

W A L D O R F O N L O N D O N

Conference Facility 2009 Monday – Friday.

Welcome to the Waldorf Canberra conference facility. Here at the Waldorf we offer three conference rooms with extra break out facilities. We are situated on level one of the Waldorf Hotel right in the heart of Canberra.

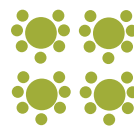
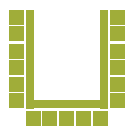
All your conferencing needs can be taken care of by our friendly experienced Conference Coordinators Sue Haberfield and Nathan Brown.

For all enquiries, please contact our Conference Coordinators, Sue Haberfield or Nathan Brown on (02) 62290141 or email us at conference@waldorfc Canberra.com.au



Waldorf Canberra Conference Rooms and Delegate Configurations

	U-shape	Boardroom	Classroom	Theatre	Cabaret
Majura Room	20	22	25	45	24
Murrumbidgee Room	20	16	24	40	20
Chatham House Room	30	28	50	100	48



Majura Room - \$330 per day
 Murrumbidgee Room - \$330 per day
 Chatham House Room - \$450 per day

All Inclusive Day Package from \$45 per person*

Includes:

- Arrival Pickwick Teas & Filtered Piazza D'Oro Coffee
- Morning and afternoon tea
- Lunch
- Room hire
- Flip Chart
- Standard whiteboard
- Projection screen
- Note pads, pens, mints, chilled water

*Minimum 20 conference delegates.

Based on Package #1. Offer subject to availability.

*Set up of the room includes pens, note pads, mints and chilled filtered water. All rooms are equipped with a mounted whiteboard and retractable projection screen.

Audio Visual Equipment Hire Costs - Daily Rate

As we know these days there are a lot of different requirements to get your conference just right.

Here is a small list of the equipment we are able offer.

CD player	\$35
Overhead Projector	\$35
Flipchart & Paper	\$40
Professional Lectern & Microphone	\$100
Lapel Microphone	\$110
Electronic Whiteboard	\$110
Data Projector	\$125
Laptop	\$130
Data Projector / Laptop Combo	\$230
TV / DVD / Video Combo	\$140
Wireless Broadband Access Daily Charge	\$15
Weekly charge	\$50

Download Limits Apply

Speaker/Conference Phones are available with 48 hours notice.
Additional Charges Apply.

Parking is not available for day guests.

There are a number of public parking stations within a block radius of the hotel for use by attendees of your function.

*Special dietary requirements happily catered for with prior notice

*Please note if you are having a conference over several days your food options will change every day

Package 1- Full Day Package. Gourmet Sandwiches \$30.00 pp

Includes:

Arrival Tea & Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro

Coffee on arrival

Morning Tea

Chef's home-made selection of muffins, cookies, or slices

Pickwick Teas & Filtered Piazza D'Oro Coffee Lunch Gourmet sandwich

Lunch

Combining a Selection of Baguettes, Wraps, Bagels, Sourdough or Ciabattas

Our many delicious sandwich fillings can include:

~ Tandoori Chicken with Cucumber Ribbons, Minted Yogurt, Leaves & Mango Chutney

~ Roast Beef, Caramelised Onion, Salad & Wholegrain Mustard

~ Turkey, Avocado, Brie & Cranberry Sauce

~ Double Smoked Ham with Swiss Cheese & Roma Tomatoes

~ Roasted Vegetables with Hummus & Rocket

~ Curried Egg Mayonnaise with Snow Pea Sprouts

To accompany your lunch

~ Fruit & Cheese Plate


~ Fruit Juice

~ Tea & Coffee (served outside your conference room after lunch)

Afternoon Tea

Chef's Home-made selection of Cakes or Slices

Pickwick Teas & Filtered Piazza D'Oro Coffee



Package 2- Full Day Package. Picnic Buffet \$34.00 pp

Includes:

Selection of Pickwick Teas & Filtered Piazza D'Oro
Coffee on arrival

Morning Tea

Choice of Freshly Baked Muffins, Home-made Slices or Cakes and
Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch Picnic Buffet of:

- ~ Marinated Chicken Drummets,
- ~ Roast Beef
- ~ Double Smoked Ham

Hot items include

- ~ Spinach and Fetta triangles
- ~ Home-made Mini Quiche

To accompany your lunch

- ~ Roast Vegetable, Cous cous & Rocket Salad
- ~ Mixed Leaf Garden Salad
- ~ Crusty Baked Bread
- ~ Fresh Fruit Basket
- ~ Fruit Juice
- ~ Tea & Coffee (served outside your conference room after lunch)

Afternoon Tea

Home-made Slices, Cakes, Muffins, Choc Fudge Brownies or Cookies,
Pickwick Teas & Filtered Piazza D'Oro Coffee



Package 3 – Full Day Package. Hot Buffet Selection \$38.00 pp

Includes:

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee on arrival and Continuing throughout the duration of your meeting

Morning Tea

Choice of Freshly Baked Muffins, Home-made slices, Cakes, Fresh Scones with Jam & Whipped Cream or Chef's Chocolate Éclairs
Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch

Buffet lunch of three home-made delicious hot meals and two fresh salads.

Ideas from our kitchen:

- ~ Fragrant Thai Chicken Curry with Coriander & Cashews
- ~ Home Cooked Lamb, Sweet Potato & Rosemary Pie
- ~ Mediterranean Vegetable Frittata with Feta & Basil
- ~ Teriyaki Fish Fillet over Asian Greens & Crispy Shallots
- ~ Beef & Baby Spinach Lasagne with Mozzarella Cheese
- ~ Moroccan Lamb Casserole with Preserved Lemon
- ~ Creamy Pumpkin Gnocchi, Sun-dried Tomato & Parmesan

To accompany your lunch

- ~ Rocket, Pear & Parmesan Salad
- ~ Penne Pasta, Olives, Sun-dried Tomato & Pesto Salad
- ~ Caesar Salad, Fresh Baby Cos, Parmesan & our own Dressing
- ~ Basket of Crusty Bread
- ~ Fresh Fruit Basket
- ~ Fruit Juice
- ~ Tea & Coffee (served outside your conference room after lunch)

Afternoon Tea

Homemade, choice of Anzac, choc chip or jam drop cookies, coconut macaroons, Choc fudge brownies or hazelnut cookies, Tea & Coffee



Express Lunches

Take a much-needed break to stop & replenish or work through and enjoy our express style lunches.

Express Lunch 1 - \$13.50pp

Assorted Platter of Three Point Sandwiches

Fresh Fruit Plate

Orange Juice / Tea & Coffee

Express Lunch 2 - \$17.50pp

Baguettes & Wraps

Filling Ideas Includes;

Caesar Chicken with Cos, Parmesan & Bacon

Salami, Olives, Spanish Onion, Roma Tomato & Rocket

Tuna, Avocado with Shaved Beetroot & Capsicum

Fruit & Cheese Plate

Fresh Juice / Tea & Coffee

Express Lunch 3 - \$21.50pp

Assorted Three Point Sandwiches

Marinated Chicken Drumsticks

Salt & Pepper Calamari

Spinach & Feta Triangles

Home-made Mini Quiches

Assorted Condiments

Fresh Fruit & Cheese Platter

Fresh Juice / Tea & Coffee



Just a Break?

Morning & Afternoon Teas

Just need a morning or afternoon tea? Our chef's can prepare you something tasty and have it served with Pickwick Teas & Filtered Piazza D'Oro Coffee from only \$8.50 per person

Beverage Only

Continuous Tea & Coffee ~ \$10.00 per person

Tea & Coffee Only ~ \$3.50 per person

Orange or Apple Juice ~ \$3.50 per person

Other Options

We can prepare a seasonal fresh fruit platter for your meeting \$27.50 per platter.

Fresh baked cookies with Tea & Coffee \$6.50 per person

After Your Meeting

Need to stop and unwind after the day? Why not stop and have a drink in our bar with a few light bar snacks. Our restaurant is situated ground level of the hotel, we also have an exciting dinner menu and functions menus. Please speak to one of our Conference Coordinators about what your requirements may be.