



CONFERENCES • BANQUETS • WEDDINGS

Rydges Capital Hill Canberra is a vibrant, 4 star hotel nestled in luxury surroundings. We host a large variety of purpose built event facilities that can cater for up to 200 guests, with many Executive Boardrooms and Event Rooms for breakout spaces or smaller meetings. We have a fantastic licensed terrace as well as a luscious Atrium, both great for post-function networking as well as intimate gatherings.

Parliament House is only a short stroll away from Rydges Capital Hill, which is perfect for anyone who needs to hold an event during parliamentary sitting. Our large variety of unique event areas means we can cater for all your event requirements from large conferences, product launches, exhibitions, award nights and training workshops to private board meetings.

At Rydges Capital Hill we pride ourselves on our professionalism, attention to detail and friendly service, matched with our excellent location. We are more than happy to tailor your event to your exact needs and personal desires. With a wide selection of menu options and upgrades, anything is possible.

In the following pages you will find our room matrix, current menus, floor plans and accommodation details. If you require any further information or would like a personalised quote please contact our friendly and dedicated team who will be more than happy to help you plan your upcoming events.

The Events Team at Rydges Capital Hill








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Cnr Canberra Ave & National Cct FORREST ACT

www.rydges.com/capitalhill

Room Matrix

Event Room	Area Sq/m	 Theatre	 Cabaret	 U-Shape	 Boardroom	 Classroom	 Banquet	 Cocktail
Forrest Suite**	200	200	136	50	50	74	180	200
Forrest Room1	60	60	32	28	28	24	40	60
Forrest Room 2	100	110	64	42	40	36	80	110
Forrest Room 3	40	30	16	15	15	12	20	30
Event Room 1	170	120	56	36	36	30	120	120
Event Room2	45	40	24	21	21	15	30	40
Executive Boardroom 1	35	25	8	16	16	12	12	25
Executive Boardroom 2	16	15	-	9	12	6	8	15
Executive Boardroom 3	20	20	-	9	16	9	10	20
Executive Boardroom 4	12	8	-	-	6	-	-	8
Executive Boardroom 5	20	10	-	9	10	9	10	10
Acacia Lounge	200	120	60	30	30	20	140	200
Atrium	50	50	-	-	-	-	70	120
Figtree Café	-	-	-	-	-	-	150	160

** Forrest Suite is Forrest Rooms joined together

Day Delegate Events

DAY DELEGATE PACKAGE

\$70.00 p/p

ON ARRIVAL

Freshly brewed coffee and a selection of teas and herbal infusions

MORNING AND AFTERNOON TEA

Freshly brewed coffee and a selection of teas and herbal infusions

Please choose one of the following items for morning tea and another item for afternoon tea:

Chocolate brownies
Scones with jam and cream
Portuguese custard tarts
Danish pastries
Butter croissants
Seasonal fresh cut fruit
Whole seasonal fruit basket

LUNCH

Chef's delicious working buffet lunch served in Figtree café:

A selection of gourmet sandwiches or wraps

Wholesome salads of the day

A scrumptious hot dish and accompanying side

Two decadent desserts

Variety of soft drinks

Freshly brewed coffee and a selection of teas and herbal infusions

THIS PACKAGE ALSO INCLUDES

Note pads, pens, mints and water

Room and lobby signage

2 car parks for facilitators

Flipchart and markers

Whiteboard and markers

Projection screen

Day Delegate Events

CORPORATE DAY DELEGATE PACKAGE

\$75.00 p/p

ON ARRIVAL

Freshly brewed coffee and a selection of teas and herbal infusions

MORNING AND AFTERNOON TEA

Freshly brewed coffee and a selection of teas and herbal infusions

Please choose one of the following items for morning tea and another item for afternoon tea:

Chocolate brownies
Scones with jam and cream
Portuguese custard tarts
Danish pastries
Butter croissants
Seasonal fresh cut fruit
Whole seasonal fruit basket

LUNCH

Chef's delicious working buffet lunch served in Figtree café:

