



## Function Rooms: Capacities

Leisure Inn Plaza Hotel is one of Townsville's leading venues with an extensive range of function rooms and equipment. We have everything to make your function a complete success.

### James Cook Room

Sq Metres	Theatre	Cabaret	U-Shape	Classroom	Cocktail	Banquet without dance floor	Banquet with dance floor	Full day Room Hire	Half day Room Hire
199	160	56	30	65	200	110	100	\$250	\$150

### Matthew Flinders Room

Sq Metres	Theatre	Cabaret	U-Shape	Classroom	Cocktail	Banquet without dance floor	Banquet with dance floor	Full Day Room Hire	Half Day Room Hire
180.5	120	48	30	48	160	90	80	\$200	\$120

### Tom Thumb Room

Sq Metres	Theatre	Cabaret	U-Shape	Classroom	Cocktail	Banquet	Full Day Room Hire	Half Day Room Hire
52.25	40	-	18	24	-	-	\$150	\$100





**Complimentary equipment available for your use:**

- Screen
- Whiteboard & 3 markers
- Flipchart with paper & 3 markers
- Iced water & mints
- Note Pads & pens (on request)
- Lectern
- TV & video

**Equipment hire per day prices as follows:**

- |   |               |
|---|---------------|
| ▪ Additional whiteboards  | \$15.00       |
| ▪ Additional flipcharts   | \$25.00       |
| ▪ Electronic whiteboard   | \$150.00      |
| ▪ Data projector  | \$150.00      |
| ▪ Lectern w/ microphone   | \$65.00       |
| ▪ Lectern w/ microphone and roving microphone or radio microphone | \$95.00       |
| ▪ Lectern w/microphone, roving microphone and radio microphone    | \$110.00      |
| ▪ Staging   | from \$100.00 |

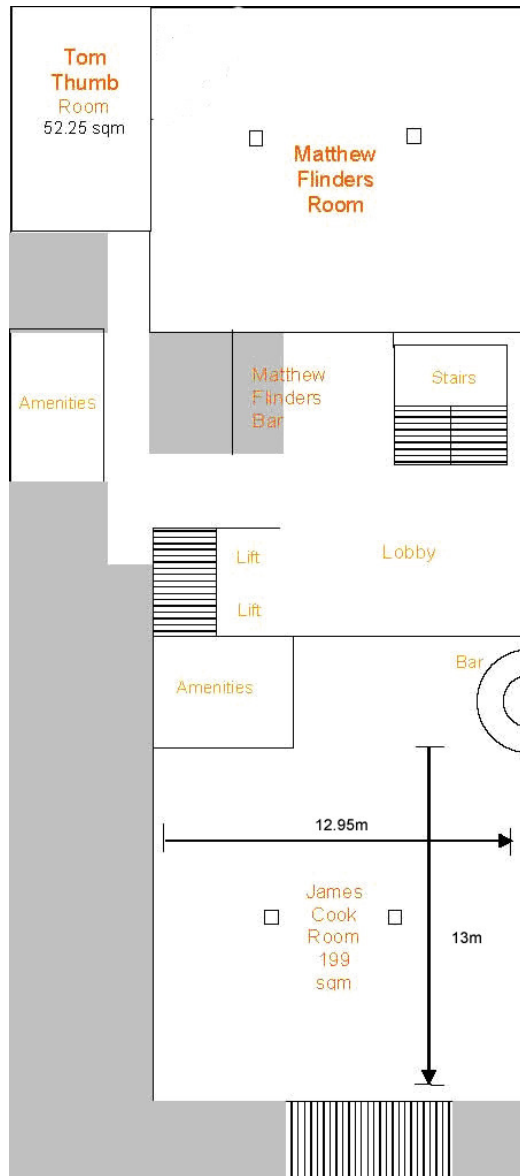
All of our functions rooms have both wireless broadband internet access; please speak to our Functions Manager about your requirements.

