



Conference Pack 2010/2011

Y Conference Centre at Y Hotel Hyde Park is an excellent conference and meeting facility that offers great value for money in a CBD location. Owned and operated by YWCA NSW - it's the Conference Centre that works for the Community where all profits go to supporting disadvantaged NSW families.

Located at Whitlam Square, where Hyde Park meets Oxford St, with buses and trains on our doorstep, we are also surrounded by parks, gardens, cafés and shops.

Our facilities include an excellent range of conference rooms – ideal for meetings, training, seminars and conferences. They feature natural light, air-conditioning and are fully carpeted. We provide delicious in-house catering, conference equipment and have a café and internet kiosk on site. We also have an excellent range of affordable accommodation with rooms to suit everyone including studio, deluxe, standard, traditional and share accommodation.

Please find enclosed our very reasonable conference and hotel room prices, equipment hire and catering packages to meet all your conferencing and accommodation needs.

If you have any questions, please email: conference@yhotel.com.au or phone: (02) 9285 6219.

Kind Regards,
Conference Co-ordinator

Y Hotel Conference Centre

5-11 Wentworth Avenue
Sydney NSW 2000

Bookings

T 02 9285 6219
F 02 9283 2485
E conference@yhotel.com.au
yhotel.com.au



Conference Rooms

Our conference rooms are situated on Levels 1 and 4. All rooms open to pre-function areas suitable for registrations, displays or catering.

Room Type

Description

Mary Jane Barker Our largest room seats up to 160 theatre style and can be divided into A and B configurations for smaller groups or breakout rooms.

Wybalena Seats 30 theatre style. Ideal for small groups or board meetings with plenty of natural light.

Mezzanine A Newly renovated in 2009 this room seats up to 38 theatre style and is ideal for small groups or board meetings. It is accessible by stairs and elevator with plenty of natural light .

Mezzanine B Newly renovated in 2009 this room seats up to 55 theatre style and incorporates built in AV equipment and an internal breakout room. It is accessible by stairs and elevator with internal toilets.

Level / Room	Capacity	Length	Width	Area
L4 / Mary Jane Barker A	80 Theatre / 39 Classroom 24 U-shape / 30 Boardroom 24 Cabaret / 40 Banquet	11.7m	8m	90sqm
L4 / Mary Jane Barker B	100 Theatre / 39 Classroom 30 U-shape / 36 Boardroom 30 Cabaret / 50 Banquet	16m	8.5m	126sqm
L4 / Mary Jane Barker A&B	160 Theatre / 69 Classroom 39 U-shape / 48 Boardroom 54 Cabaret / 100 Banquet	13m	16.5m	216sqm
L4 / Wybalena	30 Theatre / 18 Classroom 15 U-shape / 24 Boardroom	7.2m	5.3m	38sqm
L1 / Mezzanine A	38 Theatre / 15 Classroom 15 U-shape / 18 Boardroom 12 Cabaret / 20 Banquet	8m	5m	40sqm
L1 / Mezzanine B	56 Theatre / 27 Classroom 20 U-shape / 24 Boardroom 18 Cabaret / 30 Banquet	9m	5m	47sqm
L4 / Pre-Function Area		10.6m	5m	58sqm

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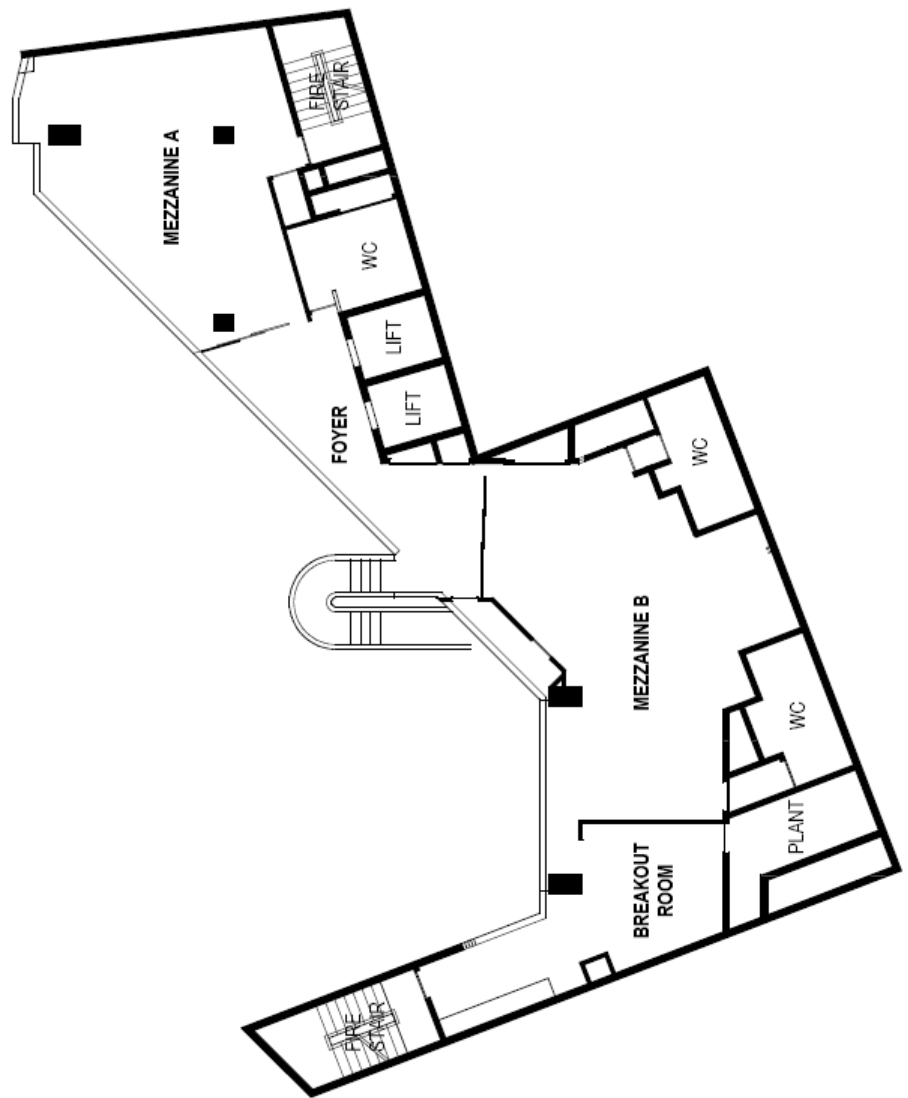
Conference Rooms Level 4



