



Conferencing and Meetings

The Clarion Hotel City Park Grand has a full range of facilities to host conferences, meetings, business conventions, product launches, cocktail parties and other functions or special occasions.

We offer versatile rooms with any seating configuration preference ranging from 10 to 140 guests. We can also provide full banqueting, light snacks or just simple refreshments with tea, coffee and biscuits.

All rooms feature high ceilings with adjustable climate control, High Definition LCD data projector with wall mounted screens, cabled broadband internet access, digital telephone outlets, telephone conferencing, VHS and DVD players with tea and coffee facilities.

Lapel and handheld microphones, whiteboards, flip charts, overhead projectors, lecterns, faxing and photocopying facilities are all available upon request.

With a dedicated team of professional staff and state-of-the-art facilities, the Clarion Hotel City Park Grand is the ultimate conference and meeting destination.

Room Options








The Board Room and Dorset Room is the perfect choice for meetings, seminars, interviews and presentations for functions that need to cater up to 20 delegates. In addition to being fitted out with the latest technology, both rooms have a stunning boardroom style table and leather adjustable executive chairs.



The Tamar Room can cater up to 140 delegates depending on the room configuration and is the perfect choice for larger meetings, presentations and functions. The room has the latest presentation technology with two moveable lecterns. Lapel and handheld microphones are available upon request.

Additional breakout rooms are also available upon request.

Venue	Dimensions (M)	U-Shape	Boardroom	Classroom	Theatre	Round Tables	Cocktails
							
Board Room	8.5 x 7.8	-	20	-	-	-	30
Dorset Room	9.2 x 6.2	-	22	-	-	-	25
Tamar Room	13.5 x 10.5	45	50	60	140	96	140

We recognise that every conference, meeting or function will have its own distinct requirements and we are happy to tailor a package to suit those individual needs. Rooms can be hired on a “room only” basis with optional catering from the meeting room menu options that we offer, or the catering can be as specific as you require. We also offer set day delegate packages encompassing everything you need to ensure a successful conference/meeting.

Room Only Hire

Rates are inclusive of the High Definition LCD data projector, internet, VHS/DVD player, tea, coffee, water and mints. The daily hire charge for the Board Room and Dorset Room is \$230. The daily hire charge for the Tamar Room is \$450.

Catering

We offer a range of light meals for morning tea, lunch and afternoon tea that can be enjoyed in the meeting rooms or alternatively you can ask us to make a lunchtime reservation in the Q22 bar and restaurant. Reservations can be made in the Q22 bar and restaurant for breakfast and dinner meetings and functions.

The meeting room menu options are:-

Morning and Afternoon Tea (choice of two items at \$11.60 per delegate)

- . Selection of pastries and croissants;
- . Homemade scones with preserves and double cream;
- . Selection of slices;
- . Assortment of baked cookies;
- . Assortment of cakes;
- . Assortment of muffins, jam and cream;

Lunch (choice of two items at \$19.80 per delegate)

- . Ribbon sandwiches;
- . Mediterranean anti pasta platter with cured meats, dolmades and pickled vegetables;
- . Selection of house baked frittatas with parmesan cheese;
- . Mini bagels with assorted fillings, ham, chicken, smoked salmon;
- . Gourmet rolls with assorted fillings;
- . Ploughman's lunch platter with cheese, pickles and crusty cob bread;

Apple, orange, pineapple juices at \$9.80 per carafe

Package Options

All day delegate packages are based on a minimum of 10 delegates.

The park day delegate package (\$50 per delegate)

- . Room hire and equipment as included in the "Room Only Hire" option;
- . Morning tea with a selection of biscuits;
- . Lunch with a selection of ribbon sandwiches and juice;
- . Afternoon tea with a selection of biscuits;

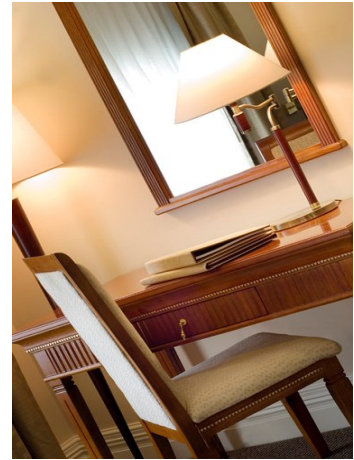
The grand day delegate package (\$60 per delegate)

- . Room hire and equipment as included in the "Room Only Hire" option;
- . Morning tea with a selection of pastries and croissants;
- . Lunch with a selection of ribbon sandwiches and filled mini bagels and juice;
- . Afternoon tea with a selection of pastries and croissants;



Accommodation

The Clarion Hotel City Park Grand has generous rooms and suites all in superb modern condition with facilities that you would expect in a 4½ star hotel. For conference and meeting delegates we offer a discounted corporate rate of \$155 for our Deluxe Rooms and \$210 for our Spa Suites.



Contact

Clarion Hotel City Park Grand
22 Tamar Street
Launceston, Tasmania 7250

Tel: (03) 6331 7633
Fax: (03) 6334 1579

www.cityparkgrand.com.au

reception@cityparkgrand.com.au

Terms and Conditions

1. All cancellations are to be made at least one (1) month in advance of the event. Cancellations within one (1) month of the event will incur a cancellation fee of the room hire cost for each day. Cancellations within seven (7) days of the event will incur a fee for the full cost of the event including catering;
2. Final numbers and requirements for catering need to be confirmed seven (7) days prior to the event date. This will be the total amount charged;
3. External catering is not permitted into the Hotel;
4. The Clarion Hotel City Park Grand is a non-smoking Hotel, however, there are outdoor designated areas available for smokers;
5. All accounts are to be settled on the final day of the event. We accept American Express, Diners, Visa, MasterCard, Bankcard, Eftpos and cash. We do not accept personal cheques, however, company cheques are acceptable but must be received at least seven (7) working days prior to the event; and
6. Credit card details are required as confirmation of your booking and will be placed on file only.

Please complete, sign and date below confirming all the above terms and conditions are accepted, then fax to the Clarion Hotel City Park Grand on (03) 6334 1579 or alternatively email to reception@cityparkgrand.com.au.

Company Name _____

Contact Person and Number _____

Credit Card Details _____ Exp _____

Signature _____ Date _____

