

# *HUNTER CONVENTION CENTRE*

*Conference & function package  
Valid until Dec 2011*



***Quality Inn Charbonnier Hallmark***  
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# *HUNTER CONVENTION CENTRE*

## *At the Quality Inn Charbonnier Hallmark*

Located only 55 minutes from Newcastle; 40 minutes from Maitland and Muswellbrook; and just 15 minutes from the magnificent Hunter Vineyards, The *Hunter Valley Convention Centre* at the *Quality Inn Charbonnier Hallmark* is your ideal function and conference venue. Whether a conference; trade display; cocktail party; business or retirement dinner; Christmas party or special occasion; the *Hunter Valley Convention Centre* has facilities as versatile as your occasion demands.

Nestled in 1.6 hectares of beautiful landscaped lawns, gardens and native trees, the Quality Inn Charbonnier Hallmark provides a tranquil surrounding, allowing your delegates to relax and focus - enhancing the overall delivery of your planned conference agenda.

Speak to our conference and catering teams who can assist you to effortlessly plan and execute your function. From helping you choose suitable function rooms, accommodation packages and equipment, to catering and corporate decorating, they can address your individual budget, schedule and needs.

Offering 70 rooms including four suites, and with car parking for over 100 cars along with coaches and minibuses, the Charbonnier has ample space for you to accommodate your entire delegate group all under the same roof. 24-hour check-in ensures your guests can arrive anytime from anywhere and always be greeted with a warm and friendly smile.

After business, why not enjoy time out with an afternoon match on the full-sized tennis court, a dip in the pool, or unwind in the spa or sauna. To finish the day, treat yourself to a sumptuous meal at *Charades* a-la-carte restaurant, sampling one of the many local boutique Hunter Valley Wines on offer. Then plan some time out so you can all tour the wineries to collect a case of your favourite. En route, be sure to visit one of the many restaurants, cafes or galleries, hand-made chocolate shops, local cheese outlets or olive groves to take treats home.

Take the opportunity to entertain and let off steam with hot-air ballooning, canoeing, horse riding, golfing, trike trail riding or gentle cruising in a classic vintage Tiger Moth biplane. For the ultimate thrill - skydiving or a flight in a T-28 Trojan Fighter Bomber offers some serious air action.

Renowned for its first class hospitality, quality food, and attentive service, we invite you to join our many regular conference clients to make *The Hunter Valley Conference Centre* your regular home away from home conference venue.

## *Function room options*

The open Chameleon function room offers 200m<sup>2</sup> of column free, fully carpeted, air-conditioned space, holding 160pax theatre style.

This area can be subdivided via floor to ceiling concertina doors, into two rooms – Chameleon Room Lower & Chameleon Room Upper, each capable of accommodating up to 80 pax theatre style. The fixed 10m<sup>2</sup> stage is ideal for guest speakers, displays or entertainment. The portable hard dance floor is also popular for after dinner dancing. An internal staircase and lift provide easy access to all areas. Function room lighting has dimmer control. The adjoining licensed cocktail bar can cater for all your beverage requirements.

Boardroom facilities for small groups can be utilized for meetings, workshop sessions or off-site office space. 5.4m long by 4.5m wide the room houses a boardroom table (1.5 x 2m long), tea and coffee point, room for data projector, small screen and whiteboard if required.

Two-room suites are available for up to five delegates for private interviews, meetings, break-out rooms or off-site office space. The king – sized bedroom is separated by a door.

Charades restaurant is a popular option for corporate function dinners for around 30 - 40 guests. Separated from the main sunken restaurant with brickwork and planting, but sharing the main bar, this area enjoys the overall restaurant ambience whilst still providing a good deal of privacy. An added bonus is that if there is little set-up involved, we can waiver the room hire fee.

Poolside facilities offer a more relaxed atmosphere for your dinner or luncheon function. BBQ's buffets or sit-down dinners are all available.

Conference equipment: An extensive range of conference equipment is available to aid your presentation, including: data projector, DVD, VCR, TV – 66cm, stereo system with stacker CD, electronic white board with pens and markers, lectern, phones, broadband, flip charts, laser pointers, projection screens – large and small, and microphones.



