



# QUALITY INN DUBBO INTERNATIONAL

## Banquet & Conference Information

**Edition March 2009 Valid until 30/06/2010**

All prices are inclusive of 10% GST

BANQUET & CONFERENCE

QUALITY INN DUBBO INTERNATIONAL





Thankyou for considering the Quality Inn Dubbo International for you next event.

When holding a conference, seminar, sales presentation, or any other type of business function, we understand that your company requires reliable, quality facilities and services.

The Quality Inn Dubbo International is uniquely different and offers a location and facilities like no other venue in the Central West.

It makes no difference whether you need to hold a business meeting of half a dozen delegates through to a complete conference of 100 or more, the Quality Inn Dubbo International can cater for you and your company with the minimum of fuss.

So whether it's a simple day-long conference or a seminar that stretches over several days, myself and my staff at the Quality Inn Dubbo International look forward to looking after you, your people and your delegates.

We will ensure that your time with us is spent productively as we take care of your every need.

Please contact our event coordinator if you require any further information or clarification.

I look forward to meeting you in Dubbo soon.

Geoffrey Ballard  
Director and General Manager

## CONFERENCE PACKAGES

( a minimum of 10 delegates is required )

½ DAY CONFERENCE Conference room hire

including 1 whiteboard, 1 flipchart, 1 LCD Data projector and screen, mints on the tables, iced water,  
notepads and pens,

Choice of our Working Lunch or Ploughman's Lunch including mineral water, soft drink and  
orange juice

Choice of Morning or Afternoon Tea

**\$ 32.00 per person**

FULL DAY CONFERENCE Conference room hire

including 1 whiteboard, 1 flipchart, 1 LCD Data projector and screen, mints on the tables, iced water,  
notepads and pens

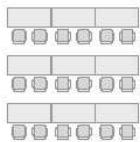
Choice of Morning Tea

Choice of our Working Lunch or Ploughman ' s Lunch including mineral water and orange juice

Choice of Afternoon tea

**\$ 43.00 per person**

All prices are inclusive of 10% GST



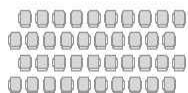
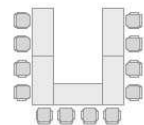
## ROOM HIRE CHARGES

Large Room \$150.00 Per Day \$90.00 Half Day

100 People Theatre Style

50 People U Shape

50 People Classroom Style



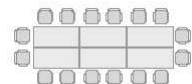
Medium Room \$100.00 per Day \$70.00 Half Day

20 People Theatre Style

15 People U Shape

20 People Board Room

15 People Classroom Style



### **MORNING AND AFTERNOON TEA BREAKS**

Freshly brewed coffee or choose from our Twining's tea selection

**\$ 7.50 per person per break ( included in package )**

Freshly brewed coffee or tea from our selection, served with one of the following :

Freshly Baked Scones with Jam and Cream

Or

Selection of muffins including blueberry and chocolate chip

Or

Assortment of Danish pastries

Or

Selection of homemade style biscuits

Or

Freshly made lamingtons

Or

Australian and Imported cheese with crackers and fresh seasonal fruit platter

( extra \$2 per person per break )

#### **Continuous tea/coffee**

( 8.30 – 17.00 )

\$ 13.50 per person ( \$8 with package ) \$16.00 with Homemade style biscuits ( \$10 with package )

All prices are inclusive of 10% GST

**Or why not do something different with your breaks, make your event  
memorable and enjoyable with the following?**

( Options replace daily Conference package items, with extra charges where applicable. )

#### **Short Takeaway Break \$7.00 p/p**

Kit Kat, bottled water, piece of whole fruit

#### **Chocolate Break \$9.00 p/p**

mud cake, flavoured milks, Magnum ice-cream sticks

#### **Fruit Break \$9.00 p/p**

Nudie fruit juices, fruit platter, with assorted whole fruit bowl

#### **Health Break \$9.00 p/p**

Nudie fruit juices, bran muffins, yoghurt tubs, health bars

## OUR DELICIOUS LUNCH OPTIONS

### **Working Lunch \$16.50 per person**

Crispy filled bread rolls with a selection of gourmet fillings,  
Platter of assorted cut sandwiches,  
Fresh fruit platter.

