

Fountaindale Grand Manor & Ranelagh Gardens

CONFERENCE PACKAGE

VENUE HIGHLIGHTS

- 2 conference Rooms
- Both conference rooms are pillarless
- Conference Rooms have natural light, fresh air and break-out areas
- 3 syndicate rooms are available to be used as break-out areas
- Catering and themed packages available
- Free and ample parking

TECHNICAL FEATURES

- Light dimmers in conference rooms
- Wireless internet in both rooms
- Overhead Projector & Screen included
- TV, DVD & VCR included
- Ample power outlets

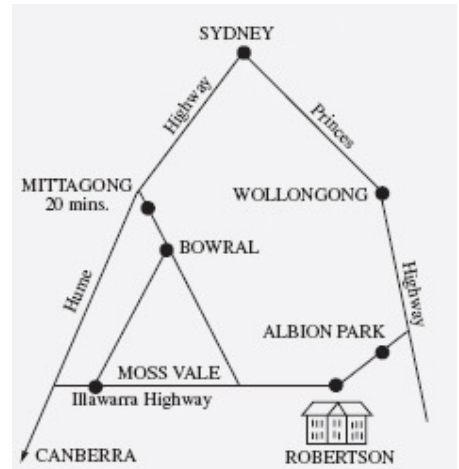
LOCATION

- Situated in the heart of the Southern Highlands
- 90 mins from the heart of Sydney city
- 35 mins from Wollongong
- 90 mins from Canberra
- 25 mins from Wollongong Airport, offering Qantas Link flights daily

ACCOMMODATION CAPACITY

- 49 Guest Rooms

for more information, visit us online at www.fountaindale.com.au



CONTACT US

Cnr Fountaindale Rd &
Illawarra Hwy, Robertson
NSW, 2577

P. 02 4885 1111
F. 02 4885 1130
E. info@fountaindale.com.au



Fountaindale Grand Manor & Ranelagh Gardens

WELCOME

Introducing Fountaindale Grand Manor - Hotel and Function Centre, as the next venue for your Conference or Seminar.

Our specialty is group and conference needs for both small and large organisations!

Let the friendly staff at Fountaindale Grand Manor assist you in planning your next conference. Enjoy relaxed, inviting facilities in a picturesque setting away from the distractions of the city.

Fountaindale Grand Manor's Management and staff extend a warm welcome to you.

Contact us 7 days a week for an appointment or for further information.



FOUNTAINDALE FACILITIES

Ballroom

The Ballroom is available for use as a conference room and seats up to 110 delegates.

Veranda

The Veranda is adjacent to the Ballroom and is included in the room hire of the Ballroom. The Veranda is enclosed with French windows looking out to the gardens, containing: tables, chairs and couches, and can be used for tea and coffee, or as a break-out room for the Ballroom.

The Gallery

The Gallery is a conference room that seats up to 80 delegates.

Gardens

Our award winning gardens span 14 acres of landscaped grounds, rainforest, and sweeping lawns, creating a refreshing ambiance and perfect retreat for your delegates.

Dining

The Dining Room seats a maximum of 120 delegates for a formal sit down dinner or lunch. Breakfast, Lunch & Dinner are available daily.

Parking Facilities

Guests may use allocated parking areas. There is ample parking for up to 80 cars.

Recreational Facilities

The Hotel boasts an in-ground swimming pool and the gardens offer relaxation and pleasure to visitors. We also have a Spa & Sauna, however these are not always available for conference use. Please check first.

Room Facilities

All of our Hotel rooms contain tea & coffee facilities, electric blankets, opening windows, bedside lamps, bathrobes & slippers. Nineteen renovated rooms contain televisions, heating, iron and ironing boards and their own ensuite bathroom. Thirty rooms use shared bathroom facilities in the style of a Guest House.

