



Conferences and functions, your way...

For full details please speak with our events team (02) 8889 7700 or
email functions.easterncreek@alphahotels.com.au
www.alphahoteleasterncreek.com.au

Corner of Brabham & Peter Brock Drives,
Eastern Creek, NSW 2766

 **Alpha Hotel**
Eastern Creek

Conferences and functions, your way...

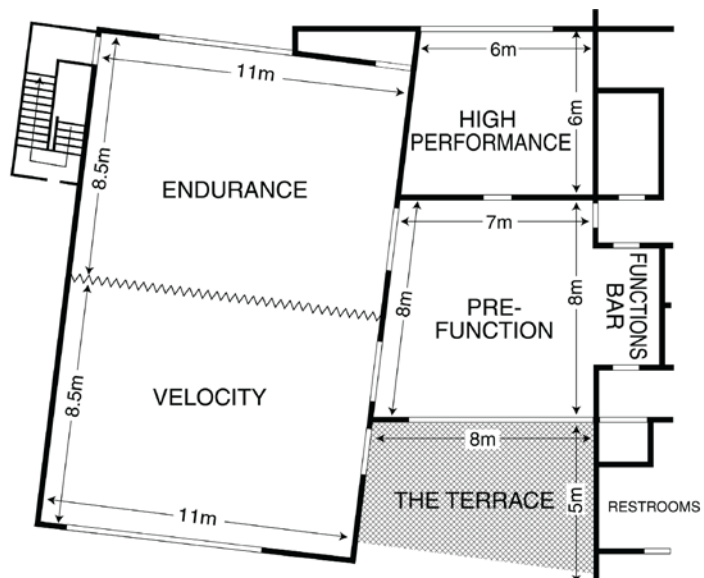


Alpha Hotel Eastern Creek will get your next conference or event racing! The conference venue boasts four conference rooms with state-of-the-art facilities and the capacity to cater for up to 200 delegates. When accommodation is required for your event, you'll be impressed with our 104 stylishly appointed Deluxe Rooms, Suites and Self-Contained Apartments.



VENUE	THEATRE SEATING	CLASSROOM SEATING	BANQUET SEATING	COCKTAIL	U-SHAPE SEATING	BOARDROOM SEATING
Endurance	75	35	50	100	29	30
Velocity	75	35	50	100	29	30
Circuit	150	70	110	200	60	-
High Performance	30	16	20	30	12	16
**The Terrace/ Pre Function & Bar	-	-	-	30-60	-	-

**Book as two separate spaces or combined. 30-60 guests.



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ROOMS AND SPACES

ROOM HIRE RATES

Alpha Hotel Eastern Creek offers competitive rates for function room hire and will assist in meeting budgetary requirements. Talk to our Functions Co-ordinator for room hire rates. We are willing to negotiate room hire prices based on catering spend.

VENUE	FULL DAY	HALF DAY
Endurance	\$450	\$250
Velocity	\$450	\$250
Circuit	\$800	-
High Performance	\$300	\$175
Oak Bar & Grill	\$2000	-



FACILITIES

- Purpose built conference facilities
- All rooms with natural light
- Dedicated pre-function area and terrace
- Break out rooms available
- Business services
- Dedicated function bar

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GUEST ROOMS

ROOM FEATURES

- 104 Stylish rooms, suites and apartments
- Broadband internet
- Air conditioning
- Mini bar
- Personal safes
- Dry cleaning and laundry facilities
- Kitchenette facilities and spa baths available in suites and apartments

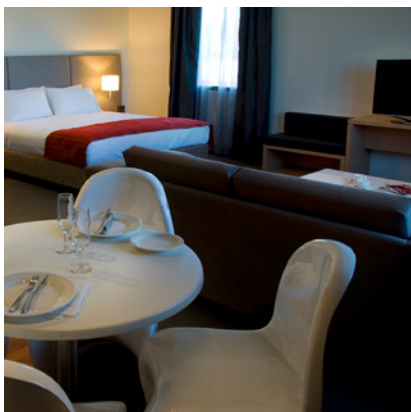


ROOM TYPE	NUMBER OF ROOMS	BEDDING	SLEEPS
Deluxe	92	Queen or Twin	2
Alpha Suite	8	King	2
Alpha Apartment	3	Queen	2

Please discuss your accommodation needs with our Conference Coordinator and a unique package/rate will be negotiated to meet your individual requirements.

