



# CONFERENCE PACKAGE

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**2020**  
Abode Woden

WHERE SMALL  
GROUPS COME  
UP WITH  
**BIG IDEAS.**

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# BIG POSSIBILITIES

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

As specialists in small to medium size conferences and events, our team will ensure that your every need is met, so your people can get on with the job at hand - **big ideas**.

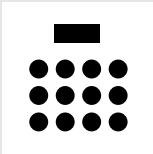
Rest easy knowing that your group will be treated as VIPs from the moment they arrive until they leave, at the end of a highly productive day.

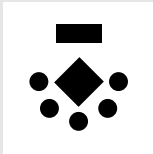


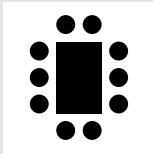
# BIG OPTIONS

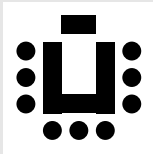
The spaces at Abode Woden are perfect for small to medium groups looking for a comfortable meeting location within the Woden Town Centre, and a few minutes drive of the Parliamentary Triangle.

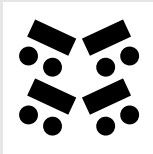
ROOM LAYOUTS

1.  
  
Theatre

2.  
  
Cabaret

3.  
  
Boardroom

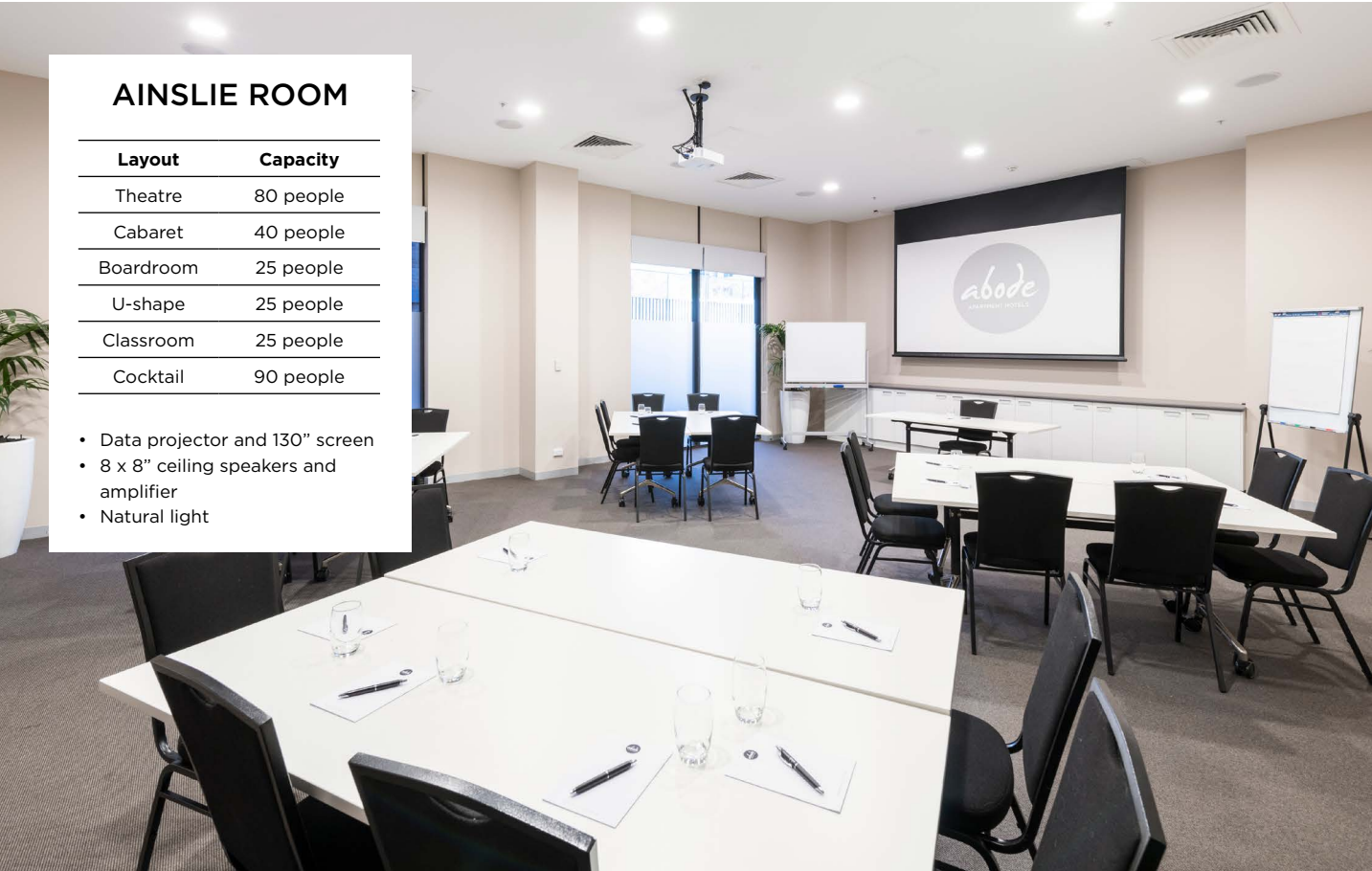
4.  
  
