

ABODE WODEN

*abode*

APARTMENT HOTELS

CONFERRNCING

**WHERE  
SMALL GROUPS  
COME UP  
WITH**

# **BIG IDEAS**



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# BIG POSSIBILITIES

From a few people through to larger groups,  
Abode Hotel in Woden has you covered.

As specialists in smaller to medium size meetings  
and conferences, the Abode team will make sure  
that every need is met as your people get on  
with the job at hand - **big ideas.**

You can be sure that your group will be treated as  
VIPs from the moment they arrive till when they  
leave at the end of a highly productive day.

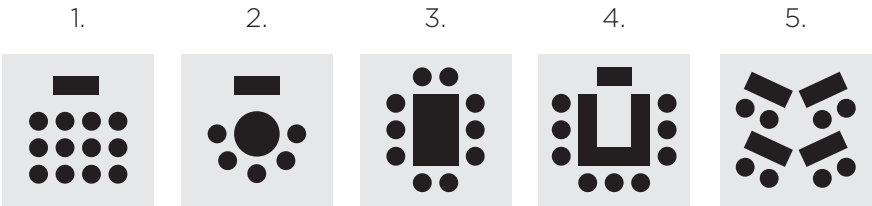


# BIG OPTIONS

The spaces at Abode Woden are perfect for small to medium groups looking for a comfortable meeting location close to the Parliamentary Triangle within the Woden Town Centre.

**ROOM LAYOUTS**

1. Theatre
2. Cabaret
3. Boardroom
4. U-shape
5. Classroom



**AINSLIE ROOM**

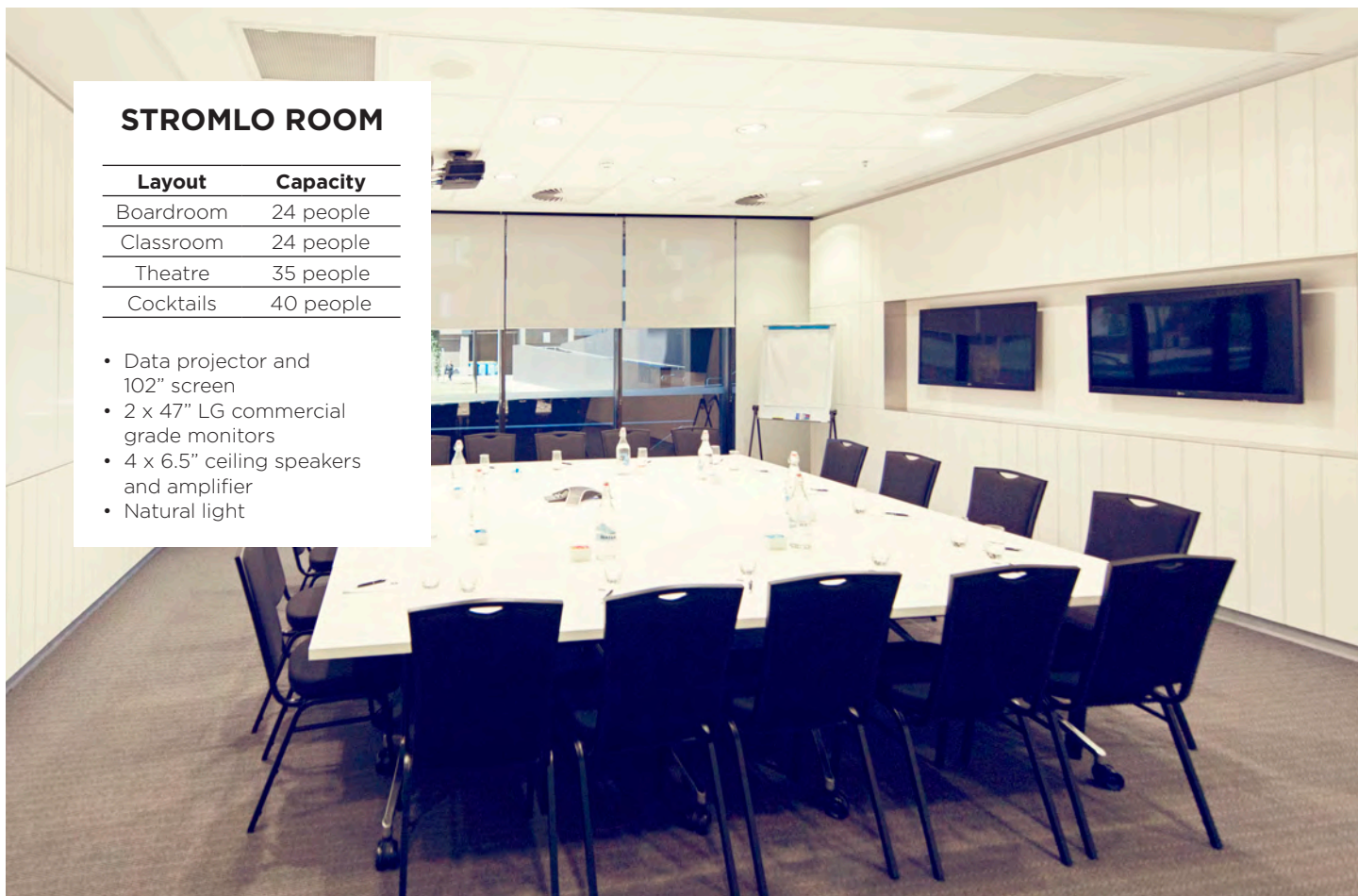
Layout	Capacity
U-shape	22 people
Classroom	24 people
Cabaret	48 people
Theatre	80 people
Cocktails	90 people