HOTEL FACILITIES

- Indoor heated lap pool and gymnasium
- Guest Laundry
- 24 Hour Reception
- Complimentary parking
- Octane restaurant opens for breakfast 7 days
- Oak Bar & Grill opens for dinner 7 days and lunch on Fridays



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BUSINESS OPTIONS

FULL DAY DELEGATE PACKAGE

\$69.00 per delegate. Minimum 15 delegates.

Package Includes

- Freshly brewed coffee and herbal teas served upon arrival and throughout the day
- Chef prepared morning and afternoon tea
- Full buffet or working lunch
- Mints, iced water and conference stationery packs on tables
- Function room hire
- Standard audio visual equipment: projector screen, whiteboard and flipchart
- Dedicated conference host to service your needs for the duration of your conference

HALF DAY DELEGATE PACKAGE

\$58.00 per delegate. Minimum 15 delegates.

Package Includes

- Lunch
- Morning or Afternoon Tea

ALSO AVAILABLE

- | | |
|---|-------------------------------|
| • Electronic Whiteboard | \$200.00 per day |
| • Data Projector | \$35.00 per day |
| • Sound System including one wireless microphone | \$175.00 per day |
| • Lectern | \$100.00 per day |
| • Stage (2m x 2m) | \$200.00 per day |
| • Internet Package (pay only up to 20 people, each person after 20 is free of charge) | \$3.00 per day, person person |

Additional audio visual equipment is also available. 500mb limit applies to internet packages.



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FOOD OPTIONS



MORNING & AFTERNOON TEA MENU

As part of your day delegate package, please choose one of the following options for morning and afternoon tea.

All tea breaks include freshly brewed Moccopan Coffee and Dilmah tea Selection. Or, alternatively as an individual purchase at \$10.00 per person.

Morning Tea - Savoury Items (please select one)

- Assorted house baked mini quiche
- Mini gourmet sausage rolls
- Ham and cheese croissants
- Baked bacon and egg cups
- Ham, cheese and tomato melt
- Chicken, leek and corn turnover
- Gourmet vegetable curry puff
- Bacon and cheese scroll
- Homemade pork spring roll
- Mini beef, mushroom and potato wellington
- Mini lamb and rosemary pie

Morning and Afternoon Tea - Sweet Items (please select one)

- Swiss premium chocolate croissant
- Almond croissant
- Lemon twist
- Hazelnut twist
- Maple pecan plait
- Muffin trio (blueberry, apple and choc chip)
- Mini Berliner 4 fruit
- Gourmet assorted Danish (fig lattice, guava, pineapple, coconut whirl)
- Portuguese tarts
- American style home baked cookies
- Assorted mini Danish and muffins
- Assorted glazed and filled donuts
- Homemade scones w/ jam and cream
- Pear and raspberry bread slice
- Banana bread slice
- Mixed friands (blueberry, raspberry and almond)

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FOOD OPTIONS

DAY DELEGATE LUNCH MENUS

Please select one lunch menu. All lunches include freshly brewed coffee, Dilmah teas and juice. These menus are available as part of our day delegate packages. Alternatively the below lunch menus are available individually at set prices. Minimum numbers apply.

Super Sandwiches - \$28.00 per person

This popular menu allows the meal to be served as an informal buffet indoors or outdoors or as a working lunch whilst delegates continue to work in the conference room.

Your choice of five items - gourmet sandwiches, rolls and wraps including vegetarian fillings with two freshly made salads and seasonal fruit platter.

Selection of Wraps

Spinach, sundried tomato & plain (please choose one type per day).

