

BRONZE CONFERENCE - FULL DAY - with Full Day Catering Options - 2010

Ian Potter Room

(AUDITORIUM – Upper Level with Ocean Views)

* Suitable for conferencing for 5 to 50 guests – pending configuration*



Room Specs, Layouts & Approx. Capacities	Area (metres)	Ceiling Height (metres)	Square (metres)	U - Shape	Theatre Style	Class Room	Board Room	Cabaret Style	Standing
Auditorium	10.8 x 11	3.2 to 3.8	118.80	30-35 pax	70-80 pax	40 pax	35-40 pax	60 pax	80 pax



LIFEGUARDS@200, Function, Conference and Events Centre is located fifteen minutes from Melbourne's CBD. Waterfront at The Boulevard in Port Melbourne the facility boasts wonderful sweeping views of Sandridge Beach, Port Phillip Bay, Station Pier and the City Skyline. The elegant contemporary headquarters of Life Saving Victoria offers modern designed facilities to suit your all of your event requirements.

FULL DAY RATE: 9 hour maximum duration – (Including set up/access & post event pack down)

Weekday - \$1250.00 (Inc GST)

***W/End-P/Hol - \$1500.00** (Inc GST)

*Weekends Subject to \$2000.00 - Minimum Spend

ROOM INCLUSIONS:

- **AUDITORIUM and rear balcony** (Exclusive use as per agreed times)
- **Room set up to your preferred configuration** (with prior arrangement – see formats – page1)
- **Iced Water and Mints** (throughout the event)
- **Access to free on site car parking** (pending availability due to public beach use)
- **Event Coordination and Staff assistance** for the duration of the event

Electronic-Audio Visual Equipment Inclusions: (No cost reductions available if equipment not used)

- **DATA PROJECTOR (Roof mounted) and screen (100”)** (including VGA computer & Audio cabling)
- **ELECTRONIC LECTERN** (with microphone)
- **INTERNAL AUDIO SYSTEM with wireless microphone** (volume levels may be applied)
- **FLIP CHART STANDS x 2** (mobile)
- **ELECTRONIC WHITEBOARD**
- **Equipment Box** (Extension lead, Power board, Blue tack, Sticky labels, W/B Markers, Etc.)
- **Entrance Foyer Plasma Presentation** – featuring welcoming message and directional info.
- **Wireless Internet Access**

* Please note: Our staff are trained to set up and assist with presentation equipment but in the event of incompatibility issues or problems with your supplied presentation or Laptop etc. we do not offer for full technical or IT support.

Not Included:

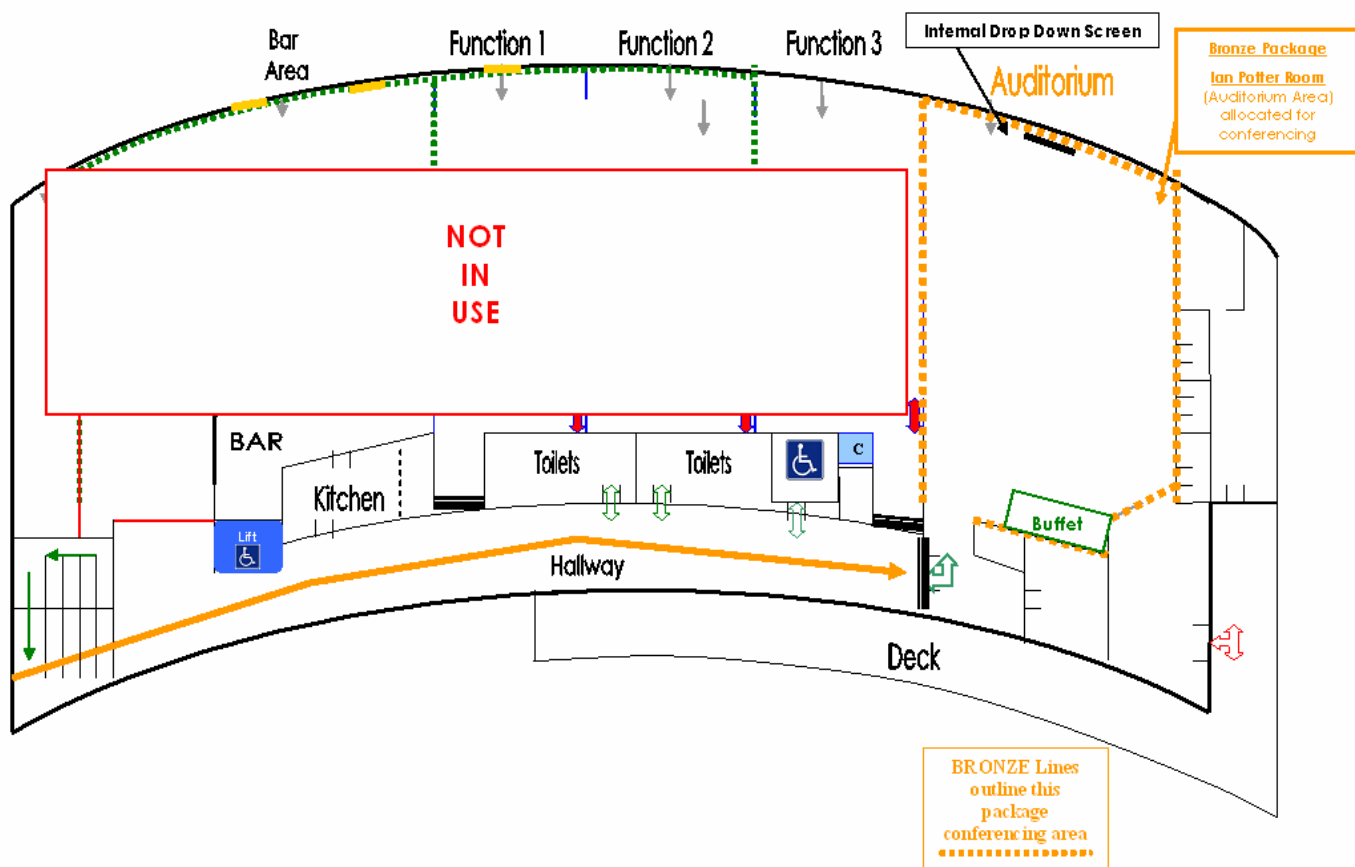
- **LAPTOP or additional A/V equipment** (CLIENT WELCOME TO PROVIDE or arranged at cost)
- **Pads and Pens** (CLIENT WELCOME TO PROVIDE or arranged at cost)
- **Flip chart paper** - (CLIENT WELCOME TO PROVIDE or arranged at cost - **\$25/- per pad**)
- **Break Out Area**