*Note: Conference room and basic equipment allocation are subject to availability. Additional equipment requirements can be arranged - please talk to our Functions Manager for a full listing of equipment available. Some items may incur an additional cost with items being hired for a Saturday or Sunday incurring a minimum of 2 days hire.*





## Floor Plans





## Something to start the day...

### Sit Down Corporate Breakfast

**\$22.00 per person**

Includes:

- Danish pastries
- Fruit salad served per person
- Jugs of juice placed on each table
- Plated Hot Breakfast consisting of:
  - Individual Baked Omelette
  - Bacon
  - Sausage
  - Grilled tomato
  - Sautéed mushroom and spinach
    - All meals come with toast plated
  
- Tea and coffee served

Added extras

- Cereal – add \$3.00 per person
- Mixed Yoghurts – add \$3.00 per person

*Please continue for more options.*





## **Self serve Corporate Buffet Breakfast**

**\$19.50 per person**

### Includes:

- Continental Selection
  - Cereal
  - Assorted breads with a selection of spreads
  - Fresh fruit platter
  - Fruit yoghurt
  - Orange and pineapple juice
  - Danish pastries
  
- Hot Selection
  - Farm fresh scrambled eggs
  - Grilled bacon
  - Sausages
  - Pan fried tomatoes
  - Hash browns
  - Sautéed mushrooms
  - Tea and coffee





## Conference Packages

### Package one: **\$30 per person**

- Freshly brewed coffee and a selection of teas on arrival
- **Morning tea – Chef’s choice of**
  - Assorted cookies
  - Muffins
  - Scones, jam and cream
- **Lunch – choose one item from**
  - Selection of assorted sandwiches served with fresh fruit skewers
  - Freshly brewed coffee and a selection of assorted teas
  - Jugs of juice

#### **OR**

- Selection of flat bread wraps with an assortment of fillings served with Fresh fruit skewers, and fries
- Freshly brewed coffee and a selection of assorted teas
- Jugs of juice

#### **OR**

- Selection of baguettes with an assortment of fillings served
- Fresh fruit skewers
- Hot seasoned wedges with sour cream and sweet chilli sauce
- Freshly brewed coffee and a selection of assorted teas
- Jugs of juice

- **Afternoon tea – Chef’s choice of**
  - Assorted cookies
  - Muffins
  - Fruit Platter

For half day delegates package subtract \$6.00 from the chosen package.





## Conference Packages

### Package two: \$33 per person

- Freshly brewed coffee and a selection of teas on arrival
- **Morning tea – Chef’s choice of**
  - Danish Pastries
  - Assorted Cakes
  - Scones, jam and cream
- **Lunch – choose one (1) item from**
  - Selection of baguettes with an assortment of fillings served
  - Fresh fruit skewers
  - Hot seasoned wedges with sour cream and sweet chilli sauce
  - Freshly brewed coffee and a selection of assorted teas
  - Juice
- OR**
  - Assorted club sandwiches
  - Fresh fruit skewers
  - Hot finger food with assorted dipping sauces
  - Freshly brewed coffee and a selection of assorted teas
  - Juice
- OR**
  - Battered fish with chips and tartare sauce (buffet style)
  - Two (2) fresh salads (Chef’s selection) and condiments
  - Freshly brewed coffee and a selection of assorted teas
  - Juice
- **Afternoon tea – Chef’s choice of**
  - Assorted cookies
  - Muffins
  - Fruit Platter

For half day delegates package subtract \$6.00 from the chosen package.





## Conference Packages

**Package three: \$39 per person** (a minimum of 15 delegates is required for this package)

- Freshly brewed coffee and a selection of teas on arrival
- **Morning tea – Chef’s choice of**
  - Warmed mini croissants with ham and cheese
  - Assorted Cakes
  - Muffins
- **Lunch – choose one (1) item from**
  - Home made Frittata and savoury filo parcels
  - Garden salad with balsamic dressing
  - Warm crusty bread rolls
  - Freshly brewed coffee and a selection of assorted teas
  - Juice

### OR

- Choose two (2) wok fried dishes served buffet style:
  - Boneless chicken with cashews
  - Wok fried beef and black bean, garlic sauce
  - Mongolian lamb
  - Malay satay chicken & vegetables
  - Battered pork with sweet & sour sauce
- Served with:
  - Fried rice and Asian noodles
  - Fresh fruit platter
  - Crusty bread rolls
  - Freshly brewed coffee and a selection of assorted teas
  - Jugs of juice
- **Afternoon tea – Chef’s choice of**
  - Assorted cookies
  - Scones, jam and cream
  - Fruit Platter

For half day delegates package subtract \$6.00 from the chosen package.





