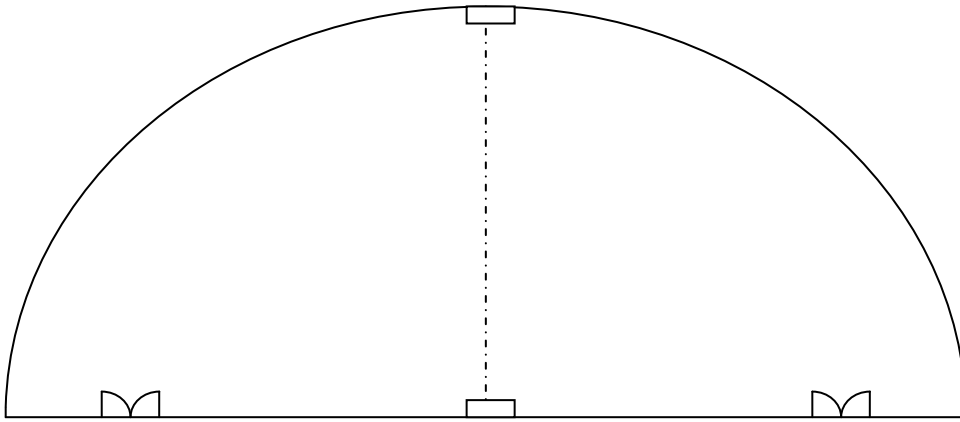




Belconnen Premier Inn
110 Benjamin Way
Belconnen ACT 2617
Ph: 62 533 633
E: functions@belconnenpremierinn.com

VENUE INFORMATION

The Belconnen Premier Inn Function Room is Suitable for Conferences, Gala Events, Weddings, Board Meetings or Training Seminars.



THE OAK ROOM

The Oak Room Is A Unique Semi Circular Room Equipped With 3 Stage Lighting, Climate Control Air Conditioning & Modem Points. Floor to Ceiling Windows Provide Natural Light, As Well As Lovely views Of the Trees of Benjamin Way.

Full Day - \$350.00

Half Day/ Evening - \$300.00

Oak Room One (Partitioned Half of the Oak Room)

Full Day - \$300.00

Half Day/ Evening - \$250.00

Davidson, Toucan or Powis Boardroom Suites

Full Day - \$200.00

Half Day/ Breakout - \$100.00

Included in room hire charge:

- One x 6ft tripod screen
- One x flip chart with markers
- One x whiteboard with markers.

Seating Capacity for Conferences

Room Setup	Maximum Number of People Seated		
	Whole Oak Room	Oak Room 1	Boardroom Suites
Theatre	110	50	20
Boardroom	50	25	10
Hollow Square	60	30	-
U – Shape	40	25	9
Classroom	80	35	-
Cabaret	80	40	-



Seating Capacity for Functions

Room Setup	Maximum Number of People Seated	
	Whole Oak Room	Oak Room 1
Tables (10 ppl per table)	110	50
Tables w/ Dance floor	100	30
Tables w/ Buffet	100	40
Tables w/ Buffet & Dance floor	100	-
Cocktail Reception	150	50



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Audio Visual Equipment

Extra Flipcharts	\$50.00	Lectern	\$120.00
Data Projector	\$250.00	Electronic Whiteboard	\$150.00
TV & DVD Player	\$75.00	Cordless Microphone	\$70.00
Lapel Microphone	\$300.00	Lectern + Microphone	\$120.00
IPOD Connection & Speaker	\$100.00	Remote Clicker	\$25.00

Decorative Equipment

Lycra Chair Covers	\$6.50 per Chair
Fairy Lights (100 Meters)	On Request
Fairy Lights (20 Meters)	On Request
Balloons	On Request
Dance Floor	\$370.00

Photocopying & Fax Services Are Available at the Front Desk From 7am- 8pm.
A Small Charge per Unit Applies



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REFRESHMENTS



Freshly Brewed Tea & Coffee **\$4.00/Person**
Filtered Coffee Prepared By Our Staff with an Assortment of Teas
Served At Arrival, Morning **Or** Afternoon Tea

