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Best Western Plus Hovell Tree Inn  
ALBURY

# Conference & Function Packages

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# Function Spaces



**Ascot Room**



**Kirkham Room**



**Outdoor Al Fresco**



# Conference Packages

## DELUXE DAY DELEGATE

\$59 PER PERSON

\*\*Minimum 15 people

### Inclusions

- Room hire - all day use
- Projector, screen, microphone, presenter table registration desk, white board, one flip chart and lectern
- Notebook, pens and mints

### Catering:

- Tea and Coffee station
- Client selection morning tea (2) & afternoon tea (2)
- Café style lunch of wraps, toasted focaccias and healthy salads (2)
- Beverage station included with lunch

## STANDARD DAY DELEGATE

\$54 PER PERSON

\*\*Minimum 15 people

### Inclusions

- Room hire - all day use
- Projector, screen, microphone, presenter table registration desk, white board, one flip chart and lectern
- Notebook, pens and mints
- Discounted accommodation

### Catering:

- Tea and Coffee station
- Chefs selection morning tea and afternoon tea
- Chefs selection sandwiches, toasted focaccias and healthy salads
- Beverage station included with lunch



# Conference Packages

## HALF DAY DELEGATE

\$49 PER PERSON

\*\*Minimum 15 people

### inclusions

- Room hire - half day, maximum 5 hours hire
- Projector, screen, microphone, presenter table registration desk, white board, one flip chart and lectern
- Notebook, pens and mints
- Discounted accommodation

### Catering:

- Tea and Coffee station
- Chefs selection morning tea OR afternoon tea
- Chefs selection sandwiches, toasted focaccias and healthy salads
- Beverage station included with lunch

## BUILD YOUR OWN CONFERENCE

Ascot Room Hire - from \$250 per day

Kirkham Room Hire - from \$350 per day

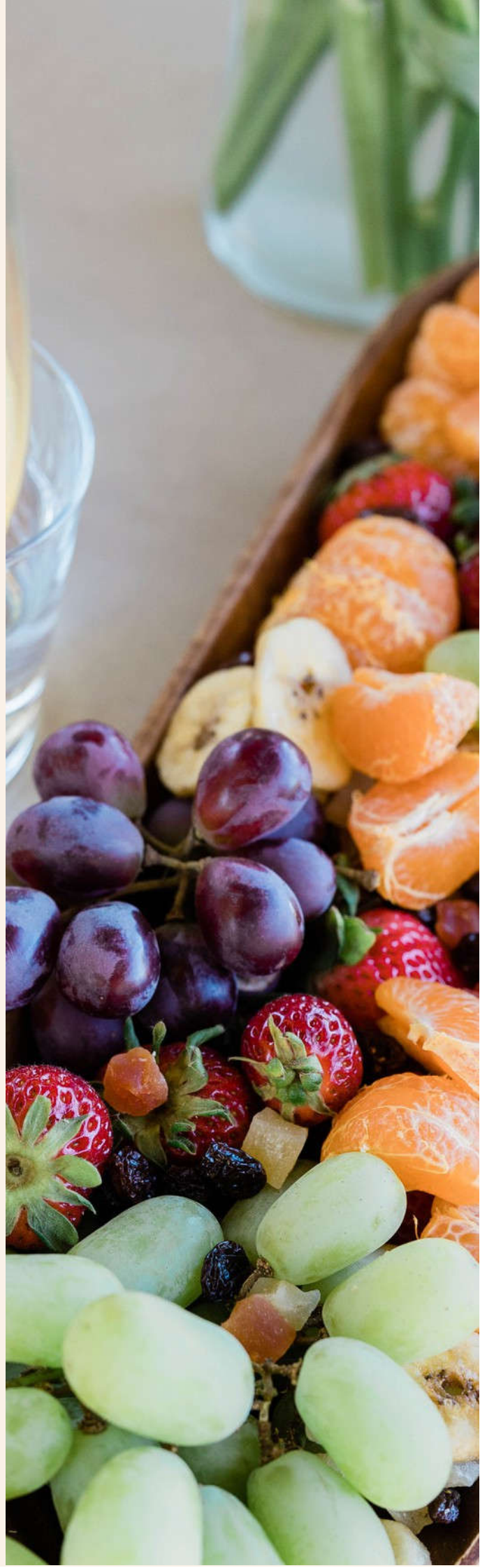
Room hire includes projector, screen, microphone, presenter + registration desk and white board

### Catering:

- Tea and Coffee Station - \$5 per person
- Morning Tea (2 items) - \$8 per person
- Afternoon Tea (2 items) - \$8 per person
- Sandwich Platters - \$12 per person
- Sandwiches and toasted paninis - \$16 per person
- Fruit Platter for 10 people - \$50 per platter

### AV Equipment Hire

- Additional microphone - \$100 each
- Flipchart Papers - \$50 each





# Events Packages

Available for 25 Guests or More

Ascot Room Hire	\$250
Kirkham Room Hire	\$350

## Inclusions:

- Projector, screen, microphone and lectern
- Discounted accommodation

## Catering:

### Canapes

Two Hour - \$30 per person  
4 Standard and 1 Deluxe (10 pieces per person)

Three Hour - \$40 per person  
6 Standard and 2 Deluxe (16 pieces per person)

### Sit-Down Dinner

Two Course - \$65 per adult  
Main and Dessert

Three Course - \$75 per adult  
Entrée, Main and Dessert

### Buffet Dinner

Includes Tea and Coffee

- Option 1 - \$65 per adult, \$35 per child  
Choice of Two Sides, Three Mains and Two Desserts
- Options 2 - \$75 per adult, \$35 per child  
Choice of Three Sides, 4 Mains and Two Desserts

