

253 Brisbane Street,
Ipswich Qld 4305
P: 07 3281 1900
f: 07 3281 1940
e: events@hotelmetropole.com.au
w: www.hotelmetropole.com.au



Conference & Seminar Information

As at 1 October 2006

ROOM HIRE FEES

| | | |
|------------------|---------------------|----------|
| 'Board Room': | to seat up to 12-15 | \$100.00 |
| 'Training Room': | to seat up to 120 | \$200.00 |

These rooms can be configured to meet with your specifications.

These fees will allow occupancy for a maximum of up to and including five (5) hours per day. For functions that require the use of the Function Rooms for longer than a five (5) hour period, room hire fees will be negotiated.

In the event your corporate occasion requires catering and staffing, additional fees will apply. Fees will be charged according to the level of staffing required.

Quotes will be given upon request based on catering and staffing requirements.

Customer to sign _____ Date: _____

EQUIPMENT HIRE CHARGES

(PER DAY)

| | |
|-----------------------------|-----------|
| White Board (pens included) | \$ 150.00 |
| Lectern | \$ 150.00 |
| Paper Flip Chart | \$ 100.00 |
| Overhead Projector | \$ Nil |
| Screen | \$ Nil |
| TV/Video/DVD Recorder | \$ Nil |
| Stage | \$ 20.00 |

All other electrical equipment is able to be hired by the Hotel Metropole on your behalf – POA

The Room Hire Fee includes the following: -

- Theatre Style Seating/ Board Room/ Class Room/ U Shaped/ Cabaret
- Presenter's Table with Linen
- Registration Table with Linen
- Iced Water
- Air Conditioning
- Lighting
- Cleaning

Should additional display tables be needed a linen levy of \$5.00 per cloth will apply. Any other items such as stationery or mints will be quoted at time of confirmation of function.

Customer to sign _____ Date: _____

CATERING

DAY PACKAGE

Arrival: Tea/Coffee (bottomless)

Morning Tea: Selection of home made cakes, biscuits and pastries

Lunch: Selection of fresh focaccia sandwiches, chefs salad, fruit platter, iced water, tea & coffee

Afternoon Tea: Home made biscuits, fresh juices

Total Daily Cost: \$29.50 per person for a minimum of 12 people
(*Less than 12 people will incur a surcharge)

The Hotel Metropole is also able to tailor menus to suit your occasion and tastes – just ask our talented chef for advice and suggestions!

Please note that all prices are G.S.T. inclusive

Customer to sign _____ Date: _____

INDIVIDUAL PRICING SCHEDULE

| | |
|---------------------------|----------------------------------|
| Tea & Coffee (Bottomless) | \$8.00 per person |
| Tea/Coffee (per person) | \$3.50 pp at a pre-arranged time |
| Orange Juice | \$7.50 per jug |
| Post Mix Soft Drink | \$7.00 per jug |

(Pepsi, Pepsi Max, Solo, Ginger Ale, Raspberry Lemonade)

Morning Tea Selection

| | |
|---|--------------------|
| Tea & Coffee, Oven Fresh Scones with Jam & Whipped Cream or Danish Pastries | \$ 7.50 per person |
|---|--------------------|

Lunch – Option 1

| | |
|--|--------------------|
| Focaccia Sandwiches (assorted fillings), Fresh Fruit & Cheese Platter, Jugs of Orange Juice/Soft Drink | \$16.50 per person |
|--|--------------------|

Lunch – Option 2

| | |
|--|--------------------|
| Focaccia Sandwiches (assorted fillings), Fresh Fruit Platter | \$12.50 per person |
|--|--------------------|

Afternoon Tea Selection

| | |
|---|-------------------|
| Tea & Coffee, Assorted Home Made Biscuits | \$7.50 per person |
|---|-------------------|

Canape Selection

| | |
|-----------------------------|--------------------|
| Chef's selection of canapes | \$11.50 per person |
|-----------------------------|--------------------|

Businessman's Supper

| | |
|--|--------------------|
| Selection of Open Grilled Sandwiches or medium sized gourmet pies and Cheese Platter | \$16.50 per person |
| Fruit & Nut Combination | \$12.50 per person |
| Bottled Water (still) | \$3.00 per bottle |
| Bottled Water (sparkling) | \$5.00 per bottle |
| Bottled Soft Drink (Coke) | \$3.50 per bottle |

Customer to sign _____ Date: _____