Fountaindale Grand Manor & Ranelagh Gardens

CONFERENCE ROOMS & FACILITIES

Room	Theatre Style	U-Shape	Classroom	Boardroom	Banquet	Cocktail
Layout	Number of people					
The Ballroom	110	40	60	40	110	120
The Gallery	70	25	35	25	70	80
Dining Room	N/A	N/A	N/A	N/A	110	120

INCLUSIVE OF ALL PACKAGES

- ✓ Room Hire from 8am - 5:30pm
- ✓ Room Set-up
- ✓ Over Head Projector & Screen
- ✓ Whiteboard and Markers
- ✓ Flip Charts
- ✓ Butchers Paper
- ✓ Lectern
- ✓ Mints
- ✓ Water
- ✓ TV, DVD & VCR
- ✓ Continuous Tea & Coffee
- ✓ Morning Tea
- ✓ Lunch
- ✓ Afternoon Tea

DAY RATES:

STANDARD CONFERENCE PACKAGE: Morning Tea, Gourmet deli lunch, Afternoon tea, Conference Hire and Set-up, **\$60pp**

PREMIUM CONFERENCE PACKAGE: Morning Tea, Premium buffet lunch, Afternoon tea, Conference Hire and Set-up, **\$65pp**

OPTIONAL EXTRAS

Part/Half Day Rates and other Charges		
	Standard	Premium
Morning/Afternoon Tea Only	\$20	\$20
Part Day	\$50	\$55
Full Day	\$60	\$65
Room Hire Only	\$250 with no tea, coffee, equipment, water etc.	
Less than 15 participants	\$850 flat fee including standard package for up to 14 participants	
Data Projector	\$250 per day	
Pens & Paper	\$2 per participant	

Fountaindale Grand Manor & Ranelagh Gardens

RESIDENTIAL/24 HOUR RATES

24 Hour Rates include Breakfast, Morning Tea, Lunch, Afternoon Tea, Dinner & Accommodation. Also included is all of the Conference Hire & Set-up.

Accommodation rates valid until 31/12/2009.

Heritage Room x 30

The Heritage Room is full of old world charm and antiquity from the 1920's era and is comfortably appointed with an option of bedding configurations, bedside tables, wardrobe and a vanity with hot & cold water. Guests use shared bathroom facilities. Many of these rooms can be triple, twin, double or single.

Heritage Room		
Occupancy	Standard Package (deli lunch & 2 course dinner)	Premium Package (buffet lunch and 3 course dinner)
Single	\$199	\$209
Twin	\$153	\$163
Triple	\$141	\$151



Ensuite Room x 19

The Ensuite King/Queen Room is extremely spacious and contains its own ensuite bathroom, a king/queen size bed, bedside tables, lamps, desk and wardrobe, television. 7 of these rooms can be triple/twin share, and the rest can be single/double.

Ensuite Room		
Occupancy	Standard Package (deli lunch & 2 course dinner)	Premium Package (buffet lunch and 3 course dinner)
Single	\$225	\$235
Twin	\$188	\$198
Triple	\$166	\$176



CONFERENCE MENUS

Morning Tea: Selected sweet or savoury baked items

Lunch (Standard Package), Gourmet Deli Style:

Assorted breads
Open Gourmet Sandwiches
Greek Salad
Fresh Garden Salad
Assorted Quiche/Pies
Fresh Fruit Platter
Fruit Bowl
Cheese Platter
Selected Cakes
Tea, Coffee, Orange Juice & Water

Lunch (Premium Package), Buffet Style:

Soup of the day
Dinner Rolls
A range of Chef's selected salads, served with a selection of sauces and condiments
Cold Meat Platter – Selection of Ham, Salami, Turkey, Pastrami etc.
Smoked Salmon Platter with Lime Mayonnaise
3 hot dishes – 2 meat and 1 vegetarian
Fresh Fruit Platter
Selection of cakes or baked desserts
Cheese Platter
Tea, Coffee, Orange Juice & Water

Afternoon Tea: Selected sweet or savoury baked items

Dinner, Set Menu:

Standard Package: 2 Course alternate, or 2 course buffet @ \$35
Premium Package: 3 courses alternate or 3 course buffet @ \$40
Served alternately.
If conference is less than 15 people, then menu is Chef's choice.
All dietary requirements are catered for.