Fillings (please choose one filling per day):

- Tandoori chicken, spinach, Spanish onions, cucumber, tomato and dill yogurt.
- Roast butternut pumpkin, baby spinach, sundried tomato salsa, feta cheese and roast pine nuts
- Crumbed chicken Caesar wrap, baby cos, bacon, parmesan cheese and hardboiled egg
- Spring tuna, mixed lettuce, diced cucumber, mustard mayo and tomato salsa
- Mexican chicken, mixed lettuce, sliced cucumber, tomato, spanish onions, diced pineapple and spicy mayo



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FOOD OPTIONS

DAY DELEGATE LUNCH MENUS

Freshly Baked Gourmet Baguette and Roll

Sesame seed bagel, seeded roll, gourmet pumpkin seed roll, gourmet multigrain roll, Turkish panini, multigrain baguette, batard soy & linseed & plain baguette (please choose one type per day).

Fillings (please choose one filling per day):

- Roast turkey breast, mixed lettuce, gourmet sliced tomato, shaved cucumber, snow peas sprouts, king island brie cheese and cranberry mayo
- Smoked Atlantic salmon, mixed lettuce, sliced cucumber, Spanish onion, baby capers, dill yogurt
- Danish prosciutto, baby English spinach, marinated roast capsicum, sliced spanish onion, feta cheese & basil pesto
- Roast beef, baby lettuce, gourmet sliced tomato, beetroot, tasty cheese, shaved cucumber and tomato relish or sweet mustard pickle
- Italian style roast vegetables, baby English spinach, marinated roast eggplant, grilled zucchini, semi dried tomato, basil pesto



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FOOD OPTIONS

DAY DELEGATE LUNCH MENUS

Gourmet Sandwich Range

White bread, multigrain bread or brown bread.

Fillings (please choose three fillings per day):

- Barbecue chicken, mixed baby lettuce, sliced gourmet tomato, seeded mustard mayo and tasty cheese
- Doubled smoked ham, cream cheese, sliced gourmet tomato, baby mixed lettuce, shaved cucumber & guacamole
- Freshly sliced pastrami, English spinach, shaved cucumber, semi dried tomato basil chutney & garlic aioli
- Creamed curried egg, shaved cucumber, sliced beetroot, baby spinach, alfalfa & cracked pepper
- Char grilled veg, eggplant, zucchini, marinated capsicum, English spinach, olive tapenade & mayo
- Smoked salmon mouse open sandwich, mixed baby lettuce, shaved cucumber, tomato salsa & alfalfa
- Garden fresh salad sandwich, mixed baby lettuce, gourmet sliced tomato, sliced cucumber, beetroot, shave Spanish onion, avocado olive tapenade

Freshly Made Salad Range

(Please choose two per day)

- Mixed leaf salad with freshly sliced avocado and herb croutons
- Greek salad with baby cos lettuce and kalamata olives
- Traditional Caesar salad with homemade herb crouton
- Baby beetroot and asparagus salad
- Tomato, boconcini and basil salad
- Rocket and parmesan salad
- Apple and walnut salad with baby mixed lettuce tossed in thousand island dressing
- Thai green salad
- Asian egg salad
- Italian vegetable salad with roast fennel and balsamic mushrooms



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FOOD OPTIONS

DAY DELEGATE LUNCH MENUS

Hot Lunch Buffet Selections - \$35.00 per person

Asian Delight:

- Singapore Noodles
- Baked Tandoori chicken breast with sweet chilli and coriander
- Mild Malay chicken curry
- Stir fried Asian greens
- Thai green salad
- Asian egg salad

Down Under:

- Baked dinner roll
- Char grilled steak w/ red wine Jus, peppercorn sauce or mushroom sauce
- Lamb and rosemary sausages
- Baked jacket potato w/ sour cream and chives
- Steamed Seasonal vegetables
- Mixed leaf salad
- Baby beetroot and asparagus salad
- Fresh seasonal fruit with yogurt

Italiano (please choose two types of pasta and two salads per day):

- Roast pumpkin and sage ravioli with pesto cream sauce, or
- Beef ravioli with sweet Napolitano sauce, fresh Italian herb and parmesan cheese
- Traditional beef lasagne with spinach and ricotta cheese, or
- Chicken and leek lasagne with trio of cheese and fresh herbs
- Assorted wood fired pizzas
- Garlic and herb bread
- Tomato, bocconcini and basil salad with baby spinach, or
- Italian vegetable salad with baby spinach and herb croutons
- Rocket and parmesan salad, or
- Green bean and asparagus salad with crispy prosciutto and roast garlic
- Fresh seasonal fruit platter



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FOOD OPTIONS

Hot Lunch Buffet Selections Continued...

