

Conference Package

The Belconnen Way offers one of the best values in Canberra as a conference venue.

Packages start at \$31.00 per person including morning and afternoon teas and a light lunch.

Includes

Free Electronic Whiteboard

Free Data Projector

Free Standard Whiteboard

Free Flip Chart

Free Projection Screen

Free Breakout Lounge Area

Free Internet

Free Foxtel

The Conference Room Hire is also Free if 15 Deluxe Motel rooms are booked.

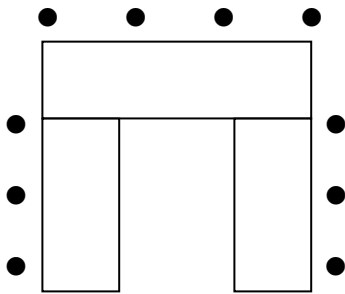
Our deluxe motel accommodation packages start from \$75.00 per person twin share.

BELCONNEN WAY MOTEL & SERVICED APARTMENTS

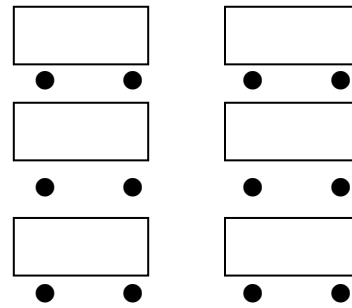
<p style="text-align: center;"><i>Package 1</i> <i>Minimum 15 people</i></p> <p style="text-align: center;"><i>On Arrival</i></p> <p>Complimentary Newspapers Freshly brewed tea and coffee</p> <p style="text-align: center;"><i>Morning Tea</i></p> <p>Freshly brewed tea and coffee Scones and Savory Bread and Dips</p> <p style="text-align: center;"><i>Light Lunch</i></p> <p>Fresh Mixed Sandwiches Including vegetarian Cheese Platter with fruit and nuts Mixed Fruit Juices Tea and Coffee</p> <p style="text-align: center;"><i>Afternoon Tea</i></p> <p>Freshly brewed tea and coffee A selection of cookies</p> <div style="text-align: center; margin: 20px 0;">  <p>\$31.00 per person Including Free conference equipment</p> </div> <p style="text-align: center;">Plus \$300 Room Hire Free if >15 motel rooms are booked</p>	<p style="text-align: center;"><i>Package 2</i> <i>Minimum 15 people</i></p> <p style="text-align: center;"><i>On Arrival</i></p> <p>Complimentary Newspapers Freshly brewed tea and coffee</p> <p style="text-align: center;"><i>Morning Tea</i></p> <p>Freshly brewed tea and coffee Scones and Savory Bread and Dips</p> <p style="text-align: center;"><i>Sit Down Lunch</i></p> <p>See separate menu</p> <p style="text-align: center;"><i>Afternoon Tea</i></p> <p>Freshly brewed tea and coffee A selection of cookies</p> <div style="text-align: center; margin: 20px 0;">  <p>\$41.00 per person Including Free conference equipment</p> </div> <p style="text-align: center;">Plus \$300 Room Hire Free if >15 motel rooms are booked</p>	<p style="text-align: center;"><i>Package 3</i> <i>Minimum 15 people</i></p> <p style="text-align: center;"><i>On Arrival</i></p> <p>Complimentary Newspapers Freshly brewed tea and coffee</p> <p style="text-align: center;"><i>Morning Tea</i></p> <p>Freshly brewed tea and coffee Scones and Savory Bread and Dips</p> <p style="text-align: center;"><i>Sit Down Lunch</i></p> <p>See separate menu</p> <p style="text-align: center;"><i>Afternoon Tea</i></p> <p>Freshly brewed tea and coffee A selection of cookies</p> <p style="text-align: center;"><i>Dinner</i></p> <p>See separate menu</p> <div style="text-align: center; margin: 20px 0;">  <p>\$69.00 per person Including Free conference equipment</p> </div> <p style="text-align: center;">Plus \$300 Room Hire Free if >15 motel rooms are booked</p>
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BELCONNEN WAY MOTEL & SERVICED APARTMENTS