Mineral water, soft drink and orange juice included.

### **Ploughman's Lunch \$18.50 per person**

Platters of ham, beef, chicken and continental meats,  
Condiments and dressings,  
Selection of bakery breads,  
Coleslaw and green salad,  
Fresh fruit platter .

Mineral water, soft drink and orange juice included.

### **Fingerfood and Sandwich Selection \$19.50 per person**

An assortment of fingerfood, including  
Greek style lamb skewers  
Chicken skewer with satay sauce  
Thai Fish and coriander cakes  
Spinach and ricotta cheese puffs  
Spiced vegetable samosas  
Mini spring rolls with sweet chilli sauce  
Platter of assorted cut sandwiches.

Mineral water, soft drink and orange juice included.

### **Winter Warmer Buffet Luncheon \$22.50 per person ( min 20 PPL)**

Thai Green Chicken Curry and Beef Bourguignon casserole,  
Butter and chive chat potatoes,  
Pilaf rice,  
Mescaline salad with Chef ' s Selection of dressing  
Freshly baked bread rolls

Mineral water, soft drink and orange juice included.

**BBQ Buffet Luncheon \$24.50 per person ( min 20 PPL )**

Marinated chicken pieces with honey and spices

Barbeque Italian sausage

Grain fed striploin of beef

Corn Cobs

Mescaline salad with Chef ' s Selection of dressing

Roma tomato with onion and fresh basil

Potato salad with herb and crisp bacon

Freshly baked bread rolls,

Fresh fruit platter. Mineral water, soft drink and orange juice included.

**Cold Seafood Buffet Luncheon \$38.50 per person ( min 20PPL)**

Fresh king prawns, natural oysters and Balmain Bugs,

Mescaline salad with Chef ' s Selection of dressing

Roma tomato with onion and fresh basil

Potato salad with herb and crisp bacon

Freshly baked bread rolls,

Fresh fruit platter. Mineral water, soft drink and orange juice included.

**PRE DINNER DRINKS AND CANAPES**

**CANAPE RECEPTION A**

6 canapés served per person

Chefs selection \$18.00 per person

**Or**

Choice of 3 hot and 3 cold canapés \$19.50 per person

**CANAPE RECEPTION B**

8 canapés served per person

Chefs selection \$28.00 per person

**Or**

choice of 4 hot and 4 cold canapés \$32.00 per person

**Cold Canapé Selection**

Thai beef salad spoons

Gazpacho shooters

Guacamole boats

Shrimp and avocado en croute

Antipasto frittata

Asian dressed oysters

California sushi rolls

Prager ham and chicken on dark rye

Crudités and assorted dips

Minted cucumber shots

Smoked salmon and dill on Blini

Cherry tomato and bocconcini pastrami cups

### **Hot Canapé Selection**

Deep pan individual pizzas  
Crumbed camembert with strawberry coulis  
Salt and pepper prawns and squid with lemon aioli  
Spicy laksa shooters  
Greek style lamb skewers  
Chicken skewer with satay sauce  
Thai fish and coriander cakes  
Spinach and ricotta cheese puffs  
Thai prawn money bags  
Spiced vegetable samosas  
Petite cottage pies  
Mini spring rolls with sweet chilli sauce

**We recommend the following beverage packages for your canape reception :**

### **CANAPE BEVERAGE PACKAGE**

**Standard Includes** - Standard domestic beers ( VB, XXXX Gold, Tooheys New and Light Beers ),  
Hardys Collection Sauvignon Blanc, Chardonnay and Cabernet Sauvignon, soft drinks, orange juice  
and mineral water

½ hour \$13.00 per person 1 hour \$20.50 per person  
Additional time \$13.00 per hour or on consumption

**Premium Includes** - all of the Standard package plus the addition of Premium Local Beers  
( Hahn Premium, Crown Lager and Cascade Premium ) and Hardys Collection Bubbly

