



Capital Executive Apartment Hotel

For people organizing conferences nothing makes it simpler and more trouble free, than having everything under the one roof. We utilize the **Haig Italian Restaurant** to manage the Conference & Function facilities at the **Capital Executive Apartment Hotel** who can provide high quality facilities ideal for your small to medium business conferences or workshops.

Our Business Centre is fully equipped to cater to your needs, with a full range of audiovisual equipment. Available for your use is our private conference and meeting room the "Capital Room", our 3-storey sky lit Atrium, the **Haig Italian Restaurant** as well as lounge areas catering to both smokers and non-smokers.

The **Haig Italian Restaurant's** internationally experienced, multi award winning team can tailor a functions package to suit your individual requirements. The facilities of the restaurant provide a unique atmosphere whether it be formal, informal or alfresco dining.

Is your conference spread over more than one day? The **Capital Executive Apartment Hotel** offers special discount prices for conference guests requiring accommodation with undercover security parking. Enjoy a comfortable nights sleep in a 4 1/2 star Hotel, wander down to a full buffet breakfast then make your way into your business day without leaving the Hotel.

The Capital Executive Apartment Hotel

- 83 rooms, which consists of 59 studio apartments and 24 one bedroom spa apartments
- 24-hour check-in
- Under cover security parking
- All rooms contain full kitchenette facilities
- All rooms are fully air-conditioned and heated
- Gym, spa pool, sauna room
- Free in house movies
- Free *Fox Sports 1* and *2* and *BBC All Day News* channels

Conference & Function Facilities

Audio Visual Facilities

- Electronic whiteboard hire is an additional \$100.00 per day
- Data Projector Hire POA
- Complimentary Flipchart,
- Complimentary Overhead projector with screen,
- Television and video \$80.00 per day
- Executive stationary, pens, artline markers & duster

Capital Executive Apartment Hotel
Corner Northbourne Avenue and Girrahween Street Canberra City ACT 2601
PO Box 24 Braddon ACT 2612
Phone: Tollfree 1800 026 129 or (02) 6243 8333 Fax: (02) 6248 8011



The Capital Room Hire Rates

3 hours minimum	\$150
4 hours	\$175
8 hours	\$300

Seating Styles

In choosing a suitable seating plan for your next conference, there are some important factors you may need to consider. Here are some helpful guides:

- Boardroom:** Suitable for round table discussions with minimal audiovisual presentation.
- U-Shape:** Best suited to functions where the presenter and the audio visual presentation is important, but group interaction is an integral part of the program.
- Classroom:** Ideal for training courses and lectures where the focus is on the presenter and the audio visual presentation, and book work is required.
- Theatre:** Ideally suited to presenters and lectures without the requirement of bookwork.

The Capital Room

Size	130 m ²
Classroom set-up	40 persons
Boardroom set-up	37 persons
Theatre set-up	100 persons
U - shape set-up	37 persons

Business Services

We can offer a wide range of business services for an additional charge of:

Photocopies	A4 paper	\$0.35/copy 1-49 copies \$0.30/copy 50-99 copies \$0.25/copy 99+ copies
	A3 paper	\$0.55/copy
	Facsimile	Sent \$5.50 for the first page \$1.50 per page thereafter
	Received	\$1.00 per page
Additional Pads and Pens		\$3.50 per person
Butchers Paper		\$27.50/bundle of 50
Transperancies	Black/white	\$2.00 each
Laser Printing	Black/White	\$1.00 per page

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Conference Package One

The Capital Room at The Executive Apartment Hotel
For your Conference or Meeting

The Capital Room from 8:00 am to 5:00 pm
with mints and iced water provided

From arrival

Continuous Coffee and a selection of Teas

Morning Tea

Finger Sandwiches Devonshire Tea & Danish Pastries

Afternoon Tea

Selection of Homestyle Cookies, Muffins & Cakes

\$27.50 per person

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Conference Package Two

The Capital Room at The Executive Apartment Hotel
For your Conference or Meeting

The Capital Room from 8:00 am to 5:00 pm
with mints and iced water provided

On arrival

Filtered Coffee and a selection of Teas

Morning Tea

consisting of freshly brewed Coffee & a selection of Teas
Devonshire Tea

Lunch

Selection of Open faced Sandwiches with assorted toppings
or
Savoury Filled Croissants
Fresh Fruit Platter
Cheese Board
Freshly squeezed Orange Juice
Tea & Coffee

Afternoon Tea

consisting of freshly brewed Coffee & a selection of Teas
Selection of Homestyle Cookies

\$33.50 per person



Conference Package Three

The Capital Room at The Executive Apartment Hotel

The Capital Room from 8:00 am to 5:00 pm
with mints and iced water provided

On arrival

Filtered Coffee and a selection of Teas

Morning Tea

consisting of freshly brewed Coffee & selection of Teas
Cocktail Sandwiches & Danish Pastries

Cold Buffet Lunch served in the Atrium

Sliced Smoked Turkey, Praga Ham, Prosciutto,
Danish Salami, Pepperoni, Rare Roast Beef & Chorizo
Caeser Salad,
Greek Salad
Coleslaw
Tossed Mixed Leaf Salad
Selection of fresh Bread Rolls
Fresh Fruit Platter
Cheese Board
Freshly squeezed Orange Juice
Tea & Coffee

