



Best
Western
PLUS

Conference and Events Packages 2022



Ph: (02) 4943 6733

E: functions@apollointernational.com.au

Meeting and Events Spaces:



Apollo Room



Lambton Room



Apollo 1



James White Boardroom



Apollo 2

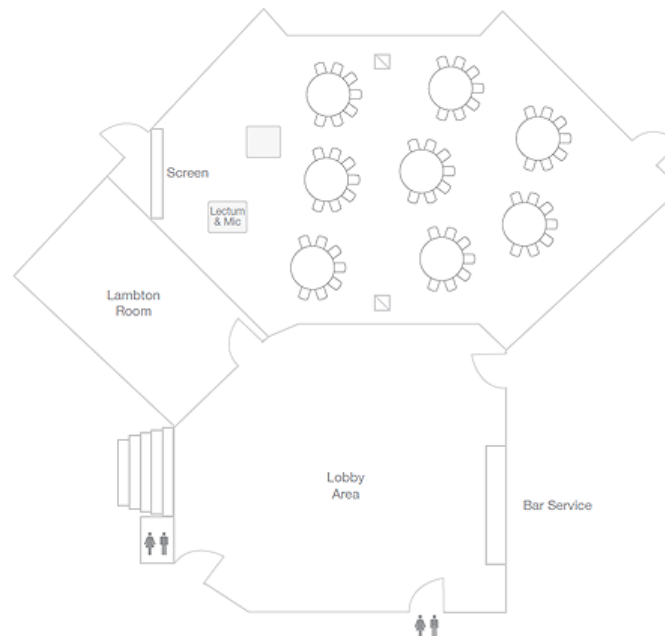


Babbingtons Restaurant

Venue Capacities and Floor Plans:

Please use these capacities as a guideline – numbers may vary based on seating and equipment layouts.

	Metres ²	Theatre	U-Shape	Classroom	Cocktail	Banquet	Cabaret	Room Hire
Apollo Room	128	110	30	40	250	100	64	\$600* 10% discount for \$200 spent on catering
Apollo 1	64	50	18	18	60	40	24	\$400 * 10% discount for \$150 spent on catering
Apollo 2	64	50	20	18	60	40	24	\$400 * 10% discount for \$150 spent on catering
Lambton Room	31.5	20	16	12	25	20	N/A	\$300 * 10% discount for \$100 spent on catering
James White Board Room	30.3	N/A	14	N/A	N/A	16	N/A	\$300 * 10% discount for \$100 spent on catering



Day Delegate Catering Packages:

Half Day Package \$29.50 per person*

Includes:

Continuous tea/coffee service

Chef's selection of morning or afternoon tea snacks

Lunch selection - sandwiches/wraps

Drinks with lunch - soft drinks and juice

Full Day Package \$36.00 per person*

Includes:

Continuous tea/coffee service

Chef's selection of morning and afternoon tea snacks

Lunch selection from - sandwiches/wraps

Drinks with lunch - soft drinks and juice

ADDITIONS

Cheese Platter **(+\$2.00 per person)**

Fruit Platter **(+\$2.00 per person)**

OTHER LUNCH OPTIONS (Replacing Sandwich / Wrap Option)

Salad Lunch Option – Choose from our selection of salads **(+\$1.50 per person)**

Burger Lunch Option – Choice of Chicken / Beef / Vegetarian **(+\$3.00 per person)**

Hot Dish Option – Select 2 meals from our Chef's selections **(+\$4.00 per person)**

DIETARY NEEDS WILL BE CATERED IF REQUESTED PRIOR TO BOOKING DATE AT NO EXTRA CHARGE. ANY DIETARY MEALS REQUESTED ON THE DAY WILL INCUR AN EXTRA CHARGE.

*Room and equipment hire fees apply

Menus:

LUNCH - WRAPS AND SANDWICHES

Please choose 3 of the following.

Includes jugs of soft drinks and juice.