All Day Freshly Brewed Tea & Coffee **\$7.50/Person**
Filtered Coffee Prepared By Our Staff with an Assortment of Teas
Served At Arrival, Morning **&** Afternoon Teas

Orange, Apple, Pineapple, Guava Juice Or Soft Drink **\$12.00/Jug**
Served At Arrival, Morning **Or** Afternoon Tea

Espresso Coffees Are Available from Benjamin's Bar At \$3.70 each

BREAKFAST MENU



All breakfasts served with freshly brewed Tea & Coffee

CONTINENTAL BREAKFAST BUFFET- \$18.50 pp

Selection of Breads, Muffins, Crumpets, Croissants & Danish pastries

Selection of Preserves, Butter & Margarine

Natural & Fruit Yogurts

Bircher Muesli

Selection of fruit juices including: Orange, Apple, Pineapple and Guava

Selection of cereals including: Muesli, Special K, Weet-Bix, Coco Pops, Rice
Bubbles & Corn Flakes

Full cream, Skim Milk & Soy available on request

HOT BREAKFAST BUFFET- \$26.50 pp

Continental Breakfast Buffet

Scrambled Eggs

Grilled Bacon

Beef Chipolatas

Slow roasted Tomatoes

Sautéed Mushrooms

Triangle Hash Browns



OPTIONAL EXTRAS

Savory Ham & Cheese Croissants - \$3.00 *pp*

Mini assorted Breakfast Tarts - \$2.50 *pp*

Assorted Mini Muffins - \$1.50 *pp*

Caramalised Onion & Feta Frittata - \$2.50 *pp*

Virgin Mary Shots - \$1.50 *pp*

Fruit Smoothies - \$2.50 *pp*

Eggs Benedict w/ Ham & Hollandaise Sauce - \$4.00 *pp*

PLATED BREAKFAST - \$28.00 *pp*

Individual bowl of Bircher muesli & fresh fruit salad

Individually plated with toast, scrambled eggs, bacon, chipolata, tomato, mushrooms & triangle hash brown

MORNING & AFTERNOON TEA OPTIONS

All Morning & Afternoon Teas are served with a bowl of whole fresh fruits



- Freshly baked assorted muffins - \$5.50 pp
- Country style fresh scones w/ fresh preserves & cream - \$5.50 pp
- Selection of slices - \$6.50 pp
- Selection of cakes & tarts - \$6.50 pp
- Selection of friands - \$6.50 pp
- Ham & Cheese mini croissants - \$6.50 pp
- Assorted sandwich triangles - \$7.00 pp
- Chocolate Break (Choc Bar, Choc Cookies & Choc Milk) - \$7.50 pp

- Chef's selection of Morning or Afternoon tea - \$7.00 pp

HEALTHY OPTIONS

- Fruit Skewers w/ individual assorted yogurts - \$6.50 pp
- Oven baked corn chips w/ chef's selection house made dips - \$5.50 pp
- Vegetable Crudités w/ chef's selection house made dips - \$5.00 pp
- Seasonal Fruit & Cheese Platter - \$6.50 pp

DAY DELEGATE PACKAGES

Package One

Complimentary Newspapers
All Day Freshly Brewed Tea & Coffee
Chefs Selection of Morning Tea + Bowl of Whole Fruit
Seated Plowman's Lunch- Sandwiches, Salads, Cakes & Slices
Chilled Juices, Soft Drink, Tea & Coffee
Chefs Selection of Afternoon Tea + Bowl of Whole Fruit
Standard AV Equipment- 6' Tripod Screen, Flip Chart & Whiteboard
Complimentary Room Hire
Access to the Business Centre free of Charge
Complimentary Wireless Internet Connection

(Minimum of 10 People)

