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**Outback**  
**Diplomat - Alice Springs**

**Event Proposal ...**



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Thank you for your interest in The Diplomat. We currently have the requested date, **xx/xx/09**, available for your conference. Please advise if you would like us to hold this date tentatively for you, and confirm by returning the completed document at your earliest convenience.

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Invoice Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**ACCOMMODATION REQUIREMENTS**

<b>Executive Room Single / Double share:</b>	<b>\$115.00</b>
<b>Executive Room Twin Share:</b>	<b>\$145.00</b>
<b>Superior Room Single / Double share:</b>	<b>\$130.00</b>
<b>Superior Room Twin Share:</b>	<b>\$160.00</b>

**\*\* PLEASE CHECK AVAILABILITY BEFORE COMPLETING THIS SECTION \*\***

**Accommodation Needs:**  Yes  No

**Name & Date/s Required:** \_\_\_\_\_

**Name & Date/s Required:** \_\_\_\_\_

**\*\*NB: PLEASE INDICATE IF ANY ACCOMMODATION HAS BEEN BOOKED PREVIOUSLY TO AVOID DOUBLE BOOKINGS \*\***

**\*\*CANCELLATION POLICY\*\***

**Cancellations must be advised by 2pm the previous day or nightly room charge will be incurred. Cancellations of group bookings of 10 rooms or more must be advised 7 days in advance or room charge for the first night will be incurred.**

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**VENUE INFORMATION**

**FUNCTION / SEMINAR ROOM HIRE**

❖ <b>Boardroom:</b>	Seats up to 8- 10 people- meeting 6 people- presentation	<b>\$100.00 per day</b>
❖ <b>Noonies:</b>	Seats up to 40 people- theatre style 30 people- other styles	<b>\$175.00 per day</b>

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**VENUE LAYOUT**

**Classroom Style**

Perfect for intensive programs where the focus is on the presenter and extensive note-taking is required.  
Suitable for all group sizes.

**U-Shape**

Ideal for training programs where group interaction is required, or where the use of visual aids is important to the program. This format is best for smaller groups.

**Banquet style**

Ideal for dining, 8 – 10 per table.

**Boardroom Style**

Best suited for smaller business meetings and dinners.

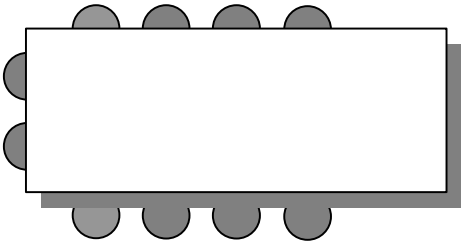
**Theatre Style**

Best suited to programs where the presenter is the focus.

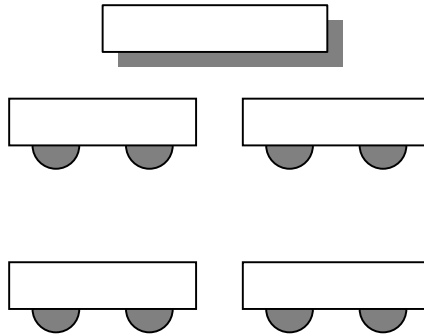
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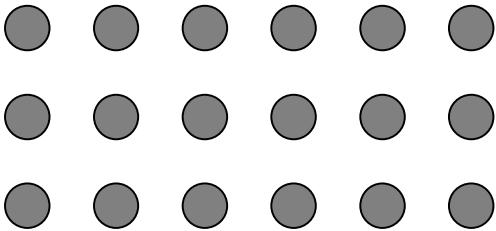
**BOARDROOM STYLE**



