberry tart with a pistachio sauce

Tea & coffee with after dinner mints

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

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

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



# QUALITY HOTEL powerhouse

## MENU B

*2 choices from each course, served alternately*

### Entree

A salad of smoked salmon with a crab and lemon dressing

A terrine of Ham Hock, artichoke and herbs with a green bean and garlic aioli salad

A mille feuille of home smoked chicken, black pudding, wild mushrooms and a spinach puree

Fillet of red snapper marinated in Thai spices on a bed of Asian vegetables  
and a chilli and lime dressing

Chicken liver parfait with apple chutney and toasted brioche

### Main

Roast eye fillet Hereford Prime beef on a dauphinoise potato,  
a prawn and onion bhagi and red wine jus

Roast Rump of country fresh lamb on a bed of roast root vegetables and an olive oil infused sauce

Fillet of Tasmanian salmon on an Arc-en-Ceil smoked trout risotto and a pea and mint butter sauce

Roast fillet of local pork served with a fondant potato, spinach and nutmeg scented cream sauce

Breast of corn fed chicken stuffed with dorrigo merlot feta, wrapped in Parma ham,  
creamed polenta and sundried tomato dressing

A galette of spinach, wild mushrooms and roast onions and a thyme oil sauce

### Dessert

Blueberry crème brulee with a vanilla bean ice-cream

Ice chocolate parfait on a bed of red fruit and white chocolate and lemon syrups

Strawberry and basil tart with marinated fruit

A selection of New England and Tasmanian cheeses

Caramelized rice conde with chocolate ice cream and prune and Armagnac sauce

Tea & Coffee with After Dinner Mints

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

**3 courses - \$65.00 per person**

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



# QUALITY HOTEL powerhouse

## 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, Victoria Bitter & Cascade Lite on tap.  
Soft Drinks & Orange Juice

**OR**

### *Drinks Charged on Consumption*

Stony Peak Chardonnay - \$23.00/bottle

Stony Peak Shiraz Cabernet - \$23.00/bottle

Stony Peak Brut Reserve (NV) - \$23.00/bottle

Alternative wines are available from our full wine list,  
please ask our function co-ordinator 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 per bottle

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

### *Spirits*

From \$7.00 per nip (includes mixer)

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



# QUALITY HOTEL powerhouse

## 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.

**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](mailto: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.

**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 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. Room Hire costs are subject to variation if minimum catering requirements are not met.

**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

Armidale Road (New England Highway), Tamworth NSW 2340

P: 02 6766 7000 F: 02 6766 7748

[www.qualityhotelpowerhouse.com.au](http://www.qualityhotelpowerhouse.com.au)



# QUALITY HOTEL powerhouse

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.

**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 on behalf Quality Hotel Powerhouse  
ABN 41 003 444 479

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

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

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

**Business Development Manager**

Name: \_\_\_\_\_

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

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