Afternoon Tea

consisting of freshly brewed Coffee & selection of Teas
Selection of Home style Cookies

\$41.90 per person



Conference Package Four

The Capital Room at The Executive Apartment Hotel

The Capital Room from 8:00 am to 5:00 pm
with mints and iced water provided

On arrival

Filtered Coffee and selection of Teas

Morning Tea

consisting of freshly brewed Coffee & selection of Teas
Cocktail Sandwiches & Danish Pastries

Buffet Lunch served in the Haig Restaurant

Selection of Duo pasta dishes
Caeser Salad
Greek Salad
Tossed Mixed Leaf Salad
Italian bread
Selection of fresh Bread Rolls
Fresh Fruit & Cheese Platter
Chef's selection of our famous desserts
Freshly squeezed Orange Juice
Tea & Coffee

Afternoon Tea

consisting of freshly brewed Coffee & selection of Teas
Selection of Home style Cookies

\$47.90 per person

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The Capital Room at the Executive Apartment Hotel Conference Morning & Afternoon Teas

Please note following pricing schedule is per person GST inclusive

Continuous all day coffee & tea	\$13.00
Orange Juice	\$3.50
Mineral Water	\$3.50
Freshly brewed Tea & Coffee	\$5.00
With a selection of homemade cookies	\$6.90
With assorted mini danish pastries	\$7.50
With freshly baked assorted petite muffins	\$7.50
With warm freshly baked scones, jam & cream	\$7.50
With a selection of cocktail sandwiches	\$8.00
With a Seasonal Fruit platter	\$8.50
With a trio of savoury dips & biscuits / crudités	\$8.50
With a selection of chef's cake & slices	\$9.50
With a selection of fruit tartlets	\$9.50
Light Meals	
Ploughman's Lunch Platter	\$19.90
Toasted Assorted Sandwiches	\$14.90
Soup	\$9.50
Cheese Platter	\$10.50
Quiche & Salad	\$12.90
Hot canapés selection of 6 (1/2 hour)	\$14.90
Cocktail hot and cold canapés selection of 4 hot 4 cold (1/2 hour)	\$19.90
Cold buffet style lunch which includes:	
<ul style="list-style-type: none"> <input type="checkbox"/> Assortment of Open sandwiches <input type="checkbox"/> Our home style quiche <input type="checkbox"/> Cheese Board <input type="checkbox"/> Seasonal Fruit platter <input type="checkbox"/> Selection of Desserts <input type="checkbox"/> Selection of juices 	\$32.90
Hot buffet style lunch which includes:	
<ul style="list-style-type: none"> <input type="checkbox"/> A Duo of Pasta from our restaurant menu <input type="checkbox"/> Selection of Salads <input type="checkbox"/> Italian bread <input type="checkbox"/> Seasonal Fruit platter <input type="checkbox"/> Cheese Board <input type="checkbox"/> Selection of Desserts <input type="checkbox"/> Selection of juices <input type="checkbox"/> Freshly brewed Tea and Coffee 	\$37.90



TERMS & CONDITIONS

TENTATIVE BOOKINGS

We will tentatively reserve your required meeting facilities for a maximum period of 7 days, after which if written confirmation is not received, the Corporate Conference & Functions Executive reserves the right to release the booking, however we shall make every effort to contact you prior to cancellation.

Written confirmation of a booking must be received within 7 days of the original booking being made, together with the stipulated deposit. The Hotel reserves the right to cancel the booking and reallocate the function to another client if these requirements are not met.

DEPOSIT

A deposit of 50% of the estimated charges is required to confirm the function or conference booking.

PAYMENT

Full payment of the function shall be made unless credit has been established and accepted by the Hotel. Personal cheques will not be accepted. These credit accounts are to be settled in full within 14 days of receipt of the invoice.

CANCELLATION

In the event of the function being cancelled within:

- a. two weeks of the event being held, a refund of the deposit less \$250 will be subject to the function room being resold.
- b. one week of the event, the deposit is non-refundable.
- c. 48 hours prior to the event the deposit is non-refundable and the organiser upon demand of the Hotel will pay a fee of 50% of the estimated cost of the function.

If a booking is cancelled and rescheduled to other dates, cancellation fees may be waived or adjusted at the conference executive's discretion.



CONFIRMATION FAX

TO : David Brinkley & Robert Oliver
COMPANY : Capital Executive Apartment Hotel
: Conference Centre
PHONE : + 61 2 6243 8333
FAX : + 61 2 6248 8011
EMAIL : mail@ceahotel.com.au

FROM :
COMPANY :
PHONE :
FAX :
PAGES :
DATE :
EMAIL :

Could you please supply us with confirmation of your conference booking by return fax. The booking cannot be guaranteed without deposit and a method of payment, please indicate below your preferred payment method and details.

[] credit card
Name
Type
Number
Expiry date

- [] cash
[] cheque
[] eftpos

Thank you for choosing The Capital Executive Apartment Hotel.