



Rates and Packages

The Forest & Heritage Centre have redeveloped the Hartz Conference Facility to support and market a comprehensive, first class facility that can be tailored to suit any occasion including corporate conferences, sales presentations, training seminars and product launches.

The air-conditioned conference room accommodates up to 45 people for a theatre-style meeting event, or up to 25 people in a U-Shape seminar/conference style event. Facilities include overhead projector, VCR/DVD, and electronic whiteboard.

Rates

Duration	Conference	Meeting
Hourly Rate (Two Hours Minimum)	\$26.40	\$22
Half Day Rate	\$100	\$80
Full Day Rate	\$150	\$125
Evening Rate (up to 10pm finish)	105.60	\$88
Long – term (2 or more consecutive days)	\$127.50	\$105
Cancellation Fee (after confirmation of booking)	Less than 48 hours \$75	\$50
	Less than 14 days \$25	\$20

- Saturday – standard rate plus 25 percent
- Sunday – Standard rate plus 75 percent

Special discounted rates will apply to regular clients of the Hartz Conference Facilities.

Hartz Conference Facility

Catering.

Catering can be done for all occasions and a choice of menus is included in this pack. When catering is booked, final numbers are to be received by management three clear working days prior to the function. Any changes to your booking within these three days will not result in a reduction to your account.

Light Lunch Option Menu

Option 1 - \$10.00 per head	Sandwiches Slice of Cake Orange Juice, Tea & Coffee
Option 2 - \$12.50 per head	Sandwiches Cheese & Fruit Platter Orange Juice, Tea & Coffee
Option 3 - \$12.50 per head	Sausage Rolls Savoury Toast Quiches Orange Juice, Tea & Coffee
Option 4 - \$14.00 per head	Sandwiches Sausage Rolls Savoury Toast Quiches Orange Juice, Tea & Coffee
Option 5 - \$15.50 per head	Assorted Open Sandwiches Platters Cheese and Fruit Platters Variety of Home baked Muffins & Biscuits Orange Juice, Tea & Coffee

Morning/Afternoon Tea Options

Option 1 - \$6.00	Devonshire Tea, including Coffee and Orange Juice
Option 2 – \$4.00	Slice of Cake, Tea, Coffee and Orange Juice
Option 3 – \$3.00	Biscuits, Tea, Coffee and Orange Juice

Or we will cater to your choice.

Packages.

Packages are valid until 30th June 2005 and minimum numbers may apply.

DAY/NIGHT PACKAGES (ALL INCLUSIVE)

Option 1 Twin share accommodation

This package includes:

<ul style="list-style-type: none">• Accommodation• Full Cooked Breakfast• Morning Tea• Light Luncheon• Afternoon Tea	<ul style="list-style-type: none">• Conference Room• Audiovisual Equipment• Iced Water & Mints• Delegate Pen & Paper• Three Course Dinner	\$140.00 per delegate per day
--	---	-------------------------------

Option 2 Single accommodation

This package includes:

<ul style="list-style-type: none">• Accommodation• Full Cooked Breakfast• Morning Tea• Light Luncheon• Afternoon Tea	<ul style="list-style-type: none">• Conference Room• Audiovisual Equipment• Iced Water & Mints• Delegate Pen & Paper• Three Course Dinner	\$170.00 per delegate per day
--	---	-------------------------------

Option 3 Couples package

Where one member is attending Conference and partner spends the day visiting Regional tourism attractions and activities.

This package includes:

<ul style="list-style-type: none">• Accommodation• Full Cooked Breakfast• Morning Tea• Light Luncheon• Afternoon Tea	<ul style="list-style-type: none">• Conference Room• Audiovisual Equipment• Iced Water & Mints• Delegate Pen & Paper• Three Course Dinner• Full Day of Touring	POA
--	---	-----

We can also put together a package of your choice, please feel free to discuss your requirements with us.

Confirmation

Confirmation of your booking is required in writing with a deposit at least three (3) working days after your booking. Unfortunately, failure to supply written confirmation with a deposit will result in the cancellation of your booking.

When catering is booked, final numbers are to be received by management three (3) clear working days prior to the function. Any changes to your booking within these three (3) days will not result in a reduction to your account.

Cancellations not received within three (3) clear working days prior to the function will result in an account for catering charges as per your original booking.