Whole Oak Room - \$63.00 pp

Oak Room One - \$61.00 pp

Package Two

Complimentary Newspapers
All Day Freshly Brewed Tea & Coffee
Chefs Selection of Morning Tea + Bowl of Whole Fruit
Seated Hot Buffet Lunch- 2 Hot dishes, Rice, Salads, Fruit & Cheese
Chilled Juices, Tea & Coffee
Chefs Selection of Afternoon Tea + Bowl of Whole Fruit
Standard AV Equipment- 6' Tripod Screen, Flip Chart & Whiteboard and Data
Projector
Complimentary Room Hire
Access to the Business Centre free of Charge
Complimentary Wireless Internet Connection

(Minimum of 15 People)

Whole Oak Room - \$69.50 pp

Oak Room One - \$65.50 pp

LUNCHEON MENU



Create your Own Plowman's Sandwich Lunch - \$25.50 pp

Chefs Selection of Fresh Baked Bread Rolls, Wraps & Loaves- Gluten Free Bread Available upon request

Selection of Cold Meats including Smoked Ham, Chicken, Smoked Salmon, Pastrami, Silverside & Roast Beef

Selection of fillings including sliced Tomatoes, Mixed Baby Leaves, Cheddar Cheese, Beetroot, Carrot, Cucumber, Olives, Alfalfa Sprouts & Sun dried Tomatoes

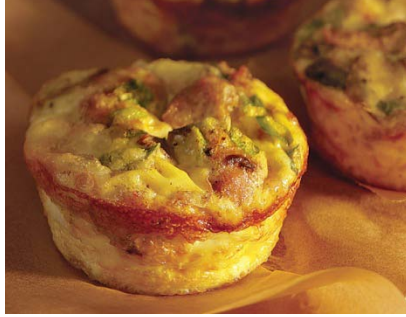
Mixed Condiments including Seeded Mustard, Mango Chutney, Whole Egg Mayonnaise, Corn Relish, Dijon Mustard, Barbeque Sauce & Tomato Chili Jam

Assortment of Cakes & Slices

Seasonal Sliced Fresh Fruit Platter and an Australian Cheese Platter served with Crackers & Dried Fruits

Chilled Fruit Juices, Soft Drink

Freshly Brewed Tea & Coffee



Quick Working Lunch - \$ 28.50 pp

Chef's Selection of Bite Sized Finger Food including Mini Beef, Lamb & Rosemary & Chicken Pies, Ham & Pineapple & Vegetable Mini Pizza, Crumbed Prawn Cutlets, Spinach & Feta Triangles

Chef's Selection of Triangle Sandwiches

Chef's Selection of Two Quiche

Ham, Cheese & Tomato
Chicken & Asparagus
Garden Vegetable
Butternut Pumpkin, Feta & Baby Spinach
Bacon, Zucchini & Cheese

Mixed Condiments Including Tomato Chili Jam, Sweet Chili Sauce & Smoky BBQ Sauce

Seasonal Sliced Fresh Fruit Platter and an Australian Cheese Platter served with Crackers & Dried Fruits

Chilled Fruit Juices, Soft Drink

Freshly Brewed Tea & Coffee

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Hot Food Buffet - \$35.50 pp

Please Make Your Selection of Two Hot Dishes

Served with Fresh baked Bread Rolls, Steamed Jasmine Rice & Steamed Seasonal Vegetables

Asian Style Marinated Chicken Pieces

Lamb Korma with Mint Yogurt

Moroccan spiced Chicken Thigh w/ Cous Cous

Spinach and Ricotta Ravioli w/ Olives, Baby Spinach & a Tomato Sauce

Penne Pasta with Prosciutto, Sundried Tomato & Fresh Herbs

Roast Beef with Roast Pumpkin, Roast Potato, Greens and Pan Gravy

Slow Braised Lamb Shanks

Chef's Selection of Salads

Seasonal Sliced Fresh Fruit Platter and an Australian Cheese Platter served with Crackers & Dried Fruits

