

# 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 \_\_\_\_\_ \$110.00 PER ROOM PER DAY  
PAX IN EACH x \_\_\_\_\_

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

Standard Conference Equipment

- WHITEBOARD x \_\_\_\_\_
- FLIPCHART x \_\_\_\_\_
- OVERHEAD PROJECTOR (for use of transparency film)
- SCREEN
- VHS & MONITOR
- DVD PLAYER
- PADS & PENS
- CD PLAYER

Additional Facilities & Services

- ELECTRONIC WHITEBOARD \$121 PER DAY
- DATA PROJECTOR \$200 PER DAY
- LAPEL MICROPHONE \$80 PER DAY
- STAGE – Please contact your Conference Co-ordinator for more details and pricing.
- CONNECTION TO WIRELESS NETWORK \$5.50 Per person, per day. No. Of Pax \_\_\_\_\_
- 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>				

**\* 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): \_\_\_\_\_

**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.

**AGENDA DETAILS**

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)

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