






EVENT KIT

PAVILION









CONFERENCE ROOMS

WELCOME

Pavilion on Northbourne is the perfect venue for your next event. Be it a residential conference, special celebration or a place to meet. We provide a wide variety of venue options, flexible catering and all the extra features and services you would expect from one of Canberra's premier venues. Let our Conference and Events team tailor a package to suit your requirements.

FOUR SEASONS

The Four Seasons, located on level 3, provides 217 sqm of pace, ceiling mounted data projectors with automatic screens and accommodates up to 250 delegates. The Four Seasons provides ample natural light with the ability to blackout, air conditioning, double glazed windows, in room conference phone, in built sound system, wireless internet access, and pre-function area overlooking the magnificent Tropical Atrium. The Four Seasons can be divided into two rooms, catering for smaller events or perfect for breakout sessions.

FOREST ROOM

Located on the ground floor, this conference room accommodates up to 100 delegates. The Forest Room provides a ceiling mounted data projector with automatic screen, in built sound system, in room conference phone, self controlled air conditioning, wireless internet access, floor to ceiling double glazed windows and a pre-function area, leading out to a second Atrium Garden.

EXECUTIVE BOARDROOM

Located on level 3, the Boardroom is perfectly sized for up to 15 delegates. The Boardroom is equipped with a dedicated 60 inch plasma TV, in room conference phone, individually controlled air conditioning, wireless internet access and natural light. The Boardroom provides conference organisers with a perfect secretariat or breakout room.

TROPICAL ATRIUM

The centrepiece of the Hotel, the Tropical Atrium is perfect for cocktail events for up to 250 guests. With smaller areas scattered through out ideal for a more personal gathering, a luncheon, cocktail party, or just a relaxing drink in this tropical oasis. The Atrium also flows out onto the poolside courtyard for those summer evening drinks.

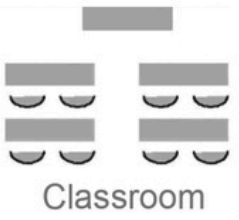
GLASSHOUSE

Located on the ground floor off the Tropical Atrium is the Glasshouse, catering for up to 100 guests and with floor to ceiling windows, this room is streaming with natural light. A perfect room for smaller events, breakout sessions, boardroom functions and cocktails.

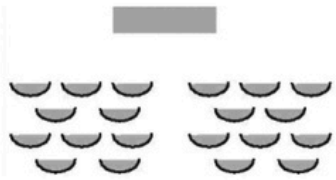
CAPACITY CHART

	THEATRE	COCKTAILS	BANQUET	CLASSROOM	CABARET	U-SHAPE	BOARDROOM	AREA SQ (M)
Four Seasons A	100	100	80	30	58	25	25	108
Four Seasons B	100	100	80	30	58	25	25	108
Four Seasons	250	200	190	120	130	50		217
Forest Room	100	100	70	40	56	30	25	120
Boardroom	30	20	10	16	10	16	16	35
Glasshouse	40	100	90	40	40	15	30	168
Lower Atrium		70	40					130
Atrium		250	70					500

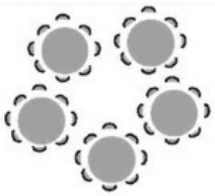
Seating capacities represent maximum number allowance for lectern only.
Staging and dance floor requirements will reduce numbers.



