

## CONFERENCE & SEMINAR INFORMATION

ROOM RATE	\$ 200 per day Catered functions only  Minimum number of persons catered for 15 pax or  \$25.00 surcharge per non - attendee	
EQUIPMENT	WIFI, TV VCR DVD, Whiteboard, Flip Chart x 1, Lectern, Overhead & Screen (Included in room rate)	
ADDITIONAL EQUIPMENT	Electronic Whiteboard Extra Flip Chart & Paper	\$75.00 \$25.00
CATERING	Iced Water & Mints  Tea & Coffee (on arrival) person	No Charge  \$ 2.00 per
SEATING	Theatre Style  Classroom Style  Fish tail Style  Horseshoe Style	80 pax  20 pax  30 pax  23 pax
PARKING	Limited off street parking available	
ACCOMMODATION	17 motel units	

*Prices quoted current as at 1<sup>st</sup> January 2009  
GST Inclusive*

## ADDITIONS TO YOUR COFFEE BREAK

Tea & Coffee served with a selection of either

Chef's fresh muffins & friands

Homemade cookies

Chef's cakes & slices

\$ 5.50 per person

## LUNCHEON BREAK

*served in our restaurant*

Tea & Coffee with

Warm roasted chicken & cold cut salad buffet  
(a different selection on conferences 2 days & over)

\$18.50

Fruit Platters

\$ 5.00 per person

Fruit & Cheese Platters

\$ 7.00 per person

Juice

\$ 7.50 per jug

The Normandie requires seven (7) days notice of any special dietary requirements

All above costing are at a per person rate

*Prices quoted current as at 1<sup>st</sup> January 2009*

*GST Inclusive*

## TERMS AND CONDITIONS

### CONFIRMATION

A tentative booking will be held for seven (7) days only. Room Hire is required as deposit and a signed confirmation of booking sheet will be required to confirm your booking.

### CANCELLATION POLICY

All cancellations must be made in writing & is subject to a \$20 administration fee Where the client;

- (a) Cancels a booking between 14 and 21 days prior to the day which the function / conference is to be held, the client shall forfeit 50% of the deposit
- (b) Cancels a booking between 5 and 13 days prior to the day which the function / conference is to be held, the client shall forfeit the entire deposit
- (c) Cancels a booking 5 days or less prior to the day on which the function / conference is to be held, the client shall forfeit the entire deposit and in addition shall, upon demand, pay up to 50% of the charge of the entire event

### PAYMENT

Subject to prior arrangement, final payment of any outstanding charges must be settled on completion of the function / conference.

### INSURANCE

- (a) The Normandie will not accept responsibility for damage or loss of property left on the premises prior, during or after your event.
- (b) The client shall indemnify The Normandie, its officers & employees in respect to any liability, claim or proceeding arising in respect of personal injury or Death of any person or arising in respect to any loss or damage or loss of use of property in any way relating to the event except to the extent of contribution of any neglect or omission of The Normandie.
- (c) In the event The Normandie is unable to comply with any provision of this agreement by virtue of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of foodstuffs or other unforeseen contingency or accident, The Normandie reserves the right to cancel the reservation and refund any payments without notice at any time without The Normandie having further liability to the client.
- (d) Damage to The Normandie's property: The organizer is financially responsible for any damage caused during their event.

In accordance with The Normandie's responsible service of alcohol policy, we reserve the right to cease the supply of alcohol to any client or guest without explanation.