

**PARK MOTOR INN**

88 Margaret Street

TOOWOOMBA QLD 4350

Ph 07 4632 1011

E enquiries@parktoowoomba.com.au

**Room Hire**

Rates for 2020

Room Hire - Day Rate (9.00am - 5pm)	\$220 per day
Room Hire - Half Day Rate Morning (8.00am-12pm) OR Afternoon (1pm-5pm)	\$150.00 per session
Room Hire - Night Rate (6.30pm - 10.00pm)	\$150 per night
Room Hire - Day & Night (9.00am - 10.30pm)	\$300 per day

**Inclusions -**

- **Whiteboard and Markers**
- **Pull Down Screen for Projector or Pull up screen**
- **Water Station**
- **Pens & Paper for delegates**
- **Microwave**

**Catering (\*Weekends and Public Holidays will incur a surcharge\*)**

**Sample Conference Catering Package**

*Please note that this is an example only, we can adjust the catering to suit your particular needs.*

*Dietary Needs etc.*

*The minimum charge is for 6 people per day.*

*If you choose alternative catering from other sources or bring your own food that is perfectly fine, we do not however provide any utensils unless pre-organised and there would be a fee.*

<b>Full day package</b> Tea and Coffee on Arrival  Morning Tea -Biscuits and Muffins/Cake with Tea or Coffee  Lunch - Assorted Sandwiches or wraps, 2 hot finger food choices, Juice  Afternoon Tea - Biscuits/slice, seasonal fruit, Tea and Coffee A selection of soft drinks, juices and Alcohol are available at an additional cost	\$40.00 per person
<b>Cheese Platter - variations</b>	\$16 per person
<b>Morning Tea Only - example only</b> Biscuits and Muffins/Cake with Tea or Coffee	\$10.50 per person
<b>Lunch Only - example only</b> Assorted Sandwiches or wraps, 2 hot finger food choices - example only: sausage roll or mini quiche or wedges or marinated chicken wings, Juice	\$20.00 per person
<b>Afternoon Tea Only - example only</b> Biscuits/slice or Seasonal fruit, Tea and Coffee	\$10.50 per person
<b>Tea and Coffee on Arrival - only</b>	\$3.00

Minimum charge \$20	per person
<b>Continuous Tea and Coffee - only</b> Minimum charge \$30	\$4.50 per person

### **Room Set Up**

Theatre Style	40 pax
Classroom Style	30 pax
Boardroom Style	16 pax
U Shape Style	24 pax
Square Style	30 pax

### **Additional Equipment Hire**

Projector (3000 ansi-lumen Epson data projector) with cables	\$50.00 per day
2.4 metre x 1.8 metre free standing screen with cloth masking, available in front or rear projection	\$20 per day
Flip Chart and Paper	\$25 per day
<b>Tablecloths</b>	<b>\$45 per day</b>

### **Accommodation**

Accommodation is available to the Trainer and Delegates at our Corporate Rate

Queen room 1 person	\$125 per night	\$175 per night (Bed/Breakfast/Dinner package)
Twin Share 2 persons	\$135 per night	\$235 per night (Bed/Breakfast/Dinner package)

### **Restaurant**

Flare Restaurant is open 5 days for Breakfast Monday to Friday and open Monday to Friday for Dinner. We can also cater for private functions. Please don't hesitate to contact us if you require more information on our Restaurant or Functions.

### **Rest Rooms**

Male and Female toilets are located in the conference room for your convenience

### **Location**

Essex Conference Centre is located at Park Motor Inn at 88 Margaret Street, Toowoomba. The room size is 11.5 metres long and 7 metres wide which makes it 80.50 square metres in total. Positioned at the rear of the complex in the right hand corner upstairs, last room on the end. The Conference Centre is very private and quiet.

### **Car Parking**

There is ample car parking available on the property for your delegates. For daytime conferences we suggest parking at the back of the property, close to the stairs to the Conference Centre.



**Account Details**

Details	Qty	\$ / Qty	Total
Room Hire			
Additional Equipment			
Catering Required			
Accommodation			

**Billing Details**

Account Contact:		Phone:	
Email for Accounts:			
Credit Card:			
Expiry Date:			
Approx. Total:			
Other Comments:			

The above details have been checked and confirmed by:

Name:	
Signature	