½ hour \$16.00 per person 1 hour \$26.00 per person  
Additional time \$16.00 per hour or on consumption

**Deluxe Includes** - all of the Premium and Standard packages plus the addition of  
basic spirits and mixers

( Scotch, Gin, Vodka, Rum and Bourbon)  
½ hour \$20.00 per person 1 hour \$32.00 per person  
Additional time \$20.00 per hour or on consumption

**BUFFET BREAKFAST MENU**  
**FOR MEETINGS AND PRIVATE FUNCTIONS**

Available in the Squatters Room,  
Shearers room, Pioneer Room  
or as a pool side function.

**Continental Selection \$11.50 per person**

Selection of cereals  
Sliced fruits and natural yoghurt and honey  
Bakery items for toasting  
Preserves and butter  
Chilled orange juice  
Brewed Coffee and Twining's Teas

**Deluxe Continental Selection \$14.50 per person**

Selection of cereals  
Sliced fruits and natural yoghurt and toney  
Assorted Danish pastries and croissants  
Bakery items for toasting  
Preserves and butter  
Chilled orange juice  
Brewed Coffee and Twining's Teas

**Full English Cooked Breakfast \$19.50 per person**

Includes Deluxe Continental Selection plus the following hot dishes

Scrambled eggs  
with  
Cooked tomato, champignon mushrooms,  
Hash browns,  
Chipolata sausages and bacon

Additional items can be organised upon request

**DINNER MENU**

**FOR CONFERENCE GROUPS, COACH OPERATORS AND PRIVATE FUNCTIONS  
TWO COURSES \$28.00 PER PERSON. THREE COURSES \$36.00 PER PERSON.**

( Alternate drop )

**MENU 1**

Oven baked crusty bread rolls

Home made soup of the day

or

Baby spinach and sweet potato risotto

followed by

Herb baked chicken with a chardonnay jus with roasted vegetables

or

Garlic and seeded mustard slow roasted beef with a rosemary jus and  
accompanied baked seasonal vegetables

then

Individual fig and almond cakes topped with rich caramel sauce

or

Baked blueberry cheesecake draped with a berry couli

**MENU 2**

Oven baked crusty bread rolls

Caesar salad with croutons and pancetta

or

Pappardelle with creamy garlic and bacon sauce

followed by

Veal escallops topped with tomato, garlic, basil sauce, roasted eggplant,  
double smoked ham and cheese with oven baked seasonal vegetables

or

Baked dory fillets with a butter and white wine sauce and seasonal vegetable accompaniment

then

Rich chocolate mud cake

or

Citrus and lemon meringue pie

### **MENU 3**

Oven baked crusty bread rolls

Salt and pepper squid served with petit salad and lime aioli

or

chicken breast crusted with mildly spiced dukkah, served on salad greens

followed by

Slow roasted rosemary rack of lamb with a red wine jus accompanied by baked seasonal vegetables

or

Oven baked pork fillet with an apple and raisin compote with roasted vegetables

then

Apple strudel with a vanilla bean custard

or

Caramel and walnut flan with chocolate sauce

Crispy dinner rolls

### **VEGETARIAN ALTERNATIVES**

Sweet potato and caramelised onion tart

served on Greek salad with sweet chilli and balsamic dressing

or

Filo vegetable parcel of seasonal vegetables with roasted pine nuts encased with filo pastry

resting on wok-tossed greens and aromatic chilli oil

## **THE BARBEQUE STYLE BUFFET**

( a minimum of 20 persons is required )