Fisherman's Feast \$38.00 per person (please choose one type of fish per day):

- Herb crumbed grilled fish fillets or beer battered flathead fillets
- with lemon and homemade tartare sauce
- Calamari rings
- Tempura battered prawns
- Beer battered chip
- Baked dinner roll
- Apple and walnut salad with mixed baby lettuce tossed in thousand island dressing
- Fresh seasonal fruit with yogurt

Additional - \$5.00 per person

Your choice of soup served with crusty dinner rolls or herb and garlic croutons.

- Roast butternut pumpkin soup
- Cream of mushroom soup
- Leek, potato & bacon soup



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MORNING MEAL OPTIONS

BREAKFAST MENUS

Continental Buffet

\$19.00 per person. Minimum 15 delegates.

- Selection of cereals and bircher muesli
- Freshly sliced tropical fruits
- Toast with butter and preserves
- Selection of natural and fruit yoghurts
- Fresh fruit juices
- Freshly brewed coffee and herbal teas
- Assortment of danish pastries, croissants and mini muffins



Traditional Buffet

\$25.00 per person. Minimum 20 delegates.

Includes all of the above Continental Buffet Items as well as:

- English bacon
- Veal and chive chipolatas
- Grilled tomatoes and mushrooms
- Crispy hash browns
- Scrambled eggs



Lite Business Breakfast

\$28.00 per person. Minimum 15 delegates.

Please choose one of the below plated breakfasts, served with freshly brewed Mocopan Coffee and Dilmah tea selection.

- Scrambled, poached or fried eggs served with a toasted english muffin, veal and chive chipolatas, bacon and grilled tomato
- Eggs Benedict – poached eggs on an english muffin with ham and hollandaise sauce
- Pancakes topped with bananas and maple syrup

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MORNING MEAL OPTIONS

BREAKFAST MENUS CONTINUED...

Big Business Breakfast

\$30.00 per person. Minimum 20 delegates.

Includes all of the above Continental Buffet items as well as one of the following plated breakfasts:

- Scrambled, poached or fried eggs served with a toasted english muffin, veal and chive chipolatas, bacon and grilled tomato
- Eggs Benedict – poached eggs on an english muffin with ham and hollandaise sauce
- Pancakes topped with bananas and maple syrup



Cocktail Grazing Breakfast

\$27.00 per person. Minimum 20 delegates.

Served buffet style with bite sized portions:

- Mini ham and cheese croissants
- Egg and bacon muffins
- Bircher muesli cup
- Individual fruit salad cup
- Individual yoghurt
- Fruit smoothies
- Freshly brewed tea and coffee
- Orange Juice



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DINNER MEAL OPTIONS

PLATED DINNER MENU

Two course, alternate serve \$49.00 per person
Three course, alternate serve \$65.00 per person
Minimum 20 guests.

Entrée (please select two)

- Salt + pepper squid on watermelon + mint salad w/ palm sugar dressing
- Sautéed prawns w/ garlic, cauliflower puree, pine nuts + micro herb salad
- BBQ duck rice paper rolls w/ julienne veg + soy dipping sauce
- Chicken caesar salad w/ baby cos, parmesan croute, bacon + homemade dressing
- Spinach + ricotta ravioli w/ Napoli sauce, shaved parmesan + fried okra
- Potato + tomato soup w/ basil puree
- Satay chicken skewers
- Tasmanian smoked salmon w/ chat potato salad, avocado salsa, dill + lemon dressing



Main Course (please select two)

- Twice cooked chicken breast pocketed w/ spinach + ricotta w/ roasted tomato risotto + parmesan cream
- Slow roasted pork belly on braised cabbage mash w/ Asian green, apple sauce + beetroot reduction
- Char grilled beef fillet on potato rosti w/ garlic skewered prawns, slow roasted tomatoes, asparagus + béarnaise sauce
- Roasted barramundi fillet on saffron mash w/ wilted spinach, mango + avocado salsa
- Atlantic salmon fillet on parmesan polenta w/ snowpeas, pepperonatta + basil oil
- Penne pasta w/ roasted Mediterranean vegetables, pesto cream + shaved parmesan
- Herb crusted lamb loin w/ dauphinoise potato, ratatouille + rosemary jus
- Butter chicken w/ steamed jasmine rice, roti bread + pappadum



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DINNER MEAL OPTIONS

PLATED DINNER MENU CONTINUED...