A selection of gourmet sandwiches or wraps

Wholesome salads of the day

A scrumptious hot dish and accompanying side

Two decadent desserts

Variety of soft drinks

Freshly brewed coffee and a selection of teas and herbal infusions

THIS PACKAGE ALSO INCLUDES

Note pads, pens, mints and water

Bottled Mt Franklin water

Wrapped lollies

Continuous whole fruit bowl

Chilled juice at all breaks

Room and lobby signage

4 car parks for facilitators

Flipchart and markers

Whiteboard and markers

Projection screen

Day Delegate Events

EXECUTIVE DAY DELEGATE PACKAGE

\$85.00 p/p

ON ARRIVAL

Freshly brewed coffee and a selection of teas and herbal infusions

MORNING AND AFTERNOON TEA

Freshly brewed coffee and a selection of teas and herbal infusions

Please choose one of the following items for morning tea and another item for afternoon tea:

Chocolate brownies
Scones with jam and cream
Portuguese custard tarts
Danish pastries
Butter croissants
Seasonal fresh cut fruit
Whole seasonal fruit basket

LUNCH

Chef's delicious working buffet lunch served in Figtree café:

A selection of gourmet sandwiches or wraps

Wholesome salads of the day

A scrumptious hot dish and accompanying side

Two decadent desserts

Variety of soft drinks

Freshly brewed coffee and a selection of teas and herbal infusions

THIS PACKAGE ALSO INCLUDES

Continuous tea and coffee

Note pads, pens, mints and water

Bottled Mt Franklin water

Wrapped lollies

Continuous whole fruit bowl

Chilled juice at all breaks

Room and lobby signage

Car parking for all attendees (subject to availability)

Flipchart and markers

Whiteboard and markers

Projection screen

Wireless conference room internet for all users

Data projector, PC compatible (minimum of 10 attendees)

Day Delegate Events

ADDITIONAL ITEMS

- 2 morning or afternoon tea items \$7.00 p/p
- Continuous fruit bowl \$10.00 p/p
- Post lunch surprise (Mini Mars Bar/Kit Kat) \$2.50 p/p
- Ice cream break \$5.50 p/p
- Energy drink boost \$7.00 p/p
- Chilled juice per break \$2.50 p/p
- Continuous tea and coffee \$18.00 p/p
- Additional flipchart and markers \$40.00 each
- Additional whiteboard and makers \$40.00 each
- Additional projection screen \$50.00 each
- Wireless conference room internet from \$15.00 p/p

Cocktail Events

(Minimum 10 guests)

For one to two hours cocktail events

Your choice of:

Six canapés per guest	\$28.00 p/p
Seven canapés per guest	\$30.00 p/p
Eight canapés per guest	\$32.00 p/p

Individual canapés \$5.50 each (minimum of 20 items in total)

Please select from the following options:

COLD CANAPES

- Peking duck pancakes
- Selection of sushi
- Bloody Mary oyster shooters
- Caramelised onion and duck tartlet
- Antipasto vegetable skewer with cherry tomato
- Vietnamese vegetable roll
- Smoked salmon roulade blini

HOT CANAPES

- Sun dried tomato and basil arancini balls
- Tandoori chicken mini burgers
- Moroccan lamb filo cigars
- Vegetable spring rolls
- Tempura prawns with citrus aioli
- Prawn gyoza
- Sugarcane beef skewers

ALL COCKTAIL EVENTS INCLUDE:

- Platters of guacamole, tomato salsa and sour cream with corn chips
- Crudités platters with assorted dips

Dinner and Lunch Events

PLATED MENUS (Minimum 20 attendees)

Two Course \$52.00 p/p
Three Course \$64.00 p/p

Please select 2 meals from each course to be served alternately

ENTREES

Smoked lamb salad, beetroot relish and minted yoghurt
Tasmanian smoked salmon with dill crème fraîche and baby capers
Antipasto plate with grissini and eggplant and hummus dips v
Tomato and roast paprika soup finished with salsa verde v
Poached prawns with a blood orange, mint and coriander salad
Rare roasted beef Carpaccio, rocket, pear and walnut salad with chive dressing
Caramelised onion and goat's cheese tart
Grilled chicken breast, harissa yoghurt and herb salad

