



Conference Full Day Catering Packages

Prices valid 31st December 2009 (GST inclusive)

Conference Package #1 Weekday: \$22.00 pp / Weekend: \$24.00 pp

Morning Tea	Freshly brewed coffee and a selection of teas Served with freshly baked cookies
Lunch	A selection of breads with a variety of fillings & a seasonal fruit basket Freshly brewed coffee, a selection of teas and orange juice
Afternoon Tea	Freshly brewed coffee and a selection of teas

Conference Package #2 Weekday: \$28.00 pp / Weekend: \$31.00 pp

Morning Tea	Freshly brewed coffee and a selection of teas served with either: (A) Freshly baked muffins & danish pastries OR (B) Seasonal fresh fruit platter and assorted biscuits
Lunch	(C) Selection of breads with gourmet fillings & a variety of sweet treats OR (D) Selection of breads with gourmet fillings & a seasonal fresh fruit platter Freshly brewed coffee, a selection of teas and orange juice
Afternoon Tea	Freshly brewed coffee and a selection of teas Served with assorted biscuits <i>(Minimum of 6 people)</i>

Conference Package #3 Weekday: \$30.00 pp / Weekend: \$33.00

Morning Tea	Freshly brewed coffee and a selection of teas served with either: (A) Freshly baked muffins & danish pastries OR (B) Seasonal fresh fruit platter and assorted biscuits
Lunch	(C) Homemade quiche served with a garden salad & bread rolls OR (D) Homemade pizza served with garlic bread and a garden salad Seasonal fresh fruit platter Freshly brewed coffee, a selection of teas and orange juice
Afternoon Tea	Freshly brewed coffee and a selection of teas Served with assorted biscuits <i>(Minimum of 10 people)</i>

Conference Package #4 Weekday: \$34.00 pp / Weekend: \$37.00

Morning Tea	Freshly brewed coffee and a selection of teas served with either: (A) Freshly baked muffins & danish pastries OR (B) Seasonal fresh fruit platter and assorted biscuits
Lunch	Antipasto platter with a selection of deli meats, smoked salmon, marinated chicken fillets, marinated vegetables & cheeses served with a selection of breads, a garden salad & a seasonal fresh fruit platter Freshly brewed coffee, a selection of teas and orange juice
Afternoon Tea	Freshly brewed coffee and a selection of teas Served with assorted biscuits <i>(Minimum of 10 people)</i>

BOOKINGS

Conferences T 02 9285 6219 F 02 9285 6265 E conference@yhotel.com.au
Accommodation T 1800 994 994 or 02 9264 2451 F 02 9285 6288 E res@yhotel.com.au
Owned and operated by YWCA NSW www.yhotel.com.au





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CONFERENCE CENTRE

Snack Menus

Prices valid 31st December 2009 (GST inclusive)

Please choose from the following:
(prices are per person)

		Weekday Rates	Weekend Rates
Coffee Break	Freshly brewed coffee & a selection of teas	\$3.00	\$4.00
Assorted Biscuit Break	Freshly brewed coffee & a selection of teas Served with assorted biscuits	\$4.50	\$5.50
Freshly Baked Cookie Break	Freshly brewed coffee & a selection of teas Served with freshly baked cookies	\$5.50	\$6.50
Bakery Break	Freshly brewed coffee & a selection of teas Served with freshly baked muffins and danish pastries	\$6.50	\$8.00
Fruit Platter	Seasonal fresh fruit platter and assorted biscuits (Minimum of 6 people)	\$6.50	\$8.00
Cheese Platter	Selection of Australian cheeses with dried fruits & nuts, served with crackers (Minimum of 6 people)	\$8.50	\$10.00
Cheese & Fruit Platter	Selection of Australian cheeses with dried fruits & nuts, served with crackers and fresh seasonal fruit (Minimum of 6 people)	\$10.00	\$12.00
Cheese & Dip Platter	Selection of Australian cheeses with dried fruits & nuts, served with a variety of dips with fresh crudités, crispbread and crackers (Minimum of 6 people)	\$10.00	\$12.00
Optional Extra	Orange juice	\$2.00	\$2.50

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Lunch Menus

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Please choose from the following:

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- Menu 1** Selection of breads with a variety of fillings
Seasonal fruit basket
Freshly brewed coffee,
a selection of teas and orange juice
- Weekdays: \$15.50 pp**
Weekends: \$17.50 pp
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- Menu 2** Selection of breads with gourmet fillings
A variety of sweet treats or seasonal fresh fruit platter
Freshly brewed coffee,
a selection of teas and orange juice
(Minimum of 6 people)
- Weekdays: \$18.50 pp**
Weekends: \$20.50 pp
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- Menu 3** Homemade quiche served with a garden salad & bread rolls
Seasonal fresh fruit platter
Freshly brewed coffee,
a selection of teas and orange juice
(Minimum of 10 people)
- Weekdays: \$21.00 pp**
Weekends: \$23.00 pp
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- Menu 4** Homemade pizza served with garlic bread & a garden salad
Seasonal fresh fruit platter
Freshly brewed coffee,
a selection of teas and orange juice
(Minimum of 10 people)
- Weekdays: \$21.00 pp**
Weekends: \$23.00 pp
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- Menu 5** Antipasto platter with a selection of deli meats,
smoked salmon, marinated chicken fillets,
marinated vegetables and cheeses
Served with a selection of breads and a garden salad
Seasonal fresh fruit platter
Freshly brewed coffee,
a selection of teas & orange juice
(Minimum of 10 people)
- Weekdays: \$25.00 pp**
Weekends: \$28.00 pp
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(Please Note: Menus 3 & 4 available for groups of 25 or more after 5.00pm)