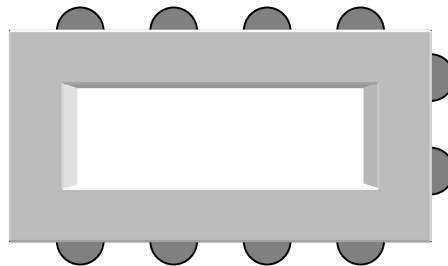
**CLASSROOM STYLE**



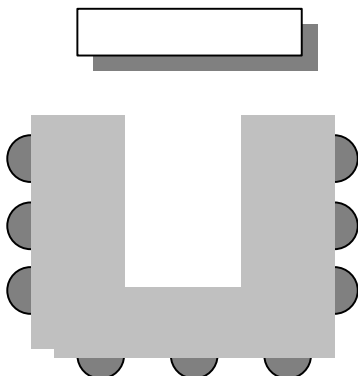
**THEATRE STYLE**



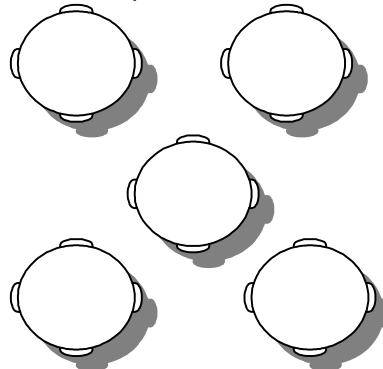
**HOLLOW SQUARE STYLE**



**U SHAPE**



**BANQUET STYLE**



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**AUDIO VISUAL EQUIPMENT PRICES**

Equipment Hire:

**Complimentary mints and iced water are provided during your conference. Whiteboard and markers and lectern are available at no extra charge if required. Please indicate on page 8 if you require any of these items. Other equipment can be hired as priced below.**

Electronic White Board	<b>\$85.00 per day</b>
Television & DVD Player	<b>\$40.00 per day</b>
Flip Chart Paper	<b>\$30.00 per pad</b>
Data Projector	<b>\$200.00 per day</b>
CD/Cassette Player	<b>\$ 25.00 per day</b>
Speaker for computer	<b>\$75.00 per day</b>

**ADDITIONAL FACILITIES**

Telephone Conference	Secretarial Service
Video Conference	Facsimile Facilities

High Speed Wireless internet available throughout the property

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**FUNCTION MENUS**

Continuous Tea & Coffee **\$8.00 per person**

**MORNING & AFTEROON TEAS**

All morning & afternoon teas served with tea and percolated coffee

**Workers Tea Break**

Assorted home-made biscuits

**\$6.50 per person**

**Devonshire Tea**

Fresh scones or pikelets served with jam and fresh whipped cream

**\$9.00 per person**

**Sweet Lovers**

Chef's selection of cakes

**\$9.50 per person**

**Fruit and Cheese**

A healthy assortment of fresh & dried fruit, nuts, cheese wedges & crackers

**\$8.50 per person**

**Dips and Crudites**

Home-made dips accompanied with crisp vegetables and Turkish bread fingers

**\$8.50 per person**

**Savoury Finger Food**

Selection of hot and cold savoury platters

**from \$60.00 per platter**

**LIGHT & EASY LUNCHES**

Includes fresh fruit platter and assorted fruit juices

**Assorted Sandwiches**

**\$15.50 per person**

**Savoury Filled Lavash Bread**

**\$15.50 per person**

**Picnic Table**

Platters of cold meats, hard-boiled eggs, sliced cheese, garden salad, potato salad and fresh fruit, accompanied with crusty rolls and condiments.

**\$17.50 per person**

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**SIT DOWN LUNCHES**

Upon request we can provide our bistro lunch menu and set menu's.

**BUFFET LUNCHES**

**Chicken, Quiche & Salad**                      **\$19.50 per person (minimum 15 people)**

Hot Seasoned Chicken Pieces, Hot Home-baked Quiche, Pasta Dish, Dinner Rolls, Tossed Salad, Fresh Fruit Platter & Assorted Fruit Juices.

**Barbeque Buffet**                              **\$24.50 per person (minimum 15 people)**

Teriyaki Rib Fillet Steaks, Marinated Chicken Kebabs, Sausages, Fried Onion, Crusty Bread Rolls, Tossed Salad, Potato Salad, Coleslaw, Fresh Fruit Platter & Assorted Fruit Juices.