\$ 42.90 per person

### **Salad Buffet**

Mescaline salad with Chef ' s Selection of dressing

Roma tomato with onion and fresh basil

Coleslaw with apple and walnut

Potato salad with herb and crisp bacon

### **From the Grill**

Marinated chicken pieces with honey and spices

Lamb chop with garlic, thyme and Dijon

Barbeque Italian sausage

Grain fed striploin of beef

Corn Cobs

### **Side Dishes**

Baked pumpkin and almond

Jacket potato with sour cream and chives

Assorted bread and bakers basket

### **Dessert**

Selection of pastries, cakes and tarts

Fresh sliced fruit and fruit salad

Freshly brewed coffee and tea

**\*\*\* Australian and imported cheeses with crackers**

**additional \$ 4.00 per person**

All prices are inclusive of 10% GST

## **THE PIONEER BUFFET**

( a minimum of 20 persons is required )

\$59.50 per person

### **Soup**

Home made soup of the day with a baker ' s selection of loaf bread and rolls

### **Cold Selection**

Crystal bay king prawns with lemon

Selection of cold cuts and cured meat

Smoked salmon with condiments

Roasted chicken with spicy sweet chilli sauce

### **Salads**

Caesar salad with croutons and pancetta

Greek salad with fetta cheese and olive

Cucumber salad with dill and yoghurt

Mixed salad leaves with Chef ' s Selection of dressing

### **Hot Selection**

Roasted scotch fillet with onion confit and vegetable batons

Sautéed chicken fricassee

Steamed fish Fillet with a citrus beurre-blanc

Buttered pilaf rice

Panache of vegetables

Fondant potatoes

### **Dessert**

Fresh seasonal fruit platter and fruit salad

Chef ' s selection of cakes, tarts and French pastries

Freshly brewed coffee and tea

**\*\*\* Australian and imported cheeses with crackers**

**additional \$ 4.00 per person**

## **THE SUBLIME BUFFET**

( a minimum of 20 persons is required )

\$ 69.90 per person

### **Soup**

Homemade soup of the day, oven baked crusty rolls and dampers

### **Cold Selection**

Cured salmon with dill, onion and capers

Champagne ham and smoked turkey

Continental meats

Crystal bay cooked king prawns with lemon oysters

### **Salads**

Vine ripened tomato with fetta cheese and basil

Caesar salad with croutons and pancetta

Rice salad with sultanas and almond flakes

Mescaline salad with Chef ' s Selection of dressing

### **Hot Selection**

Free range chicken supreme with baby leeks and  
seeded mustard sauce

Angus beef tenderloin with macadamia nuts and mushrooms on a muscat jus

Mixed vegetables in olive oil

Gratin escallop potato with cream and parmesan cheese

Crusted rack of lamb steamed jasmine rice

### **Dessert**

Chef ' s selection of gateaux, tarts and pastries

Fresh seasonal fruit platter and fruit salad

Australian and imported cheeses with crackers

Freshly brewed coffee and tea

## **THE SEAFOOD BUFFET**

( a minimum of 20 persons is required )

\$ 87.50 per person

### **Soup**

Seafood bouillabaisse with garlic toast and rouille, crispy rolls and assorted bread

### **Seafood Display**

Cooked king prawns on ice fresh Nambucca oysters Balmain bugs, Blue swimmer crabs

### **Cold Selection**

Marinated calamari with roasted capsicum and Spanish onions

Smoked Tasmanian salmon and seafood terrine

Whole decorated ocean trout with garnish

### **Salads**

Mediterranean seafood mix

Smoked turkey, macadamia nuts and cress salad

Cream fraiche pasta with baby shrimps

Tuna and green beans salad with black olives

Mixed crisp salad leaves with Chef ' s selection of dressing

Apple and celery salad with walnuts

### **Hot Selection**

Turmeric coated barramundi fillet with lemon beurre blanc

Ocean trout with a mustard crust,

Asparagus and pumpkin

Beef tenderloin red wine jus

Chicken breast supreme on rosemary ratatouille

Garden vegetables and parsley potatoes

Pasta marinara

### **Dessert**

Chef ' s selection of tortes, pastries and tarts

Australian and Imported cheese with crackers

Fresh seasonal fruit platter

Freshly brewed coffee and tea



**Accommodation for your guests or delegates.**

The Quality Inn Dubbo International offers 60 well appointed hotel rooms including suites, kitchen suite, family rooms, interconnecting rooms, and special designed rooms for guests with a disability. These rooms all feature remote control television units, tea and coffee facilities, iron and ironing board, wireless broadband Internet, independent air conditioning units and Foxtel TV. All of the rooms have an electronic coded door locking system, offering peace of mind during your stay and complimentary parking.

