

RED CONFERENCE - FULL DAY


with Full Day Catering Options - 2010

BOARDROOM

(Lower Level - with natural light but no ocean views)

* Suitable for conferencing for 5 to 15 guests *



Room Specs & Capacities	Area (metres)	Ceiling Height	FIXED Board Room
Boardroom	5.5 x 9.0	2.7	 5 - 16 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 HIRE: 9 hour maximum duration – (Including set up/access & post event pack down)

Weekday - \$780.00 (Inc GST)

***W/End-P/Hol - \$890.00** (Inc GST)

(*Weekends Subject to \$2000.00 - Minimum Spend)

Package Inclusions:

- **Exclusive use of our BOARDROOM area** (as per agreed times)
- **Self serve catering buffet – IN ROOM** (fully serviced & restocked at agreed break times)
- **Fixed Boardroom table configuration** (only available)
- **Iced Water and Mints** (restocked throughout the event as required)
- **Access to free on site car parking** (pending availability due to public beach use)
- **Event Coordination and Service Staff** for the duration of the event

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

* 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.

- **Roof mounted data projector and screen** (including VGA computer lead & Audio cabling)
- **External Audio available as required** (volume levels may be applied)
- **Electronic whiteboard** and markers
- **Conferencing Box** (Extension lead, Power board, Blue tack, Sticky labels, Etc.)
- **Entrance Foyer Plasma Presentation** – featuring welcoming message and direction info.

Other items – Not Included:

- **LAPTOP (CLIENT TO PROVIDE)**
- **Pads and Pens (CLIENT TO PROVIDE)**
- **Flip chart stands & Flip chart paper available by request - Costs \$50 each)**
- **Catering** (see below)

CATERING OPTIONS

Please see below our FULL DAY working style catering options for conferencing.

Other Information

- Please note this package offers exclusive use of the Boardroom. 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 amenities are deemed common areas.
- Noise interaction between groups will be given due consideration and discussed prior to bookings being confirmed.
- Natural light is available, but unfortunately this lower level room has no sea views. Please consult with our Function and Events Coordinator for any further information or requirements.
More detailed general information / terms and conditions are 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 **“STANDARD” Full Day Option**

WEEKDAY
\$ 38.00
per person (inc GST)

Weekend – P/HOL
\$ 42.00
per person (inc GST)

TIMES

Option Includes:

Arrival

- o Freshly brewed filtered coffee and selection of Twining's teas

Morning Tea

- o Freshly brewed filtered coffee and selection of Twining's teas
- o **Home baked Scones with jam and cream** (1.5 pp)

Working Lunch

- 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

- 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"> Freshly brewed filtered coffee and selection of Twining's teas Healthy fruit and nut muesli bar (1 pp) Bowl of seasonal fruit pieces (1 pp) 		
Morning Tea	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas Warm date and honey loaf (Gluten Free) (1piece - pp) 		
Working Lunch	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas Chefs Combination of Healthy Gourmet filled Wraps and Sandwiches (Includes approx 20% Vegetarian options) (2 piece - pp) Roasted vegetable frittata and Dips platter (Inc Veg. options) Selection of California rolls (Inc Veg. options) (2 piece - pp) Light Florentine biscuits (Gluten Free) (1 pp) Variety of chilled fruit juices 		
Afternoon Tea	<ul style="list-style-type: none"> Freshly brewed filtered coffee and selection of Twining's teas 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.