Chilled Fruit Juices, Soft Drink

Freshly Brewed Tea & Coffee

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COCKTAIL MENU



Cold (30 pieces per platter) - \$45.00

Rare Roast Beef w/ Salsa Verde on whole meal crouton
Smoked Salmon w/ Tomato & Capsicum Salsa
Bocconcini, Cherry Tomato & Basil Sticks
Fruit Skewers
Green lip Mussels w/ Coriander & Tomato Salsa
Oysters topped w/ Peach & Mango Salsa
Pear & Blue Cheese en croustade
Chicken savory boats w/ Basil Pesto

Hot (30 pieces per platter) - \$55.00

Assorted mini Quiches
Chicken, Beef or Vegetable Wontons w/ Coriander dipping sauce
Tandoori Beef skewers
Spinach & Feta triangles
Crumbed Prawn cutlets w/ Sweet Chilli Sauce
Herb marinated Chicken Skewers
Spring rolls w/ Sweet Soy Dressing
Mini Pies & Sausage rolls w/ Tomato Jam
Salt & Pepper Squid w/ Lemon Aioli
Assorted mini Pizza's

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VEGETARIAN COCKTAIL MENU



Cold (30 pieces per platter) - \$45.00

Camembert & Strawberry en croute
Bocconcini, Cherry Tomato & Basil Sticks
Fruit Skewers
Caramalised Spanish Onion & Parmesan Tarts
Tomato Salsa w/ Crème Friache in savory boats

Hot (30 pieces per platter) - \$55.00

Wontons w/ Sweet Chilli & Coriander Dipping Sauce
Spinach & Feta triangles
Spring rolls w/ Sweet Soy
Crumbed Camembert segments
Cocktail Vegetable Samosas
Vegetable Curry Puffs w/ Minted Yogurt

One Hour Duration Cocktail Party - \$22.00 pp

Two Hour Duration Cocktail Party - \$ 28.00 pp

Three Hour Duration Cocktail Party - \$41.00 pp

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FUNCTION LUNCH & DINNER MENU

Please make two selections from each course (Alternate Serve)

All meals are served with warmed Bread Rolls

Amuse Bouche - **\$2.50 pp**



Entrée Course

Soup

Tomato Gazpacho w/ Crab & Cucumber (Optional Vegetarian w/out Crab)
Roast Butternut Pumpkin & Ginger
Spiced Tomato Broth w/ Mussels
Potato, Leek & Bacon

Cold Entrée

Smoked Chicken Breast on a Crispy Vegetable Salad
Moroccan Spiced Chicken Strips w/ Herbed Cous-Cous & Garlic Aioli
Lemon & Lime Marinated Salmon w/ Wild Rocket, Dill & Orange Segments
Insalata Di Caprice- Roma Tomato, Baby Bocconcini & Basil
Peppered Carpaccio w/ Wild Rocket & Fresh Parmesan Cheese

Warm Entrée

Risotto of Asparagus, Mushrooms & Parmesan
Prawns on Saffron Rice w/ Shallot & Garlic Sauce
Marinated Lamb Salad w/ Chilli, Coriander & Lime
Field Mushroom w/ Goats Feta, Pine nuts & Fresh Herbs
Slow Roasted Vegetable Tartlet w/ Basil Pesto Dressing

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Main Course

Poultry

Chicken wrapped in Prosciutto w/ Dauphinoise Potatoes & Leek Sauce
Feta, Sun dried Tomato & Basil stuffed Chicken breast on roasted Kipfler
Roasted Chicken Breast on Pumpkin Mash w/ Tomato Chilli Relish
Duck confit on Pea & Mushroom Risotto w/ Truffle Oil

Lamb

Rack of Lamb on Herbed Polenta w/ Brocolini & Red Wine Jus
Roasted Lamb Rump marinated Mediterranean Vegetables w/ Salsa Verde
Lamb Cutlets on Pumpkin, Asparagus & Rosemary Risotto
Lamb Rump w/ Rosemary, Spinach & Potato Gratin

Beef & Veal

Beef Tenderloin on Pea Puree w/ a Smokey Tomato Relish
Beef Tenderloin w/ Herbed Potatoes, Baby Spinach & Wild Mushroom Jus
Veal Cutlet on slow roast Pumpkin & Feta Mash w/ Jus
Roasted Veal Loin on Spinach & Sweet Potato Gratin

