



BEST WESTERN
TRAVEL INN
HOTEL • MELBOURNE • AUSTRALIA

"Accommodation with style in Melbourne's cosmopolitan heart"

**Thank you for the opportunity to introduce you to
The Travel-Inn Hotel, Melbourne.**

We would like to highlight some of our facilities which will make your delegate's experience most enjoyable.

THE HOTEL PROVIDES THE FOLLOWING FACILITIES AND SERVICES:-

- ★ Single, double or twin accommodation.
- ★ A high standard of accommodation and service
(The Hotel has a 4 star RACV rating)
- ★ 100 Accommodation rooms have full ensuite and are serviced daily
- ★ Undercover Security Car-Parking, *at no extra charge*
- ★ Internet Facility for public use
- ★ Computer hookup/modem/data-port facilities in each room
- ★ Room Service
- ★ Reception 24 hours
- ★ Restaurant and Bar
- ★ Heated Pool in a Landscaped Setting
- ★ In-House Movies, *at no extra charge*
- ★ Coach Parking
- ★ Two Conference Rooms
- ★ Central Position, 50 metres from the famous Lygon Street's cafes & restaurants.

The Hotel is privately owned and does not belong to a large Hotel chain. However, we are a member of the Best Western Reservations group.

For further details please call us on 03 9347 7922 or email res@travelinn.net.au, www.travelinn.net.au and we can discuss your individual needs and requirements for your forthcoming conference.



Conference Information

Hotel Facilities

- Accommodation
- Conference Centre
- Restaurant
- Undercover car parking
- Swimming Pool
- Guest Laundry
- 24 hour reception

Hotel Location

•Central to CBD and Lygon Street, Melbourne's most cosmopolitan street, famous for its restaurants, cafe's and bars.

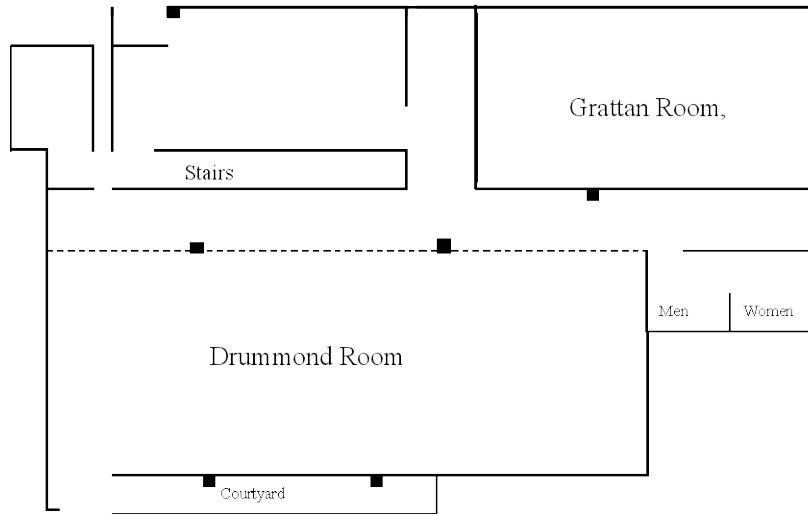
Accommodation

- No. of Guest Rooms 100
- Total Rooms 100
- Total Bed Capacity 160

Conference Centre

Conference Centre.....

- The Drummond- \$380.00 Full Day
 overlooks a tranquil courtyard
- The Grattan- \$250.00 Full Day
 styled to suit your smaller meetings



Room	Sq. M	Theatre	Classroom	U-Shape	Board
Drummond	74	80	50	15	20
Grattan	48	40	25	35	35



Arrival Coffee & Tea

\$4.00 per person, per break

Freshly brewed coffee with a variety of teas served on arrival to start the day

Light Morning Tea / Afternoon Tea

\$6.00 per person, per break

Freshly brewed coffee with a variety of teas served with cookies

Morning Tea / Afternoon Tea

\$12.00 per person, per break

Freshly brewed coffee with a variety of teas served with one of the following:-

Muffins

Scones with Jam & Cream

Fruit Danish Pastries

Lamingtons

Cake

Continuous Tea & Coffee

Tea & Coffee \$ 20.00 per person

Replenished throughout the day

Juice \$ 5.50 per carafe

Biscuits \$30.00 per tray
 (min. 10 persons)

Please advise if vegetarian or specific allergy catering is required.

