



Conference Package

OUR FUNCTION ROOMS

To give you an idea on the suitability of our rooms for your conference, our Summerleas room can seat up to 60 people theatre style, 25 U-shape or Classroom style and 40 people seated at round tables. Our Kings View Room can seat up to 200 people theatre style and 120 people at round tables.

Both rooms have heating and private bathroom facilities. We also have Wireless Internet Plans available.

Room hire for our Summerleas Room is \$110. Room hire for our Kings View Room is \$220.

The above rates include 8 hours of hire, every hour after that is charged at \$40 per hour.

Our function centre closes at Midnight

EQUIPMENT AVAILABLE

Data Projector (**\$100 flat hire fee**)

Flip Chart & Paper (**\$20 flat hire fee**)

The below are included in your room hire:-

Whiteboard

Screen

Lectern

Radio Microphone (Available in Kings View only)

Stereo System (IPOD Compatible)

CATERING

Please find attached our menu for your perusal.

There is a 15% surcharge on all catering for Sunday functions and a 25% surcharge for functions held on a public holiday.

Menu choices and final numbers are required no later than 5 days prior to the date of your conference.

Please make sure when sending out invitations that you ask for special dietary requirements to be advised when your guests RSVP. We will do our best on the day to cater for last minute notices of special dietary requirements, however we cannot guarantee this and any extra meals made up will be charged.

PAYMENT

A tentative booking must be confirmed within 14 days. If not confirmed within 14 days the date is then opened to the possibility of other bookings.

A deposit of \$50 is required to confirm your booking. The deposit can be paid either in person, over the phone with a credit card or via direct deposit. An invoice can be arranged for the deposit on request. The attached terms and conditions must also be signed and returned along with your deposit.

Cancellations must be made in writing and your deposit will be refunded if the function is cancelled at least 4 weeks prior to your conference

Payment is required on the day, unless prior arrangement has been made with us for an account.

ACCOMMODATION

We have 20 recently renovated motel rooms available onsite with 4 of them being semi-self contained with a microwave, toaster, fridge and freezer. All rooms have en-suites, reverse cycle air conditioners and free on-site car parking. We offer competitive corporate rates.

CONFERENCE MENU

Tea & Coffee Set up once on arrival (Percolated Coffee)	\$2.50 pp
Biscuit Platter	\$2.00 pp
Sweets Platter (Biscuits & Cakes)	\$4.00 pp

PLATTERS

(Small platters will feed 5 to 7 people, Medium 7 to 10 people and the Large 10 to 15)

Ocean Fresh Seafood **Small \$79** **Medium \$109** **Large \$149**
Prawns, oysters, smoked salmon, salsa mussels, salt and pepper squid, tempura fish, with cocktail and tartare sauce

Antipasto **Small \$59** **Medium \$79** **Large \$99**
Cured meats, smoked salmon, Tasmanian brie, warm olives, roasted red peppers, artichokes, crusty bread and crackers.

Tasmanian Cheese and Fruit **Small \$49** **Medium \$69** **Large \$89**
Tasmanian brie, aged cheddar, blue cheese, fetta cheese, crackers, seasoned mixed nuts, dried and fresh fruit.

Dips Platter **Small \$39** **Medium \$59** **Large \$79**
Hommus, roast capsicum & cream cheese, beetroot & cashew dips served with warm crusty bread

Vegetarian platter **Small \$45** **Medium \$55** **Large \$75**
A selection of grilled vegetables, roasted cherry tomatoes, stuffed mushrooms and four bean salad

Oriental Platter **Small \$48** **Medium \$58** **Large \$68**
A selection of Mini dim sims, Thai meat balls, Cocktail spring rolls and Samosas triangles

Ozzi **Small \$48** **Medium \$58** **Large \$68**
A selection of Party pies, Party sausage rolls, Seasoned wedges and Tender barbecued chicken skewers

From the Sea Platter **Small \$47** **Medium \$60** **Large \$73**
A selection of Tempura battered fish bites, Squid rings, Tempura battered prawns and Seafood mini bites