- BBQ pulled pork with a ranch coleslaw
- Roast beef with wild tomato chutney, mesclun and tasty cheese
- Curried egg with spinach, tomato and cucumber
- Shaved turkey with mustard pickle, rocket and tomato
- Roast chicken with mango mint chutney, mesclun and grated carrot
- Sliced beetroot, carrot mesclun and hummus
- Roast pork and mint jelly with cos lettuce
- Sliced ham with a beetroot relish, tomato and spinach
- Cajun spiced chicken with rocket, tomato and hummus
- Falafels with a mint yogurt, roast capsicum and cos
- Sliced sopressa with chargrilled zucchini, rocket and lemon aioli
- Baba ganoush with tomato, cos and sliced Swiss cheese
- Bacon, spinach, tomato and guacamole
- Sliced pepperoni with Swiss cheese, rocket and mustard pickles
- Roast lamb, mint aioli, mesclun and tomato

Menus:

LUNCH – BABBINGTONS BURGER SELECTION - ATTENDEES TO ORDER AT MORNING TEA ON DAY OF BOOKING

BEEF OR GRILLED CHICKEN – FULL OF LETTUCE, SMOKED BACON, TASTY CHEESE, CARAMELISED ONION & TOMATO RELISH. SERVED WITH CRISPY FRIES.

VEGETARIAN (FALAFEL) BURGER ALSO AVAILABLE.

LUNCH – SALAD SELECTION – 3 SELECTIONS MADE PRIOR TO BOOKING – ATTENDEES TO ORDER AT MORNING TEA

THAI BEEF SALAD WITH SPINACH CARAMELISED CASHEWS, GINGER, CHERRY TOMATOES AND CRISPY NOODLES

GRILLED CHICKEN CEASER SALAD WITH BABBINGTONS DRESSING

GRILLED HALOUMI ON A QUINOA AND BROWN RICE SALAD WITH CHERRY TOMATOES, OLIVES AND ROCKET

SOUTHERN FRIED CHICKEN WITH CHARRED SWEETCORN, CAPSICUM AND COS LETTUCE WITH A RANCH DRESSING

SALT AND PEPPER TOFU WITH ROCKET, CARROT, SHREDDED CABBAGE FINISHED WITH A SWEET SOY DRESSING

ROASTED PUMPKIN WITH TWICE COOKED BEETROOTS, FETTA AND SPINACH WITH A BALSAMIC DRESSING

SHREDDED PROSCIUTTO WITH STEAMED POTATOES, SHALLOTS, PARMESAN, RED ONION TOSSED IN AIOLI

CHARGRILLED MEDITERRANEAN VEGETABLES WITH BASIL PESTO, PASTA AND SPINACH

LUNCH – HOT DISH SELECTION - 2 SELECTIONS MADE PRIOR TO BOOKING (YOU CAN ADD A SALAD OPTION AS A 3RD SELECTION) –

ATTENDEES TO ORDER AT MORNING TEA – BREAD ROLL INCLUDED

BRAISED HUNGARIAN BEEF WITH POTATO GNOCCHI

CHEFS VEGETABLE CURRY WITH STEAMED RICE

BRAISED CHICKEN CACCIATORE WITH FETTUCINE

MEDITERRANEAN VEGETABLE RIGATONI IN A NAPOLI SAUCE

TEMPURA BATTER FISH FILLETS WITH CHIPS

MONTHLY RESTAURANT LUNCH SPECIAL (IF AVAILABLE)

Menus:

DINNER - PLATED 3 COURSE MEAL \$60.00PP

PLATED 2 COURSE MEAL \$49.00PP

Includes Bread Roll and Tea / Coffee

Please choose 2 options from each course to be served alternately. (min 20 people)

Entrée

Szechuan smoked chicken breast with cranberry chutney and a rocket and almond salad

Roast beef bruschetta on focaccia, heirloom tomatoes, bocconcini and house made tomato chutney

Steamed vegetable gyoza in a miso broth with a crisp Asian salad

Chargrilled pork fillet with beetroot puree, blistered tomatoes, and apple vinaigrette

Charred king prawn on shredded cos, shaved parmesan and aioli finished with pangritata

Main

Pepper braised beef brisket with twice cooked potatoes, roasted parsnip finished with a red wine jus

Roasted chicken breast on a sweet potato, confit beetroot and feta with rosemary jus

Pan roasted barramundi on crispy potatoes, capers, red onion finished with a sage velouté

Crispy skin pork belly on a sesame soba noodle salad with roasted capsicum finished with Char Siu