## Upgrade your package – go on you know you deserve it...

- Continuous tea and coffee \$5.90 per person
- Berocca sunrises (Beroccas with orange juice) \$3.50 per person
- Additional Jugs of juice (serves approx 8) \$10 per jug
- Mini chocolate fix (Mini chocolate bars and iced coffee or chocolate drinks) \$6.50 per person
- 3 cheeses, dried fruit and crackers \$7.50 per person
- Gift boxes - including chocolate coated coffee beans and fine Belgian chocolates \$4.50 per person
- Cans of soft drink or bottled water \$3.00 each
- Red Bull energy drinks \$5.00 each





## Accommodation Options

In today's competitive market, our reservations team will offer you the best available rate at time of booking.

We offer accommodation only or bed and breakfast packages as well as group rates for 10 or more rooms. Please enquire about our early bird specials for bed and breakfast.

### **Standard**

Bedding Configuration: 1 Queen bed  
Maximum number of guests: 2

*(Twin share not available)*

### **Deluxe**

Bedding Configuration: 1 Queen bed and one single bed  
Maximum number of guests: 3

### **Executive**

Bedding Configuration: 1 Queen bed  
Maximum number of guests: 2  
*(Twin share not available)*

### **VIP Suite**

Bedding Configuration: 1 Queen bed  
Maximum number of guests: 2  
*(Twin share not available)*

### **Family Room**

Bedding Configuration: 3 Queen beds – 1 in the master bedroom  
Maximum number of guests: 6





If you require more than 10 accommodation rooms for your delegates please speak with our Front Office and Reservations Manager about our group packages. See below for contact phone and fax numbers.

You can make accommodation bookings for your delegates through the Reservations Department. If your delegates are to make their own accommodation bookings then they need to please call the Leisure Inn Plaza Hotel Reservations Department on 07 4772 1888 or Toll Free 1800 653 598 or Fax 07 4772 1299 and advise our reservation staff that they are attending your function here at the Leisure Inn Plaza Hotel in order to receive these rates.

Please note that all reservations made through the Functions Department must be confirmed and guaranteed prior to arrival, please see the Accommodation terms and conditions at the back of this information.

We offer valet parking for in-house guests only.

## Parking

We offer valet parking for in house guests only.

Parking options for other delegates:

- Metro Quays undercover paid parking in Ogden St
- North Town shopping centre undercover paid parking in Ogden St, under the Holiday Inn
- There is also plenty of street parking around Flinders and Stanley Street

Please note that a 1.5% surcharge will apply if settling you account by Mastercard, visa or Bankcard and a 3.5% surcharge for Amex and Diners. No surcharge applies to cash, Eftpos or pre-payment via direct deposit.





## **TERMS & CONDITIONS**

### **GENERAL RATE AND INFORMATION**

All rates are quoted and payable in Australian dollars.

### **FINAL NUMBERS**

Final numbers for catering are required three (3) working days (72hrs) prior to the event. Charges will be based on these numbers or the actual attendees (if agreed by hotel), whichever is greater.

### **CONFIRMATION**

Confirmation of a booking must be made in writing by the outlined date. A deposit equivalent to approximately 30% of the total estimated function charges (food, beverage, accommodation, room hire and audio visual) will be required to confirm the function space. If not received, Leisure Inn Plaza Hotel reserves the right to cancel the booking and re-allocate the function space.