Group rates are seasonal and available on request.



## TERMS AND CONDITIONS

1. **CONFIRMATION OF BOOKINGS** Confirmations of bookings must be made in writing together with the requested deposit within 7 days of making the reservation. With bookings made 60 days or less prior to the event, the written confirmation and deposit must be made within 7 days. Otherwise, Management reserves the right to cancel the booking and allocate the venue to another client. An estimated number of attendees will be given at the time the reservation is made. In this context, it should be noted that, when the number of attendees drops by 20% or more from the original number booked, additional charges may be incurred.
2. **DEPOSIT AND PAYMENT** An initial non-refundable deposit will be required upon the time of reservation. All accounts are to be paid in full prior to the event unless credit facilities exist with Quality Inn Dubbo International. All approved credit arrangements require full payment within seven days of the function. Payment by credit card shall only be accepted if payment is made prior to departure from Quality Inn Dubbo International.
3. **FUNCTION CANCELLATIONS** All cancellations must be confirmed to Quality Inn Dubbo International in writing. i ) 60-31 days prior to the event, a fee of 50% of the daily contracted rate will be charged by the Hotel to the organiser. ii ) 30-14 days prior to the event, a fee of 75% of the daily contracted rate will be charged by the Hotel to the organiser. iii ) Less than 14 days prior to the event, a fee of 100% of the daily contracted rate will be charged by the Hotel to the organiser. Any costs for a third party as agreed by the organiser, which are not refundable to Quality Inn Dubbo International or where the contract with the third party cannot be terminated without liability or cost to Quality Inn Dubbo International will be charged. Daily contracted rate : Includes all conference packages, function room hire, contracted meals, beverage packages, Theming and Entertainment ( organized by Quality Inn Dubbo International ), Audio Visual and any other Hotel services.
4. **GUARANTEED NUMBERS** The guaranteed number of guests attending the function is required 14 days prior to the event, for catering and billing purposes and charges will be based on guaranteed numbers or final head count, whichever is greater.
5. **PRICES** Every endeavour is made to maintain prices as printed, but these may be subject to change due to imposition of government charges, taxes, levies or other service charges.
6. **FINAL DETAILS** Menus, beverage details, entertainment, audio visual requirements, room set ups, starting and finishing times must be confirmed in writing 14 days prior to the function.
7. **ROOM ALLOCATION** The organiser agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event a function should go beyond the agreed finishing time, Quality Inn Dubbo International reserves the right to impose a labour charge for each hour and part hour the function space is occupied. If it is necessary, Quality Inn Dubbo International reserves the right to change the banquet room allocations, or to move the events to alternate dates.