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**EVENT DETAILS**

Conference Date/s: \_\_\_\_\_

Venue:  Board Room  Noonies

Room Set-up/ Venue Style: \_\_\_\_\_

Access Time: \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Attendance (pax):      No of participants \_\_\_\_\_      Presenter/s \_\_\_\_\_

**\* NB: Final delegate numbers are required seven working days prior to event. \***



### **CATERING SELECTIONS**

**Continuous Tea & Coffee:**

Yes

No

**Catering Selection – Morning Tea:**

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**Time:**

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**Catering Selection – Lunch:**

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**Time:**

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**Catering Selection- Afternoon Tea:**

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**Time:**

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**Special Dietary Requirements:**

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### **OTHER REQUIREMENTS**

**Equipment Requirements :**

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**Other Requirements:**

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## **FINAL ACCOUNT METHOD OF PAYMENT**

### 1. Credit Card

Visa       Amex       M/Card       Diners Club       Bankcard

Credit Card Number: \_\_\_\_\_

CCV Number: \_\_\_\_\_ Exp: \_\_\_\_\_

(3-digit number located on back of card)

Card Holder: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

### 2. Invoice Company

The company has established credit facilities and would like to be invoiced.

The company would like to set up credit with The Diplomat Motel.

(A Credit Application form must be completed and forwarded to the Functions Manager a minimum of 14 working days prior to the function commencement date.)

**Booked By:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Sign:** \_\_\_\_\_

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Please complete your conference requirements and return pages 2, 8, 9 and 10 and sign in agreement with the enclosed Terms and Condition, prices and services outlined in this document to:

**Attn: Functions**  
**Fax: 08 8953 0225**  
**Email: [functions@diplomatmotel.com.au](mailto:functions@diplomatmotel.com.au)**  
**Address: Corner Gregory Terrace & Hartley Street, Alice Springs, NT, 0871**

Should you have any questions or require additional information please do not hesitate to contact us on 08 8952 8977.

We look forward to welcoming you and your delegates to The Diplomat.

Kind Regards,

**Luke Weuffen**

General Manager

**Diplomat Motel and Uncles Tavern**

## **TERMS & CONDITIONS**

1. **Tentative Bookings:** All function bookings are considered tentative until written confirmation has been received. Tentative bookings will be held until a date nominated by the motel upon quotation. The motel reserves the right to cancel the booking and reallocate the function room to another client if these requirements are not met.
2. **Cancellations:** In the event of the conference being cancelled within one month of the event being held, no fee will be incurred. In the event of the conference being cancelled within one week of the scheduled date, a fee of 50% of the room hire charge will be required, subject to the function room being resold.

**Please note: If less than three days notice of cancellation is given to the Motel, the full room hire charge will be incurred by the client.**

In the event of any form of equipment being booked for your function and subsequently being cancelled within seven days of the function, the full charge for this service will be incurred

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The logo for Outback Diplomat - Alice Springs features a stylized orange 'O' icon above the word 'Outback' in a large, orange, sans-serif font. Below 'Outback' is the word 'Diplomat' in a smaller, dark brown, sans-serif font, followed by '- Alice Springs' in the same dark brown font.

3. **Final Numbers:** A guaranteed number of guests attending the function is required seven working days prior to the event. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. The motel reserves the right to move the function to a more suitably sized room.
4. **Menu Selection:** Please advise your menu selection at least seven working days prior to the event.
5. **Commencement and Vacating the Room:** The Organiser agrees to begin the function and vacate the room at the scheduled times.
6. **Price Variations:** Every possible effort is taken to maintain prices, but these are subject to change at the Management's discretion to allow for market cost variations and the introduction of any new statutory taxes.
7. **Room Allocation:** The Motel reserves the right to assign another room for the organised function in the event the room originally booked for the function should become unavailable or deemed inappropriate due to the causes beyond the control of the Hotel.
8. **Responsibility:** The Motel will not accept any responsibility for damages to or loss of merchandise left in the Hotel or function area, prior to, during or after the function. No Food or Beverage of any kind will be permitted into the Hotel for consumption, without prior consent from the General Manager.
9. **Accommodation:** Any mentioned accommodation rates are room rates only inclusive of GST. Quoted rates are subject to availability at the time of making a booking. Certain block-out dates (special event periods) apply and the rates may attract a surcharge over these dates.
10. Final accommodation listing is required seven (7) days prior to the start of the function. All room allocations will be released once the final accommodation listing has been received. Should additional rooms be required after this time, they will be subject to availability.  
  
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The motel requires details of all billing procedures for group/conference bookings. This must state what conference and accommodation charges the individual is paying and what charges will be directed back to the company account.
11. **Payment:** Payment will be required as per formal arrangements that have been established. Any additional charges authorised by a nominated company contact on the day of the function will also be charged.