Seafood

Cous-Cous crusted fillet of Atlantic Salmon, Lemon Mash, Tomato Dill Aioli
Seared Salmon Fillet on Asparagus & Caper Salad w/ Tomato Salsa
Seared Barramundi on Potato Gratin w/ Tomato Caper Salsa
Scallops w/ Potato Gnocchi, Roast Pumpkin & Sage

Vegetarian

Tartlet of Caramalised Onions, Feta & Oven Roasted Tomatoes
Beetroot Risotto w/ Crumbled Feta & Fresh Mint
Grilled Field Mushroom w/ Goat's Cheese, Pine nuts & Wild Rocket Salad
Seasonal Roasted Vegetable Timbale w/ Brocolini



Dessert Course

Kaffir Lime scented Pannacotta w/ Passion Fruit Coulis
Sticky Date Pudding w/ Brandy Cream
Citrus Tart with thickened Cream & Strawberries
Cappucino Cheesecake w/ thickened Cream & Chocolate Sauce
Chocolate Mud Cake w/ Vanilla Ice-Cream

2 course - \$48.00 pp

3 Course - \$58.00 pp

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FUNCTION BEVERAGES

Guests to Purchase Own Drinks

Your Function Is Confirmed With Payment Of Room Hire And Catering.
Your Guests Can Then Pay For Their Own Beverages.

Bar Tab

You can allocate a specified dollar amount against a bar tab. Once your set limit is reached you will be notified and the limit can be either increased or guests can pay their own way.

You can also specify the beverage selection available on your bar tab.

Corkage - \$9.00 per bottle

Beverage Packages

STANDARD: Inclusive Of Hardy's Collection Shiraz Cabernet, Hardy's Collection Semillon Chardonnay, Hardy's Brut Reserve Champagne, Draught Beers - VB, Carlton Draught, Cascade Premium Light, Tooheys New, Soft Drinks & Orange Juice

1 Hour Duration	\$15.00 pp
2 Hour Duration	\$22.00 pp
3 Hour Duration	\$28.00 pp
4 Hour Duration	\$35.00 pp

A Minimum Of 15 People Applies

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PREMIUM: Inclusive Of Momo “Sauvignon Blanc” Marlborough (NZ), Leconfield “Merlot” Coonawarra (SA), Hardy’s Brut Reserve Champagne Reynella (SA), Premium Beers - Heineken (Holland), Crown Lager, Peroni “Nastro Azzurro” (Italy), Bluetongue Premium Light, Soft Drinks & Chilled Juices

1 Hour Duration	\$22.00 pp
2 Hour Duration	\$28.00 pp
3 Hour Duration	\$35.00 pp
4 Hour Duration	\$45.00 pp

A Minimum Of 15 People Applies



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TERMS AND CONDITIONS

Booking:

1. Tentative Bookings Are Held For Two Weeks By Which Time Confirmation Must Be Made In Writing And A Deposit Received. If A Confirmation Has Not Been Received Then Belconnen Premier Inn Reserves The Right To Cancel The Booking And Allocate The Venue To Another Client.
2. To Confirm A Reservation Please Return Your Signed Terms And Conditions And A \$500.00 Deposit Directly To The Hotel Within Two Weeks Of Making Your Tentative Booking. All Deposits Will Be Credited Towards Your Final Account Pending Guests Adherence To These Terms And Conditions.

