

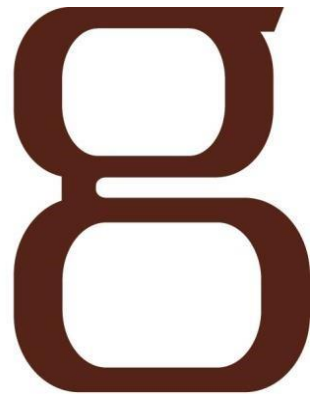


lismore

gateway

motel & restaurant

CONFERENCES FUNCTIONS WEDDINGS



Thank you for considering the Gateway as the venue for your next Conference. You can be Assured that you will receive the highest standard of service and food and most importantly be able to relax and enjoy your event whilst our professional staff take care of the rest.

For groups with over 10 guests we offer day delegate packages for your convenience or for a small intimate meeting pricing can be itemised to suit your needs.

The Lismore Gateway Motel and Restaurant is conveniently located in the heart of Lismore giving your delegates easy access to the CBD.

Day Delegate Package

Minimum 10 guests \$50.00 per person

Inclusions

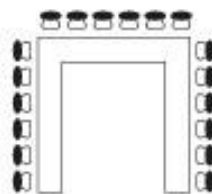
- Full day room hire
- All day tea & coffee
- Morning tea
- Your Choice of Lunch selections
- Afternoon tea
- Chilled water
- Pens & Note pads
- 1 x Data Projector and screen
- Complementary use of our 80" flat screen television with HDMI or VGA cable for Presentations

Room layout

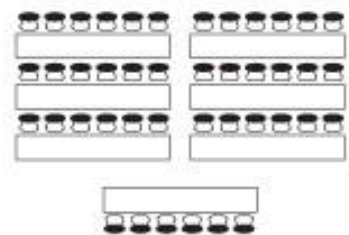
Theatre



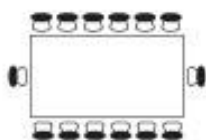
U-Shape



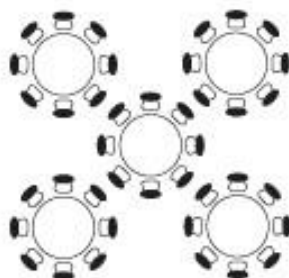
Classroom



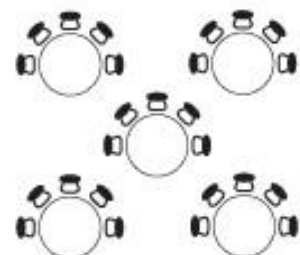
Boardroom



Banquet



Cabaret



Room Capacities

Gateway 1 & 2 Conference Room

Boardroom	Theatre	Classroom	Banquet	Cabaret	U-Shape
22	60	24	60	48	30

Gateway 3 Conference room

Boardroom	U-shape	Cabaret
14	18	24

Conference Room Hire

Gateway 1&2 **Half Day-** \$140.00 **Full day-** \$270.00

Gateway 3 **Half Day-** \$100.00 **Full day-** \$150.00

This rate includes for your convenience an 80" Smart tv, which can be directly connected to your laptop via HDMI cord which we will provide & free Wi-Fi

Please contact in regards for numbers over 60 people

Equipment Hire

Data Projector & Screen	\$100.00
Whiteboard	\$25.00
Flip Chart	\$25.00
Mic	\$25.00
Bluetooth Speaker	\$25.00

Please Note self-catering is not permitted at the Lismore Gateway Motel

Please select one of the following options:

Gateway 1 Lunch - \$18.00 per Person

Warm Focaccias breads – Vegetarian & meat varieties

With your choice of salad – **please see below**

Gateway Pasta Lunch - \$21.00 per person-

IE – Your choice of 2 types of pasta- Pasta bake, Fettuccini Carbonaro, Traditional Spaghetti Bolognese, Tomato & Basil Pasta & Four cheese pasta

Garlic Bread & a choice of salad – **please see below**

Gateway 3 Lunch - \$23.00 per person

Variety of Frittatas meat & veg, Turkish Melts & a choice of Salad- **please see below**

Gateway 4 Lunch - \$25.00 per person- Minimum 20 people

Mexican style pulled pork & beef, vegetarian bean salsa, toppings include- lettuce, tomato, onion, grated cheese & coleslaw – Dressings – Sour cream, guacamole & spicy salsa- Comes with burrito wraps & corn chips

Salad options -

Garden Salad, Greek Salad, Potato Salad & Pumpkin rocket & cashew Salad

All packages come with jugs of soft drinks

Catering Options

-All Day Brewed Tea & Coffee \$5.00 per person

-Morning Tea & Afternoon Tea \$7.00 per person

Morning & Afternoon tea options

Assorted Slices Assorted Biscuits Seasonal Fruit platter
Assorted Cakes Cheese & dip platter

Please Note dietary requirements such as gluten free Dairy free Vegetarian vegan options will be an \$2.00 extra surcharge per person