MAINS

Roast lamb rump on grilled polenta cake with ratatouille and rosemary jus
Slow roasted beef rump, mushroom duxelle, vegetable bundle and thyme jus
Grilled salmon served with dill mash, spinach mousse and beurre blanc
Corn fed chicken breast with fondant potato, steamed broccolini and Medeira jus
Char grilled sirloin with pumpkin mash, seasonal greens finished with a red wine jus
Roast pumpkin and sage ravioli with toasted walnuts, burnt butter, and petite herbs v
Pan fried snapper served with fennel and chorizo risotto, chive tied asparagus and salsa verde
Lamb rack with skordalia, honey glazed Dutch carrots and port wine jus
Leek and porcini mushroom risotto with sweet potato chips and truffle oil v
Californian chicken supreme on herb mash, baby vegetables finished with a grain mustard sauce

DESSERTS

Crème brûlée tart topped with almond biscotti and fresh berries
Pavlova garnished with fresh summer fruits and wild berry coulis
Black forest gateaux with whisky cream and a chocolate pencil
Baked wild berry and fig tart finished with Chantilly cream and chocolate shards
Trio of French pastries, raspberry compote and Baileys cream
Coconut bavaois served with mango gelato and fruit compote
Trio of cheeses accompanied by quince paste, fresh fruits and lavish bread

Dinner and Lunch Events

BUFFET MENUS

Standard Buffet
(Minimum 30 attendees)

\$39.50 p/p

Soup of the day
Freshly baked crusty bread rolls

COLD SELECTION

Tomato, bocconcini and basil salad
Green salad with house dressing
Platter of cured meats and antipasto
Soba noodle, orange and prawn salad

HOT SELECTION

All dishes are accompanied by seasonal steamed and roast vegetables and steamed rice

Please choose any 2 hot dishes from the following:

Roast lemon and thyme chicken with garlic jus

Thai red chicken curry

Slow roasted beef rump and caramelised onion jus

Oven baked salmon fillets, beurre blanc and sautéed spinach

Bow tie pasta, Napolitana sauce, mushroom and char grilled eggplant with chilli flakes

Lamb Rogan Josh with raita

CHEF'S SWEET TREATS

Seasonal fruit platter or fruit salad

Baked cheesecake

Tiramisu or pavlova

Australian cheese board

Dinner and Lunch Events

BUFFET MENUS

Deluxe Buffet
(Minimum 30 attendees)

\$49.50 p/p

Soup of the day
Freshly baked crusty bread rolls

COLD SELECTION

Tomato, bocconcini and basil salad
Green salad with house dressing
Platter of cured meats and antipasto
Soba noodle, orange and prawn salad

SEAFOOD SELECTION

A fine selection of Australian seafood accompanied with dressings and sauces:

Steamed mussels with salsa verde
Grilled octopus with olives and fennel
Smoked salmon, capers and dill cream

HOT SELECTION

All dishes are accompanied by seasonal steamed and roast vegetables and steamed rice

Please choose any 2 hot dishes from the following:

Roast lemon and thyme chicken with garlic jus
Thai red chicken curry
Slow roasted beef rump and caramelised onion jus
Oven baked salmon fillets, beurre blanc and sautéed spinach
Bow tie pasta, napolitana sauce, mushroom and char grilled eggplant with chilli flakes
Lamb Rogan Josh with raita

CHEF'S SWEET TREATS

Seasonal fruit platter or fruit salad
Assorted French pastries
Australian cheese board

Dinner and Lunch Events

BUFFET MENUS

Premium Buffet
(Minimum 30 attendees)

\$62.50 p/p

Soup of the day
Freshly baked crusty bread rolls

COLD SELECTION

Tomato, bocconcini and basil salad
Green salad with house dressing
Platter of cured meats and antipasto
Soba noodle, orange and prawn salad

SEAFOOD SELECTION

A fine selection of Australian seafood accompanied with dressings and sauces:

Coffs Harbour oysters
Tasmanian smoked salmon
Large king prawns

HOT SELECTION

All dishes are accompanied by seasonal steamed and roast vegetables and steamed rice

Please choose any 3 hot dishes from the following:

Roast lemon and thyme chicken with garlic jus
Thai red chicken curry
Slow roasted beef rump and caramelised onion jus
Oven baked salmon fillets, beurre blanc and sautéed spinach
Bow tie pasta, napolitana sauce, mushroom and char grilled eggplant with chilli flakes
Lamb Rogan Josh with raita

CHEF'S SWEET TREATS

Seasonal fruit platter or fruit salad
Assorted French pastries
Australian cheese board

Flowing chocolate fountain with marshmallows, strawberries, melons and pineapple

Dinner and Lunch Events

ALL DINNER AND LUNCH EVENTS INCLUDE

Freshly baked crusty bread rolls
Tea and coffee served with after dinner chocolates
Two menus for each table (plated menus only)
Candle centrepieces
Complementary car parking (subject to availability)
Linen table cloths and serviettes
Room and lobby signage

ADDITIONAL ITEMS

- Pre dinner canapés (4 items) \$22.00 p/p
- Bottle of house red or white wine \$30.00 each
- Jug of juice or soft drink \$15.00 each
- Sparkling wine toast \$7.50 p/p
- After dinner house tawny port \$8.00p/p
- Chair cover with coloured sash \$7.50 p/chair
- Deluxe centrepieces from \$30.00 p/ table
- Individual personalised menus \$3.00 p/p
- Seating chart at entrance to room \$2.50 p/ table
- Dance floor \$200.00
- Projection screen \$50.00 each
- Wireless conference room internet from \$15.00 p/p
- Lectern and microphone price on request
- Floral arrangements price on request

Beverages

(Minimum 15 guests)

STANDARD BEVERAGE PACKAGE

A selection of our house wines, beers, soft drinks and juice

1 Hour	\$16.00 p/p
2 Hours	\$24.00 p/p
3 Hours	\$30.00 p/p
4 Hours	\$35.00 p/p
5 Hours	\$40.00 p/p

PREMIUM BEVERAGE PACKAGE

A premium variety of wines, beers, soft drinks and juice

1 Hour	\$21.00 p/p
2 Hours	\$28.00 p/p
3 Hours	\$33.00 p/p
4 Hours	\$38.00 p/p
5 Hours	\$43.00 p/p

DELUXE BEVERAGE PACKAGE

A deluxe variety of wines, beers, soft drinks and juice

1 Hour	\$30.00 p/p
2 Hours	\$38.00 p/p
3 Hours	\$45.00 p/p
4 Hours	\$50.00 p/p
5 Hours	\$54.00 p/p

CONSUMPTION PRICING

House sparkling	\$30.00
House white	\$30.00
House red	\$30.00
Local heavy beer	\$ 7.00
Local light beer	\$ 6.50
Premium heavy beer	\$ 7.50
Premium light beer	\$ 6.00
Imported heavy beer	\$ 8.00
Basic spirits	\$ 8.00
Soft drink (glass)	\$ 4.00
Juice (glass)	\$ 4.80

Breakfast Events

CONTINENTAL BREAKFAST

(Minimum 10 guests)

\$20.00 p/p

Fresh fruit juice

Variety of cereals and grains

Baker's basket of sliced breads

A selection of pastries, croissants and pain au chocolat

Selection of preserves, Beerenberg honey and spreads

Bircher muesli shots, sliced fresh fruits and yoghurt

Freshly brewed coffee

Selection of teas and herbal infusions

Breakfast Events

TRADITIONAL FULL BUFFET BREAKFAST

(Minimum 30 guests)

\$26.00 p/p

Fresh fruit juice

Variety of cereals and grains

Baker's basket of sliced breads

A selection of pastries, croissants and pain au chocolat

Selection of preserves, Beerenberg honey and spreads

Bircher muesli

Sliced seasonal fresh fruit and yoghurt

Free range scrambled eggs

American bacon

Veal sausages

Grilled gourmet tomatoes

Hash browns / roast chats

Traditional baked beans

Freshly brewed coffee

Selection of teas and herbal infusions

Breakfast Events

PLATED BREAKFAST

(Minimum 10 guests)

