







BRONZE CONFERENCE - HALF DAY - with (Variable) 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.

HALF DAY RATE: 5 hour max duration – (Including set up/access & post event pack down)

Weekday - \$890.00 (Inc GST)

***W/End-P/Hol – 1/2 day not available**

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:

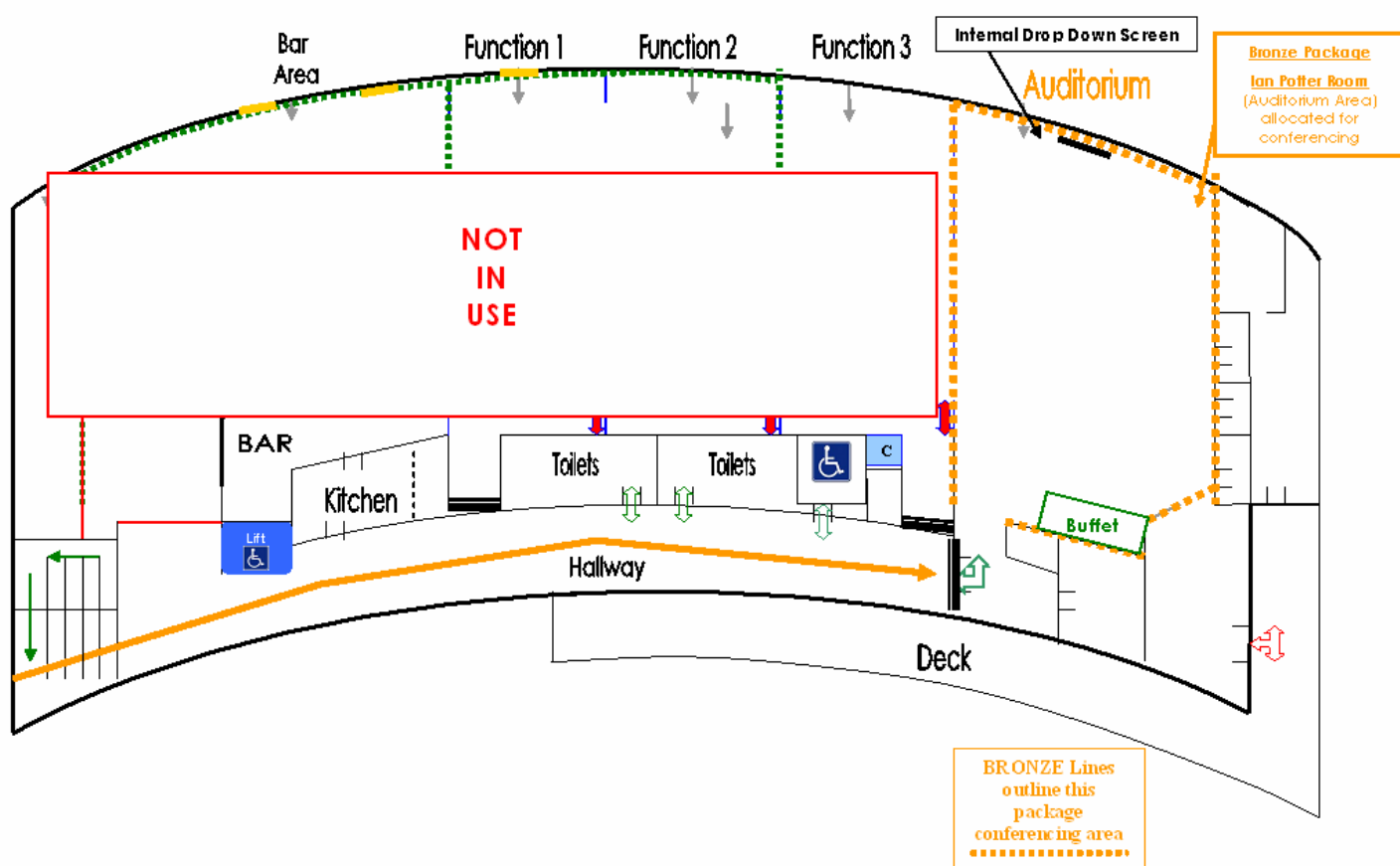
- **LAPTOP or additional A/V equipment** (CLIENT WELCOME TO PROVIDE or arranged at cost)
- **Pads and Pens** (CLIENT WELCOME TO PROVIDE or arranged at cost)
- **Flip chart paper** - (CLIENT WELCOME TO PROVIDE or arranged at cost - **\$25/- per pad**)
- **Break Out Area**

CATERING Information:

- Only In House catering is available, we do not allow external catering.
- Please see below our HALF 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.



