

**PANORAMA CENTRE  
CONFERENCE FACILITIES**  
Copy this tick ✓ into the boxes below

COMPANY: \_\_\_\_\_

DATES: \_\_\_\_\_

COMPANY CONTACT FOR CONFERENCE: \_\_\_\_\_

FACILITATOR(S) / TRAINER(S) NAME(S): \_\_\_\_\_

FACILITATION COMPANY: \_\_\_\_\_

**CONFERENCE ROOM SET UP (x number of delegates)**

- U SHAPE x \_\_\_\_\_
- BOARD x \_\_\_\_\_
- THEATRE x \_\_\_\_\_
- CLUSTERS x \_\_\_\_\_ (\_\_\_\_\_ per table)
- ROUND TABLES x \_\_\_\_\_ (\_\_\_\_\_ per table)
- CLASSROOM x \_\_\_\_\_

DO YOU REQUIRE ANY ROOM SET CHANGES? (please specify)

SYNDICATE ROOMS x \_\_\_\_\_ (4 Syndicate rooms complimentary  
PAX IN EACH x \_\_\_\_\_ with Panorama Package)  
(Extra syndicate rooms \$110 per room/per day)  
Please indicate set up and equipment below:

Please tick if you would like a briefing on Safety  
Procedures at the beginning of your conference.

Time required: \_\_\_\_\_ Day required: \_\_\_\_\_

**CONFERENCE ROOM EQUIPMENT**

– please copy and paste this tick ✓ in the boxes below

Panorama Centre Equipment

- WHITEBOARD x \_\_\_\_\_
- FLIPCHART x \_\_\_\_\_
- OVERHEAD PROJECTOR (*for use of transparency film*)
- SCREEN
- VHS & MONITOR
- ELECTRONIC WHITEBOARD
- REAR PROJECTION (*for laptop computer presentations*)
- PADS & PENS
- LAPEL MICROPHONE
- CD PLAYER
- DVD PLAYER

Additional Facilities

- CONNECTION TO WIRELESS NETWORK \$5.50 Per person/per day.  
No. of Pax \_\_\_\_\_
- STAGE – Please contact your Conference Co-ordinator for more details  
and pricing.
- DRINK BOTTLES X \_\_\_\_\_ \$5.00 PER BOTTLE  
(*these are empty 750ml sport drink bottles*)
- STRESS BALLS X \_\_\_\_\_ \$3.00 PER BALL
- GROUP PHOTO – (minimum 10) 5x7 inch print taken, developed and  
presented in a black folder. \$15 per picture.
- HIGH & LOW ROPES COURSE (Prior arrangement **must** be made with  
The Country Place for use of either course – ask your conference co-  
ordinator for more details and pricing)

**PHONE CALLS** (please tick)

- MASTER BILL
- ROOM ACCOUNTS

**GUEST SUNDRIES** (please tick)

- MASTER BILL
- ROOM ACCOUNTS

## BEVERAGE REQUIREMENTS

**COMPANY:**

**DATES:**

Please tick	Lunch	Pre-Dinner	Dinner	Post Dinner
Water	✓			
Juice				
Soft Drink				
Wine & Local Beer				
Wine & all Beer				
Open Bar (inclusive spirits and liqueurs)				
Room Accounts only <i>(Individuals pay their own account on check out)</i>				

**Do you have any changes to these requirements during your stay: Y/N**

**If yes, please specify changes below:**

**IF PRE-SELECTING WINES, PLEASE SPECIFY**

To view our wine list visit the dining section on our website at [www.countryplace.com.au](http://www.countryplace.com.au)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**\* Please note beverages selected above are charged on consumption basis.**

*The Country Place is not licensed for BYO alcohol. Should alcohol be brought on to the premises, it will be removed and appropriately stored. It will be returned to your group upon check out.*

**BAR LIMIT** (if applicable): \_\_\_\_\_

**CLOSING TIME** (if applicable): \_\_\_\_\_

COMPANY NAME:

DAY & DATE:

MEAL	TIME	NUMBERS
BREAKFAST (cooked & continental)		
MEETING		
M/TEA		
MEETING		
LUNCH		
MEETING		
A/TEA		
MEETING		
PREDINNER		
DINNER		
MEETING		

**UPGRADE OPTIONS**

- GALA DINNER  
(Additional charge per person **POA**)
- CHEESE & FRUIT PLATTER – Time required \_\_\_\_\_  
(Additional \$5.50 per person)

**OTHER REQUIREMENTS**

Please advise us of any special activities during your stay.  
 For special event ideas please visit our special events page at  
[www.summitconference.biz](http://www.summitconference.biz)

**AGENDA DETAILS**

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