- Data projector and 130" screen
- 8 x 8" ceiling speakers and amplifier
- Natural light

## STROMLO ROOM

Layout	Capacity
Boardroom	24 people
Classroom	24 people
Theatre	35 people
Cocktails	40 people

- Data projector and 102" screen
- 2 x 47" LG commercial grade monitors
- 4 x 6.5" ceiling speakers and amplifier
- Natural light



## MAJURA ROOM

Layout	Capacity
Classroom	16 people
U-shape	22 people
Theatre	30 people
Cocktails	40 people

- Data projector and 130" screen
- 6 x 8" ceiling speakers and amplifier
- Natural light



# BIG PACKAGES

## MENU 1: BUFFET

**Menu 1 half day** \$35.00 p/p

**Menu 1 full day** \$60.00 p/p

## MENU 2: RESTAURANT

**Menu 2 half day** \$49.00 p/p

**Menu 2 full day** \$69.00 p/p

\*Minimum of 10 people

## INCLUSIONS

- Complimentary Wi-Fi
- Data projector and 102" screen
- Ceiling speakers and amplifier
- Note pads and pens
- Polycom conference phone
- White board and markers
- Flip chart and markers
- Morning tea, lunch and afternoon tea are included in the package
- Room hire
- Tea and coffee

**No.10 Restaurant and Bar offers you a restaurant experience for your conference lunch. Allow your delegates to relax with friendly table service and restaurant quality meals so that they may return to conference room recharged.**





# BIG FOOD

## MENU 1: BUFFET

### Morning tea

Chef's selection of sweet mini muffins and danish pastries

OR

Individual cups of honey baked rolled oat, coconut and almond muesli w' vanilla / Yoghurt and berry compote and fruit salad cups w' vanilla yoghurt (50/50)

### Lunch

Assorted gourmet sandwiches, wraps, and roll / Seasonal sliced fruit platter

OR

Chef's choice of frittata (gf), garden salad / chef's choice salad of the day and dinner rolls

### Afternoon tea

Assorted house made cookies and chef selection of slice

OR

Chef's selection mini tarts may include: custard / fruit flan / pecan / lemon meringue / wild berry / choc-cinnamon / apple crumble / banana cream / strawberry / key lime / spiced pumpkin

\*Orange juice / apple juice with lunch

\*All dietary requirements can be catered for given notice with juice and water.

## MENU 2: RESTAURANT

### Morning tea

Chef's selection sweet mini muffins and danish pastries

OR

Individual cups of honey baked rolled oat, coconut and almond muesli w' vanilla / Yoghurt and berry compote and fruit salad cups w' vanilla yoghurt (50/50)

### Lunch

Chargrilled skirt steak with Béarnaise butter and fries.

Beer battered fish and chips with No. 10 remoulade sauce and a cucumber and fennel slaw

Salad of roast pumpkin, roast sweet potato, cos lettuce, pine nuts and fetta

### Afternoon tea

Assorted house made cookies and chef selection of slices

OR

Chef's selection mini tarts may include: custard / fruit flan / pecan / lemon meringue / wild berry / choc-cinnamon / apple crumble / banana cream / strawberry / key lime / spiced pumpkin

\*Menu 2 comes with a reserved table in No.10

Restaurant + Bar. Soft drink and Juices are served at lunch. All dietary requirements can be catered for given notice. Menu may change due to seasonality and availability of produce.