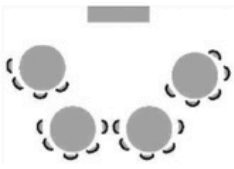
Classroom



Theatre



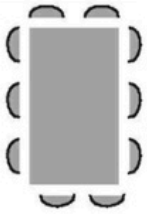
Banquet



Cabaret

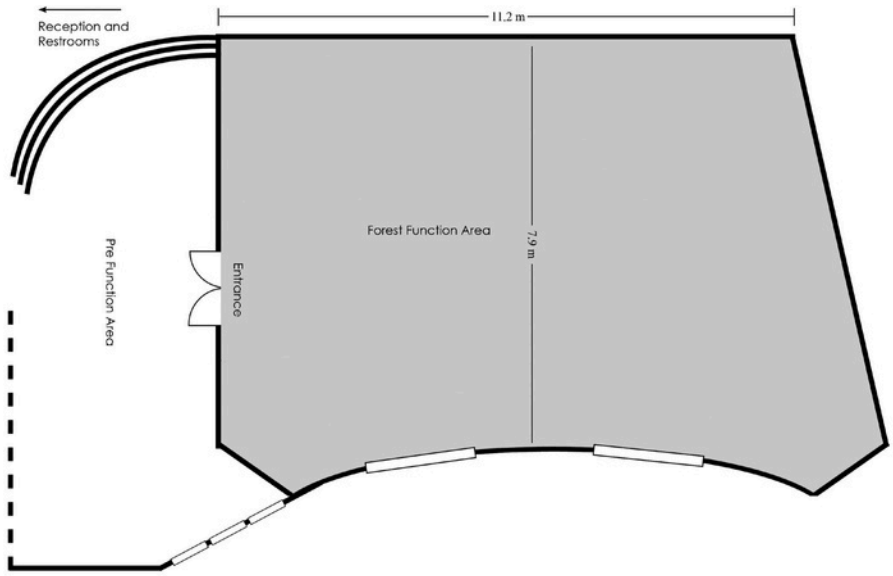


U-Shape

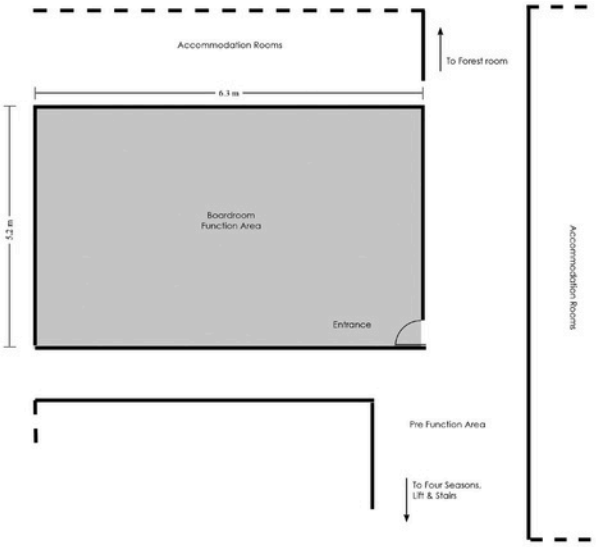


Boardroom

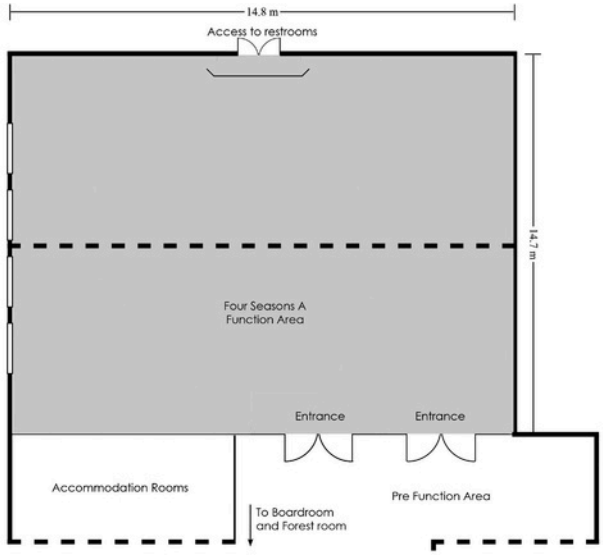
FOREST – GROUND FLOOR



BOARDROOM – LEVEL 3



FOUR SEASONS – LEVEL 3





DAY DELEGATE PACKAGES

DELEGATE PACKAGES INCLUSIONS

Plenary room hire

Half day 8.30am – 12.30pm
or 1.00pm – 5.00pm

Full day 8.30am – 5.00pm

- Data projector and screen
- Sound system
- WiFi
- Notepads and pens
- Whiteboard and flipchart with markers
- Dedicated onsite Conference Concierge
- Tea and coffee
- Meeting breaks w/ juices and Chef's daily selection of morning and/or afternoon tea items

