

YELLOW CONFERENCE - HALF DAY - with (Variable) Catering Options - 2011

TRAINING ROOM

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

* Suitable for conferencing for 5 to 25 guests *



ROOM PHOTO TO BE PROVIDED

| Room Specs & Capacities | Area (meters) | Ceiling Height | Square Meters | U Shape | Theatre Style | Class Room | Board Room | Cocktail |
|---|---------------|----------------|---------------|-----------|---------------|------------|------------|----------|
| TRAINING ROOM | 5.8 x 9.5 | 2.7 | 55.10 | 20-25 pax | 30-35 pax | 20-25 pax | 20 pax | 40 pax |
| Please note: Access to this room is External via the Courtyard from the front of the building and has no ocean views. | | | | | | | | |



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: 5 hour maximum duration – (Including set up/access & post event pack down)

Weekday - \$450.00 (Inc GST)

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

* Please Note – A four percent (4%) increase will apply to this rate for bookings after June 30th 2011.

Package Inclusions:

- **Exclusive use of our lower level TRAINING ROOM area** (as per agreed times)
- **Room set up to your preferred configuration** (with prior arrangement)
- **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)
- **Independent Audio available on request** (volume levels may be applied)
- **Standard whiteboard** and markers
- **Conferencing Box** (Extension lead, Power board, Blue tack, Sticky labels, Etc.)
- **Entrance Foyer Plasma Presentation** – featuring welcoming message and directional info.
- **Wireless Internet Access**

Items – Not Included:

- **LAPTOP** (CLIENT TO PROVIDE)
- **Pads and Pens** (CLIENT TO PROVIDE)
- **Catering** (see below)

CATERING OPTIONS

- Please see below our HALF DAY working style catering options for conferencing.
- Please provide your Catering selections and break times no later than 7 days prior to your event.
- **A self serve catering buffet is – IN ROOM** (fully serviced & restocked at agreed break times)

Other information

- **Final Confirmed Numbers** are required in writing, no later than five (5) working days prior to the event. Invoicing will be based on the confirmed final numbers.
- **Deposits** are required to secure bookings and **Full payment** is required prior to the event.
- **ACCESS** to this room is via our centre courtyard from the front of the building.
- Please note this package offers exclusive use of the Training Room. 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.
- Full information / terms & conditions available by request.

HALF DAY / Variable 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 – 2011

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 |

Variable Options – 2011 - Continued

| <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"> Freshly brewed filtered coffee and selection of Twining’s teas Fresh seasonal fruit platter Variety of chilled juices and Iced water Selection of 2 cereals and combination of milk 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) | | |

| <input type="checkbox"/> - “<u>SIMPLE</u>” 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"/> - “<u>COMPLETE</u>” 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) <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) | | |

Variable Options – 2011 - Continued

| | | |
|---|--|---|
| <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"> o Freshly brewed filtered coffee and selection of Twining's teas o CLIENT Selection of Gourmet filled (2piece – pp)(20% vegetarian) o <input type="checkbox"/> Wraps <input type="checkbox"/> Baguettes <input type="checkbox"/> Sandwiches o Fresh seasonal fruit platter o Variety of chilled juices and Iced water – (mints also provided) o Cheese and dried fruit platter with fresh crackers o 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 spiced 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 |

| ADDITIONAL OPTIONS | | PER PLATTER | Per Person |
|--|--|---|---|
| (Platters Cater for approximately 15 Persons) | | | |
| <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 |