Dessert Selection (please select two)

- Mississippi mud cake w/ cream anglaise + espresso gelato
- Banana + toffee tart with fresh cream
- Individual chocolate lava cake w/ vanilla bean ice cream
- Date + chocolate pudding w/ butterscotch sauce
- Australian cheese plate with cheddar, blue + brie, quince, crisp breads + frozen grapes
- Vanilla bean pannacotta w/ macarons
- Cinnamon + star anise poached pear w/ Grand Marnier custard
- Individual pavlova w/ fresh fruit, cream and passionfruit syrup

Dietary Requirements

Special dietary requirements can be accommodated in each menu with prior notice, either individually, or as a group.



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DINNER MEAL OPTIONS



BBQ BUFFET MENU

\$50.00 per person. Minimum 20 guests.

Buffet Includes:

Breads

- Selection of freshly baked baguettes, dinner rolls and ciabatta loaf

Salads

- Roma tomato with bocconcini cheese and basil
- Roasted balsamic mushrooms with spanish onion, capsicum and baby spinach
- Caesar salad with baby cos, bacon, parmesan and herb croutons
- Mesclun salad with balsamic and olive oil dressing

Hot Items

- Grilled sirloin steak with béarnaise sauce or red wine jus
- BBQ pork sausages
- Selection of satay and honey soy chicken skewers
- Jacket potato with sour cream and chives
- Spinach and ricotta cannelloni with Napoli sauce
- Steamed assorted vegetables

Desserts

- Freshly sliced tropical fruit platter
- Selection of gourmet cakes with fresh cream
- Platter of King Island cheeses with quince, dried fruits and crackers
- Freshly brewed coffee and herbal teas

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CANAPE OPTIONS

CANAPE OPTIONS

Minimum 20 guests for all packages.

Package One:

\$14.00 per person

- Selection of four pieces
- Served for one hour

Package Two:

\$34.00 per person

- Selection of seven pieces and one box
- Served for three hours

Package Three:

\$45.00 per person

- Selection of nine pieces and two boxes
- Served for 4 hours

Additional Individual Pieces:

\$4.00 per person



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CANAPE OPTIONS

CANAPE MENU

Cold Canapes

- Tomato and basil bruschetta w/ shaved parmesan cheese
- Smoked salmon and cream cheese roulade on blini w/ spinach and dill mayo
- Assorted Japanese nori rolls w/ pickled ginger and soy
- Prawn and guacamole tart w/ sour cream and sweet chilli
- Bocconcini cheese, roasted cherry tomatoes, basil and olive tartlet
- Sydney rock oysters natural w/ dipping sauce
- Roast beef on crispy bread w/ beetroot relish
- Roast turkey on mini toast w/ brie and cranberry



Hot Canapes

- Vegetarian spring rolls and samosas w/ sweet soy and chilli dipping sauces
- Lamb and rosemary pies w/ tomato sauce
- Mushroom arancini w/ aioli
- Lamb koftas w/ mint yoghurt
- Tempura battered prawns w/ ginger, coriander and lime dipping sauce
- Salt and pepper squid
- Lemon and dill fishcakes w/ homemade tartare
- Vegetarian hokkien noodle stir-fry boxes



Sweet Items

- Chocolate dipped strawberries
- Profiteroles w/ grand marnier filled custard
- Homemade fruit lollipops
- Mini magnums

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CANAPE OPTIONS

CANAPE MENU CONTINUED...