SANDWICH PACKAGE

Half day $59.00 per person
Full day $70.00 per person

Inclusions:

• Sandwiches, wraps and baguettes
• A fresh seasonal fruit platter

HOT AND COLD PACKAGE

Half day $66.00 per person
Full day $79.00 per person

Inclusions:

- Ploughman's lunch
- 1 salad
- 1 hot dish and accompaniment
- A fresh seasonal fruit platter

HOT PACKAGE

Half day $70.00 per person
Full day $83.00 per person

Inclusions:

• 2 salads
• 2 hot dishes
• 1 hot accompaniment
• A fresh seasonal fruit platter and dessert

MEETING BREAKS

Includes a sweet and savoury item, orange and apple juice, tea and coffee	$14 per person
Additional item	$5 per piece

* Minimum numbers apply for delegate packages.



BREAKFAST

FULL BUFFET $32

HOT BREAKFAST

- Scrambled eggs w/ herbs
- Hash Browns
- Grilled tomato
- Sautéed field mushrooms
- Bacon and farm sausages

BAKERY

- Danishes and croissants
- Toast selection and preserves

BEVERAGES

- Tea and coffee
- Orange and apple juice

OTHER

- Full cream, skim and soy milk
- Seasonal fresh fruit

PLATED BREAKFAST $27

Full English breakfast including bacon, scrambled eggs, tomato, hash brown, mushrooms and seasonal fruit salad.

Alternative options available.

BAKERS BREAKFAST $22

BAKERY

- Danishes and croissants
- Toast selection and preserves

BEVERAGES

- Tea and coffee
- Orange and apple juice

OTHER

- Full cream, skim and soy milk
- Seasonal fresh fruit



LUNCH AND DINNER

BUFFET OPTIONS

BUFFET 1 **$60**

Includes choice of 2 salads, 2 mains and 2 desserts

BUFFET 2 **$74**

Includes choice of 3 salads, 3 mains and 3 desserts

- Includes choice of deli board, a selection of dips, vegetables or appetizer
- Includes chef's choice of side dish (rice, steamed vegetables, roast potatoes with rosemary salt)
- Includes bread roll w/ butter
- Includes tea and coffee

LUNCH OPTIONS

Sandwich selection $32

- Sandwiches, wraps and baguettes
- A fresh seasonal fruit platter

Hot and cold package $39

- Ploughman's lunch
- 1 salad
- 1 hot dish and accompaniment
- A fresh seasonal fruit platter

Includes fresh juice selection, tea and coffee

LUNCH OR DINNER SET MENUS

Based on alternate serve

Two course $65

Three course $79

Includes bread roll w/ butter

Includes tea and coffee

* Room hire charges may apply for lunch and dinner options if not part of delegate package.



CANAPES, PLATTERS AND BEVERAGES

CANAPE PACKAGES

4 Options	$20 per person
6 Options	$25 per person
8 Options	$32 per person

* Room hire may apply

GRAZING STATION $35 PER PERSON

Chef's selection of:

- breads
- dips and spreads
- cured and roasted meats
- charcuterie vegetables
- fresh fruits and nuts
- marinated vegetables and preserves
- cheese and crackers

Minimum of 20 people

*Room hire may apply

PLATTER SELECTION

Fresh fruit platter	$85
Vegetables and dips	$55
Mixed bakery platter	$76
Australian mixed cheese platter	$169
Antipasto platter	$129
Hot food platter	$135

* Serves 8–10 people per platter.
* Room hire may apply

BEVERAGE PACKAGES

HOUSE PACKAGE

1 hour beverage	$19 per person
2 hour beverage	$29 per person
3 hour beverage	$37 per person
4 hour beverage	$50 per person
5 hour beverage	$60 per person

