



COOPERS  
EST INN 1854

*bar AND bistro*

CONFERENCE PACKAGE  
PROPOSAL



## CONFERENCE PACKAGE PROPOSAL

### ROOM HIRE

HALF DAY HIRE | **\$180.00** (UP TO 5 HOURS)

FULL DAY HIRE | **\$250.00** (UP TO 8 HOURS)

Room hire includes exclusive use of the Heritage Room on level 2. The Coopers Inn can provide projector, pull up screen, HDMI cables, power boards, flipcharts, whiteboard and markers for use at your conference.

*Please Note: Clients must provide their own HDMI compatible laptop.*

The Heritage Room will be set according to client specifications, with a range of conference set up options available including: Boardroom, Conference, Seminar, U-Shape, Classroom, etc.

### CATERING

FULL DAY CATERING | **\$65.00** PER DELEGATE  
incl. morning tea, lunch & afternoon tea

HALF DAY CATERING | **\$45.00** PER DELEGATE  
incl. morning tea or afternoon tea & lunch

An appropriate menu to be confirmed prior to each conference and items can be catered to meeting specific dietary requirements and other client needs.

### BEVERAGES

Each conference will be provided with a complimentary water station, with tea, coffee, soft drink and additional beverages to be incorporated into your package.

### PARKING

Parking is readily available outside the hotel and surrounding streets. This is metered from 7.00am until 8.30pm at \$5.50 per hour. Alternatively, you may choose to park in one of the many parking lots located in the area, with early bird parking available in some spaces from \$15.00 per day.

Coopers Inn is located one block from Parliament Train Station and in close proximity to buses and trams.



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### DEPOSIT

A security deposit is required at the time of booking your conference. The deposit charge of \$180.00 (up to 5 hours) or \$250.00 (up to 8 hours) covers the room hire and also acts as a confirmation of your booking. This deposit will be forfeited, unless the function is cancelled within the number of days specified below.

### PAYMENT TERMS

The balance of the account is to be settled on the day of the conference. Personal cheques will not be accepted unless prior arrangements have been made with the Coopers Inn.

EFT transfers or credit cards payments are accepted prior to the function or for clients who wish to be invoiced for the balance of their account. The invoice number, company name and/or contact are required on the EFT transfers description. Coopers Inn invoice payment terms are 7-days.

A conference booking may be postponed if the Coopers Inn is advised 4-weeks prior to the date of the conference. All deposits and advances will be held over and a change of date for the booking will be accepted, subject to availability. Cancellation of any conference booking within 4-weeks of the date of the conference will result in the deposit being forfeited.



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### MENU OPTIONS

#### ON ARRIVAL

Freshly Brewed Tea & Coffee.

#### MORNING TEA

House Made Mini Muffins, Assorted Pastries, plus Fresh Juice,  
Freshly Brewed Tea & Coffee.

#### LUNCH OPTION 1

House made Sandwiches, Assortment of Hot and Cold Canapes,  
plus jugs of Soft Drink.

#### LUNCH – OPTION 2

Limited Bistro Menu (ie. Chef's Selection of our top selling items incl. Chicken Parma,  
Chicken Schnitzel, Lamb Shank, Fish N' Chips, Vegetarian Lasagne,  
Corned Beef Silverside, plus jugs of Soft Drink.

#### AFTERNOON TEA

Seasonal Fruit Platters, Assorted Cheese & Crackers,  
plus Freshly Brewed Tea & Coffee.

*Please Note: all menu items will be agreed with the client prior to each conference.  
Alcoholic beverages can be made available upon request, with additional charges to apply.*