8. **PROVISION OF GOODS AND SERVICE** Clients are responsible for the costs in ensuring set-up and breakdown of all function space. All deliveries to Quality Inn Dubbo International must be advised to the Event Coordinator prior to the delivery and must be delivered to the area/room blocked. Quality Inn Dubbo International cannot supply trolleys or staff. Quality Inn Dubbo International will not transport goods, equipment and/or materials left on the loading bay and will not be responsible for damages or loss sustained. Items remaining after the event, without prior written arrangements, will be deemed abandoned.
9. **LOSS OR DAMAGES** Clients are financially liable for any and all damages caused during the function by any for their guests or any other person attending the function, whether in the room reserved or in any part of the Hotel and it' s grounds.
10. **OTHER FUNCTIONS** Quality Inn Dubbo International reserves the right to book other functions in the same room up to one hour before the scheduled time and one hour after the scheduled finishing time.
11. **PRE-FUNCTION AREA** As the Pre-Function Area is open plan, no client has the sole right to the total Pre-Function Area, unless otherwise arranged. At all times, flow space must be left clear for ease of movement of all clients.
12. **SECURITY** Quality Inn Dubbo International will not accept responsibility for the loss or damage of any equipment or merchandise left on the premises prior to, during, or after your event. Security is available on request and charges are applicable. A minimum notice of 24 hours prior to the event is required.
13. **LAWS AND REGULATIONS** At no time will the client commit any act or permits its employees, agents, or invitees to commit any act that is illegal, noisome, offensive or is in breach of any statutes, by laws, order or regulations, or other provisions having the force of the law including, but not limited to the Hotel' s Liquor, Fire Regulations and Occupational Health and Safety.
14. **DELIVERY AND COLLECTION OF GOODS** Quality Inn Dubbo International will only accept delivery of goods two working days prior to an event and all goods must be collected within two working days of the conclusion of the event. All goods are to be delivered to the Hotel receiving dock between 9am and 4pm Monday to Friday, except when a Public Holiday fall through the week. The Hotel will not accept responsibility for any items delivered or left for collection outside these times and periods. All items delivered must be clearly addressed with contact name and conference name.
15. **INSURANCE** It is the responsibility of the organiser to arrange their own security and insurance, for all items belonging to them for the period those items are in the Hotel, along with personal liability insurance.
16. **RESPONSIBLE SERVICE OF ALCOHOL** Quality Inn Dubbo International practices Responsible Service of Alcohol, as specified in the Liquor Control Reform Act 1998. The Hotel reserves the right to cease the service of alcohol in the line of the above act. Quality Inn Dubbo International Public Bar – operates daily under RSA guidelines. In the respect of nearby residents the bar closes at 12.00 midnight. Extensions can be granted upon request in writing to the Hotel ' s licensee.

17. **SMOKING** Quality Inn Dubbo International is a Non-Smoking Hotel. Smoking is only permitted outside where ash-trays are provided.
18. **BASIS OF AGREEMENT** In the Event that Quality Inn Dubbo International is unable to provide the facilities or any other arrangements for your function or any part thereof or to otherwise perform the terms of this agreement and the Hotel ' s failure is due to circumstances beyond it ' s decision or control, the Hotel is not responsible for any costs, damages or expenses that may suffer or incur.

#### **Terms and conditions of Network/Internet access**

To the extent permitted by law, neither Park Ward House Pty Ltd nor any of its related bodies corporate or their respective officers or employees will be liable in any way ( including for negligence ) for any loss, damage, cost or expense suffered or incurred by you or claims made against you through your use of this service, the unavailability of this service or in connection with any products, services or information advertised, offered or supplied through this service.

Neither Park Ward House Pty Ltd nor any of its information providers, licensors, employees or agents give any warranty of any kind, either express or implied:

- as to merchantability or fitness of the Service for a particular purpose;
- that the Service will be uninterrupted or error free;
- that the results obtained from the use of the Service will be of a particular quality.

Access is made available subject to the specific restrictions and disclaimers. Namely, users of the service will refrain from the following:

- Do anything, including store, send or distribute material which defames, harasses, threatens, abuses, menaces, offends or violates the privacy of any person;
- Do anything, including store, send or distribute material, of an illegal or fraudulent nature, including activities prohibited under any applicable state and Commonwealth law;
- Do anything, including store, send or distribute material which interferes with other users or restricts any person or which inhibits any other user from utilizing the Services, Network and/or Systems;
- Do anything, including store, send, display or distribute material which is obscene, indecent, pornographic or confidential or material that could give rise civil or criminal proceedings;
- Forge header information, email source address or other user information;
- Breach any laws, codes, standards and content requirements of any relevant authority;
- Access, monitor or use any data, systems or networks, including another person's private information, without authority or attempt to probe, scan or test the vulnerability of any data, system or network;
- Compromise the security or integrity of any network or system;
- Deliberately place any Virus, Trojan or other similar programs on the Service or the Internet;
- Distribute unsolicited advertising or spamming or overload any network or system;
- Tamper with, hinder the operation of or make unauthorised modifications to any network or system or attempt any of the above acts or permit another person to do any of the above.