### **PAYMENT SCHEDULE**

Full payment of charges (food, beverage, accommodation, room hire and audio visual) is to be received three days prior to the event, unless credit is established and accepted by Leisure Inn Plaza Hotel. If credit facilities have been established, the remaining balance of the event must be paid within fourteen (14) days upon receipt of an invoice.

In case of full payment being made on the conclusion of the event, only cash or credit card will be accepted.

### **CREDIT CARD SURCHARGES**

If you are settling your account with a credit card, please note that a credit card transaction fee will apply. Current fee is 1.5% for Visa/Mastercard/Bankcard and 3.5% for Amex and Diners. Payments by cheque, cash, EFTPOS or Electronic Funds Transfer do not attract transaction fees. **Note: these rates are subject to change without prior notice.**

### **CANCELLATION**

The deposit is fully refundable if written notification of cancellation is received within twenty one (21) days prior to the commencement of the event, subject to the space being resold. If an event is cancelled with less than twenty one (21) days notice then the deposit will not be refunded. If an event is cancelled within seven (7) working days then 100% of the estimated value of the function will be charged.

### **EVENT AMENDMENTS**

The Leisure Inn Plaza Hotel's function department must receive all amendments, including cancellation and guest reduction in writing. The Leisure Inn Plaza Hotel will not be held responsible for delivery or failure of delivery of services not received in writing.

### **SCHEDULE OF OBLIGATIONS**

A schedule of obligations is outlined on the event run sheets. Should information not be received by the dates outlined, Leisure Inn Plaza Hotel reserves the right to select menus and set break times on behalf of the client.

### **AUDIO VISUAL**

Leisure Inn Plaza Hotel does not have a dedicated onsite Staging and Events person onsite; however we are only too happy to assist with audio visual needs to the best of our knowledge. Should you require the services of an audio visual company, Leisure Inn Plaza Hotel is happy to provide details of recommended companies.





## **CLIENT RESPONSIBILITY**

The organizer will be responsible to ensure the orderly behaviour of delegates and Leisure Inn Plaza Hotel reserves the right to remove those persons who in its opinion are conducting themselves in a manner which is causing a disturbance or nuisance.

If Leisure Inn Plaza Hotel has reason to believe that a function will affect the smooth running of the hotels business, security or reputation, it reserves the right to cancel the function without liability. The hotel reserves the right to remove any disruptive guests from a function when the hotel considers the individual's behaviour objectionable.

## **OUTSIDE CONTRACTORS**

For all exhibitions and stage setups produced by outside contractors, plans must be approved by the Hotel Functions Manager a minimum of 10 working days prior to your event. The outside contractors must liaise with the Hotel's Function Manager in all matters of delivery, set up and removal.

## **DISPLAY, SIGNAGE and DAMAGE**

Organiser's are financially liable for any damage sustained by Leisure Inn Plaza Hotel property whether through their own action or through the action of the appointed sub-contractor or guests. This also entails that nothing is to be nailed, screwed or fixed to any wall, door or surface, which forms part of the Leisure Inn Hotel's structure.

## **DELIVERY AND COLLECTION OF GOODS**

Leisure Inn Plaza Hotel will only accept delivery of goods two (2) working days prior to the event and all goods must be collected within two (2) working days following the conclusion of the event. Should collection not occur within this time, the items will be deemed abandoned and will be dealt with accordingly. Leisure Inn Plaza Hotel does not accept responsibility for damage or loss of any goods brought to the Hotel before, during or after an event. It is the organiser's responsibility to arrange adequate insurance to cover such potential damage.

## **ROOM ALLOCATION**

Leisure Inn Plaza Hotel reserves the right to re-assign the function to another room should it deem appropriate i.e. increase or decrease in numbers. The organizer will be notified of such changes.

## **BASIS OF AGREEMENT**

Performance is contingent upon the ability of the hotel to complete the same, and is subject to labor troubles, disputes, strikes or picketing, accidents, Government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverage or supplies, equipment failure and other causes, whether enumerated herein or not, which are beyond the control of the hotel. In no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the Hotels liability be in excess of the total amount of food and beverages contracted heretofore.