U-shape

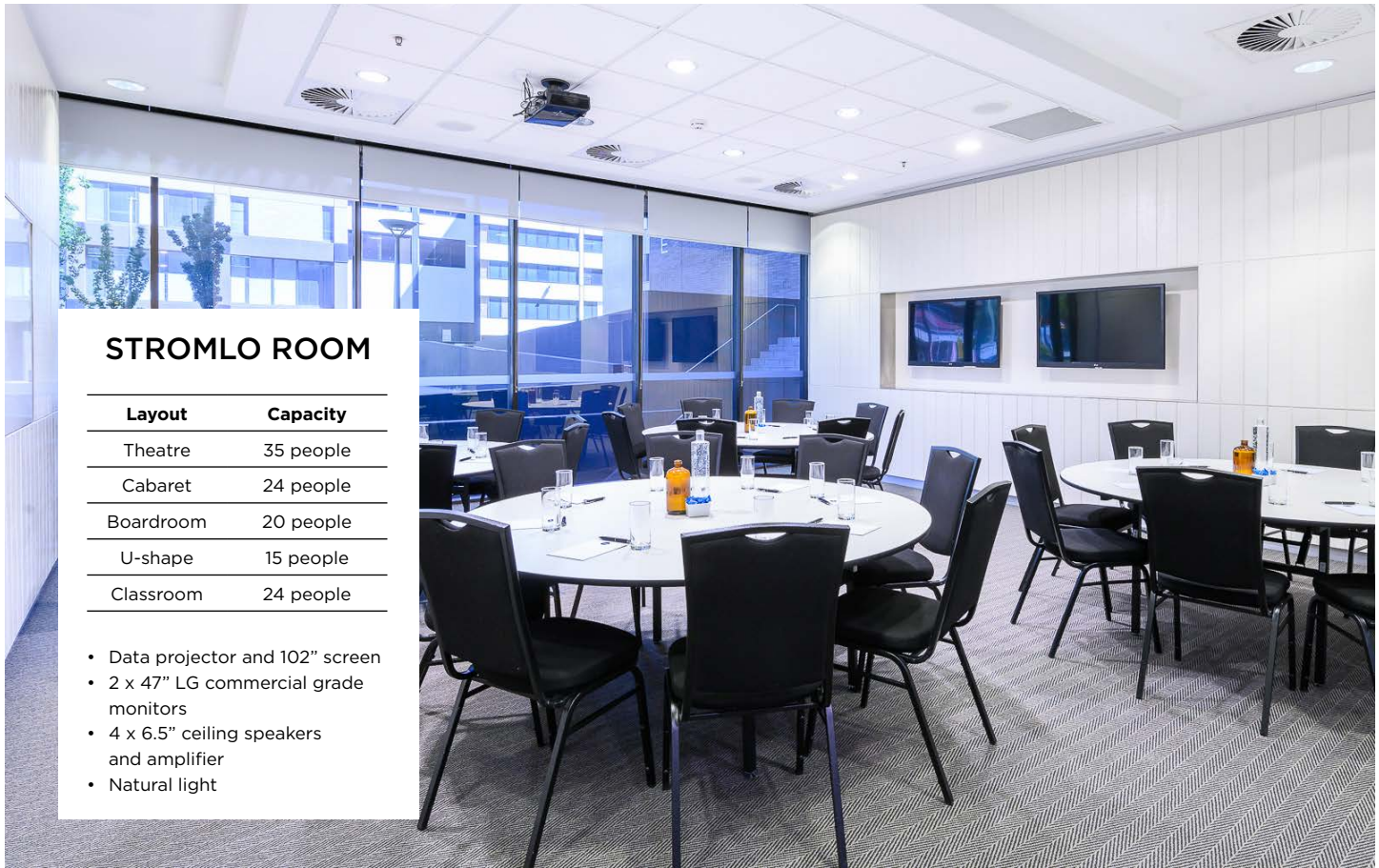
5.  
  