# CUSTOMIZE YOUR NEEDS

## DON'T WANT A HALF OR FULL DAY MENU?

Well, customise your needs with our individual item price guide.

### ROOM HIRE

**Half day** - \$250.00

**Full day** - \$450.00

### AUDIO VISUAL

Data projector and screen - \$100.00  
Lectern and microphone - \$100.00  
Polycom conference phone - \$100.00  
White board and markers - \$20.00  
Flip chart and markers - \$30.00

### BEVERAGE

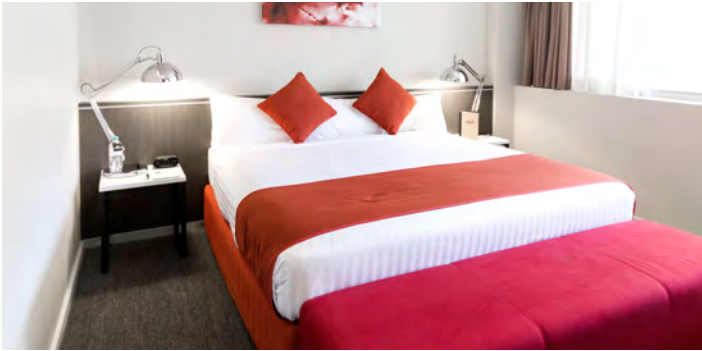
- Tea and coffee per session - \$4.00 p/p
- Orange juice - \$3.00 p/p
- Soft drink - \$3.00 p/p
- Espresso coffee (please enquire)

### CAR PARKING

Car parking is available directly opposite the hotel at \$9 per day (8:30am-5:30pm), or free outside those hours.



# ACCOMMODATION

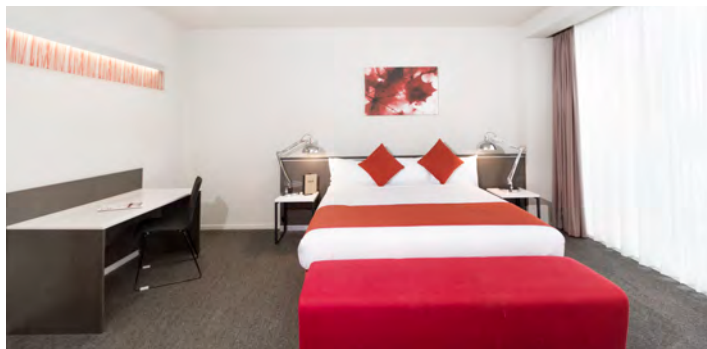


## STUDIO

- King bed
- Microwave
- Flat screen TV
- Complimentary Foxtel
- Espresso coffee machine
- WiFi access (charges apply)
- Full in-room laundry facilities

## PREMIUM STUDIO

- King bed
- Microwave
- 2 burner cooktop
- Dishwasher
- Flat screen TV
- Complimentary Foxtel
- Espresso coffee machine
- WiFi access (charges apply)
- Full in-room laundry facilities

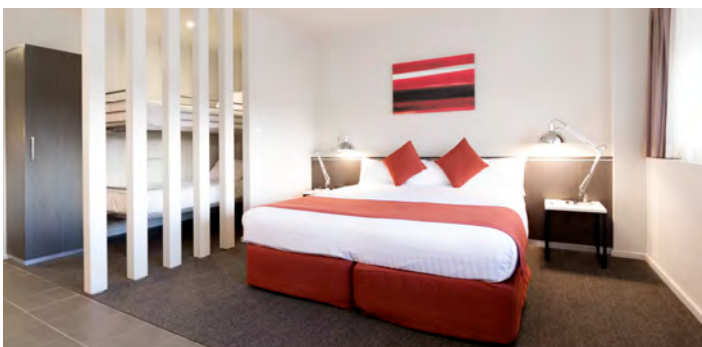
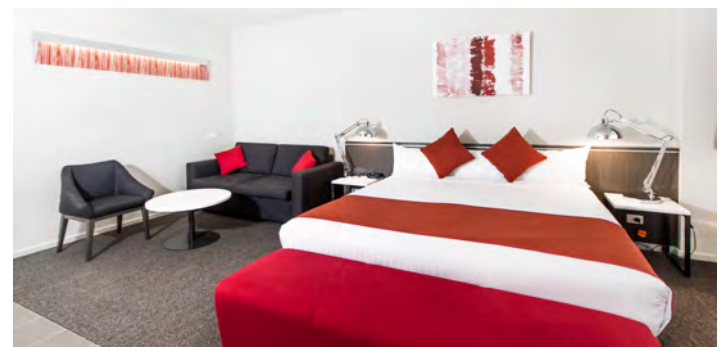