HALF DAY Conference Catering Options

- Please see following options suited to cater for HALF DAY events or events not requiring all breaks to be catered for.
- 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 Full day catering please request to see our separate FULL DAY catering options.

Variable Options – 2010

The following options are available for you to create your own conference catering package, suiting the needs of your event.

Please select your options by clicking the checkbox fields from the tables below

S E L E C T	TIME	<u>COFFEE and TEA only</u> (per break)	<u>COFFEE and TEA</u> <u>With One (1) Food selection</u> (per break)	
		WEEKDAY - \$3.80 per person Weekend - \$4.80 per person	WEEKDAY - \$8.80 per person Weekend - \$9.80 per person	
<input type="checkbox"/>	Arrival	<input type="checkbox"/> IN ROOM Freshly brewed filtered coffee and selection of Twining's teas	<input type="checkbox"/> Scones with jam and cream (1.5 pp) or <input type="checkbox"/> Muffins and Danishes (1.5 pp) or <input type="checkbox"/> Savory scones with butter (1 pp) or <input type="checkbox"/> Scones/Muffins/Danishes – Combo - (1.5 pp)	
<input type="checkbox"/>	Morning Tea	<input type="checkbox"/> IN ROOM Freshly brewed filtered coffee and selection of Twining's teas	<input type="checkbox"/> Scones with jam and cream (1.5 pp) or <input type="checkbox"/> Muffins and Danishes (1.5 pp) or <input type="checkbox"/> Savory scones with butter (1 pp) or <input type="checkbox"/> Scones/Muffins/Danishes – Combo - (1.5 pp)	
<input type="checkbox"/>	A' Noon Tea	<input type="checkbox"/> IN ROOM Freshly brewed filtered coffee and selection of Twining's teas	<input type="checkbox"/> Scones with jam and cream (1.5 pp) or <input type="checkbox"/> Muffins and Danishes (1.5 pp) or <input type="checkbox"/> Savory scones with butter (1 pp) or <input type="checkbox"/> Scones/Muffins/Danishes – Combo - (1.5 pp)	
		<input type="checkbox"/> - Food Items Only	WEEKDAY \$5.00 per person	Weekend \$6.00 per person

<input type="checkbox"/> - WORKING “<u>BREAKFAST</u>”		WEEKDAY \$ 28.00 per person (inc GST)	Weekend – P/HOL \$ 32.00 per person (inc GST)
ITEMS	Option Includes:		
From 6.00am	<ul style="list-style-type: none"> o Freshly brewed filtered coffee and selection of Twining's teas o Fresh seasonal fruit platter o Variety of chilled juices and Iced water o Selection of 2 cereals and combination of milk o Two (2) of your selections from the items listed below: 		
Working Breakfast Options	<input type="checkbox"/> - Pancake stack with compote of berries and yoghurt (1.5 pp) <input type="checkbox"/> - Warm egg and bacon tart (1pp) <input type="checkbox"/> - Egg and bacon muffins (1pp) <input type="checkbox"/> - Freshly baked filled petite croissants (1.5 pp) <input type="checkbox"/> - Assorted petite muffins, danishes & fruit scones (2 piece pp)		

Variable Options – 2010 - Continued

<input type="checkbox"/> - “SIMPLE” Working Lunch	WEEKDAY \$ 21.00 per person (inc GST)	Weekend – P/HOL \$ 25.00 per person (inc GST)
ITEMS	Option Includes:	
Working Lunch	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas Chefs Selection of filled Wraps and Sandwiches (2piece – pp)(20% vegetarian) Fresh seasonal fruit platter Variety of chilled juices, Iced water – (mints also provided) 	

