



# **CONFERENCE & EVENTS PACK**

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# CONFERENCE & EVENT SPECIALISTS

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As specialists in small to medium-size conferences and events, the team at Abode Hotels ensures your conferences and events run smoothly, every time.

Comfortable venues in convenient locations, combined with thoughtful inclusions like complimentary audiovisual equipment and unlimited Wi-Fi, along with seasonal catering options; create the ideal setting for meeting success.





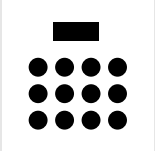
# VENUES

Abode Hotels’ modern and flexible meeting spaces are perfect for both corporate and private groups looking for comfortable meeting locations across Canberra.

Abode Hotels’ conference and event spaces are ideally located at Abode Woden in Canberra’s south, and Abode Belconnen in Canberra’s north-west; both just 15 minutes’ drive from the city centre.

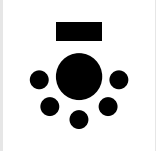
ROOM LAYOUTS

1.



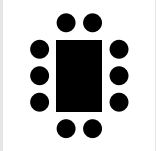
Theatre

2.



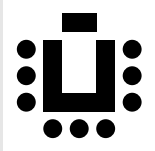
Cabaret

3.



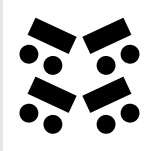
Boardroom

4.



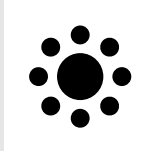
U-shape

5.



Classroom

6.



Rounds



## BRINDABELLA ROOM

68m<sup>2</sup>

- LG 55" LED television monitor
- Jabra Bluetooth desk speaker
- Floor to ceiling windows with sweeping views of Belconnen

Layout	Capacity
Boardroom	20 people
Cocktail*	30 people

\*Please note, boardroom table is a fixed element. Cocktail can be accommodated with this in mind.

Woden



## AINSLIE ROOM

77m<sup>2</sup>

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

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

Woden



## MAJURA ROOM

53m<sup>2</sup>

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

Layout	Capacity
Theatre	30 people
Boardroom	20 people
U-shape	20 people
Classroom	16 people
Cocktail	40 people

Woden



## STROMLO ROOM

55m<sup>2</sup>

- Data projector and 102" screen
- 2 x 47" LG television monitors
- 4 x 6.5" ceiling speakers and amplifier
- Ample natural light

Layout	Capacity
Theatre	35 people
Cabaret	24 people
Boardroom	20 people
U-shape	15 people
Classroom	24 people





# PACKAGES

Menu 1: Working Lunch	Pricing (p/person)
Half day	\$45.00
Full day	\$65.00
Menu 2: Restaurant Lunch	
Half day	\$55.00
Full day	\$75.00

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

## INCLUSIONS

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





# MENUS

## MENU 1: WORKING LUNCH

### Morning Tea (Select two options)

- Assorted freshly cooked Danish style pastries
- Assorted mini muffins
- Mini toasted ham and cheese croissants
- Gluten free granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits
- Chef's selection of sweet slices
- Freshly made scones with jam, butter and cream
- Mini sausage rolls

### Lunch (Select two options)

- Artisan sandwiches and wraps
- Asian style rice noodle salad with grilled chicken, cucumber, onion, tomato, fresh herbs and crispy fried shallots <sup>(GF, DF)</sup>
- Thai style shredded beef salad with mint, coriander, chilli, tomato and onion <sup>(GF, DF)</sup>
- Chicken Caesar salad with Parmesan, bacon, garlic croutons and cos leaves
- Penne salad with roast vegetables and basil pesto dressing <sup>(V)</sup>
- Roast pumpkin, pine nut and feta salad with balsamic dressing <sup>(V, GF)</sup>
- Moroccan couscous salad with sultana, red onion, fresh mint and coriander <sup>(V)</sup>

### Hot Options

(+7 per person, per additional hot selection)

- Chicken cacciatore braised in olives, capers, capsicum, onion and steamed rice <sup>(GF)</sup>
- Beef or vegetable lasagne
- Penne pasta with rich vegetable and olive ragout, topped with crumbled feta <sup>(V)</sup>
- Beef and ale pie

### Afternoon Tea (Select two options)

- Assorted freshly cooked Danish style pastries
- Assorted mini muffins
- Mini toasted ham and cheese croissants
- Gluten free granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits
- Chef's selection of sweet slices
- Freshly made scones with jam, butter and cream
- Mini sausage rolls

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

## MENU 2: RESTAURANT LUNCH

### Morning Tea (Select two options)

- Assorted freshly cooked Danish style pastries
- Assorted mini muffins
- Mini toasted ham and cheese croissants
- Gluten free granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits
- Chef's selection of sweet slices
- Freshly made scones with jam, butter and cream
- Mini sausage rolls

### 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 the restaurant. The menu is subject to change due to seasonality and availability of produce.