\$30.00 p/p

Self serve continental style breakfast with one hot plated option served to the table

Fresh fruit juice

Variety of cereals and grains

Baker's basket of sliced breads

A selection of pastries, croissants and pain au chocolat

Selection of preserves, Beerenberg honey and spreads

Freshly brewed coffee

Selection of teas and herbal infusions

Please select one of the following plated options:

Potato rosti, smoked salmon and rocket

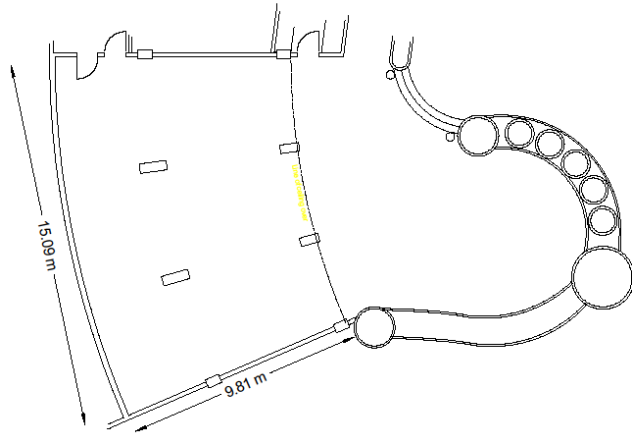
Scrambled or poached eggs, bacon, roast tomato, avocado and toast

Avocado quenelle, semi roast tomato and toast

Free range egg omelette, spinach and cheddar on grainy toast

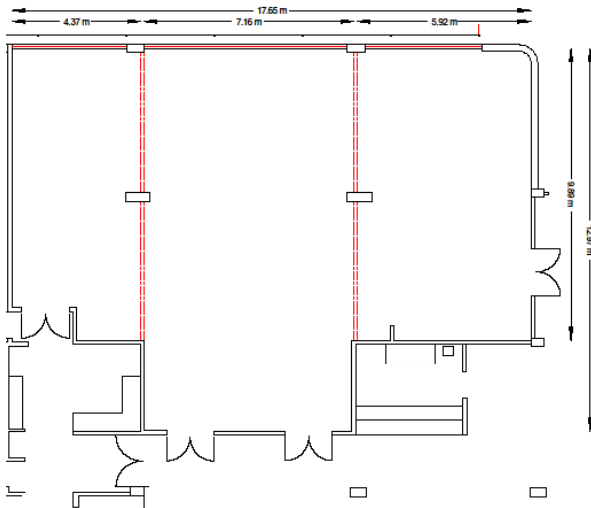
FUNCTION ROOMS

EVENT ROOM 1



Event Room 1 is enclosed by the hotel's stunning indoor atrium. Full of natural light during the day and lit with fairy lights in the evening, the open ended room is great for dinner or lunch events, as well as networking, informal training sessions, seminars, trade shows and displays. It is also conveniently located next to the Figtree Restaurant.

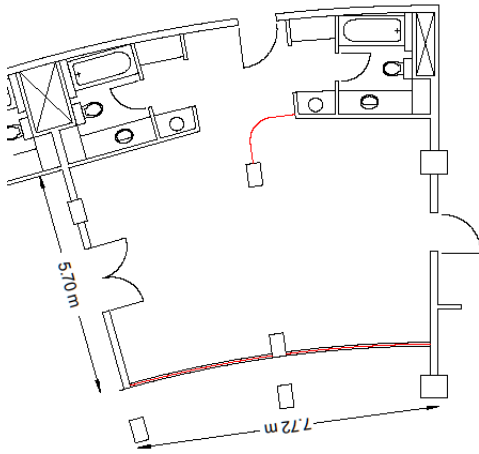
FORREST SUITE



The Forrest Suite is our most spacious event room and can accommodate up to 200 guests. It can be easily divided into three rooms which are suitable for large breakout rooms or smaller meetings. All three rooms have inbuilt screens which allows for excellent visibility of presentations. Floor to ceiling windows fill the room with natural light, and create direct access to the large outdoor terrace, which is ideal for refreshment breaks or cocktail events.

