



TFE hotels



Made-to-measure meetings

Because when did one size ever fit all?

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Hotels**
Refreshingly Simple

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CONFERENCE KIT



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Wait, there's more...
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Refreshingly Simple meeting packages

With all of our experience of organising successful meetings and conferences we know one thing for sure, two are never the same.

Speak to us today about how we can help cater to your specific needs.

Why not pop over to see the spaces we have and talk through all of our options?

Booking your
next conference
is simple...

events WITH
BENEFITS

Book your next event with TFE Hotels and enjoy a host of reward options for both the company and for the booker.

Register today for Events with Benefits and experience all the benefits our hotels have to offer.

For more information email meet@tfehotels.com or visit TFEhotels.com/eventswithbenefits

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Hotel Highlights

Travelodge Docklands' central city location, modern facilities, and focus on providing friendly and responsive guest service, make it a top spot for your next conference or event.

Located on Aurora Lane in the new Docklands waterfront precinct in the heart of Melbourne, the hotel provides the perfect base for you to explore all of Melbourne's exciting attractions including; Marvel Stadium, Crown Casino, Melbourne Aquarium, Rod Laver Arena, the MCG and the Melbourne Convention and Exhibition Centre. The hotel also offers fabulous public transport links with Southern Cross Station just next door and the Melbourne International Airport just 20 minutes away.

Travelodge Docklands features 291 spacious guest rooms, a breakfast restaurant, room service and impressive conference and meeting spaces. Our team are dedicated to creating a positive and successful event that delivers.

Features

- Natural light
- Close to public transport
- Parking \$25 per day
- Flexible and fresh catering options

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Travelodge Docklands

66 Aurora Lane,
Docklands VIC 3008
+61 3 8615 1000
docklands@travelodge.com.au

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Venue Capacity

Room	Area (sqm)	Theatre Style	Classroom	U-Style	Cocktail
Collins Room	47	25	18	12	50
Bourke Room	60	40	24	22	80
Collins/Bourke Room	107	85	48	35	140

Room Hire

	Half Day	Full Day
Collins Room	\$300	\$400
Bourke Room	\$350	\$450
Collins/Bourke Room	\$450	\$600



Audio Visual & Equipment Hire

Equipment	Per day price
Projector Screen	Included
Standard Whiteboard	Included
Speakers	\$50
Flip Chart with Markers and Paper	Included
Lectern and Microphone	\$50
Data Projector	\$100
Wireless Internet (per user)	Complimentary

Additional Audio Visual Equipment and or/ External Hire	Per day price
Electronic Whiteboard	Price on request
Teleconference Unit	Price on request
Partitions (1800x200 each)	Price on request
Lapel Microphone	Price on request
Microphone (cordless)	Price on request
Stage (1200x2500 sections)	Price on request

Technical Assistance	
Assistance with function set up and system checks	\$115 initial setup and check
Per hour assistance thereafter	\$60

Please note a delivery charge of \$44.00 may apply, and externally hired equipment prices are subject to change





Day Delegate Packages

From \$59 per person

If numbers fall below 15 guests, a room hire fee will apply.

Standard inclusions

Conference room hire, note pads, pens, iced water and mints, flip chart, whiteboard.

Arrival Tea/Coffee

Nespresso coffee and a selection of teas.

Morning Munchies

Nespresso coffee and specialty teas with a tasty treat.

Afternoon Delights

Nespresso coffee and specialty teas with a tasty treat.

Lunch

Your choice of one of the following options:

Option 1

Assorted sandwiches, wraps and rolls with a fruit platter, juice and water

Option 2

Assorted filo pastries and quiches served with salads, fruit platter, juice and water

+\$15 per person

Option 3

Hot buffet lunch with two hot items, and salad served with fruit platter, juice and water

+\$25 per person

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Catering Only Options

Arrival Tea and Coffee \$5 per person

A selection of Nespresso coffee and specialty teas

Continuous Tea and Coffee \$9 per person

A selection of Nespresso coffee and specialty teas served continuously throughout your event

Full Buffet Breakfast \$19 per person

Served in restaurant

Full breakfast buffet including a selection of hot items, cereals, fruit, yoghurt, pastry items, toast, juices, tea and coffee

Morning or Afternoon Tea \$12 per person

Assorted bakery items with a selection of freshly brewed coffee and specialty teas

Pre/Post Event Canapés 1 hr \$20 per person 2 hr \$30 per person

Beverage Packages

1 hr \$25 per person

2 hr \$35 per person

Lunch

Option 1 \$25 per person

Assorted sandwiches, wraps and rolls with a fruit platter, juice and water

Option 2 \$35 per person

Assorted filo pastries and quiches served with salads, fruit platter, juice and water

Option 3 \$45 per person

Hot buffet lunch with two hot items, and salad served with fruit platter, juice and water



Booking Terms and Conditions

1. Confirmation

Your booking is not confirmed until a full copy of the event agreement is completed and returned to the hotel and acknowledgment of receipt and processing has been issued from the hotel. Customers have up to five (5) working days from the issuing of an event agreement to complete this process, after this time, event agreements are null and void. Once confirmation is received the booking is subject to full terms and conditions. Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client if the deposit is not received within the specified time frame.