Platters (serves ten people)

- Spring rolls and samosas \$35.00
- Party pies and sausage rolls \$50.00
- Sandwiches, 6 points per person \$75.00
- Muffins and Danish \$55.00
- Antipasto platter, grilled vegetables, sliced meats and breads \$60.00
- Trio of house made dips and Turkish bread \$40.00
- Dessert platter \$70.00



Boxed Items

\$9.00 per person

- Mini chicken caesar salad plates
- Satay chicken tenderloin on jasmine rice
- Beef hokkien noodle stir-fry
- Fish and chip cone with lemon wedge
- Porcini mushroom risotto in a cup

Grazing Stations

\$7.50 per person

- Antipasto of marinated and cured Mediterranean delights with crusty breads and lavosh
- Dessert, assorted cakes, tarts, petite fours, fruits and sauces
- Australian cheeses with crusty breads, crackers and dried fruits



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DRINK OPTIONS



BEVERAGE PACKAGES

As a guideline to help you plan your event, we offer a choice of charging on consumption or a beverage package.

Consumption or "Bar Tab" Basis

This is based on a dollar amount set by you. We recommend you start at \$20.00 per person. To extend your limit you will require a credit card or cash. We do not allow for accounts to be paid after the event.

Beverage Package

1 hour	- \$ 25.00 per person
2 hours	- \$ 33.00 per person
3 hours	- \$ 39.00 per person
4 hours	- \$ 47.00 per person
5 hours	- \$ 55.00 per person

Includes unlimited amounts of the following beverages:

Beers

Victoria Bitter, Carlton Draught, XXXX Gold, Toohey's Extra Dry, Toohey's New, Toohey's Old, Dirty Granny, Somersby Pear, Hahn Super Dry, Hahn Light, Boags Light and Cascade Light

White Wines

Hardy's Chardonnay, Sauvignon Blanc and Riesling

Red Wines

Hardy's Cabernet Merlot and Shiraz Cabernet

Sparkling Wine

Hardy's Brut NV

Non Alcoholic

A variety of soft drinks and juices

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OFF SITE OPTIONS

EXTERNAL CATERING MENU

Aside from delectable meals served in our Oak Bar and Grill, Alpha Hotel Eastern Creek also offers external catering. Not only can you come and enjoy the hotel and a meal, we can also come to you. Take the delightful Alpha Hotel experience and treat your staff to a variety of fresh, gourmet meals prepared especially for you by our team of talented chefs.

Prices include delivery to office, napkins, paper plates, plastic knives and forks.

Patisserie Items

Prices shown are per person.

- Plain croissants served with jam and butter \$3.00
- Ham and cheese croissants \$4.50
- Assorted mini muffins \$3.00
- Danish pastries \$3.00
- Banana bread served with jam and butter \$6.00
- Pear and raspberry bread served with jam and butter \$6.00
- Gourmet cookies \$3.00
- Portuguese tarts \$3.00
- Australian cheese platter: Brie, Blue Vein and Cheddar Cheese \$7.00
- Fruit platter \$5.00
- Home made scones served with jam and cream \$4.50
- Friands (Gluten Free) \$3.00
- Jam donuts \$3.50
- Assorted iced donuts \$4.00



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OFF SITE OPTIONS

EXTERNAL CATERING MENU CONTINUED...

Sandwiches

Prices shown are per person.

- Assorted sandwiches (six points) \$11.00
- Assorted baguettes (three pieces) \$13.00
- Assorted Turkish bread sandwiches (three pieces) \$13.00
- Assorted wraps (two halves) \$13.00
- Mixed platter \$19.00

Hot Food Items

\$7.50 per item.

- Chef's selection soup – served with a dinner roll
- Individual beef pie
- Individual beef and potato pie
- Individual curry chicken pie
- Sausage roll
- Spinach and feta roll

Pasta (your choice of one item from the below menu)

\$12.00 per person.

- Pumpkin gnocchi in a basil pesto cream
- Spinach and ricotta agnolotti in a Napoli sauce
- Linguine with bacon, mushroom and parmesan cream sauce

Sides (your choice of one item from the below menu)

\$5.00 per person.

- Garlic bread
- Hot chips
- Garden salad
- Roasted butternut pumpkin and spinach salad
- Caprese salad



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OFF SITE OPTIONS



EXTERNAL CATERING MENU CONTINUED...

Stone Baked Woodfired Pizzas

Prices shown are per pizza.