## Function areas and seating arrangements

Function Areas	Area Sq. M.	Height M	U-Shape	Theatre	Class room	Cocktail	Banquet	
Chameleon Both	247	5.2	-	160	60/80 ie 3 or 4 per table	160	Long tables 120	Round tables 114
Chameleon Upper	85	2.9	21	80	30/40 ie 3 or 4 per table	80	60	64
Chameleon Lower	112	5.2	25	80	30/40 ie 3 or 4 per table	80	60	50
Boardroom	20	2.3	B/room Style only – 6 (with data proj)				-	-
Restaurant Upper	70	2.9	-	-	25/30 Room hire fee may apply	60	25 in one long table 40 restaurant style at separate tables	
Poolside	-	-	BBQ Poolside setting 30pax with existing poolside tables For larger groups please ask about set ups with long trestle table possibilities					
Meeting Suite	20	2.3	4/5 pax				-	-

## *Function room hire fees*

Rates include set up of all tables and equipment.

- Chameleon room** (upper, lower & bar)  
\$ 380.00 per day (Min 25 pax with at least MT catering)
- Upper chameleon room**  
\$ 190.00 per day (Min 15 pax with at least MT catering)
- Lower chameleon room**  
\$ 210.00 per day (Min 15 pax with at least MT catering)
- Board room**  
\$110.00 per day (6-8 pax)
- Meeting suite** – incl o/night accommodation  
\$250 Two-room suite: King bedroom with separate lounge area and table for meeting of 4/5 pax.
- Meeting suite** – only. avail 7am until 1pm  
\$90.00
- Upper restaurant** – avail from 10.30am  
\$175.00 per day (Min 15 pax with at least MT catering)
- Pool patio & bbq area** – function (5 hrs)  
\$175.00 (Min 15 pax catering)

### Conference room layout set up

- U-Shape
- Theatre Style
- Boardroom
- Classroom
- Cabaret
- Banquet
- Other

### Equipment - foc

- TV, DVD & video
- Screen
- Whiteboards
- Flip charts
- Lectern
- Dance floor

### Data projector hire

- \$220.00 per day (Please check availability)

### Microphone – hand held

- \$35.00 per day (Please check availability)

## 2011 Conference Delegate Packages

*The simple way to select...*

### Day Delegate Package Minimum No. 15 pax

Rate: \$40 per delegate, per day

(Company pays room hire plus \$40 per delegate per day)

#### Inclusions:

- Tea & coffee on arrival & refreshed at MT, lunch & AT
- Morning tea –  Mixed savoury or  Sweet platter
- Lunch – Gourmet  Wraps or
  - Rolls or
  - Sandwiches or
  - Special request or dietary
- OJ – with lunch
- Afternoon tea –  Mixed sweet platter or  Muffins
- Water, mints, pads, pens
- Standard equipment
- Screens, whiteboard etc
- Data projector hire is an additional cost

Please refer to Conference & Functions package 2011 for all other information, terms & conditions.

Note: Surcharges for Saturday 10% and Sunday 15%

## CONFERENCE CATERING

### Tea & coffee

On arrival	\$3.50pp
Continuous - all day incl: Arrival, MT, Lunch & AT	\$8.00pp
Both options include complimentary biscuits on Arrival	

## Morning and afternoon teas

### Sweet

\$3.80pp

Please select ONE option



- Muffins
- Scones with jam and cream
- Slice platters
- Cake platter
- Mixed cakes, slices and pastries platter

### Savoury

Please select ONE option

<b>Platter 1:</b> Cabanossi, pickled cocktail onions, Cheddar cheese, gherkins, Kalamata olives with two dips & water crackers	\$5.50pp
<b>Platter 2:</b> Italian antipasto with shaved salami, prosciutto, fresh melon & crudités, boiled eggs & asparagus with ciabatta croutons	\$7.50pp
<b>Mixed savoury platter</b> Spring rolls, mini pies, quiches, frittatas etc.	\$6.50pp

### Fruit platters & juices

Assorted fruits platter Seasonal fruits: 6 varieties	\$5.00pp
Fresh whole fruit Seasonal fruits	\$2.00pp
Orange juice per jug (serves 4/5)	\$11.50ea

## Lunches

### Platters

*Served to Conference Room*

**Minimum 15 pax to Chameleon rooms. No min for boardroom.**

Please Select ONE Option:

Large sub style rolls	Chicken, ham & salad	\$10.00
Gourmet wraps	Assorted fillings 3 pieces pp	\$ 8.00
Traditional sandwiches	Assorted fillings 6 points pp	\$10.00
Gourmet sandwiches	Assorted fillings 6 points pp	\$12.00

Note: Vegetarian options available

### Meals

**Served to restaurant - minimum 15 pax**

*Please enquire as to availability for Boardroom*

Choice of two alternate serve:

Traditional caesar salad	served with crusty bread	\$16.50
Tempura fish, lemon & tartare	served with salad, chips	\$18.00
Homemade beef lasagna	served with chef's salad & chips	\$18.00
or		
Healthy options...		
Bruschetta:	Fresh asparagus, avocado & feta with tomato tapenade	\$19.00
	Chicken & sweet chilli jam	\$19.00
	Seared beef with caramelised onion	\$19.00
Fresh grilled chicken breast	with Greek salad & side of chilli jam	\$23.50
Grilled snapper fillet	with endive salad dressed with a sweet vinaigrette	\$29.00
Tender 300g scotch fillet steak	served with tossed chef's salad	\$29.00
	choice of pepper, Dianne or mushroom sauce	
(Chips served with meal	\$2.00 Bowl \$8.00)	

Note: Vegetarian options available

### Buffet – bbq lunch

\$29.00pp

**Served to restaurant or poolside minimum 20 pax**

Sausages, chicken kebabs, 150g fillet steak; 3 assorted salads: tossed chef's salad, caesar, crispy fried chat potato with bacon; dampers; condiments, mustards, sauces, gravy etc.

### Drinks

Orange juice per jug (serves 4/5)	\$11.50ea
Soft drink per can	\$ 4.00ea
Jug of soft drink	\$16.00ea

## DINNER MENUS...

### *Traditional Dinner Menu*

**Minimum 30 guests**

Upper restaurant (maximum 45 pax)  
or for larger groups see option of private function rooms

**Please select TWO options for each course**

**2 course - \$38.00 pp**

**3 course - \$48.00 pp**

#### *Soups & entrees*

Choice of two alternate serve

Roasted pumpkin soup topped with flaked almonds

Tomato & fresh basil soup

Chicken, corn & sweet chilli chowder with chives

Saffron mushroom & English spinach risotto with parmesan & pinenuts

Traditional caesar salad with crispy bacon, grand pandano and charades' own dressing

Penne pasta with sautéed chicken, semi dried tomatoes, olives & parmesan cream

#### *Mains & roasts*

Choice of two alternate serve

Chicken breast, spinach & walnut salad with tomato & roasted garlic coulis

Atlantic salmon on a bed of almond mashed potato with a chive hollandaise

Scotch fillet medallion with roast mushroom, nestled on garlic mash with a rich shiraz jus

Roast beef with dijon mustard seed & merlot jus

Roast pork with char grilled apple confit & gravy

Roast lamb with rosemary & merlot jus

All roasts served with roasted potato and pumpkin and seasonal vegetables

Note: vegetarian options available

#### *Desserts*

Choice of two alternate serve

Mocha panna cotta with biscotti wafers

Charades own apple pie with cointreau custard

Sticky date pudding with butterscotch sauce & double cream

Duo chocolate gnash tartlet with marinated strawberries

Individual pear tart tatin with raspberry coulis & icecream

#### *Tea & coffee*

## *Deluxe Dinner Menu*

**Minimum 30 guests**

Upper restaurant (maximum 45 pax)  
or for larger groups see option of private function rooms

**Please select TWO options for each course**

**2 Course \$48.00 per person**

**3 Course \$60.00 per person**

### *Soups & entrees*

Choice of two alternate serve

Red lentil & tomato soup with char grilled baby corn  
Seared scallops on roasted kumera with tomato & chilli jam & lime  
Smoked salmon, baby caper, lime & ricotta roulade with sourdough croutons  
Grilled scampi with fresh chive & lemon butter on a rocket salad.  
Charcuterie of terrines & pates with homemade croutons  
Balsamic chicken, rocket & baby beetroot salad with kumera shavings  
Traditional caesar salad with crispy bacon, grand pandano parmesan and  
Charades' own dressing

### *Mains*

Choice of two alternate serve

Chicken breast stuffed with bacon & leek served on smashed chats with a wild  
mushroom sauce  
Braised Atlantic salmon on steamed wild rice with coriander & wasabi butter (mild)  
Scotch fillet on the bone with roasted garlic mash & cab merlot jus  
Beef fillet on roasted kipfler potato & English spinach nest with thyme & pink peppercorn jus  
Grilled tuna medallion with asian greens & enoki mushroom noodle salad, soy, lime & chilli.