CONFERENCE MENUS CONT.

Dinner Menu

2 Course Alternate or 3 Course Alternate

Entrees:

Cajun Sesame Chicken Tenderloins
Deep Fried Camembert, Shallots and Cracked Pepper on a Rocket & Walnut Salad
Garlic Field Mushrooms stuffed with Roasted Italian Vegetables & Fetta
Caramelised Onion, Spinach & Ricotta Cheese Tart
Cream of Spiced Butternut Pumpkin Soup with Croutons
Sampler Plate of Local Produce: including cheeses, marinated vegetables, antipasto
Garlic Prawns Skewers on mixed greens with a garlic and chive aioli
Salt & Pepper Calamari - Hand cut calamari rings dusted with salt and pepper bread crumbs Served with mixed greens and a lime and coriander dressing

Mains (all mains served with seasonal vegetables & dinner rolls):

Rack of Lamb Roasted with Rosemary and Red Currant Jelly finished with a Tangy Lamb Jus
Local Beef Tenderloin served on a Potato, Herb and Roast Garlic Galette & Red Wine Jus
Baked Chicken Breast stuffed with Fetta Cheese, Capsicum & Shallots with a Mediterranean Sauce
Penne Pasta tossed with Marinated Vegetables in a Cream & Napolitana Sauce
Seared Beef Fillets on a bed of Caramelised Red Onion and finished with Blueberry Sauce
Oven Roasted Barramundi Fillet with a Citrus and Almond Sauce
Chicken Breast Fillet Encrusted with Pistachios and served with a Creamy Pistachio Sauce

Desserts: (all served with Cream or Ice-Cream)

Lemon & Lime Tart
Traditional Sticky Date Pudding
Pear & Walnut Pie
Bread & Butter Pudding
Apple & Rhubarb Pie
White Chocolate & Pecan Pudding

CONFERENCE MENUS CONT.

Buffet Menu

2 Course or 3 Course Buffet

Soups

Choose one of the following:

Pumpkin
Cream of Broccoli
Potato & Leek
Cream of Vegetable

Salads

Choose two of the following:

Greek
Garden
Caesar
Rocket & Parmesan
Waldorf
Creamy Potato Salad
Italian Pasta Salad
Beetroot Salad
Warm Vegetable Salad

Platters

Choose one of the following:

Cold Meats Platter: Selection of Ham,
Salami, Turkey, Pastrami etc.
Smoked Salmon Platter with Lime
Mayonnaise

Hot Dishes

Choose two of the following:

Rack of Lamb Roasted with Rosemary
and Red Currant Jelly finished with a
Tangy Lamb Jus
Local Beef Medallions in a Mushroom &
Red Wine Jus
Baked Chicken Breast stuffed with Fetta,
Capsicum & Shallots with a
Mediterranean Sauce
Penne Pasta tossed with Marinated
Vegetables in a Cream & Napolitana
Sauce
Oven Roasted Barramundi Fillet with a
Citrus and Almond Sauce
Carvery - Either Beef, Lamb or Pork

*Served with Rice or Potatoes, and
Vegetables

Desserts

Cake Table with Selection of
Cakes, Whipped Cream & Strawberries.

*All Buffets come with Dinner Rolls,
Butter Portions and Condiments

Fountaindale Grand Manor & Ranelagh Gardens

DIRECTIONS

From Sydney/Wollongong

South from Sydney via the F6 freeway bypassing Wollongong to the end of the freeway at Macquarie rivulet at Albion Park Rail.

Turn right at the roundabout where road signs indicate, Albion Park, Jamberoo and Moss Vale.

Turn right at the traffic lights at Albion Park follow the road up the Macquarie Pass.

Fountaindale Grand Manor is on the left hand side before entering the town of Robertson.

ALTERNATIVELY

Take the M5 Motorway to Bowral (Mittagong Exit), then on to Sheepwash Rd until you reach the Illawarra Highway, turn left heading toward the coast.