- Neapolitana: Napoli sauce, kalamatta olives and anchovies \$17.50
- Big Kahuna: Tomato base, ham and pineapple \$17.00
- Old Skool: Pepperoni, mushroom and mozzarella cheese \$17.50
- Margarita: Fresh tomato, basil and bocconcini cheese \$17.50
- Backyard BBQ: Ham, bacon, pepperoni, cabanossi, chicken and BBQ sauce \$22.50
- Supreme: Pepperoni, ham, spanish onion, capsicum, mushroom, pineapple and olives \$23.00
- Hot & Spicy: Pepperoni, chorizo, Spanish onion, capsicum and jalapenos \$24.50
- BBQ rubbed chicken: Tomato base w/ ham, bacon, pineapple, onion, mozzarella \$23.50
- Chorizo sausage w/ mushroom, spanish onion, olives, semi dried tomato and fetta \$23.00
- Garlic prawn and marinated squid w/ pepperonatta and fetta \$26.50
- Vege pizza: Basil pesto base w/ chargrilled eggplant, zucchini, capsicum, semi dried tomato and feta \$24.50

Drinks

- Pepsi, Pepsi Max and Lemondade (300ml) \$3.50 each
- Cool Ridge Mineral Water (600ml) \$3.00 each
- Bundaberg Ginger Beer (375ml) \$4.00 each
- Monster Energy Drink (500ml) \$5.00 each

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NEED TO KNOW

ACCOMMODATION TERMS AND CONDITIONS

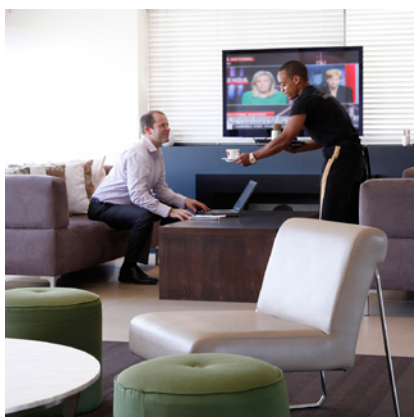
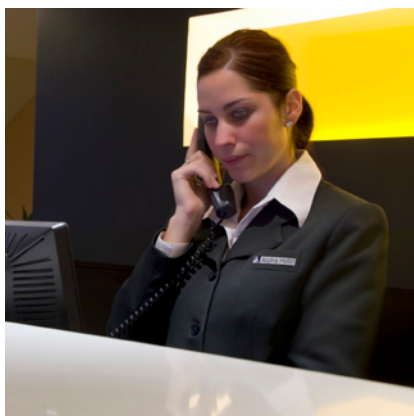
- The agreed room rates and inclusive of GST.
- Additional adults in room are charged at a set fee of \$40.00 per night.
- The agreed rates shall apply 7 days before and after your event for those delegates wishing to extend their stay.
- All luggage should be clearly labelled with guests name.
- Non-guaranteed rooms will be released at 6.00pm on the day of arrival if we have not been notified of late arrival.
- Check in is at 2.00pm and check out is at 11.00am.
- Access outside of these hours is subject to availability and additional charges may be incurred.
- In the event of a group arrival, please provide the anticipated arrival time. Upon checking in, all guests are asked for a credit card guarantee of \$100.00 , (photo identification will be required for cash deposits at checkin) to cover incidental costs throughout their stay. Unless charges otherwise agreed to by conference organiser.

Cancellations

Cancellations must be made in writing at all times. Cancellations made within 24hrs will incur a cancellation fee of the first night's accommodation per cancelled room.

7 Days Prior To Arrival

- The final rooming list is required 7 days prior to arrival.
- Once final rooming list is established Alpha Hotel Eastern Creek will provide a pro forma invoice for the full accommodation charges to be paid in full 48 hours prior to arrival.
- Failure to provide final rooming list will entitle Alpha Hotel Eastern Creek to forfeit bookings and re allocate at Alpha Hotel Eastern Creek's discretion.
- Guests choosing to depart prior to the original reservation departure date may also be subjected to charge
- cancellation charge of one full night.