Note: Vegetarian options available

### *Desserts*

Choice of two alternate serve

Poached pear & Grand Marnier tartlet with honey & almond icecream  
mango jam mille feuille with roasted coconut & blackberries  
Lemon tarte with double cream & raspberries  
Mocha & dark chocolate gnash tartlet with cointreau strawberries  
Passionfruit panna cotta with raspberry coulis & double cream & biscotti  
Cheese and fruit platter (one platter per table of 10)

### *Tea & coffee*

## *Buffet Menu*

### **Minimum 30 guests**

Served in upper restaurant (maximum 45 pax)  
or for larger groups see option of private function rooms

**\$46.00 per person**

Served off Buffet. All included

### *To start*

Butternut pumpkin & rosemary soup      or      Gazpaccio      or  
Sweet potato & leek soup                      or      Roasted vegetable & bacon

### *Hot*

Roasted beef in dijon mustard crust  
Roasted pork with apple & roasted onion farce  
Roasted potato and sweet potato (kumera)  
Seasonal vegetables  
Country style gravy  
Wholegrain mustard, apple sauce

### *Cold*

Hand shaved leg ham & Cajun chicken platters  
Tossed chef's garden salad  
Marinated Fresh asparagus spears with a raspberry vinaigrette  
Baby English spinach, pimento, bacon & fetta salad with croutons

### *To finish*

Cheese, fresh fruit platters with crackers  
or  
Assorted slice platters

### *Tea & coffee*

## *Canapé menus*

### *General platters*

Cabanose, pickled cocktail onions, cheddar cheese, gherkins, Kalamata seeded olives, with two dips & water crackers	\$ 5.50pp
or	
Italian antipasto with shaved salami, prosciutto, fresh melon & crudités boiled eggs & asparagus with ciabatta croutons	\$7.50pp

### *Hors d'oeuvre platters*

Choice of 3 Hot & 3 Cold	\$16.50pp
Choice of 5 Hot & 5 Cold	\$24.00pp

Select from the following options below:

#### *Cold*

Double King Island brie on crackers with chives  
Stuffed snowpeas with semi – dried tomato pesto <v>  
Teriyaki smoked chicken rice paper rolls  
Coriander & lime prawns on toasted Turkish bread  
Pork & veal terrine on sourdough croutons  
Salmon mousseline on whitlof leaves  
Chicken liver pate on grilled focaccia with watercress  
Fresh young asparagus with raspberry vinaigrette <v>

#### *Hot*

Thai fish cakes  
Deep fried eggplant wedges with aioli <v>  
Petite quiche  
Spinach and feta triangles <v>  
Tempura garlic infused Prawns  
Whitebait frittura with wasabi and soy  
Gourmet petite pies  
Stuffed ratatouille mushrooms with parmesan <v>  
Thai spring rolls  
Mediterranean chorizo bouchees

# Accommodation with conferences

## Company Arrival & Departure Details

Company: ..... Phone: .....

Address: ..... Fax: .....

City: ..... State: ..... Postcode: .....

Arrival date: ..... approx time: .....

Departure date: ..... Approx Time: .....

Account instructions: (please tick)

- Existing account (please provide purchase order)
- Direct charge to credit card (master account only)

Card no: ..... exp.....  
 Type of card: .....  
 Card holder: .....  
 Signature: .....

Please Specify Corporate Billing Directions: (Please Tick)

Billing item	Paid by company account Pls tick as appropriate	Individual to pay Pls tick as appropriate
Room hire		
Meals		
Beverages		
Accommodation		
Phone		
Miscellaneous		

Guest Names	Contact No	No Per Rm	N/S	Smoking	Arrival Date	Departure Date	ETA

## *General information and terms & conditions*

The following information, terms and conditions are included to ensure the success of your conference or function.

### WHAT YOU NEED TO DO WHEN BOOKING YOUR FUNCTION

#### Booking & deposit

We request that all tentative bookings be confirmed with a deposit within 7 days of enquiry to secure your chosen date. Function room hire fees are non-refundable.

We accept credit card, direct deposit or purchase order for those with existing approved accounts. Please enquire about an account if you do not currently have one. Applications usually take only 7-10 days to process once received at our Head Office in Burleigh, QLD.

A security for final payment is also required. This may be a credit card detail or purchase order. All account payable requirements should also be organised at the time of booking.

Should we not receive a deposit or call from you within 14 days of your tentative enquiry we will unfortunately have to release your chosen date to further enquiries.

### 14 DAYS BEFORE FUNCTION DATE - WHAT YOU NEED TO DO

#### Menus:

Menu selections would be appreciated as soon as practical, however must be finalised 14 days prior to the date of your function. On rare occasions, menus may be subject to alteration because of seasonal food availability and price fluctuations. Please be assured we shall take all the necessary care to provide you with your menu wishes. Special arrangements can be made with regard to children's menus, vegetarian and special diets. These arrangements must be made when finalising your menu.

