



2010 CONFERENCE KIT



Medina Executive Northbank
550 Flinders Street, Melbourne VIC 3000 Australia
Tel: (+613) 9246 0000 Fax: (+613) 9246 0199
Email: menb@medina.com.au Web: www.medina.com.au

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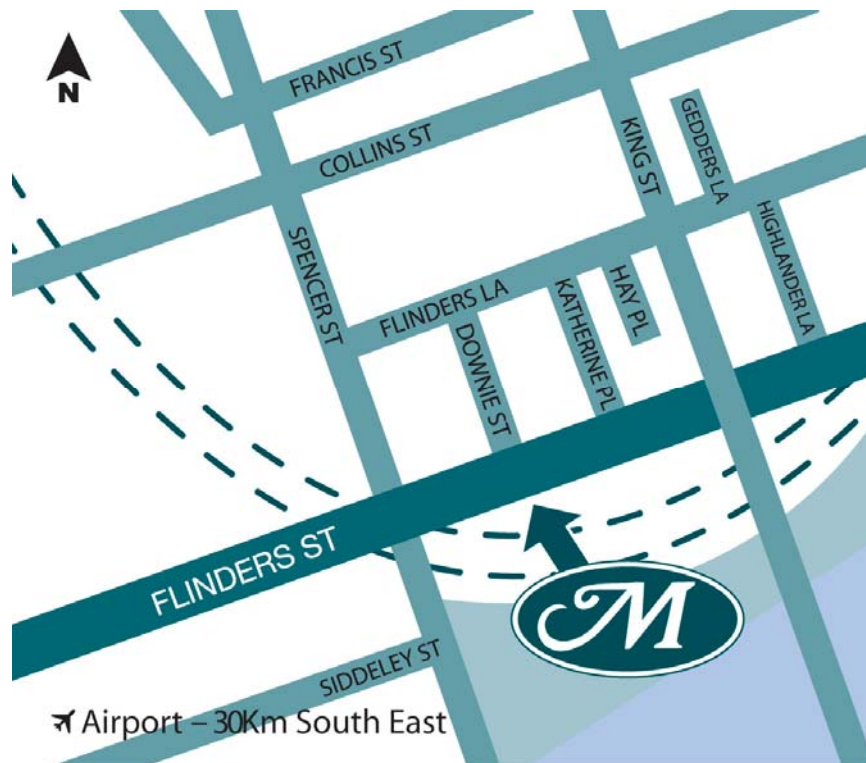
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HOTEL HIGHLIGHTS

Whether it's live music, theatre, shopping or culture, Medina Executive Northbank is the perfect place to base yourself during your stay in Melbourne.

The hotel is ideally located in the CBD opposite the Melbourne Aquarium and only a short walk to Southbank promenade for some of Melbourne's best restaurants and shopping. Within an easy five minute walk from the hotel you will arrive at the Melbourne Exhibition and Convention Centre, Southern Cross station, Etihad Stadium and Crown Entertainment Complex.



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MEDINA VENUE CAPACITY

Room	Sq M	Theatre	U-Shape	Classroom	Boardroom
Board Room	40	-	-	-	14
Yarra Room	88	56	28	30	-

Technical features

- Individually controlled air conditioning
- A comprehensive audio visual system hire service is available
- Broadband connection
- Phone lines in all rooms
- Fully integrated sound system
- Internal partition between conference rooms

MEDINA ROOM HIRE

Room	Full Day
Board Room	\$240
Yarra Room	\$350



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DAY DELEGATE PACKAGES

\$55 per person includes cold lunch options

\$65 per person includes hot lunch options

Minimum 10 person on Day Delegate Package

Includes

white board & markers, flipchart, screen, mints, iced water, pads and pens

Arrival Tea/Coffee

freshly brewed coffee + specialty tea's

Morning Tea

freshly brewed coffee + specialty tea's with a choice of the following:

- Cake slices
- Banana loaf
- Freshly baked muffins
- Danish pastries
- Hot scones with jam & cream