### Afternoon Tea (Select two options)

- Assorted freshly cooked Danish style pastries
- Assorted mini muffins
- Mini toasted ham and cheese croissants
- Gluten free granola and yoghurt cups
- Seasonal fruit platter
- Homemade biscuits
- Chef's selection of sweet slices
- Freshly made scones with jam, butter and cream
- Mini sausage rolls

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







## CUSTOMISE TO YOUR NEEDS

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If a half or full day package isn't quite what you're looking for, Abode Hotels can offer you a customised package to suit your specific needs.

Room Hire	Pricing
Ainslie half / full day	On request
Stromlo half / full day	On request
Majura half / full day	On request
Brindabella half / full day	On request
Audiovisual	Pricing
Unlimited Wi-Fi	Complimentary
Data projector and screen <i>or</i> television	Complimentary
White board and markers	Complimentary
Flip chart and markers	Complimentary
Video conferencing	On request

Food and Beverage	Pricing (p/person)
Continuous tea and coffee	\$4.00
Fresh juice	\$3.00
Morning tea	\$10.00
Afternoon tea	\$10.00
Working lunch	\$25.00

Please contact our events team to discuss any additional audiovisual requirements.



# ACCOMMODATION

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## ABOUT ABODE WODEN

Situated in Canberra's south, Abode Woden offers 152 stylishly appointed self-contained, apartment-style rooms perfect for those traveling for work or leisure, large groups and long stay guests.

Abode Woden provides several room types to accommodate for all needs, including rooms for families or groups, and studios designed specifically for the mobility impaired.

Each room includes kitchenette facilities, a washer/dryer, STAYCAST streaming, and bathroom amenities by Ideology.

If you are travelling for business, Abode Woden has meeting rooms available, as well as an onsite restaurant, No. 10 Restaurant + Bar open for breakfast, lunch and dinner most days.

**View Room Types and full inclusions [here](#).**



## ABOUT ABODE BELCONNEN

Situated in Canberra's north-west, Abode Belconnen offers 152 stylishly appointed self-contained, apartment style rooms perfect for guests traveling for work or leisure.

Abode Belconnen provides several room types to accommodate for all needs, including rooms for families or corporate groups, pet friendly rooms and studios designed specifically for the mobility impaired.

Each room includes kitchenette facilities, a washer/dryer, STAYCAST streaming, and bathroom amenities by Ideology.

Abode Belconnen is just a short walk to a major shopping precinct, parks, nature walks and Lake Ginninderra. Guests also have access to the onsite restaurant, No.10 Restaurant + Bar, open for breakfast, lunch, and dinner.

**View Room Types and full inclusions [here](#).**



# 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.

## **ACCOMMODATION:**

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 labour charge of \$150.00 per hour will be incurred for any function exceeding the agreed maximum finish time. If the minimum party size of 10 persons is not reached, you will be required to pay for the minimum. The client is not able to make changes to the room setup 24 hours prior to the event. Minimum spends are in place for bookings that require exclusive use of the Terrace (min \$1,500.00) and the Restaurant (\$3,500.00). 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.

## **AUDIOVISUAL AND OTHER EQUIPMENT:**

The hotel must be notified at least fourteen (14) days prior to the actual event of use of 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 and function space, increases in price or costs and receipt of all required payments and documentation from the organisers.

## **PARKING:**

**Woden** - Designated set down and pick up areas are located on Bowes Street, near the hotel entry.

Vehicles can be parked at the public carpark located just across the road from the venue, off Matilda Street. This carpark is metered between the hours of 8:30am - 5:30pm, Monday - Friday. It is 'Pay and Display' parking. You can pay with either cash or card at one of the many 'Pay Here' terminals, which will print a ticket for you to place on your dash, facing outwards.

For more information, and up to date hourly fees, visit [Access Canberra](#).

**Belconnen** - Designated set down and pick up areas are located on Edmonstone Place, near the restaurant entry.

Limited underground pay parking is available on Level 1, with entry located via Edmonstone Place. For more information, and up to date hourly fees, visit [Wilson Parking](#).

If you are staying overnight, please see reception at Abode Belconnen for instructions to access the lower level of the carpark, charged at \$15.00 per day.



## CONTACT US

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Postal: PO Box 4519, Kingston ACT 2604

**Abode Woden**

10 Bowes Street, Woden ACT 2606

**Abode Belconnen**

3 Grazier Lane, Belconnen ACT 2617