#### Beverages:

Beverage selections are to be finalized 14 days prior to the date of your function. Bar Service instructions, in other words, which beverages to serve, to whom and when are also to be advised at this time. We also monitor your beverage expense so that you only spend what you have budgeted for i.e. the 'Bar tab'. Our licensing obligations do not allow guests to bring in their own alcohol.

If "full open bar" is required in your function room a bar staff surcharge may apply. Please speak to your coordinator about your requirements.

#### Room layout & equipment:

All requirements for Room layouts and equipment must be finalized 14 days prior to the date of your function. If changes are required after this date then we should be contacted immediately.

No reset changes will be accepted within 48 hours of your function (If considered min \$100 reset fee)

#### Room layout resets:

Conference Groups requesting a layout change and reset during the course of one day will incur a 50% reset charge for each time it is reset.

### 7 DAYS BEFORE FUNCTION DATE - WHAT YOU NEED TO DO

#### Final numbers:

Final catering numbers, layout, accommodation rooming lists and any as yet unconfirmed account details must be finalized 7 days prior to your function. The catering number confirmed at this time will be the *minimum* amount of guests that are catered and charged for. Any last minute additional guests will be catered for with a similar or alternative menu as practical and charged to the final bill. For your convenience, you may choose simply to pay the balance in full at this time.

## HUNTER CONVENTION CENTRE

### DAY OF YOUR FUNCTION

#### Account payments:

The balance of your account or final details of account payment should be finalised before vacating the premises. At the end of the occasion, please go to the reception desk where the staff will assist you to do this. You will also be asked to sign off all charges if they are being sent on for payment by account.

We accept cash, Bank Cheque, Visa, Master Card, Diners Club and American Express. Unfortunately, company policy will not permit reception to accept personal or business cheques.

### WHAT YOU SHOULD KNOW BEFORE BOOKING

#### Function room hire fees and hours:

Generally, charges for function room hire includes a full day's hire. There are a couple of alternatives. Please see 'Function room Hire Fees' at the beginning of this package.

All functions and conferences must conclude by 12 midnight in consideration for our other in-house guests.

Function Room Hire Fees are inclusive of any general equipment. It does not include hire of the data projector \$220 and radio microphone \$35 or any extra equipment which may be hired in especially for your function. A surcharge quote can be provided as required.

#### Extra staff:

Should your function require additional wait-on staff, cocktail service or bar staff these will be charged at \$27.50pp per hour as required. Please discuss your needs and options with your coordinator.

#### Damage to the venue:

Any willful or negligent damage sustained to any part of the Charbonnier by the organiser or any of their guests becomes the responsibility of the organiser. Upon payment of the deposit it is understood the organiser acknowledges and accepts this responsibility.

#### Décor:

In addition to tables, chairs, general conference or function equipment, the Charbonnier provides all linen, crockery and cutlery. Please enquire as to any floral arrangements you may require and they can source and price these for you.

You are encouraged to put up any dioramas, banners, signs, balloons, decorations or themed items as you wish. However, please be sure to check before attaching any materials to walls or other surfaces, as you will be held responsible for any damage. You are encouraged to decorate as you wish within these guidelines.

Your coordinator can also suggest various suppliers for themed decorative items you may require.

#### Personal property and insurance:

Although the convention centre takes due care to protect the property of all guests, we will not accept responsibility for any loss or damage to merchandise or other property at the Charbonnier prior to, during or after a function. Organisers at all times should consider and arrange their own insurance.

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Cancellations:

In the event that you cannot proceed with your planned function and it must be cancelled, the following conditions will apply. Upon payment of the deposit it is understood the organiser acknowledges and accepts this responsibility.

- Function room hire fees are non-refundable.
- All other deposits paid (if any) will be refunded on cancellations received over 14 days from the booked Function date.
- In the event a function is cancelled within 14 days, all charges including catering and / or equipment charges will require payment. This is due to the loss of revenue incurred by the inability to resell a date that has been reserved and blocked from any other function or conference enquiries.

Prices and gst:

All quoted prices are inclusive of GST and are Valid to 31<sup>ST</sup> December 2010..

Weekend and public holiday surcharges:

Weekend functions do incur a surcharge of 10% Saturday and 15% Sunday. Public holidays incur a surcharge of 15%. These charges cover the additional penalty rates paid to staff on these particular days. We apologise for any inconvenience.

The above terms and conditions are accepted by:

Name: .....  
(Please Print)

Signature: .....

Date: .....