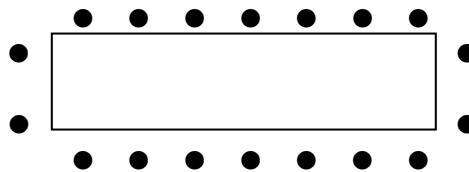
Room Arrangements



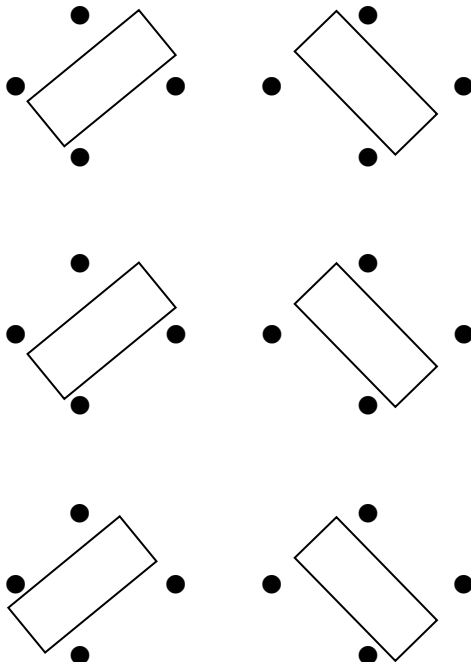
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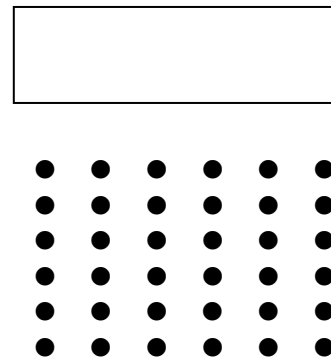
CLASSROOM



BOARDROOM



HERRINGBONE



THEATRE

BELCONNEN WAY MOTEL & SERVICED APARTMENTS

Conference Lunch

Hot Bread Roll

Beer Battered Flathead

Asian Style Chicken Salad with Lemon and Chili Dressing

Chicken Kiev

Chicken Parmigianna

Chicken Risotto with Tomato, Lemon, Garlic, Onion & Mushroom

Chicken Fettuccine Pasta with Garlic & Creamy Sauce

Curry of the Day

Vegetarian

Risotto with Tomato, Lemon, Garlic, Onion & Mushroom

Fettuccine Pasta with Garlic & Creamy Sauce

Juice and Iced Water

Conference Dinner

Lunch Menu

PLUS

Grilled Barramundi with salad

Steak - Rump - T Bone - Sirloin

Chicken Schnitzel with Seafood

Plus Choice of

Cheese Cake

Mud Cake

Sticky Date Pudding

Motel Accommodation Options

- **\$140 per person per night**
 - **Single accommodation in deluxe motel room**
 - **Queen Bed**
 - **Ensuite**
 - **Foxtel**
 - **Air-conditioned**
 - **Fully cooked breakfast in dining room**

- **\$75 per person per night**
 - **Twin share**
 - **Queen Bed and single or two single beds**
 - **Ensuite**
 - **Foxtel**
 - **Air-conditioned**
 - **Fully cooked breakfast in dining room**

- **\$125 per person per night**
 - **Single accommodation in deluxe motel room**
 - **Queen Bed**
 - **Ensuite**
 - **Foxtel**
 - **Air-conditioned**

- **\$60 per person per night**
 - **Twin share**
 - **Queen Bed and single or two single beds**
 - **Ensuite**
 - **Foxtel**
 - **Air-conditioned**

BELCONNEN WAY MOTEL & SERVICED APARTMENTS

Conference Information

Organisation Name:.....

Contact Person:..... Phone:..... Fax:.....

Billing Address:.....

Billing Details: Full account to organiser Other (see notes)

Conference Date(s): Day 1:...../...../..... Final day:...../...../.....

		No. of people	Time, Day 1	Time, Day 2	Time, Day 3	Time, Day 4
Breakfast						
M'g. Tea						
Lunch						
A'n. Tea						
Beverages						
	Start time	Finish time	Theatre	U-shape	Class room	Other
Conference Room						
Audio/ Visual Equipment	Electronic Whiteboard	Data Projector	O'head projector	Screen	Flip chart	Other
Yes/No						

Accommodation: No. rooms (single):.....

No. rooms (twin):.....

BELCONNEN WAY MOTEL & SERVICED APARTMENTS

Conference Terms and Conditions

CONFIRMATION OF BOOKINGS

All reservations must be confirmed in writing, with the required deposit paid within fourteen (14) days of the booking - otherwise, management reserves the right to cancel the booking and allocate the venue to another client.

GUARANTEED NUMBERS

To ensure our maximum efficiency, the exact number of guests to be catered for must be advised at least seven (7) days prior to your function - your account will be based on this number, and must be settled at the conclusion of the function unless prior credit arrangements have been made with management. Please note that a minimum number of delegates are required (20) unless prior arrangements have been made with the conference/function organiser.

PRICE VARIATION

Every effort will be made to adhere to the original quote as provided. However, some price variations are unavoidable - if there is any change to the initial quote, it will be advised to the organiser no later than 30 days prior to the function.

INSURANCE

While all care will be taken, the management and staff of the Belconnen Way Hotel/Motel take no responsibility for damages to, or loss of, merchandise, goods or equipment left on the premises either prior to or after the function. Organisers should arrange their own insurance.

TIME EXTENSION

A labour charge of \$100.00 per hour is applicable after midnight on any day. A labour charge of 15% is applicable to the total food and beverage account for functions held on Sundays or Public Holidays.

CANCELLATION

In the event of a function being cancelled, the total room hire fee will be charged unless the room is re-booked by the date scheduled for the original function. In the event of cancellation within 48 hours of the function, the organisers shall upon demand pay a fee equal to 100% of the estimated cost of the function.

We, the organisers, agree to the above Terms and Conditions and also agree that the attached Conference Information Form correctly details our requirements.

Signed:.....

Date:.....