Prices are based on a per person basis, unless otherwise stated

Dinner Menu is available on request

LUNCH OPTIONS

•Sandwich Meal

Closed Sandwiches with Assorted Fillings.

Cheese and Fruit platter

Orange Juice, Coffee and Tea

\$19.50 per person • Minimum 6 people

•Gourmet Sandwich & Soup Meal

Chef's Soup of the Day.

A Variety of Gourmet Fillings in Speciality

Bread Closed Sandwiches.

Orange Juice, Coffee and Tea

\$21.00 per person • Minimum 6 people

•Italian Style Meal

Traditional style Italian Pizza's & Salad.

Fresh Fruit platter to follow.

Orange juice, Coffee and Tea

\$25.00 per person • Minimum 6 people

•Lasagna Meal

Beef Lasagna with fresh Garden Salad

Cheese & Fruits platter.

Orange Juice, Coffee & Tea

\$27.00 per person • Minimum 6 people

•Chicken Parmigiana Meal

Chicken Parmigiana served with Scalloped

Potatoes and Garden Salad

Cheese & Fruit platter.

Orange juice, Coffee & Tea

\$27.00 per person • Minimum 6 people



Equipment	Cost Per Day
Flipchart Stand (incl 1 st note pad)	\$ 45.00
Extra Note Pads	\$ 25.00 per pad
Overhead Projector 250 Watt	\$ 60.00
Electronic Whiteboard 2 screen copy	\$180.00
Mobile Whiteboard & Easel 1200x900	\$ 55.00
1800 mm (6') Tripod Screen	\$ 60.00
2400 mm (8') Tripod Screen	\$ 70.00
42" Plasma Screen with Stand	\$ 500.00
51cm (20") Monitor/VHS Player Combination	\$130.00
Data Projector - 2000 Lumen Sony Cx70	\$270.00
Lectern with Microphone	\$150.00
CD Player Single / Cassette Deck	\$ 50.00
D VD Player	\$ 70.00
Lap Top Computer	\$200.00
Operators Available	\$ 85.00 per hour

Other equipment available on request

Please Note: These prices may alter as we hire our equipment.
Own equipment is most welcome.
Valid from 1st October 2008



Confirmation and Deposit

Tentative reservations will be held for 10 working days after the original reservation request. To confirm a reservation, a signed copy of these Terms and Conditions is required within that 10 working day period and a \$100 deposit is required. Should written confirmation not be received by the due date, The Travel Inn Hotel reserves the right to cancel the reservation. Authorisation to charge account to a company must also be received within this 10 day period or a credit card to guarantee is required.

Cancellation Policy

Cancellations and / or event changes must be advised in writing 7 days prior to event. The Travel Inn Hotel reserves the right to charge room hire if conference is cancelled less than 7 days prior.

Catering

Final confirmation of selections and event schedules must be received 7 days prior to event. 3 days prior to the event, The Travel Inn Hotel requires a final guarantee of the number of people in attendance for all days. Billing is based on the minimum guarantee or actual consumption, whichever is greater.

Payment Policy

Full payment is required at the completion of the event unless credit has been established. To establish credit we require written authorisation of company letterhead stating what charges the company will accept. Approved credit arrangements require payment within 14 days of the invoice date.

Insurance

While our staff will exercise due care, The Travel Inn Hotel will accept no liability for loss or damage to any property owned by its clients or the participants, contractors or employees. Organisers are also financially responsible for any damage sustained to property owned by The Travel Inn Hotel. It is recommended that clients provide their own insurance against such loss / damage.

Acceptance

We ask that you sign a copy of this agreement acknowledging acceptance of the above terms and conditions contained herein and return within 10 working days.

Client Acceptance

Name _____
Title _____
Date _____
Signature _____