Classroom

AINSLIE ROOM

Layout	Capacity
Theatre	80 people
Cabaret	40 people
Boardroom	25 people
U-shape	25 people
Classroom	25 people
Cocktail	90 people

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

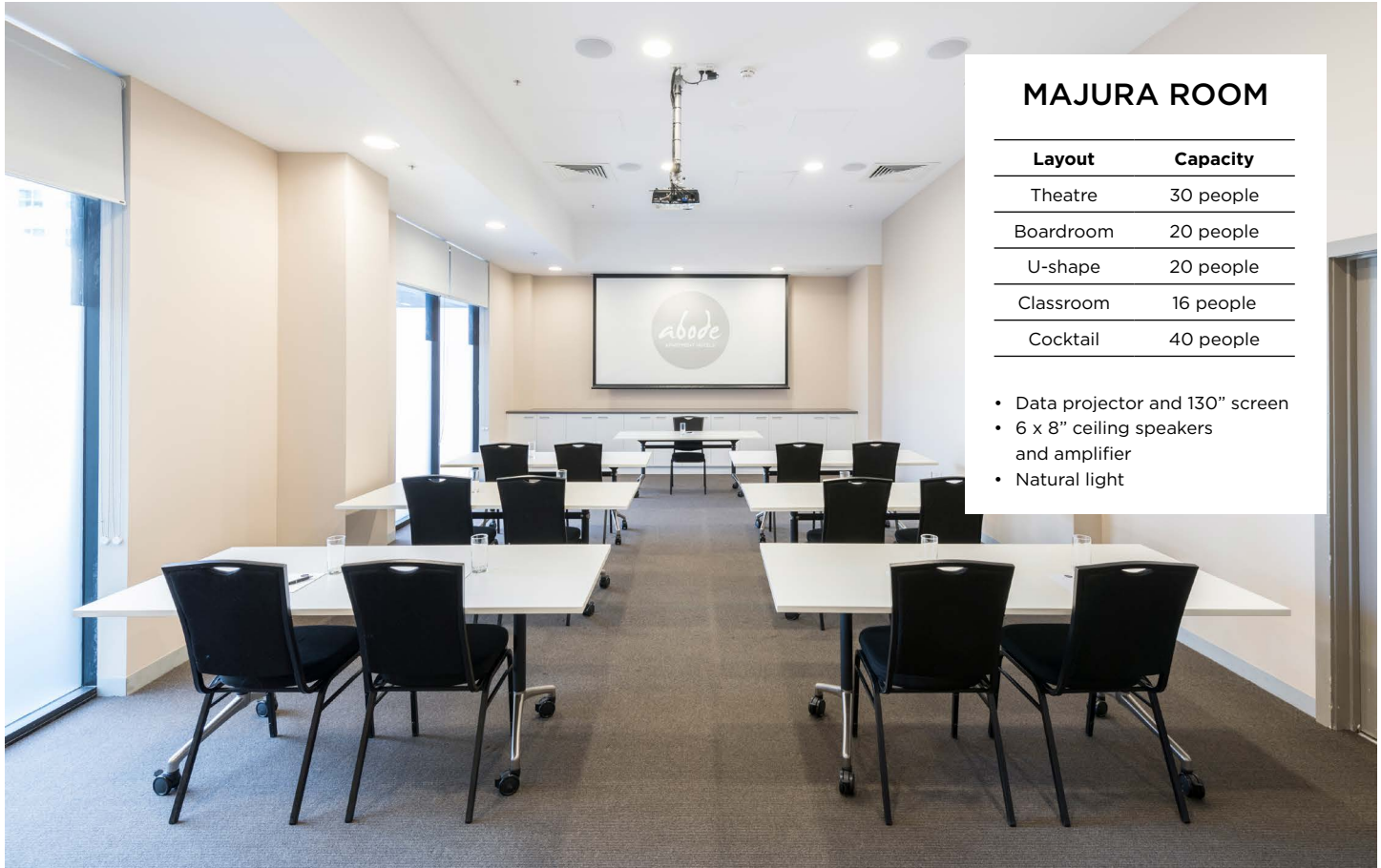




# STROMLO ROOM

Layout	Capacity
Theatre	35 people
Cabaret	24 people
Boardroom	20 people
U-shape	15 people
Classroom	24 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
Theatre	30 people
Boardroom	20 people
U-shape	20 people
Classroom	16 people
Cocktail	40 people

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



# BIG PACKAGES

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## MENU 1: WORKING LUNCH

Menu 1 half day: **\$40.00pp**  
Menu 1 full day: **\$60.00pp**

## MENU 2: RESTAURANT LUNCH

Menu 2 half day: **\$50.00pp**  
Menu 2 full day: **\$70.00pp**

Minimum of 10 people. Surcharge of 15% on Sundays and public holidays.

## INCLUSIONS

- Morning tea, lunch and afternoon tea are included in the package
- Room hire
- Tea and coffee
- Sparkling and still water
- Complimentary Wi-Fi
- Data projector and 102" screen
- Note pads and pens
- White board and markers
- Flip chart and markers

# BIG FOOD

## MENU 1: WORKING LUNCH

### Morning Tea (Select two options)

- Assorted French style pastries
- Assorted mini muffins
- Mini croissants and jam
- Granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits and homemade slices
- No.10 quiches
- No.10 frittatas

### Lunch (Select two options)

- Artisan baguette and wraps with mixed fillings
- Grilled chicken and wombok salad with curry lime dressing (GF, DF)
- Sticky pork, Asian vegetable and vermicelli noodle salad (GF, DF)
