

Corporate Package

The Olympic Hotel is pleased to offer three private rooms to accommodate many corporate events which can include:

Conferences
Christmas Functions

Cocktail Parties
Farewell Parties

Product Launches
Staff Training

We boast two stylish and private function rooms on the upper level of the hotel which can be utilised together or separately to accommodate for both small and large events, along with a new underground bar suitable for more intimate cocktail functions and social events.

We take pride in tailoring your event to suit you, so let the friendly and professional staff at the Olympic Hotel make your next corporate event one to boast.



*'We can
tailor a package
to suit all
your needs.
Don't hesitate
to ask'*

CATERING FOR ALL OCCASIONS

**OLYMPIC**
HOTEL

Corporate Events

ROOM HIRE – MEETINGS, CONFERENCES & SEMINARS:

With catering:	Half Day \$250 Up to 4 hours	Full Day \$300 4 hours or more
Room only:	Half Day \$350 Up to 4 hours	Full Day \$400 4 hours or more

The rooms can be arranged in theatrette, classroom, U-shape or boardroom style depending on your requirements.

Room hire is inclusive of water, mints, projector screen, whiteboard and markers, flip chart, microphone and lectern.

We can also have wireless broad-band available on request. Pens and paper, projector and other AV equipment such as projectors can be arranged at an additional cost.

CATERING OPTIONS (minimum 25 guests)

Freshly percolated coffee and a selection of traditional and herbal teas on arrival.	\$3.00 pp
An assortment of miniature sweet muffins and Danish pastries with freshly brewed coffee and a selection of traditional and herbal teas.	\$10.90 pp
Fruit and plain scones served with strawberry jam and whipped cream, with freshly brewed coffee and a selection of traditional and herbal teas.	\$9.90 pp
Chef's selection of gourmet cakes, brownies and slices with freshly brewed coffee and a selection of traditional and herbal teas.	\$9.90 pp
An assortment of savoury croissants and Danishes with freshly brewed coffee and a selection of traditional and herbal teas.	\$10.90 pp
Assorted traditional sandwiches with freshly brewed coffee and a selection of traditional and herbal teas.	\$11.90 pp
Chef's selection of three hot cocktail items with freshly brewed coffee and a selection of traditional and herbal teas.	\$12.90 pp

ADDITIONAL ITEMS:

- Fruit Platter - \$3.00 pp
- Whole Fruit Basket - \$2.00 pp
- Orange Juice & Soft Drink - \$3.00 pp

Corporate Events

CONFERENCE DAY PACKAGES

OPTION 1 - \$27.00 pp

Freshly brewed coffee and a selection of traditional and herbal teas served continuously throughout the day.

Morning Tea

An assortment of miniature muffins and Danish pastries

Working Lunch

Chef's selection of 3 hot items and an assortment of traditional sandwiches
Soft Drink and Orange Juice

OPTION 2 - \$30.00 pp

Freshly brewed coffee and a selection of traditional and herbal teas served continuously throughout the day

Morning Tea

An assortment of miniature coffee and Danish pastries

Working Lunch

Chef's selection of 3 hot items and an assortment of traditional sandwiches
Soft Drink and Orange Juice

Afternoon Tea

An array of gourmet cakes, brownies and slices

OPTION 3 - \$32.90 pp

Freshly brewed coffee and a selection of traditional and herbal teas served continuously throughout the day

Morning OR Afternoon Tea

An assortment of miniature muffins and Danish pastries

Lunch in the Bistro

Single main course from the choice menu to be served in the Flames Bistro

Terms & Conditions

These Terms and Conditions contain the whole contract between Kevak Hotels Pty Ltd trading as the Olympic Hotel (hereafter Olympic) and the client. No variation to these terms and conditions shall be binding unless agreed to in writing and signed by both the client and the Olympic.

Bookings

A non refundable \$200.00 deposit is required for all corporate events and a deposit of \$500 is payable for all December corporate events. This must be paid within fourteen days of a tentative booking being made and a booking is only deemed confirmed upon receipt of the deposit. The Olympic reserves the right to cancel any booking where the appropriate deposit is not paid within this period.

Confirmation

Bookings must be confirmed no later than 14 days prior to the event and the final number of guests advised along with the balance of the payment seven days prior to the event. Failure to comply with this requirement may give rise to the cancellation of this agreement and the event.

Cancellation

Where a booking is cancelled the deposit is forfeited, unless re-booked (no later than 14 days prior to the function). Where a cancellation has been made between 7 & 14 days prior to the function, the client shall also upon the written demand of the Olympic, pay 50% of the amount payable for the function. Where the cancellation is made within seven days the amount so payable is 80%.

Payment

All events – if payment is made in cash or by credit card payment is due seven days prior to the function, or seven working days if payment is made by cheque. Due to the fees associated with credit cards, a 3% surcharge applies to all AMEX and Diners Club transactions.

Room Hire

Room fees are: Half Day with catering - \$250; Full Day with catering - \$300, Half Day room only - \$350 and Full Day room only - \$400.

Prices

All prices are current at the time a booking is made and are subject to occasional increases that will apply to your function. Prices charged to bar tabs will be those current in the venue at the time of the function. All prices are inclusive of the goods and services tax however functions held on a public holiday incur a 20% surcharge on all items excluding beverages.

Liability

The client is financially responsible for any loss or damage to any property owned or in the care and custody of the Olympic caused by the client or other person attending the function. If the cost of any loss or damage exceeds the bond amount, the client will be charged.

Terms & Conditions

Liquor License

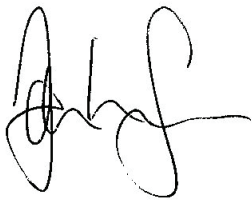
The Olympic complies with the practices set out in the "Responsible Service of Alcohol" issued by the Liquor Licensing Authorities. Any minor under the age of eighteen years must be accompanied by an adult or legal guardian; photo identification will ask to be sited. Only alcohol purchased from the function bar may be consumed and such alcohol may not be taken from the function room. The Olympic reserves the right to check bags for any alcohol brought into the venue. The Olympic also reserves the right, without liability, to refuse the supply of alcoholic beverages to any person attending the function and intoxicated persons may be ejected from the hotel at discretion of management also without liability. Management reserves the right to close the function at any time due to inappropriate and/or violent behaviour of one or more patrons.

Food Regulations

No food or beverage of any kind (with the exception of birthday and wedding cakes) will be permitted to be brought into the venue without the prior consent of the Olympic.

Smoking

In accordance with Government Regulations, smoking is banned from all areas within the hotel, except for the designated outdoor smoking lounges.



ADAM SEBASTIANO
Associate Director

By paying the deposit and thus confirming the booking, you are agreeing to the terms and conditions above set out by the Olympic Hotel.