<input type="checkbox"/> - “COMPLETE” Working Lunch	WEEKDAY \$ 24.00 per person (inc GST)	Weekend – P/HOL \$ 28.00 per person (inc GST)
ITEMS	Option Includes:	
Please Select 2 Working Lunch	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas CLIENT Selection of Gourmet filled (2piece – pp)(20% vegetarian) <ul style="list-style-type: none"> <input type="checkbox"/> Wraps <input type="checkbox"/> Baguettes <input type="checkbox"/> Sandwiches Fresh seasonal fruit platter Variety of chilled juices and Iced water – (mints also provided) Along with Two (2) Hot selections (listed below): (4 piece - pp) 	

<input type="checkbox"/> - “GOURMET” Working Lunch	WEEKDAY \$ 30.00 per person (inc GST)	Weekend – P/HOL \$ 34.00 per person (inc GST)
ITEMS	Option Includes:	
Please Select 2 Working Lunch	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas CLIENT Selection of Gourmet filled (2piece – pp)(20% vegetarian) <ul style="list-style-type: none"> <input type="checkbox"/> Wraps <input type="checkbox"/> Baguettes <input type="checkbox"/> Sandwiches Fresh seasonal fruit platter Variety of chilled juices and Iced water – (mints also provided) Cheese and dried fruit platter with fresh crackers Along with Four (4) Hot selections (listed below): (6 piece - pp) 	

“COMPLETE” and “GOURMET” HOT FOOD SELECTIONS: (Served with applicable dipping sauces)

- | | |
|--|--|
| <input type="checkbox"/> - House made vegetable frittata - (V) | <input type="checkbox"/> - Vegetable samosa - (V) |
| <input type="checkbox"/> - Moroccan lamb meatballs | <input type="checkbox"/> - Asian basket - (some V) |
| <input type="checkbox"/> - Singapore chicken satays | <input type="checkbox"/> - House made sausage rolls |
| <input type="checkbox"/> - Vegetable risotto balls - (V) | <input type="checkbox"/> - Gourmet meat pies - (V) |
| <input type="checkbox"/> - Gourmet quiches - (V) | <input type="checkbox"/> - Battered fish bites / fries |

Variable Options – 2010 - Continued

<input type="checkbox"/> - HOT "GOURMET" BUFFET		WEEKDAY \$ 34.00 per person (inc GST)	Weekend – P/HOL \$ 38.00 per person (inc GST)
ITEMS	Option Includes:		
Buffet	<ul style="list-style-type: none"> o Fresh garden salad o Fresh seasonal fruit platter o Selection of warm bread rolls o Variety of chilled juices and Iced water – (mints also provided) o Freshly brewed filtered coffee and selection of Twining's teas o Along with your two (2) selections from the following items: 		
Hot Gourmet Options 2 selections	<ul style="list-style-type: none"> <input type="checkbox"/> - Lamb or chicken or vegetable curry served with steamed rice <input type="checkbox"/> - Chicken stir-fry with Asian sauces, hookien noodles and Asian greens <input type="checkbox"/> - Teriyaki beef with assorted vegetables and crispy noodles <input type="checkbox"/> - Layered vegetable bake with steamed greens <input type="checkbox"/> - Traditional home style beef or vegetable lasagna <input type="checkbox"/> - Grilled beef meatballs with roasted vegetables <input type="checkbox"/> - Japanese style salmon, lime and soy dressing and Asian veg <input type="checkbox"/> - Spinach & ricotta tortellini w mushroom, s-d tomato & spinach cream sauce 		

ADDITIONAL OPTIONS (Platters Cater for approximately 15 Persons)		PER PLATTER	Per Person
<input type="checkbox"/>	Gourmet Mediterranean style dip and Antipasto Platters – Breads and Crackers	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$ 6.00
<input type="checkbox"/>	Selection of fine Australian cheeses with dried fruits, breads and crackers	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$ 6.00
<input type="checkbox"/>	Platters of gourmet wraps or sandwiches	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$ 6.00
<input type="checkbox"/>	Selection of petite scones, petite muffins & danishes	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$ 5.00