- Chargrilled chicken, corn and mango salad with spring onion, carrot, cucumber and coriander (GF, DF)
- Salad of roast eggplant and zucchini with lemon, mint dressing and scented rice (GF, DF, V)
- Potato, bacon and rosemary salad with a herbed mayonnaise (GF, DF)
- Roast beetroot and goats cheese salad with green beans, tomato, basil and balsamic (GF, DF, V)

### Afternoon Tea (Select two options)

- Assorted French style pastries
- Assorted mini muffins
- Mini croissants and jam
- Granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits and homemade slices
- No.10 quiches
- No.10 frittatas

\*Juice served with lunch. All dietary requirements can be catered for, given notice.

## MENU 2: RESTAURANT LUNCH

### Morning Tea (Select two options)

- Assorted French style pastries
- Assorted mini muffins
- Mini croissants and jam
- Granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits and homemade slices
- No.10 quiches
- No.10 frittatas

### Lunch

**No.10 Restaurant + 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 return to the conference room recharged.

**\*MENU 2** comes with a reserved table in No.10 Restaurant + Bar. Menu may change due to seasonality and availability of produce.

### Afternoon Tea (Select two options)

- Assorted French style pastries
- Assorted mini muffins
- Mini croissants and jam
- Granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits and homemade slices
- No.10 quiches
- No.10 frittatas

\*Juice served with lunch. All dietary requirements can be catered for, given notice.





# CUSTOMISE YOUR NEEDS

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Don't need a half or full day package?  
You can customise your needs with our  
individual item price guide.