## KING STUDIO

- King bed (can be split into 2)
- Microwave
- 2 burner cooktop
- Dishwasher
- Flat screen TV
- Complimentary Foxtel
- Espresso coffee machine
- WiFi access (charges apply)
- Full in-room laundry facilities

## EXECUTIVE STUDIO

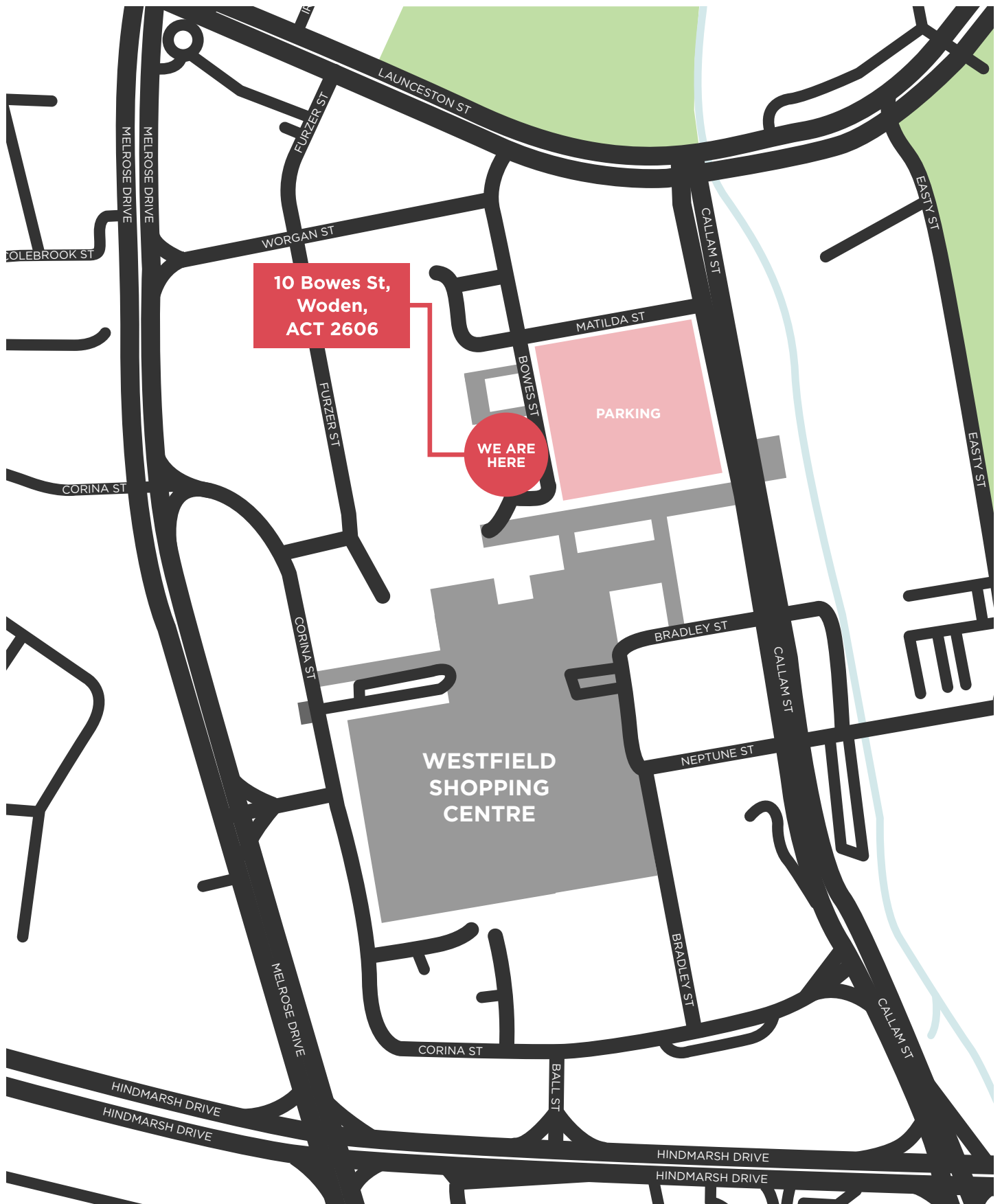
- King bed (can be split into 2)
- Sofa bed
- Microwave
- 2 burner cooktop
- Dishwasher
- Flat screen TV
- Complimentary Foxtel
- Espresso coffee machine
- WiFi access (charges apply)
- Full in-room laundry facilities