PREMIUM PACKAGE

1 hour beverage	$27 per person
2 hour beverage	$38 per person
3 hour beverage	$50 per person
4 hour beverage	$65 per person
5 hour beverage	$80 per person

Minimum of 20 people

Soft drinks and juices included in all packages

* Beverage menu is subject to change



AUDIO VISUAL AND SERVICES

EQUIPMENT

Sound system w/ one microphone plus lectern	From $200
Extra microphone	From $80
Television or video or DVD	From $99
Data projector	From $200
Laptop	From $140
Jabra Speaker	From $70
Wide Lens Web Camera	From $130
Independent Wi-Fi Connection	From $150
Lectern	From $75
DJ Connection	From $70
Flipchart / Whiteboard	From $38
Elevated stage (300mm high)	From $90 (per piece)
Dance floor (maximum 21 pieces)	From $70 (per piece)

PRINTING AND PHOTOCOPYING

black and white A4	$0.50 per page
colour A4	$1.00 per page
black and white A3	$0.80 per page
colour A3	$1.60 per page

TELEPHONE SERVICE

$0.90 per local call $0.90 per minute on STD
$1.80 per minute on mobile
Free WiFi

ACCOMMODATION

CAPITAL HOTEL GROUP

ENJOY YOUR STAY IN CANBERRA WITH US *WE'RE EXPECTING YOU*!

Capital Hotel Group boasts hotel rooms, suites and apartments across three centrally located properties: Avenue Hotel, Deco Hotel and Pavilion on Northbourne.

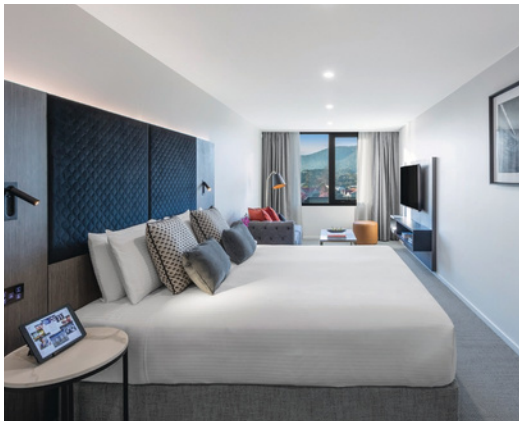
Whether you are travelling for business or leisure, a short or extended stay, a Capital Hotel Group property is your ideal base – your home away from home. With dining facilities on-site at each property, plus much more, including conference and event facilities, look no further than Capital Hotel Group, *we're expecting you*.



PAVILION ON NORTHBOURNE

Providing the perfect atmosphere for business or leisure

Pavilion on Northbourne features hotel rooms, spa suites, and one and two bedroom apartments, designed for relaxation or work. The rooms surround two warm, light-filled atriums that are perfect for catching up with friends and colleagues or winding down after a day of site seeing or meetings. Pavilion on Northbourne also has the perfect function space whether you want to entertain, enlighten or educate – *the possibilities are endless*.



DECO HOTEL CANBERRA

Make yourself at home in the heart of Braddon

Deco Hotel is the *home away from home* that business and leisure travellers alike look for when visiting Canberra. This stylish and contemporary 210 room property features a mixture of hotel rooms, generously sized one and two bedroom apartments and living spaces that maximise sunlight and privacy. The hotel is also on the doorstep of Braddon, one of Canberra's ever-changing shopping and foodie precincts with an assortment of boutiques, cafes, bakeries, breweries, restaurants and bars.



AVENUE HOTEL CANBERRA

Where we have thought of everything to make your stay truly memorable

Avenue Hotel is your ideal luxury accommodation in the best location in the Canberra CBD. From the moment you arrive, you'll notice the Avenue Hotel difference. With 213 spacious and exquisitely styled hotel rooms, one & two bedroom apartments and spa suites, friendly and attentive service, and a warm atmosphere, Avenue Hotel provides the ultimate ambience for your stay in Canberra. Let us make you feel right at home.