2. Payment

DEPOSIT – All function accounts require a 20% deposit to be paid within five (5) working days of the booking date. The deposit amount will be deducted from the final account. **FINAL PAYMENT** – Payment can be made by credit card, bank transfer or by pre-approved TFE Hotels Credit Arrangements. Please note that for all credit card transactions, a surcharge of 1.2% applies. Accommodation guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee. All prices quoted are inclusive of Goods and Services Tax. **CREDIT CARD** – Bookings that select credit card as their payment method will have full prepayment taken for the event two (2) working days prior to the event commencing. **BANK TRANSFER** – Bookings that select bank transfer as their payment method will require a credit card on file and full payment will be due by bank transfer five (5) working days prior. It is required that remittance is sent to the Hotel for all payments made by bank transfer. Any additional payments required after final bank transfer will be processed to the credit card on file. **CHEQUE** – Bookings that select cheque as their payment method will require a credit card on file and full payment will be due by bank transfer ten (10) working days prior. It is required that email notification is sent to the Hotel once cheque payment is sent. Any additional payments required after final bank transfer will be processed to the credit card on file. **TFE HOTEL CREDIT FACILITY** – Bookings that have pre-approved TFE Hotel Credit Arrangements are required to pay a 10% deposit on confirmation of booking. All approved credit arrangements require full payment as per your approved application after the function. Events that exceed a total cost of \$5000 are required to ensure that no more than \$5000 is outstanding at the conclusion of the event date. Payment process must be approved by the hotel.

3. Non Performance Of Contract

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function. If an event is confirmed and then changes dates, it is treated as a cancellation.

Notification 60+ calendar days prior to function date

10% of total expected cost will apply

Notification 30 – 59 calendar days or more prior to function date

25% of the expected cost will apply

Notification 14 – 29 calendar days prior to function date

50% of the expected cost will apply

Notification less than 14 calendar days prior to function date

100% of the expected cost will apply

4. Final Details

To ensure your requirements are met it is necessary to receive details in writing of your function schedule and menu selection seven (7) working days prior to your event. This will include details such as floor-plans and designs for exhibition and display space. A guaranteed number of guests attending is required a minimum of three (3) full working days prior to the event commencing. It is the responsibility of the client to contact the hotel regarding final numbers. Should a guarantee number not be received, the minimum number of attendees as indicated on the event contract will be taken as final. The above quoted rate has been calculated on your current food and beverage requirements. If the number of delegates changes drastically, please understand that we will need to re-quote on room hire and your food and beverage requirements.

5. Commencement And Vacating Of Rooms

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond agreed finishing time we reserve the right to charge additional costs reasonably incurred to ensure the smooth operation of that function. Should the room be allocated subsequently for any reason, the hotel reserves the right to vacate your function from the room.

6. Set Up And Delivery Of Equipment

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised in writing and agreed upon with the Hotel. Deliveries should be sent no earlier than 48 hours prior to the function and must be marked with the name and date of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. The hotel will take all due care, but accepts no responsibility for the damage or loss of merchandise left in the hotel prior, during or after events. All items must be removed immediately following the conclusion of the event. Goods left in the Hotel without prior arrangement will be deemed abandoned and therefore will be discarded by the hotel.

7. AV Requirements

The Hotel uses an in-house AV company to supply all AV requirements. Data Projectors and Laptops can be supplied by the client if you choose however all other AV equipment is to be supplied by the Hotel. Approval in writing must be sought from the Hotel if another AV company is to be used.

8. Consumption

Clients are not permitted to supply their own food of any kind. Beverages, if supplied by a sponsor or client, will incur a corkage fee. Under no circumstances will the hotel allow any event to bring in food or beverage to the hotel without prior written permission from the Hotel's General Manager. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.



9. Displays And Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audio visual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the Hotel.

10. Room Allocation

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

11. Compliance

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

12. Damages

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include, however is not limited to, extra cleaning charges, cost to repair damaged furniture etc.

13. Responsibility

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security if required.

14. Security

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability. Security guards may be required for functions and this is to be determined by Management of the Hotel's discretion. Security will be organised by the Hotel and must be paid by the client. The Hotel is intent on ensuring the safety of both function and hotel guests. If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

15. Basis Of Agreement

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, 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 Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

16. Accommodation Block – Cancellation Policy

All reservations or cancellations must be advised in writing. The following penalties will apply as per the release schedule:

45 days prior to arrival	100% of remaining rooms can be cancelled without charges.
Within 31 days to arrival	50% of remaining block can be cancelled without charges.
30 – 0 days to arrival	Full charges will be incurred.

All reservations must be accompanied by a valid credit card. If bank transfer is the nominated method of payment, this is due ten (10) working days prior to check-in.

Accepted By The Client

Name of company: _____

Name of responsible party: _____

Signature of responsible party: _____ Date: _____