Lunch

your choice from our lunch buffet menu

Afternoon Tea

freshly brewed coffee + specialty tea's with a choice of the following:

- Jam doughnuts
- Assorted cookies
- Vanilla slice
- Caramel slice
- Friands
- Cream caramel
- Berry meringue smash
- Almond & cherry nougat

Non-Delegate Prices

Arrival T/C	\$5.00
Morning T/C	\$7.50
Afternoon T/C	\$7.50
Cold Lunch	\$35.00
Hot Lunch	\$45.00



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LUNCH choose your options

Both options served in conference rooms as a working lunch

Cold Options

- Executive point sandwiches, white & wholemeal wraps, baby baguettes
- Gourmet club sandwiches, 4" bagels, white & wholemeal wraps
- White & wholemeal wraps, swiss style cobs, turkish pide
- Mini new york bagels, baby baguettes, executive point sandwiches
- Gourmet club sandwiches, white & wholemeal wraps, baby baguettes

Hot Options

Includes the choice of one hot option and one salad.

All options come with bread rolls and butter

- Chicken oriental noodles
- Beef lasagne
- Quiche lorraine
- Frittata
- Chicken parmigiano
- Spinach & ricotta cannelloni
- Individual chicken & leak pies
- Spanakopita

- Sesame salad
- Greek salad
- Dutch potato salad
- Rocket salad
- Caesar salad
- Seasonal green salad



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MEDINA BREAK OPTIONS

Liven up your break - \$10 extra per person

Sweet Tooth

- Lindt chocolates
- Chocolate & caramel milkshakes
- Hot chocolate & chai tea

Energize

- Banana & caramel bread
- Organic juices
- Red bull

Organics

- Organic yoghurt
- Protein & health bars
- Dried fruit & trail mix
- Organic juices



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AUDIOVISUAL & EQUIPMENT HIRE

	Per Day Price
Additional Flip Chart with markers/paper	\$40.00
Wireless or Broadband Internet (per user)	\$60.00
Electronic Whiteboard	\$100.00
Data Projector	\$200.00
 External Hire Items	
Standard Flip Chart (includes paper)	\$45.00
DVD/VCR Player	\$50.00
Standard Whiteboard (includes markers & dusters)	\$60.00
Overhead Projector	\$75.00
 Technical Assistance	
Assistance with Function set up and system checks	\$150.00
Per hour assistance thereafter	\$60.00
Operation of Equipment (3 hour minimum)	\$175.00

*Please note a delivery charge of \$60.00 may apply, and externally hired equipment prices are subject to change



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TERMS & CONDITIONS

CONFIRMATION:

Confirmation of a booking must be made in writing with signed Terms & Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client.

PAYMENT:

All function accounts are to be paid in full, two (2) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function.

Please note that a credit card transaction fee of 1.5% will apply. Guests may choose to change method of payment on Checkout to cash or EFTPOS as these methods of payment do not attract this fee.

NON PERFORMANCE OF CONTRACT:

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

- Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)
- Notification within 30 days or more of the function date 10% of the estimated cost
- Notification 14-30 days prior 50% of the estimated cost
- Notification less than 14 days 100% of the estimated cost

FINAL ATTENDANCE:

A guaranteed number of guests attending functions is required two (2) working days prior to the event. Charges for any changes after this time will be rendered accordingly.

FINAL DETAILS:

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

COMMENCEMENT AND VACATING OF ROOMS:

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

SET UP AND DELIVERY OF EQUIPMENT:

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Coordinator and sent no earlier than 48hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

CONSUMPTION:

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.



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DISPLAYS AND SIGNAGE:

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the hotel.

ROOM ALLOCATION:

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

COMPLIANCE:

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

DAMAGES:

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

RESPONSIBILITY:

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

SECURITY:

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

LIABILITY:

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT:

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

ACCEPTED BY THE CLIENT:

Name of Company/Function

Conference Sales

Signature of Responsible Party

Date:

Date:



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