

WHITEHORSE CENTRE

CONFERENCE DAY PACKAGE INCLUDES MAIN MEETING ROOM HIRE & CATERING

CONFERENCE PACKAGE CATERING OPTIONS - MINIMUM 25 GUESTS

*Catering Option:

For meetings & events finishing mid-afternoon, we are pleased to offer the option of a light breakfast on arrival as an alternative to afternoon tea. Please indicate Option A: (light breakfast) or Option B: (afternoon tea). If you select Option B: (afternoon tea), coffee, tea and juice will be served to your guests on arrival.

❖ On Arrival

Freshly brewed coffee, tea and juice or

❖ Option A: Light Breakfast on Arrival

Freshly brewed coffee, tea and juice served with your choice of **one** of the following:

- Sweet muffins
- Danish pastries
- Egg and bacon rolls
- Ham & cheese / cheese & tomato mini croissants
- Fresh fruit platter

❖ Morning Tea

Freshly brewed coffee and tea served with your choice of one of the following:

- Sweet muffins & friands
- Savoury muffins
- Danish pastries
- Ham & cheese / cheese & tomato mini croissants

❖ Working Lunch - All sandwich selections include vegetarian options for fillings

Freshly brewed coffee, tea & juice served with your choice of one or a combination of the following:

- Assorted filled point sandwiches,
- Baguettes
- Wraps
- Fresh sliced seasonal fruit

❖ Option B: Afternoon Tea

Freshly brewed tea and coffee with your choice of **one** of the following:

- Assorted slices
- Individual mini cakes (4 varieties)
- Scones with jam & cream
- Selection of bite-sized petit fours and slices

Optional Extras available to be served with Lunches: (Not available as a stand-alone option)

Hot/cold finger food (3 pieces per person)	from	\$11.30 per person	<input type="checkbox"/>
Cheese platter	add	\$7.10 per person	<input type="checkbox"/>
Dessert selection (assorted cakes, tarts, slices)	add	\$4.95 per person	<input type="checkbox"/>

***Special Dietary Requirements**

Please advise us at least 3 working days before your event if any of your guests have food intolerances or special dietary requirements such as gluten free, lactose free or vegan. Please advise the guest's name/s as well as their dietary request and a separate, labelled option will be provided. This will be available for them to collect from the Foyer Bar as required. For guests with severe anaphylactic allergies, it may be appropriate for them to provide their own foods. Our caterers advise that while all care is taken, they operate in a multi-use kitchen.

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CONFERENCE PACKAGE - ROOM SET-UP AND AV REQUIREMENTS

Conference Room - set to your requirements – available set-ups include:

- Theatre Style – rows of chairs
- Workshop Style – rounds or trestle tables set for 5 – 8 guests per table
- U-Shape – Trestle tables set in a U- shape (recommended maximum of 32)
- Classroom Style – Trestle tables with 2 – 4 guests per table set in straight rows
- Special Layout: Please describe: _____

water carafes, glasses and bowls of wrapped sweets will be placed on tables or a water station will be available for theatre style set-ups

Function Room Capacities

	Theatre	Waratah Room Full	Waratah Room Half	Willis
Sq.M.	-	234	118	127
Height	-	2.75m – 4.5m	3m – 4.5m	3m – 4m
Banquet	-	180	70	N/A
Cocktail	-	250	100	N/A
Dinner Dance	-	140	N/A	N/A
** Theatre	408 fixed seating	200	80	60 - 80
Classroom	-	80	30	28
Boardroom	-	N/A	30	30
U-shape	-	N/R	28	28

*Banquet and Dinner Dance capacities are based on the use of round tables, with 10 people to a table.
Classroom, Boardroom and U shape capacities are based on the use of rectangular tables, seating four to a table.*

** For larger Conferences (with over 180 guests) using the theatre - utilising the stage in front of the cinema screen or house curtain only; 1 technician and up to 2 ushers are included. However, if the number at attendees exceed 300, a third usher will be required at a rate of \$39.70 per hour for a minimum of four hours.

Dressing rooms and workshop not included.

❖ **In-House Audio Visual Equipment comprising :**

- Data Projector
- Computer with USB input, drop monitor and audio output
- Internet access available in the Waratah Room
- Wi-Fi available at the Whitehorse Centre (limited Wi-Fi availability in the Willis Room)
- Wall mounted projection screen
- Electronic or standard whiteboard with markers & eraser
- Lectern with microphone
- Ceiling Speaker PA system *(available in Waratah Room only)*
- Up to two hand-held radio microphones* *(available in Waratah Room only)*
- Lapel or headset microphone* *(available in Waratah Room only)*

**Please refer to audio visual requirements section in your contract as you may require a technician if you require over a certain number of microphones or if you have multiple presenters/presentations with changes of equipment*

Prices per person (inc. GST)	25-49 guests	50-99 guests	100+ guests
	\$66.75	\$63.60	\$54.50