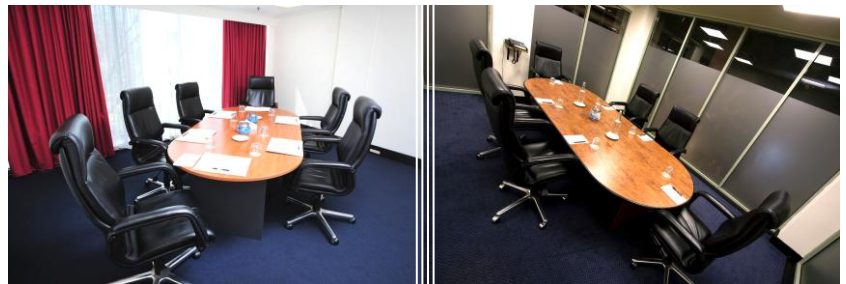
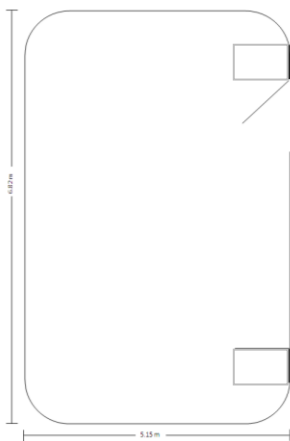
FUNCTION ROOMS

EVENT ROOM 2



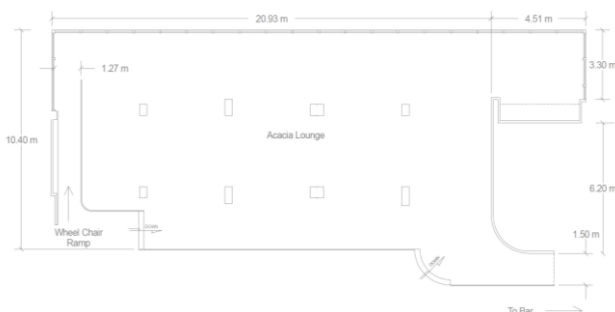
Event Room 2 is perfect for your next training session or board meeting. Natural light floods through the floor to ceiling windows with a view of the luscious indoor atrium. Event Room 2 shares a foyer with two boardrooms. These self contained rooms are great for events which require complete privacy.

EXECUTIVE BOARDROOMS



We have five Executive Boardrooms which are perfect for smaller meetings, breakout spaces, training sessions and interviews. They range in size, accommodating up to 16 people, and are flexible for all your needs.

ACACIA LOUNGE



The abundance of light flowing into the Acacia Lounge makes it great for any networking and tradeshow events. Located near the entrance of the hotel, this area can be sectioned off for private meetings, which is ideal for larger events which need space for group activities.

ACCOMODATION

Guest Rooms

With the largest luxury hotel rooms in Canberra, Rydges Capital Hill features 186 guest rooms including:

- 100 Superior Queen Rooms
- 43 Superior Twin Rooms
- 6 Access Rooms
- 20 Executive King Spa Suites
- 13 Embassy Suites
- 2 Honeymoon Suites
- 2 Presidential Suites

Room Facilities

All rooms feature

- Mini bar
- Tea and coffee making facilities
- Direct dial telephones
- High speed broadband internet access in all rooms (charges apply)
- High speed wireless internet access in all rooms (charges apply)
- Plasma television
- Foxtel channels
- In-room movies (charges apply)

Suites Feature

- 2 person corner spa
- Complimentary plunger coffee
- Sofa bed

Hotel Facilities

- Fully equipped health club with gymnasium, solarium, and masseuse (charges apply)
- 15 metre heated pool
- Spa
- Sauna
- 24 hour reception
- 24 hour room service
- Undercover parking (charges apply)
- High speed internet kiosk
- In-house guest laundry
- Car hire and florist on premises
- Free high speed wireless access in all public areas