## ROOM HIRE

- Ainslie half day: **\$350.00**
- Ainslie full day: **\$550.00**
  
- Stromlo/Majura half day: **\$300.00**
- Stromlo/Majura full day: **\$500.00**

## FOOD & BEVERAGE

- Continuous tea and coffee: **\$4.00pp**
- Fresh juice: **\$3.00pp**
- Morning tea: **\$10.00pp**
- Afternoon tea: **\$10.00pp**
- Working lunch: **\$25.00pp**

## STANDARD AUDIO VISUAL INCLUDED IN ROOM HIRE

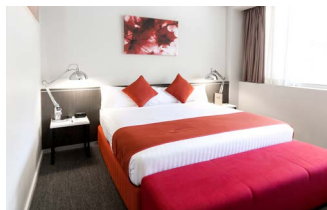
- Complimentary Wi-Fi
- Data projector and screen
- White board and markers
- Flip chart and markers

For additional audio-visual requirements, please  
contact our events team.



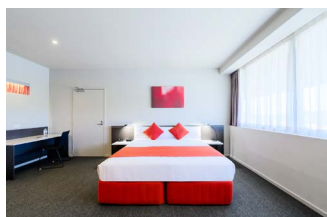
# ACCOMMODATION

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## STUDIO

Studios are stylishly appointed and feature a king bed, espresso machine, refrigerator, microwave, flat screen TV, washer, dryer and an ensuite bathroom.



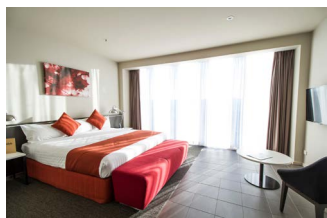
## KING STUDIO

King Studios are stylishly appointed and feature a king bed or two king singles, espresso machine, refrigerator, microwave, cooktop, dishwasher, desk, flat screen TV, washer, dryer and an ensuite bathroom.



## EXECUTIVE STUDIO

Executive Studios are stylishly appointed and feature a king bed or two king singles, espresso machine, refrigerator, microwave, cooktop, dishwasher, sofa, desk, flat screen TV, washer, dryer and an ensuite bathroom.



## DELUXE KING STUDIO

Deluxe King Studios are stylishly appointed and feature a king bed or two king singles, espresso machine, refrigerator, microwave, cooktop, dishwasher, desk, flat screen TV, washer, dryer and an ensuite bathroom.



## FAMILY STUDIO

Family studios are stylishly appointed and feature a king bed or two singles, plus bunk beds, kitchenette, espresso machine, refrigerator, cooktop, dishwasher, flat screen TV, washer, dryer, and an ensuite bathroom.

# TERMS & CONDITIONS

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## **BOOKINGS:**

Tentative bookings are held for seven (7) days. 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.

## **ACCOMMODATION:**

To hold any accommodation rooms, this contract must be returned with payment details. Accommodation quote is valid for seven (7) days only.

## **PAYMENT METHODS:**

Deposit or final payments may be made by bank transfer, credit card or cash. Surcharges may apply for credit card payments.

All rates are inclusive of ten (10) percent government goods and services taxes (GST) surcharge. Please note that settlements by American Express incur a surcharge of 2%.

## **DEPOSIT PAYMENT:**

A deposit payment is due to confirm the booking. The payment is expected seven (7) days from the date of invoice. Deposit is 20% of the total amount.

## **FINAL PAYMENT:**

A final payment is due seven (7) days prior to the event date or seven (7) days from the date of invoice.

## **FINAL DETAILS:**

All function details and arrangements are to be advised in writing by the client at least seven (7) days prior to the event. If details are given after this time, we cannot guarantee that they can be catered to.

## **SURCHARGES:**

A 15% surcharge for weekends may apply.

## **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 which is received by the hotel within herein period, the Organiser agrees to pay the hotel a Cancellation Fee of 100% of total expected charges.

## **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.

## **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.

## **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:**

Public parking is subject to availability at time of arrival opposite the hotel and spaces are not reserved. This is not controlled by the hotel.

# CONTACT US

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