## FAMILY STUDIO

- King bed (can be split into 2)
- Bunk beds
- Microwave
- 2 burner cooktop
- Dishwasher
- Flat screen TV
- Complimentary Foxtel
- Espresso coffee machine
- WiFi access (charges apply)
- Full in-room laundry facilities

# LOCATION



# REQUEST FOR QUOTE

Company/ organisation name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date/s required for conference: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Signage to read: \_\_\_\_\_

## Room setup:

- |                                    |                                    |                                  |
|------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Boardroom | <input type="checkbox"/> U-Shape |
| <input type="checkbox"/> Theatre   | <input type="checkbox"/> Cabaret   |                                  |

## Catering requirements (please select if required):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Day delegate option 1 half day | <input type="checkbox"/> Day delegate option 1 full day | <input type="checkbox"/> Day delegate option 2 half day |
| <input type="checkbox"/> Day delegate option 2 full day | <input type="checkbox"/> Coffee & tea on arrival        | <input type="checkbox"/> Morning tea                    |
| <input type="checkbox"/> Lunch                          | <input type="checkbox"/> Afternoon tea                  |   |

Please list any special dietary requirements needed:

## Equipment (please select if required):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Complimentary Wi-Fi      | <input type="checkbox"/> Data projector and screen | <input type="checkbox"/> Note pads and pens supplied throughout the day |
| <input type="checkbox"/> Polycom conference phone | <input type="checkbox"/> White board and markers   | <input type="checkbox"/> Flip chart and markers                         |

Special requirements:

## ACCOMMODATION REQUIREMENTS

### Room type:

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Twin Share | <input type="checkbox"/> Single |
|-------------------------------------|---------------------------------|

Number of rooms required: \_\_\_\_\_ Check-in date: \_\_\_\_\_ Check-out date: \_\_\_\_\_

### Room setup:

### Accommodation payment option:

- |  |  |
|--|--|
| <input type="checkbox"/> Guest paying individually | <input type="checkbox"/> Invoice with conference |
|--|--|

I will get back to you with a quotation as soon as possible. If you have any queries, please don't hesitate to contact us on **1300 1 ABODE (22633)** or via email **angus.souter@abodehotels.com.au**.

Kind Regards,  
Angus Souter - Sales Manager

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

# TERMS AND CONDITIONS

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## BOOKINGS

Tentative bookings are held for two weeks. If confirmation is not received during this time, Abode Hotels reserves the right to release the venue to another client. These Terms and Conditions must be completed in order to confirm your booking. Estimated numbers are required in writing no later than seven (7) business days prior to the event start date. Special catering requirements (vegetarian, gluten-free) along with the final numbers are to be advised three (3) working days prior to the event. This number will be the minimum number charged to your Function account.

## PAYMENTS:

Full settlement of the account is required within 30 days of receipt of invoice.

## PAYMENT METHODS:

Deposit or final payments may be made by the following methods:

## BANK TRANSFER:

Account Name: Abode The Apartment Hotel Woden Pty Ltd  
BSB: 062 900  
Account Number: 1081 0929

Final payment of any outstanding amount (i.e. beverages on consumption) will be processed to the credit card provided and a tax invoice sent to the organiser. Government Departments will be invoiced against the purchase order. All rates are inclusive of ten (10) per-cent government goods and services taxes (GST) surcharge. Please note that settlements by Visa and MasterCard incur a surcharge of 2%. Please note that settlements by American Express and Diner Card incur a surcharge of 4%.

## CREDIT FACILITIES

Please note; should credit facilities be required, please request the hotel's Credit Application Form and return it to the hotel at least 30 days prior to the arrival of a domestic group, and 45 days prior to the arrival of an international group. Should an application for credit be received after these dates, the hotel cannot guarantee that your application will be processed prior to 14 days of the group's arrival, in which case, pre-payment will be required.

## SURCHARGES

A labour charge of \$150.00 per hour will be incurred for any function exceeding the booked time. If the minimum number of 10 is not reached, you will still be required to pay for the minimum. The client is not able to make changes to the room setup 24 hours prior.

## PRICE VARIATION

We guarantee a function quotation for a period of one month. Whilst we endeavour to maintain all prices printed, to meet rising costs we may have to make changes at our discretion. Abode Hotels will advise beforehand.