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CONFERENCE CENTRE

Cocktail Menus

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Please choose from the following:

Cocktail Options

- Pumpernickel salmon rounds
- Spring Rolls (v)
- Samosa (v)
- Fish cocktails
- Mini gourmet pizza (v option)
- Mini gourmet pies (v option)
- Mini quiche (v option)
- Sausage rolls
- Satay chicken skewers
- Spinach & cheese triangles (v)

Five Items: \$10.00 pp
Seven Items: \$14.00 pp
Nine Items: \$18.00 pp
Corkage: \$5.00 pp

(Please Note: Minimum spend of \$250. V = vegetarian.)

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Conference & Function Sit-down Lunch or Dinner Menus

Prices valid 31st December 2009 (GST inclusive)

Please choose one dish from the following:
(or they can be served on an alternate basis for an extra \$2.50 pp)

Entrée Traditional minestrone soup; or
Chicken and mushroom vol au vant; or
Smoked salmon served with melba toast; or
Caesar salad - cos lettuce, bacon, croutons and dressing; or
Bruschetta - toasted Italian bread with tomato, spanish onion & basil; or
Chicken & avocado salad with warm vinaigrette

Main Roast sirloin of beef with baked vegetables; or
Chicken Florentine - chicken breast with spinach & cream cheese served with a dijon sauce and fresh seasonal vegetables; or
Grilled fish fillets served with lemon butter & capers, and fresh seasonal vegetables; or
Pumpkin Ravioli - with tomato and fresh basil served with a fresh garden salad
All Main Courses are served with bread rolls

Dessert Fresh fruit salad with cream; or
Baked cheesecake; or
Chocolate mud cake; or
Black forest cake; or
Pavlova

Coffee/Tea Bar
After Dinner Mints

2 Course Menu Weekdays: \$32.00 pp / Weekends: \$37.00 pp
3 Course Menu Weekdays: \$40.00 pp / Weekends: \$45.00 pp
Corkage \$5.00 pp

(Please Note: Minimum of 30 guests and maximum of 60 for Lunch and Dinner Menus. All our Sit-down Lunch and Dinner Menus are served in our Café area.)

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Y Conference Centre Terms & Conditions

Confirmation and Deposit

A booking is confirmed upon receipt of a \$200 deposit, per conference room per day, within 14 days of the reservation being made. After the 14 days, the Y Conference Centre reserves the right to cancel the booking and reallocate the conference room if the deposit has not been received. Final numbers are required 48 hours prior to conferences, as charges will be made according to numbers specified on the conference catering requirement form.

Payment

Your invoice will be sent at the conclusion of your function and final payment is to be made within 14 days of receiving the invoice.

Cancellations

The deposit is fully refundable if cancellation is advised in writing 2 weeks **prior** to your event date. If cancellation is advised within 2 weeks of the event, the deposit of \$200, per conference room booked per day, is non refundable. If cancellation is advised within 1 week of the event, the total conference room hire is charged. If cancellation is advised within 2 days of the event, the total charges for conference room hire, equipment hire and catering will be charged.

Catering

Outside catering is not permitted in the Y Conference Centre. Catering can be tailored for special dietary requirements. Menus are subject to change due to availability and seasonal changes. If you bring your own wine, we charge a corkage fee of \$5.00 per person. There is a minimum spend for catering of \$50 on weekdays and \$100 on weekends.

Weekend Rates

Weekend room set-up and catering rates apply for Saturdays, Sundays and Public Holidays.

Duration

The conference organiser shall agree to arrive and vacate the designated conference room at the agreed specified times. A surcharge may be applied should the event not adhere to the agreed times. All conference rooms must be vacated by 11pm.

Damage

The attachment of banners, signs and posters to any wall surfaces, the use of pins, nails or tape is not permitted. Any damage caused to the Conference Centre during a function by the organiser or delegates is the financial responsibility of the organiser/hirer. This will be discussed with the function organiser within 2 working days following the conclusion of the conference.

Insurance

Y Conference Centre does not accept responsibility for the damage and safe keeping of any goods or personal property brought to the building before, during or after the event. It is the organiser/hirer's responsibility to arrange adequate insurance to cover such items. In addition, it should be noted that all personal property of the conference organiser(s) and delegates is the sole responsibility of the organiser/hirer.

Y HOTEL AND CONFERENCE CENTRE IS A NON-SMOKING BUILDING.

Acceptance

The terms and conditions as outlined above must be signed and either mailed or faxed to the Y Conference Centre within 72 hours of making the booking. The function organiser's signature on the document indicates acceptance and compliance with the above Terms and Conditions.

Name _____ Date _____

Signature _____ Function Date _____

Company Name _____ Contact No _____

Address _____

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