PACKAGES

HALF DAY PACKAGE @ \$22.00 PER PERSON

- All day tea & coffee (setup on arrival and refreshed at every break)
- Sweets Platter (Biscuits & Cakes) brought out at Morning Tea or Afternoon Tea
- Platter of Sandwiches (6 points per person) accompanied by a Fresh Fruit Platter at Lunch
- Jugs of Soft Drink & Orange Juice served with Lunch

ALL DAY PACKAGE 1 @ \$26.00 PER PERSON

- All day tea & coffee (setup on arrival and refreshed at every break)
- Sweets Platter (Biscuits & Cakes) brought out at Morning Tea
- Platter of Sandwiches (6 points per person) accompanied by a Fresh Fruit Platter at Lunch
- Jugs of Soft Drink & Orange Juice served with Lunch
- Platter of Scones with Jam & Cream brought out for afternoon tea

ALL DAY PACKAGE 2 @ \$32.00 PER PERSON

- All day tea & coffee (setup on arrival and refreshed at every break)
- Fruit Platter brought out for Morning Tea
- Platter of Sandwiches (6 points per person) and Hot Finger Food Platter (Your choice of either the Ozzie or Oriental Platter) at Lunch
- Jugs of Soft Drink & Juice served with Lunch
- Sweets Platter (Biscuits & Cake) or Platter of Scones with Jam & Cream brought out for afternoon tea



CONFERENCE TERMS & CONDITIONS:

1. At the time of the function, the client acknowledges that construction work may be underway on further development of the Southern Lights Hotel.
2. The client acknowledges and will advise their guests, that car parking will be restricted to the car parks and not in guest accommodation, curb side parking is available in Kingston View Drive if the need arises.
3. The client will ensure that all guests will respect and ensure the peaceful enjoyment of the local residents and in particular the privacy of the hotel guests.
4. Every endeavour is made to maintain prices originally quoted to you, but they are subject to alteration, particularly where a booking is made well in advance. You will be notified of any unavoidable price changes for your event no longer than thirty days prior to your function, or upon confirmation of Food and Beverage requirements at earlier dates.
5. Confirmation of an event must be made by returning the signed copy of this confirmation advice, together with the required deposit within fourteen days of a tentative booking being made.
6. \$50 is the required deposit and will be deducted from your final account.
7. To ensure our maximum efficiency, final numbers and details are required 5 days prior to the date of your function. Once final numbers have been given, any decreases in numbers after this will still be charged for.
8. All cancellations must be made in writing. Your deposit will be refunded if the cancellation is made at least 1 months prior to your event.
9. Sunday functions will incur a 15% surcharge on food costs and Public Holidays will incur a 25% surcharge on food costs.
10. Full payment of the function is to be paid on the completion of your conference unless alternative arrangements have been made prior to your conference.
11. Unless otherwise instructed in writing, the client will be liable for all charges of food, beverage and other services incurred by the client or his/her agent during the course of the function.
12. The Southern Lights Hotel will take all necessary care, but accepts no responsibility for injury to guests and damage or loss of personal items left on the premises prior to, during and after the function. The client is financially responsible for any damage sustained to the Hotels property by them or by their guests, invitees or other persons attending the function.
13. Should the Southern Lights Hotel be unable to provide the facilities reserved due to circumstances beyond our control, no other claim other than the entitlement of full refund of any deposit paid may be made. If such an event occurs we will endeavour to provide you with reasonable notice.
14. Due to the Hotel policy and State Licensing Laws, no beverages may be brought onto the Premise by any party. All Southern Lights staff will practice Responsible Serving of Alcohol and accordingly will not serve guests that appear intoxicated and are underage.

Signed on confirmation and acceptance:

DATE OF FUNCTION: _____

NAME OF CLIENT: _____

SIGNATURE OF CLIENT: _____

NAME OF CLIENT: _____

DATE:/...../.....