CATERING Information:

- Only In House catering is available, we do not allow external catering.
- Please see below our FULL DAY working style conference catering packages.
- **A self serve catering buffet is – IN ROOM** (fully serviced & restocked at agreed break times)

OTHER Information:

- Please note this package offers exclusive use of the AUDITORIUM and rear balcony but not the entire upper level. Where able, we may host other events in other available areas coinciding with your booking, prior to, or following your booking as time permits. We ask that you clearly indicate and strictly adhere to the agreed times. Late departure without notice will be subject to additional costs. Entrance and hallway amenities are deemed common areas.
- Noise interaction between groups will be given due consideration and discussed prior to bookings being confirmed.
- Please consult with our Function and Events Coordinator for any further information or requirements.
- More detailed information / terms & conditions available by request.



FULL DAY Conference Catering Options

Please see following options suited to cater for FULL DAY events.

- Please select your options and return no later than **SEVEN** working days prior to the event.
- Specific dietary requirements can be individually catered for with prior arrangement. We ask that you provide the guest's names and their individual requirements no later than **SEVEN** working days prior to the event. Approx 20% Vegetarian items will be prepared.
- Prices printed include GST and are subject to change without notice.
- As noted below, weekend and public holiday bookings are subject to additional surcharges.
- If your event requires lesser catering please request to see our separate HALF DAY catering options.
- For consecutive full day events, a combination of standard and healthy options are also available (see below for details).

FULL DAY CATERING - 2010

o **Each Full Day Option Includes:**

- Iced water and mints for the duration of the event – as above.
- Service will be available from a Self Serve Buffet at the arranged interval times.
- Please advise your **Catering selections, Service /Break times and Dietary requirements 7 days prior** to the event.

1 <input type="checkbox"/> “STANDARD” Full Day Option		WEEKDAY \$ 38.00 per person (inc GST)	Weekend – P/HOL \$ 42.00 per person (inc GST)
TIMES	Option Includes:		
Arrival	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas 		
Morning Tea	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Home baked Scones with jam and cream (1.5 pp) 		
Working Lunch	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Chefs Combination of Gourmet filled Wraps or Baguettes or Sandwiches (Includes approx 20% Vegetarian options) (2 piece - pp) o Chefs selection of individual - Pies, Quiches, Pastries (Inc Vege. options) (3 piece – pp) o Fresh seasonal fruit platter/s o Variety of chilled fruit juices 		
Afternoon Tea	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Chef's selection of sweet bakery item (1 pp) 		

OR

2 <input type="checkbox"/> “HEALTHY” Full Day Option		WEEKDAY \$ 44.00 per person (inc GST)	Weekend – P/HOL \$ 48.00 per person (inc GST)
TIMES	Option Includes:		
Arrival	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Healthy fruit and nut muesli bar (1 pp) o Bowl of seasonal fruit pieces (1 pp) 		
Morning Tea	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Warm date and honey loaf (Gluten Free) (1piece - pp) 		
Working Lunch	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Chefs Combination of Healthy Gourmet filled Wraps and Sandwiches (Includes approx 20% Vegetarian options) (2 piece - pp) o Roasted vegetable frittata and Dips platter (Inc Veg. options) o Selection of California rolls (Inc Veg. options) (2 piece - pp) o Light Florentine biscuits (Gluten Free) (1 pp) o Variety of chilled fruit juices 		
Afternoon Tea	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Fresh seasonal fruit platter 		

OR

3 For **TWO CONSECUTIVE FULL DAY Events** we can offer the Standard option (Day 1) and Healthy option (Day 2) at a discounted rate of **\$39.00** per person - per day.

“STANDARD” Full Day Option		WEEKDAY	Weekend – P/HOL
DAY ONE		\$ 39.00 per person (inc GST)	\$ 43.00 per person (inc GST)
TIMES	Option Includes:		
Arrival	o AS ABOVE		
Morning Tea	o AS ABOVE		
Working Lunch	o AS ABOVE		
Afternoon Tea	o AS ABOVE		

“HEALTHY” Full Day Option		WEEKDAY	Weekend – P/HOL
DAY TWO		\$ 39.00 per person (inc GST)	\$ 43.00 per person (inc GST)
TIMES	Option Includes:		
Arrival	o AS ABOVE		
Morning Tea	o AS ABOVE		
Working Lunch	o AS ABOVE		
Afternoon Tea	o AS ABOVE		