Catering Requirements:

1. Selected Menus & Dietary Requirements Are Required At Least Two Weeks Prior To The Event.
2. For Catering & Billing Purposes, Final Confirmation Of Guests Attending The Function Is Required 5 Working Days Prior To The Event.
3. Clients Are Not Permitted To Bring Their Own Food Or Beverages On To The Premises.
4. Should Numbers Increase On The Day Of The Event We Will Do Our Best To Accommodate Your Catering Requirements But Cannot Guarantee Availability Of Catering Supplies

Cancellation:

1. For More Than 90 Days Notice- Deposits Will Be Refunded In Full For Cancellations Received In Writing
2. Between 90 And 30 Days Notice- Up To 50% Of The Deposit Refunded For Cancellations Received In Writing. Amount To Be Determined By Management Depending On The Hotels Ability To Resell The Venue
3. Less Than 30 Days Notice- No Refund Of Deposit
4. Between 30 And 7 Working Days Notice- No Refund Of The Deposit And Up To 75% Of The Total Estimated Cost For The Event Will Be Charged. Percentage To Be Determined By Management.
5. Less Than 7 Working Days Notice- No Refund Of Deposit, And 75% Of The Total Estimated Cost For The Event Will Be Charged

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Overtime Surcharges

1. A Surcharge Of 15% On Sunday & Public Holidays Is Applicable To The Total Bill. This Includes Events Which Run Past Midnight On A Saturday Night
2. Organisers Agree To Commence And Vacate Function Rooms At The Times Agreed With Management. Early Access To The Function Area Is To Be Pre Arranged With Management. A Venue Hire Charge Of \$350.00 Per Hour Will Apply For Any Functions That Continue Past The Agreed Finishing Time.
3. Any Cleaning, Setup Or Packing Down Of Clients' Equipment Or Goods Will Incur An Overtime Surcharge. This Must Be Pre Arranged With Management Prior To The Commencement Of The Event At Which Time The Amount Of The Charge Will Be Determined.

Payment

1. Total Payment Shall Be Made Prior To The Event Unless Otherwise Arranged With Management.
2. Should A Credit On An Account Be Required, The Amount Will Be Refunded Within 14 Working Days
3. A 30 day account may be arranged with Management 30 days prior to the event

Prices

1. All Prices Are Current At The Time Of Booking But Are Subject To Change Prior

Commission

1. Unless Otherwise Negotiated, Commission Is Not Payable On These Prices

Loss Or Damage Of Goods:

1. The Belconnen Premier Inn Does Not Accept Any Responsibility For Damage Or Loss Of Materials Prior, During Or After A Function.
2. Organisers Of The Function Are Financially Responsible For Any Charges Incurred Or Damages Sustained To The Fittings, Property Or Equipment Of The Belconnen Premier Inn By Client, Guests Or Contractors Prior, During Or After The Function.
3. Guests Are Requested To Not Use Or Throw Glitter During Their Events. A Cleaning Fee Of \$150.00 Will Be Charged To The Final Invoice Should Glitter Be Used During The Event.

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Availability:

1. Should The Venue Booked Become Unavailable Due To Causes Beyond The Control Of Belconnen Premier Inn, The Hotel Reserves The Right To Substitute Another Venue.

Guest Conduct:

1. Organisers Are Responsible For The Behavior Of Their Guests & Will Assist Management In Resolving Any Situations Including The Harassment Of Staff Or Other Guests.
2. Belconnen Premier Inn Reserves The Right To Refuse Service, Eject Guests Or Close Functions Where The Guests Are Found Behaving Inappropriately.
3. The Belconnen Premier Inn Practices The Responsible Service Of Alcohol. To Assist With Your Guests Safety A Responsible Service Of Alcohol Contact Within The Event Must Be Appointed By The Organiser. This Contact Will Assist Management In The Liaison With Guests In The Event That A Responsible Service Of Alcohol Issue Arises During The Event.
4. The Liquor Licensing Act Prohibits The Licensed Person From Serving Alcohol To Persons Under Age Or Persons The Staff Believe May Be Intoxicated. In The Event Of A Function Being Closed; The Federal Police Will Be Contacted To Escort Guests From The Premises.
5. Refunds Will Not Be Issued If Your Function Has Been Closed Down Due To Guest Misconduct.

In Paying A Deposit I **(Name :)** _____ Have Read, Understood & Agree To the Terms and Conditions Of The Functions & Conference Department At Belconnen Premier Inn

Signature: _____

Date: _____

Company: _____

Conference Date: _____