From Canberra

North from Canberra via the Hume Highway. After Marulan take the Moss Vale exit via the Illawarra Highway.

Continue through Moss Vale and at the roundabout turn right to Wollongong.

Continue through Robertson and Fountaindale Grand Manor is on the right.

TERMS & CONDITIONS

1. The following terms and conditions apply:

1. A quote will be sent to the client along with an invoice and further payment requirements.
2. The hotel does not reserve or hold any conference space or hotel rooms, goods or services on behalf of any client without receipt of the deposit by the hotel, unless by prior arrangement.
3. Until the deposit is received by the hotel, no booking is considered confirmed and booked, unless by prior arrangement.

4. Deposit & Payments:

- Upon booking: A deposit/payment equal to \$1000 is due.
- 14 days from arrival: A deposit/payment equal to 100% of the total amount of the event is due.

No event can commence unless the "Total Amount" quoted is paid in full prior to arrival, unless by prior arrangement.

The hotel reserves the right to cancel the booking if the deposits and payments are not paid when due.

2. Final payment on check out

All monies owing at the end of the event must be paid in full on check out. Payment of the final amount may be made by company cheque or direct deposit into the hotel's bank account. Payment by credit card will incur a surcharge. Visa and MasterCard 2%. Note we do not accept AMEX or Diners. Fountaindale reserves the right to apply interest and collection costs to any amount outstanding, and the customer waives their privacy rights so the debt can be forwarded to an external agency for collection.

3. Charge back credit facility

No charge back or credit terms are available at the hotel.

4. Partial cancellation of event

The client shall provide written notification of partial cancellation, including any reduction of attendee numbers and/or hotel services. Should the client partially cancel or liquidate, pre-ascertained damages shall apply as follows:

- a. Partial cancellation, greater than 10% reduction of attendee numbers and/or hotel services, notified to the hotel over 90 days of the booked arrival date, will not be subject to a charge.
- b. Partial cancellation, greater than 10% reduction of attendee numbers and/or hotel services, notified to the hotel under 90 days of the booked arrival date, will be subject to a charge of 50% of the total quotation amount but calculated on a pro rata basis.
- c. Partial cancellation, greater than 10% reduction of attendee numbers and/or hotel services, notified to the hotel under 30 days of the booked arrival date, will be subject to a charge of 100% of the total quotation amount but calculated on a pro rata basis.

5. Cancellation or deferral of event

All cancellations incur a \$1000 cancellation fee.

The client shall provide written notification of cancellation and/or deferral of dates.

Should the client cancel the event booking, liquidated and pre-ascertained damages shall apply as follows:

- a. Cancellation notified to the hotel over 90 days prior to the arrival date will not be subject to a charge.
- b. Cancellation or deferral of dates notified to the hotel less than 90 days prior to the booked arrival date will be subject to a charge equal to 50% of the quotation amount.
- c. Cancellation or deferral of dates notified to the hotel less than 30 days prior to the booked arrival date will be subject to a charge equal to 100% of the quotation amount.

The hotel will do its best to endeavour to resell the space and if successful in selling the space equal to the \$ amount of the previous booking that has cancelled, the hotel will refund the existing client fully.

If the client defers the booking instead of cancelling the booking to a new date within 3 months of the original date, then the hotel will honour the booking fully and not charge any cancellation fees, aside from the \$1000 cancellation fee.

6. Event details

The client shall advise the hotel of its final event requirements - including but not limited to rooming lists, conference room and equipment set-ups and catering requirements - not later than 14 days prior to the due arrival date.

7. Clients' general responsibilities

The client shall remain responsible at all times for:

- a. Loss or damage to the property of the hotel caused by the client, its guests and invitees.
- b. Insurance of its own property and the property of its guests and invitees.
- c. The client is financially responsible and agrees to indemnify Fountaindale Pty Ltd trading as Fountaindale Grand Manor for all damage sustained to the hotel and its grounds during an event as the result of an action of any invitee and/or guest of the organiser.

This also applies to any damage caused during the event staying overnight at the hotel.