## CANCELLATION

Less than seven (7) days prior to the first day of the event. If in the event the Organiser issues a Cancellation Notice and which is received by the hotel within herein period, the Organiser agrees to pay the hotel a Cancellation Fee of 100% of total expected Food & Beverage Event and Function Room charges

## DECORATION

The hotel reserves the right to refuse the display of any banners, backdrops, props or signage that are brought to the hotel without the prior written consent of the hotel. All set-ups for prior approved props and backdrops to be installed by the Organiser's appointed contractors shall be in compliance with the safety and fire regulations prescribed by local laws and regulations and by the hotel's fire and safety standards. The hotel shall not be responsible for any consequence arising from the Organiser's breach of such laws, regulations and/or standards.

## AUDIO/VISUAL AND OTHER EQUIPMENT

The hotel must be notified at least fourteen (14) days prior to the actual Event of use or any video, sound and/or audio equipment. The hotel reserves the right to refuse or prohibit the use of such equipment if in the hotel's sole and absolute discretion the same shall cause disturbance to other functions within the hotel or to other hotel guests during rehearsal or on the day of the Event, FIRE

## AND SAFETY REGULATIONS

All contractors/workmen/decorators engaged by the organiser shall adhere to all Hotel Policies, Rules & Regulations including, but not limited to those governing hotel fire and safety issues. The Organiser shall be responsible for ensuring that all fire escapes inside the Conference Rooms are not obstructed by seating arrangements, stages, equipment and other set up for the event.

## HOTEL LIABILITY

The hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits, economic or financial losses or anticipated savings) howsoever arising which may be suffered by the Organiser, its ultimate parent company and/or any of their subsidiaries, affiliates and/or associated companies.

## NON-COMPLIANCE

The hotel reserves the right to release all reservations and arrangements made by the Organisers for the Event without prior notice if the hotel does not receive the full deposit and all such other documents from the Organisers by the deadline date stipulated by the hotel. Reinstatement of reservations and arrangements are subject to availability of guest rooms function space, and increases in price or costs and receipt of all required payments and documentation from the Organisers.

## PARKING

All parking is subject to availability at time of arrival opposite the hotel and spaces are not reserved. Car Parking is charged at \$9.00 per day.

Client's Name: \_\_\_\_\_

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

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

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

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

Room: \_\_\_\_\_

Booking Number: \_\_\_\_\_

# ABOUT ABODE HOTELS



## 4.5 STAR NABERS ENERGY RATING

Abode Woden has been named Australia's highest NABERS rated hotel with a 4.5 star rating.

NABERS is Australia's only independently assessed and government audited environmental rating system. The program rates buildings for sustainability and efficiency according to a six-star rating system.

Abode Woden received the 4.5 star rating for its adaptive reuse of an older office building Juliana House, and maintaining its sustainability and environmental outcomes in its daily operations.

Managing Director of Abode Hotels and parent company GEOCON, Nick Georgalis, welcomed the rating. "We are very committed to the highest environmental and sustainability outcomes in everything we do. We are proud to be judged the greenest hotel in Australia and will build on the achievement going forward," Nick said.



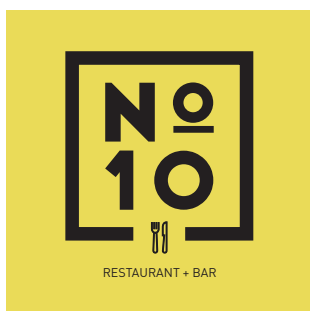
## THE CANBERRA HOSPITAL FOUNDATION

There is arguably nothing more stressful than having a loved one in hospital.

The Canberra Hospital Foundation supports families that find themselves away from home while they support a loved one receiving treatment at the Canberra Hospital.

One important way the Foundation does this is through providing accommodation during such a difficult time. Abode Hotels is proud to support the Foundation with the donation of a two-bedroom family room for that purpose.

We like to think we are helping by ensuring that families have one less thing to worry about as they concentrate on their loved one's recovery.



## NO. 10 RESTAURANT + BAR

Providing a relaxed, yet contemporary menu focusing on showcasing the very best Australian produce, beer and wine. We have created a menu that is informal, versatile, modern and fun. With set menu options available for all conferences enquire now for a fantastic addition that will add to your delegates experience.

For more information visit the official website: <http://www.number10restaurantandbar.com/>

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10 Bowes St, Woden, ACT 2606

**[abodehotels.com.au](http://abodehotels.com.au)**

**1300 1 ABODE (22633)**

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