Minted falafel with salt and pepper tofu finished with a smoked red chimichirri

Desserts

Rhubarb pie with vanilla bean anglaise and white chocolate ice cream

Steamed chocolate pudding with vanilla bean ice cream and dark chocolate sauce

Baked lemon cheesecake with toffee mascarpone and raspberry couli

Vanilla bean pannacotta with mixed berry compote and mango sorbet

Sides (+\$2.50 per person for 1 side / +\$3.50 per person for 2 sides)

Options: Crispy Fries with Sea-Salt / Green Salad / Roasted Rosemary Kifler Potatoes / Almond Buttered Broccolini / Roasted Dutch Carrots / Four Cheese Macaroni Croquettes with Chilli Jam

Trio of House Made Dips with a selection of Toasted Breads (+\$2.00 per person – replaces bread roll)

Beverage Packages:

Standard Selection:

Craigmoor Sparkling wine, Selection of Young Poets, Chain of Fire and Tamburlaine Wines

Australian bottled beers, Ciders, Soft drinks and Juices.

Package

1 hour \$13.50pp

2 hour \$25.00pp

3 hour \$35.00pp

4 hour \$43.00pp

5 hour \$50.00pp

- **Beverages can also be arranged by TAB and charged on consumption**

Accommodation Options:



Deluxe, Superior rooms featuring queen or king beds and balconies with bushland or Pool outlook.

Twin rooms featuring 2 king single beds and balconies with a serene bushland outlook

Executive and King Spa rooms also available



Terms and Conditions:

Confirmation: Confirmation is required in writing accompanied by a deposit within 7 days of the initial reservation. The deposit should be no less than the cost of the Room Hire. We reserve the right to cancel any Conference/Function reservation which has not been confirmed within 7 days of the initial booking.

Final Details: To ensure your Conference/Function is professionally coordinated, the following must be provided prior to the specified times:
7 Days - Menu selection, arrival, departure times, meeting and meal times, room set up, equipment and any special dietary requirements.
3 Days - Guaranteed numbers and 50% of the Catering cost (for Breakfasts, Lunches, Cocktail functions and Dinners)

Meeting Times - Day sessions 8 hour duration 9am to 5pm
Evening sessions 5 hour duration 6pm to 11pm

Payment: A deposit is required as stipulated above, with the balance paid prior to departure unless an account has been arranged prior to the event. As this is an individually negotiated contract, payment is required by way of cash, EFTPOS, all major credit cards or cheque.

Credit Card Surcharge: Credit card surcharges do apply to all payments made by Visa, Mastercard, Amex and Diners at a rate of 1.5%.

Food and Beverage: Conference / Function organisers are not permitted to supply their own food and beverages. Quotations for evening functions are based on a five (5) hour period (prior to midnight) inclusive of pre-dinner drinks, after which a labour charge of \$150.00 per hour or part thereof will be incurred. After midnight, a rate of \$200.00 per hour or part thereof is applicable. Extra time should be arranged prior to the event.

Final Attendance Numbers: Final Attendance numbers must be notified to the Apollo International Hotel three (3) days prior to arrival. Any reduction

in attendance numbers subsequent to notification of final numbers will be subject to charge at the full guaranteed numbers.

Outside Contractors: Whilst on the premises, Contractors and Sub-Contractors appointed by the client or indeed by Apollo International Hotel, on behalf of the client, must at all times abide by Hotel Regulations and any instructions given by Management.

Damage: Clients are financially liable for any damage sustained to hotel property, caused by their own action or the actions of their appointed Contractors or Sub-Contractors. Walls, doors and other surfaces must not be nailed, screwed, stapled defaced in anyway.

Signage: In public areas of the hotel, signage should be kept to a minimum and must have prior approval by Management.

Insurance: Though Apollo International Hotel will take all necessary care, it can accept no responsibility for loss or damage to the property of the client or their contractors except to the extent the loss or damage arises from the Apollo International Hotel's own negligence, fraud or misconduct. The client should arrange their own insurance including Personal Insurance cover for their employees and contractors.

Cancellation: Cancellations must be notified to Apollo International Hotel in writing:

- | | |
|-----------------------------|---------------------------------------------------------|
| - 15 days prior to arrival | Full refund of deposit |
| - 14 - 8 days prior | 50% of deposit refunded |
| - 7 days prior | No refund of deposit |
| - 72 hours prior to arrival | Room hire plus 50% of contract amount will be charged. |
| - 24 hours prior to arrival | Room hire plus 100% of contract amount will be charged. |

