

Welcome:

Thankyou for your recent enquiry into holding your next funtion with us here at the Southgate Motel.

The following information will assist you when you consider the Southgate Motel for your conference or special function.

When confirming your requirements with us, we ask the following be completed. This will ensure that your facility needs are met, along with room layout, meals and all elements of your function are to your required standard.

Room Hire:

We offer you one of our conference rooms at a rate of \$100 per day, or \$50 per half or part thereof.

Your room hire rate also gives you the use of the following equipment, most at no charge.

Your Needs:

Overhead Projector	Yes	No
Overhead Projector Screen	Yes	No
Television	Yes	No
DVD/VCR Player	Yes	No
Flip Chart	Yes	No
Whiteboard	Yes	No
Lectern	Yes	No
Microphone with Speaker System	Yes	No
Data Projector (now free of charge)	Yes	No

Conference Information:

Company Name: _____

Who is our contact for your conference:

Name: _____

Company: _____

Phone: _____ Fax: _____

E-mail: _____

About Your Event:



How many participants are you expecting at this stage: _____

Exact number of participants is required **7 days prior** to your conference for catering purposes.

What date are you holding your conference: _____

How many days will your conference be: _____

Conference Times: Start: _____ Finish: _____

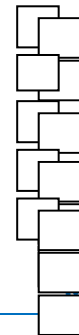
If your conference is more than one day, and the start and finish times are different from those indicated above can you please note them below.

Start: _____ Finish: _____

Room Style:

What type of room layout are you looking for?

- Theatre Style 60 People Per Room
- U Shape 25 People Per Room
- Boardroom Style 35 People Per Room
- Round Tables 40 People Per Room
- Open – Chairs on Side 60 People Per Room



Meals:

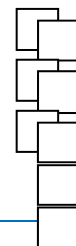
Southgate Motel and The Gates Restaurant offer many different meal choices which you will find below.

Morning Tea:

Do you Require Morning Tea? Yes No

What time would you like it served: _____

- \$4.50 per person – Tea, Coffee and Biscuits
- \$6.50 per person – Tea, Coffee and Scones
- \$7.50 per person – T & C, Scones, Cake & Biscuits



Lunch:

Do you Require Lunch? Yes No

What time would you like it served: _____

\$18 per person:
Sandwiches, Chicken Platter, Fruit Platter, Tea, Coffee & Juice



\$20 per person:
Sandwiches, Chicken Platter, Fruit Platter, Hot Finger Food, Tea, Coffee & Juice



Afternoon Tea:



Do you Require Afternoon Tea? Yes No

What time would you like it served: _____

\$4.50 per person – Tea, Coffee and Biscuits

\$6.50 per person – Tea, Coffee and Scones

\$7.50 per person – Tea, Coffee, Scones, Cakes and Bun

Dinner:

Do you Require Dinner? Yes No

What time would you like dinner served: _____

A set menu can be created to suit your needs at a budget starting from \$39 per person (inc GST) with numerous choices of different menus.

Please see the function menu available at the back of this package

A minimum of 10 people are required for a set menu.

A la carte is also available as a choice for your for groups of 15 people or less.

Set Menu –
A la Carte Menu -

Finger Food:

Do you Require finger food? Yes No

PLEASE NOTE: Available evening functions only

What time would you like it served: _____

\$14.00 per person: 2 portions per item per person

Home made sausage rolls, spring rolls, mini quiches, gourmet chicken platter, cocktail samosas, Tea and Coffee.

\$16.00 per person: 3 portions per item per person

Home made sausage rolls, spring rolls, mini quiches, gourmet chicken platter, cocktail samosas, Beef Kebabs, Fruit and nut platter and Tea and Coffee.

\$25.00 per person: 3 portions per item per person

Gourmet chicken platter, satay beef kebabs, sweet chilli chicken kebabs, home made sausage rolls, mini quiches, mini brushetta with selected toppings, chicken vol-u-vents, seafood vol-u-vents, smoked salmon and dill on crackers.

Chocolate dipping strawberries, after dinner mints, gourmet cheese board, tea and coffee.

Dietary Requirements:

Do you have any special dietary requirements:



Beverages:

Do you require beverages? Yes No

Do you wish to set a budget? Yes \$ _____ No

Please tick the following that you would like on your bar tab:

Jug of beer	\$15.00	<input type="checkbox"/>
Glass of Beer	\$4.50	<input type="checkbox"/>
Jug of soft drink	\$13.00	<input type="checkbox"/>
Glass of soft drink	\$3.00	<input type="checkbox"/>
Carafe of house wine	\$17.00	<input type="checkbox"/>
Glass of house wine	\$5.00	<input type="checkbox"/>
Bottle of Wine	See wine list	<input type="checkbox"/>
Spirits per glass	\$6.50	<input type="checkbox"/>

Accommodation:

Southgate Motel offers discounted rooms for guest involved with your conference.

Please note: these rates only apply for the night of your event.

Standard Room:

Enjoy our well appointed rooms in four star comfort. Soak away the business end of your day in your deep bath, whilst enjoying a beer from your mini bar.

Our Standard Rooms have all the comforts that you would expect from a Best Western Property.

Single Room - \$120.00
Double Room - \$128.00

Executive Room:

Enjoy our spacious well appointed and luxurious executive rooms. Your room is sure to tend your every want and need with its 42" Plasma Screen TV, and large two person corner spa.

Single Room - \$145.00
Double Room - \$155.00

Prices quoted above are already discounted. Please mention that you are attending a function at the Southgate Motel when you make your booking in order to receive your discounted rate.

We are unable to accept Fly Buys or Qantas Frequent Flyers with a discounted room rate.



Account:

Please provide details for our contact for the payment of your conference account:

****Please Note: Charges to a company account must be organized prior to conference date.****

Name: _____ Phone: _____

Address: _____

Company Name: _____

Email: _____

Mobile: _____

Special Requests:

Other:

For further information regarding your proposed conference/function, please do not hesitate to contact me on any of the means below:

(P) 08 8723 1175
(F) 08 8723 1151
(E) kim@southgatemotel.com.au
www.southgatemotel.com.au

Rooms Photo:



This is looking from one end of the two conference rooms. The bi-fold in the centre of the photo are the seperators.

