

# *Conference & Catering Package 2019*



*Specialised Facilities  
Exemplary Service  
Exceptional Value*

*Flexible and responsive learning opportunities for the community*

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## *About Us*

Gateway To Training (GTT) is a specialised venue which offers a contemporary space proving to be the ideal location for your next business or training event in Goondiwindi. Versatility and affordability are paramount and at GTT we can accommodate your requirements; be it for a conference, workshop, training course, breakfast meeting, dinner function or an onsite machinery demonstration. All rooms have an abundance of natural light so whether you are looking for a spacious conference room, a small meeting room or an outside area ideal for networking during breaks, GTT is the venue for you.

Reverse cycle air conditioning is available in all rooms providing a comfortable and professional atmosphere for your delegates. The use of audio visual equipment and training aids is incorporated in the room hire cost, including data projectors, laptops, electronic whiteboards, flipcharts, access to TV and DVD equipment and a lectern and microphone (including lapel). Complimentary Wi-Fi and Skype is also available should your event require this. GTT welcomes the use of your own equipment including laptops and data projectors. Printing, photocopying and scanning facilities are also available on site (including colour) at a cost per page rate.

## *Catering Packages*

GTT has an extensive catering menu available for all in-house functions with breakfast, morning tea, lunch, afternoon tea and dinner options. GTT staff are available to coordinate all of your catering requirements to ensure a hassle free event. Should you require a catering option which is not outlined on our Catering Menu, please discuss your needs with the friendly GTT staff who will happily accommodate your requirements.

## *Kitchen Facilities*

Clients wishing to use an outside caterer or self-cater are welcome to hire GTT's kitchen facilities and equipment. Please note that when a client arranges their own catering, the setting up of the foyers and tables is their responsibility and these areas, along with the kitchen, are to be cleaned after each break. GTT staff are available to set up and tidy up after breaks on a fee for service basis. Left-over food must be removed from the centre at the end of each day along with any external crockery or equipment. Please note that an additional fee will be charged if GTT's facilities are not maintained to our required standard.

# Conference Room



GTT's largest function room is the Conference Room which offers a spacious setting accommodating a range of room configurations. This room has a ceiling mounted data projector and 5m x 4m wall mounted projector screen. The room adjoins a foyer which is convenient for catering purposes.

*Room Size: 10m x 12m (120m<sup>2</sup>)*

Room Configuration:	Cocktail	Theatre	Classroom	U-Shape
Capacity:	150 pax	120 pax	60 pax	35 pax

## River Room



## Lucerne Room



These medium sized conference rooms offer versatility and are inclusive of a ceiling mounted data projector and wall mounted projector screen. The room adjoins a foyer which is available free of charge for catering purposes.

*Room Size: 10m x 6m (60m<sup>2</sup>)*

Room Configuration	Cocktail	Theatre	Classroom	U-Shape
Capacity	60 pax	40 pax	20 pax	25 pax



# *Audio Visual Room*



Our Audio Visual Room provides an excellent space for a boardroom style meeting and training workshop. It is a compact yet functional space with natural lighting. The room configuration can be altered to suit various functions.

*Room Size: 8m x 5m (40m<sup>2</sup>)*

Room Configuration	Cocktail	Theatre	Classroom	Boardroom
Capacity	30 pax	20 pax	10 pax	15 pax

# Meeting Room



Our Meeting Room provides a compact space and is ideal for smaller meetings, interviews, consultations or training workshops.

*Room Size: 5m x5m (25m<sup>2</sup>)*

<b>Room Configuration</b>	<b>Boardroom</b>
<b>Capacity</b>	6 pax

# Computer Room



Our fully equipped Computer Room offers 15 networked work stations providing the perfect room to hold electronic based workshops or training sessions. The room is inclusive of a ceiling mounted data projector and wall mounted projector screen. Additional laptops are available if required.

*Room Size: 8m x 7m (56m<sup>2</sup>)*

Room Configuration	Workstations	Theatre	Classroom	U-Shape
Capacity	15 pax	50 pax	15 pax	15 pax



# *Workshop and Shed Area*



Our Workshop and Shed area is the ideal location for on-site machinery demonstrations, workshop training days or product launches.

*Area Size: 13m x 11m (144m<sup>2</sup>)*

Room Configuration	Cocktail	Theatre	Classroom	U-Shape
Capacity	100 pax	75 pax	40 pax	40 pax



# *Outdoor Area*



GTT's Outdoor Area is a versatile space which can easily be transformed into an outdoor dining area complete with practical buffet stations and networking areas. Why not opt for a BBQ catering option to enjoy lunch outside in the fresh air or a dinner under the stars, the perfect accompaniment for your next conference or workshop.

# Table of Service Fees

Rooms		Full Day	Half Day	Day Hourly or Part Thereof	Night Hourly or Part Thereof [After 6pm] plus 20% surcharge
Seminar Rooms	River	\$160	\$120	\$45	\$54
	Lucerne	\$160	\$120	\$45	\$54
Conference Room		\$320	\$220	\$75	\$90
Audio Visual Room		\$140	\$80	\$30	\$42
Meeting Room		\$140	\$80	\$30	\$42
Computer Room		\$400	\$220	\$70	\$90
Work Shop		\$150	\$110	\$40	\$54
Kitchen [self catering purposes only]		\$50	\$50	\$15	\$24
BBQ		\$30			
<b>Extra Services Available</b>					
Exam Invigilation		\$25.00 per exam (where costs are met by local community member)			
Local Phone Call		\$0.50 flat rate			
STD Phone Call		\$0.50 per minute			
Fax Transmission		\$0.50 per page			
Black & White Printing and Photocopying		\$0.50 per A4 page			
Colour Printing and Photocopying		\$1.00 per A4 page			

