

CONFERENCE BOOKING 2011



Thank you for your enquiry regarding conference facilities at Knotts Crossing Resort. The following information is required to ensure each function runs effectively. Your conference will be booked 'tentatively' for three days from booking date. If no paperwork is received during the three days the booking will be cancelled.

Please assist us by making the appropriate choices and returning the completed forms to confirm your conference reservation.

If you wish to discuss anything please do not hesitate to contact me on 08 8972 2511 or via email katrin@knottscrossing.com.au

Kind Regards,

Katrin Ladurner
Function Coordinator

CONFERENCE INFORMATION



CONTACT DETAILS

Contact person:

Company Name:

Phone:

Fax:

Email:

Address:

Date of enquiry:

Function name:

CONFERENCE DATE AND DURATION

DAY	DATE	TIME

Number of Delegates:

CONFERENCE ROOM CHARGES

Includes room setup, use of audiovisual equipment and iced water.

Please advise if you require anything further.

	Full Day	\$260
	Half Day	\$180
	Evening	\$200
	10-12pm Surcharge	\$150

EQUIPMENT REQUIREMENTS

Please select any of the following that you may require. The below items are included in your room hire.

	Whiteboard		Television
	Projector Screen		Video/DVD
	Microphone		Lectern

ADDITIONAL EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	Flip Chart	\$20 per day
<input type="checkbox"/>	Data Projector	\$30 per day

ROOM CONFIGURATION

<input type="checkbox"/>	Theatre	<input type="checkbox"/>	U-Shape
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Boardroom

Other:

CATERING REQUIREMENTS

Breakfast:

Morning tea:

Lunch:

Afternoon tea:

Dinner:

ACCOMMODATION REQUIREMENTS

MEANS OF PAYMENT

<input type="checkbox"/>	Please fax invoice to:
<input type="checkbox"/>	Please send invoice to:
<input type="checkbox"/>	Copy of purchase order attached
<input type="checkbox"/>	Will settle account at function (must be prearranged)

CONFERENCE QUOTE



Name of conference: _____

Date: _____

Please note that catering prices may vary depending on menu selections. Please see attached menus for options and pricing.

CONFERENCE				
ITEM	COST	OCCURENCE		TOTAL
Half day room hire	\$180			
Full day room hire	\$260			
Evening rate	\$200			
Quoted room hire (other)				
Flip chart	\$20 per day			
Data projector	\$30 per day			
CATERING	COST	PAX	OCCURRENCE	TOTAL
Tea and Coffee	\$3.50pp			
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
CONFERENCE SUBTOTAL				
ACCOMMODATION				
ROOM TYPE	AMOUNT	NIGHTS	TOTAL	
ACCOMMODATION SUBTOTAL				
GRAND TOTAL				

TERMS AND CONDITIONS



CONFIRMATION AND DEPOSITS

Tentative bookings for conference room will be held for a period of 3 working days, after which time the function space will be released.

All final details, menus, beverage arrangements, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed in writing 7 days prior to the function.

Guaranteed numbers are required 7 days prior to the function and charges will be based on guaranteed numbers or final head count whichever is greater. If final numbers are not received by this time Knotts Crossing Resort will assume the minimum as stated on the function sheet and charges will be made accordingly.

CANCELLATION POLICY

Should your booking be cancelled within 7 days of your scheduled function, all associated room hire; catering and accommodation charges will be the responsibility of your company.

GENERAL TERMS AND CONDITIONS

Organisers are financially responsible for any damage sustained to resort fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

All deliveries to the Resort must be advised to the conference coordinator in advance and must be marked with the name of the function.

Nothing is to be nailed, screwed, taped, stapled or adhered to any wall, door or other surface or part of the building.

Signage in the Resort public areas is to be kept to a minimum and must be approved by the conference coordinator.

If the number of guests who attend your function differs by more than 20% from the number of persons originally quoted, the Resort may review the price charged for your meals.

The Resort cannot accept any responsibility for the damage or loss of client's property.

A surcharge will apply after 10pm.

Whilst we are pleased to provide a venue for your evening functions, consideration must be given to all guests on the Resort with regards to bands and noise levels. Bands may be booked for functions however; the noise level may need to be reduced after 10pm.

It is a Resort policy that food and beverage may not be brought onto the premises.