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CONFERENCE TERMS AND CONDITIONS

Confirmation

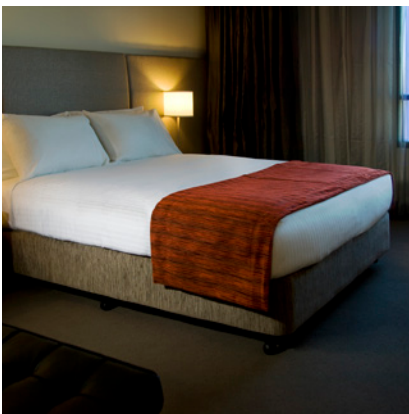
- A booking will be regarded as 'Confirmed' only upon receipt of the initial deposit along with the signed contract.
- Progressive payments, based on a percentage of anticipated revenue, may be payable in accordance with the deposit schedule.
- Special conditions included in individual proposals/quotations may over-ride the general terms and conditions.

Function Details

- Details of all arrangements must be supplied to the conference coordinator fourteen (14) days prior to the commencement of the function.
- Short notice bookings may require payment in full over normal deposit requisition.

Catering

- All catering and function room requirements must be charged to your Master Account – we are unable to charge to individual guest room accounts.
- Minimum numbers, menu choices and event details must be established fourteen (14) days prior to the function.
- It is the responsibility of the client to contact the hotel, in writing, regarding the final menu details of event and attendees.
- 'Final guaranteed numbers' and last minute confirmation of details are required in writing, by noon, two (2) working days (Monday- Friday) prior to the date on which the event commences.
- The 'final guaranteed numbers' will be charged on the day unless 'final guaranteed numbers and event detail changes' exceed this figure.
- Should final guaranteed numbers not be received, the account will be calculated on the basis of the attendee numbers indicated on the contract or where initial minimum numbers were established.
- Alpha Hotel Eastern Creek reserves the right to provide all catering on the premises. No food or beverage may be brought into the hotel for consumption before, during or after a function.



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Catering Continued...

- Quotations for functions are based on the understanding that should numbers attending your function decrease by 10% or more from the original number booked, 'Final Numbers' agreed will be incurred and the function may be moved to a more suitable room at the hotel management's discretion.
- Labour surcharges are incurred on cash bars.
- Alpha Hotel Eastern Creek enforces responsible service of alcohol (RSA).
- Surcharges may apply to events on Public Holidays and Sundays, prices on application.

Room Allocation/ Event Timings

- Alpha Hotel Eastern Creek reserves the right to assign an alternative room or venue where the original room or venue is inappropriate or unavailable due to circumstances beyond the control of the hotel.
- Should attendee numbers decrease significantly (greater than 10%) from final initial numbers advised at the time of confirmation, the hotel reserves the right to re-allocate space to a more appropriate area.
- You may reduce your space allocation up to seven (7) days prior to the event without penalty. After this, space reductions will be accepted, however, room hire will apply unless the space is subsequently re-sold at no less favourable terms.
- The client agrees to commence its event at the scheduled time and agrees to have its personal members, guests and invitees vacate the designated function space at the closing hour indicated. If the client breaches this condition, the client will be liable for extra charges incurred by the hotel (i.e. labour).
- No banners, signs or posters may be attached to any surface of the Hotel without advance approval from the conference coordinator or hotel manager.
- Alpha Hotel Eastern Creek signage must not be covered or obscured in any way.



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Room Allocation/ Event Timings Continued..

- Any loss of or damage to the conference centre, accommodation facilities or equipment caused by the organiser, their guests or contractors before, during or after the event is the financial responsibility of the organiser.

Security and Conduct

- Alpha Hotel Eastern Creek requires that function organisers accept responsibility for the orderly conduct of attendees and contractors. Should the hotel have any reason to believe an event will adversely affect the smooth running of the hotel's business, its security or good reputation, it reserves the right to cancel the event.
- Alpha Hotel Eastern Creek will advise security requirements where needed for any event according to NSW's Responsible Service of Alcohol laws (RSA).

Amendments

Amendments to these terms and conditions shall only be valid if made in writing and signed by Alpha Hotel Eastern Creek management. The waiver of terms and conditions stated in the contract applies to the particular occasions as documented in an amendment. This shall not be deemed a waiver of these terms and conditions for future occasions.

Basis Of Agreement

Performance is contingent upon the ability of the hotel to complete same and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restrictions upon travel, transportation, food, beverages, supplies, equipment failure and other causes, whether enumerated herein or not, which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the hotel's liability be in excess of the total amount of the food and beverages contracted heretofore.



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