# Catering Options

## GTT Catering Menu 2018



Client Name: \_\_\_\_\_

Time Catering Required: Morning Tea \_\_\_\_\_ Lunch \_\_\_\_\_ Afternoon Tea \_\_\_\_\_ Other \_\_\_\_\_

Special Dietary Needs (Vegetarian and Gluten Free options available upon request): \_\_\_\_\_

Number of People: \_\_\_\_\_ Signature: \_\_\_\_\_

Morning and Afternoon Tea Options	Morning Tea Please tick	Afternoon Tea Please tick	Cost per person
All morning and afternoon tea options are served with complementary tea and coffee			
Biscuits			\$4.00
Cake			\$6.00
Biscuits and Cake			\$7.00
Scones with Jam and Cream			\$8.00
Sweet Muffins			\$7.00
Assorted Slices (GF)			\$7.00
Savoury Twist			\$6.00
Fruit Platter – a selection of seasonal fruit (GF)			\$4.00
Combination of any Two Teas from list above			\$12.00

Set Menus <i>including:</i>	Please tick	Cost per person
<ul style="list-style-type: none"> <li>Juice</li> <li>Fruit Platter</li> <li>Tea and Coffee - self service available all day</li> </ul>		
Sandwiches – white and multigrain bread with assorted fillings		\$18.00
Wraps – assorted meat and salad fillings		\$18.00
Combination of sandwiches and wraps served with cheese board (Minimum of 10 People)		\$20.00
Barbeque – includes steak, sausage, onion, bread roll, coleslaw and green salad (minimum of 10 people)		\$26.00
Individual Quiche and Salad – combination of fillings including vegetarian		\$22.00
Cold Meat Platter – with a selection of salads and fresh bread rolls (minimum of 10 people)		\$25.00
We also cater for breakfast, dinner and dessert and have a range of hot dishes available on request.		

Alternatives	Please tick	Cost per person
Sandwiches – white and multigrain bread with assorted fillings		\$12.00
Wraps – assorted meat and salad fillings		\$12.00
Selection of Hot Finger Food		\$15.00
Sausage Sizzle – includes sausages, onion and fresh bread (minimum of 10 people)		\$12.00
Cheese Platter – a selection of cheeses, dips and crackers (minimum of 10 people)		\$8.00

Beverages	Please tick	Cost per person
Tea and Coffee (self service available all day) – included in tea options and set menus		\$3.00
Orange Juice (per meal) – included in set menus	<input type="checkbox"/> Morning Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon Tea	\$2.00

Looking for an option that is not listed here? Just ask GTT staff who will be only too happy to assist

Number of people \_\_\_\_\_ x Total cost per head \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

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 G:\Bookings\Confirmations\2018\GTT Information\Catering Menu 2018.docx

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# *Facility Hire Terms and Conditions*

1. **Confirmation** – Written confirmation must be received in order to guarantee bookings. A signed copy of the booking sheet and these terms and conditions must be received by GTT within 7 days of receipt. Terms and conditions will apply from time of confirmation.
2. **Allocated Session Times** – GTT reserves the right to charge full day rates for those functions which preclude other daily usage of the facilities.
3. **Cancellations** – All cancellations must be in writing and the following cancellation fees may apply:
  - More than 30 days in advance – no charge
  - 8 to 30 days – 20% of the hiring fee
  - Within 7 days – 50% of the hiring fee
  - Less than 48 hours – 100% of the hiring fee
4. **Surcharge** – A surcharge will apply to all functions held on weekends and public holidays.
5. **Payment** – Payment in full must be received within 14 days of the conclusion of the function. Payment may be made by cash, cheque (made payable to Gateway To Training), credit card, EFTPOS or direct deposit (please advise GTT of this transaction).
6. **Function Times** – Functions must conclude by the agreed time unless prior arrangements have been made. An extension of time can only be granted if the room does not have a prior booking and will be charged out accordingly.
7. **Set Up** – Clients are responsible for the set-up and dismantling of all display material and any costs associated with doing so.
8. **Signage** – No signage or display material can be placed outside of the booked area without the permission of GTT Staff. Facilities have been provided to display posters etc inside each room. No Blu-tack or tape is to be used on the walls.
9. **Designated Eating Areas** – Catering will be presented in the respective foyer or the outside area. However, if the client deems it necessary that food be served in the function room, the client will be responsible for the account of any spillage that requires industrial cleaning.
10. **Catering** – If GTT is arranging catering on your behalf, final numbers of attendees must be provided at least **three (3) working days** prior to the event. If revised numbers are not received, catering will be charged out as per original numbers.
11. **Self Catering** – Clients wishing to use an outside caterer will be charged \$50 per day for use of the kitchen and its equipment. When a client arranges their own catering, the setting up of the foyers and tables is their duty and these areas, and the kitchen, are to be cleaned after each break. Left-over food is to be removed at the end of each day. It is the client's responsibility to ensure that any plates or equipment are returned to the supplier. Please note that an additional \$50 per day penalty will be charged if the facilities are not maintained to our required standard. GTT staff are available to set up and tidy up after breaks for a fee.
12. **Damage / Loss of Property** – The GTT will not be held responsible for the loss or damage to client's property. Any willful damage by a client to GTT and its facilities will result in the client being liable for any associated costs.