Although accidents often happen, damage to our event rooms can easily be prevented by good communication between your organiser and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on to you if approval has not been sought. Staples, sticky or masking tape, glues, pins, or Velcro are not permitted on our walls.

The client acknowledges the hotel is a NON SMOKING hotel and will inform all delegates that smoking is not permitted in any guest room, any event space either indoors or outdoors and will direct all smokers to the allocated smoking area adjacent to the reception. The client agrees to pay the charge of \$250 hygiene and deodorising cleaning fee if smoke odour is detected in any guest room or

Fountaindale Grand Manor & Ranelagh Gardens

public space. The client also acknowledges that should a delegate vomit, a cleaning fee of \$100 plus any damages to fabric, carpets or fittings will be charged accordingly.

8. Other conditions

- a. The client, their guests and invitees shall not be permitted to bring beverages of any kind whatsoever onto the hotel premises.
- b. The client, their guests and invitees shall comply with the reasonable requirements of the hotel and shall conduct its event and associated events in an orderly and responsible manner and in compliance with all applicable laws.
- c. The hotel reserves the right to exclude or remove from the event rooms or the hotel premises any and all undesirable persons without liability.
- d. The responsible service of alcohol will be conducted in accordance with the hotel's house policies and the Liquor Act 2001.

9. Room assignment

If the room or rooms reserved herein cannot be made available to the client for causes beyond the normal control of the hotel, the hotel reserves the right to substitute similar or comparable accommodation for the event, which substitute shall be deemed by the client as full performance of the hotel's obligations under this agreement. This applies to accommodation, meeting and function rooms. Please note that event space reserved during the day is subject to re-letting to other clients for other evening events, unless alternative arrangements have been made.

10. Extended hours & surcharges

We are happy to extend the hours of your event, as long as the noise is minimal and is contained inside the event space and with all outdoor areas being closed off from 10pm.

Additionally you and your guests must not make excessive noise in the event space or when returning to the accommodation rooms. By law we are not allowed to make noise past 10pm midweek and 11pm on weekends that will impact negatively on our neighbours within the hotel or within Robertson.

To extend the hours of your conference dinner, a fixed staff cost of \$150 per half hour plus payment on consumption of beverages is applicable, plus any fines imposed on the hotel by any divisions of the law.

A surcharge of 15% will be charged for events held on public holidays.

Fountaindale Pty Ltd trading as Fountaindale Grand Manor
ABN (83678091487)
Cnr Fountaindale Rd & Illawarra Hwy, Robertson NSW, 2577
P: 02 4885 1111 F: 02 4885 1130 E: info@fountaindale.com.au

Contacts:

Brett Morgan, General Manager: (02) 4885 1111
Kylie Butcher, Conference Manager (02) 4885 1111
Reception (02) 4885 1111

Payments may be made by direct deposit to:

Westpac Bowral
Fountaindale Pty Ltd BSB 032716 A/C 243493
www.fountaindale.com.au P: 02 4885 1111 Cnr Fountaindale Rd & Illawarra Hwy, Robertson NSW, 2577

Upon payment of the initial deposit, you have acknowledged and agreed to the terms & conditions contained herein.

CONFERENCE ENQUIRY FORM

Thankyou for contacting us regarding your upcoming conference. Please complete information below and we will endeavour to respond to your enquiry within 24 hours.

Proposed Date of Conference: _____

Arrival Time: _____

Departure Date & Time: _____

Name of Organisation: _____

Contact Name (Conference Organiser): _____

Ph: _____ Mob: _____ Fax: _____

Email: _____

Number of Delegates Attending: _____

Accommodation Required: Yes / No

If Yes, Single or Twin Share: _____

Heritage Rooms (shared bathrooms) or Ensuite Rooms: _____

Standard or Premium Lunch Package: _____

2 Course or 3 Course Dinner: _____

Comments:

Office Use Only

Enquiry Taken By: _____ Booked? _____

Confirmation Advice Sent: _____ Conference Package Sent: _____

Deposit Received: _____ Menu Choices Recd: _____