Accommodation

Standard Queen Room - \$166.00 per night

King room no balcony - \$175.00 per night

King room with balcony - \$179.00 per night

King Spa room - \$190.00 per night

1 Bedroom apartment - \$210.00 per night

Family room - \$210.00 per night

(rooms subject to availability)

Conference booking form

Company/Group name_____

Main Contact_____

Address:_____

City:_____ State:_____ Post Code:_____

Phone:_____ Email:_____

Date:___/___/___ Start Time:_____ Finish time:_____

No. of Participants:___ Access required:_____ Contact on Day_____

Room Setup- Please indicate requirements

Boardroom Classroom U-shaped

Banquet Theatre Cabaret

AV requirements

80" Smart TV Data Projector Whiteboard

Hand held Mic Bluetooth Speaker

I would like to purchase the day delegate package at \$50.00 per person with the following selections

I would like to purchase the following individual requirements

Catering requirements

Arrival Tea & coffee

Breakfast

Morning Tea

Lunch

Afternoon Tea

Menu Selections

Please indicate which menu option you would like

Breakfast _____

Morning Tea _____

Lunch _____

Afternoon Tea _____

Menu Timings

Please indicate the times you would like your catering selections to come out

Breakfast:

Morning Tea:

Lunch:

Afternoon Tea:

Special Dietary Requirements

Please indicate the names & requirements for special dietaries e.g. vegan

Accommodation Rooming Requirements:

No accommodation required

Rooms are subject to availability and must be secured with a credit card. Please refer to terms and conditions regarding the Accommodation cancellation policy

Standard Queen Room No. of rooms: _____

King Twin Room No. of rooms: _____

King Spa Room No. of rooms: _____

King Room No. of rooms: _____

Family Room: _____

1 Bedroom apartment: _____

Credit card for full payment is required, charge will be made on the day of the event

Name on Card: _____

Card Type: Amex MasterCard Visa Diners Club

Card Number: _____

Exp Date: ___/___/___

Security Code (Last 3 digits on the back of card): _____

Signature: _____

Terms & Conditions

1. Confirmation of Booking/Deposit Tentative bookings will be held for a maximum of 5 working days only. A deposit equal to 25% of your expected expenditure and signed Event Contract/Credit Account Application are required to confirm your booking. If the deposit is outstanding past the due date, the Tentative booking may be cancelled.

Payment Schedule:

Initial Deposit 25 % of expected expenditure 30 Days out 25% of expected expenditure 14 days out 100% payment must be made

2. Attendance Numbers Final Attendance numbers must be notified seven working days prior to function arrival. Any reduction in attendance numbers Subsequent to notification of final numbers will be subject to charging at the full contract amount.

3. Room Hire The room hire charge is dependent on the time booked, the final number of guests and the confirmed catering arrangements.

4. Room Allocation We reserve the right to allocate the most suitable room to your event. Should the unexpected occur, we reserve the right to hold the Function space comparable to that originally chosen. In such exceptional circumstances you will be consulted in advance.

5. Final Details To ensure a smooth and successful function, all details relating to schedule, menus, beverages, room set up and audio-visual Requirements are required at least 14 days prior to your event.

6. Cancellation Policy We would be disappointed if you were to cancel your event with us, however we realise that circumstances occasionally make this necessary. If the event is cancelled the following conditions will apply:

NOTICE OF MORE THAN 60 DAYS Your deposit will be refunded provided that the booked space is subsequently re-booked

NOTICE OF 60 – 30 DAYS 50% of your deposit will be refunded, provided that the booked space is subsequently re-booked

NOTICE OF LESS THAN 30 DAYS Due to the costs incurred, at this stage, unfortunately no refund can be made. A further cancellation fee equal to 20% of the total value of the event, will be made at the direction of the general manager of the Lismore Gateway Motel & Restaurant and will be payable immediately at the request of the general manager. The Lismore Gateway Motel & Restaurant is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

NOTICE OF LESS THAN 5 DAYS In the event of cancellation made within 5 working days of the event, full room hire will be charged along with 50% of food and beverage items

NOTICE OF 48 HOURS OR LESS In the event of a cancellation made as late as 48 hours (i.e. 2 working days prior to the function date, the organiser will be charged the total quoted price of the function.

7. Special Dietary Requirements The Lismore Gateway Motel & Restaurant will endeavour to reduce all risks associated with the special dietary requirements specified by the client

8. Change of date We understand that you may need to change the date of your function we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over or the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as cancellation (see cancellation terms and conditions)

9. Change of Circumstance Whilst every reasonable effort will be made to ensure that your function will proceed on the date you have nominated, we reserve the right to cancel your function due to change in circumstances/unforeseen Act of God which may be within or outside our control. As soon as we become aware of any such change in circumstances, we will notify you that your function is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.

10. Function Timing It is the client's responsibility to ensure that the function begins at the specified time. If the function begins after the specified time, it will still be subject to the finishing time specified on the Event Order unless Management agrees otherwise.