Wentworth Avenue
LEVEL 4



Conference Rooms Level 1



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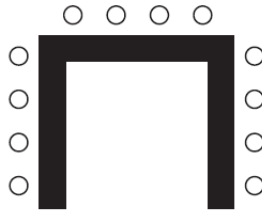
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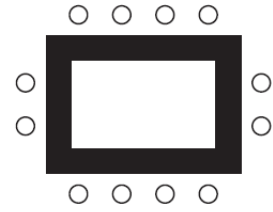
Conference Rooms set up

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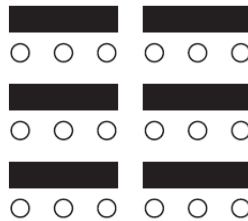
U-Shape with Tables



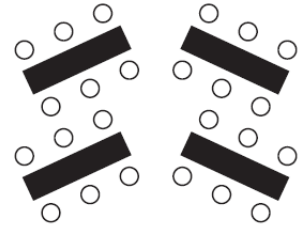
Boardroom



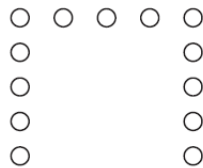
Classroom



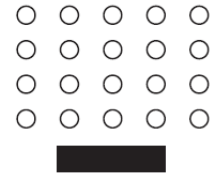
Herringbone



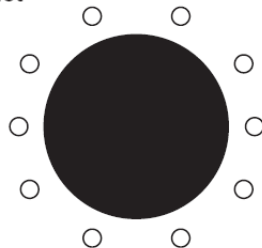
U-Shape without Tables



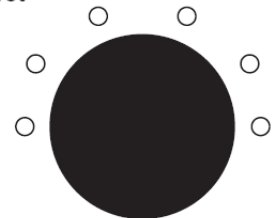
Theatre



Banquet



Cabaret



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Conference Rooms Price List

Prices valid from 1st April to 31st March 2011 (GST inclusive).

An additional set up fee of \$50 applies to all room rates on the weekend and public holidays.

Room	Half Day 8.30am-12.30pm 1pm-5pm 6pm – 10pm	Daily 8.30am-5pm	Day & Evening 8.30am-10pm
Mary Jane Barker A	\$296	\$395	\$520
Mary Jane Barker B	\$318	\$425	\$540
Mary Jane Barker A&B	\$430	\$615	\$775
Wybalena	\$185	\$245	\$310
Mezzanine A	\$205	\$275	\$335
Mezzanine B	\$262	\$350	\$410

All conference rooms include whiteboards, lectern, pens, paper, mints and water. All rooms are accessible by wheelchair with special toilets and washrooms available. Room capacity is based on 3 people per table.

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Conference Rooms Equipment Prices

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Equipment	Daily Hire
TV & Video	\$68
TV & DVD	\$68
DVD Player Only	\$35
Video Player Only	\$35
Fixed or Roving Microphone with PA	\$75
Additional Fixed or Roving Microphone	\$38
PA only	\$50
CD player	\$25
Data Projector & Screen	\$210
Overhead Projector & Screen	\$68
Electronic Whiteboard	\$100
Flip Chart & Markers (2 colours)	\$30
Additional Markers (2 colours)	\$10
Screen Only	\$20
Carousel Slide Projector	\$45
Laptop	\$50
Phone Line & Phone	\$10 (plus call charges)
Phone Line & Conference Phone	\$50 (plus call charges)
Wireless Broadband Internet Connection	\$15 (1 hour) / \$35 (5 hours) / \$70 (12 hours)
Photocopying	\$0.25 per page / \$0.30 double sided
Whiteboard	FREE
Lectern	FREE
Pens & Paper	FREE

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Conference Full Day Catering Packages

Prices valid from 1st April 2010 to 31st March 2011 (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
Afternoon Tea	Freshly brewed coffee, a selection of teas & orange juice 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
Afternoon Tea	Freshly brewed coffee, a selection of teas & orange juice Freshly brewed coffee and a selection of teas Served with assorted biscuits (Minimum of 6 people)

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
Afternoon Tea	Freshly brewed coffee, a selection of teas & orange juice 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
Afternoon Tea	Freshly brewed coffee, a selection of teas & orange juice Freshly brewed coffee and a selection of teas Served with assorted biscuits (<i>Minimum of 10 people</i>)

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Snack Menus

Prices valid from 1st April 2010 to 31st March 2011 (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 <i>(Minimum of 6 people)</i>	\$6.50	\$8.00
Cheese Platter Selection of Australian cheeses with dried fruits & nuts, served with crackers <i>(Minimum of 6 people)</i>	\$8.50	\$10.00
Cheese & Fruit Selection of Australian cheeses with Platter dried fruits & nuts, served with crackers and fresh seasonal fruit <i>(Minimum of 6 people)</i>	\$10.00	\$12.00
Optional Extra Orange juice	\$2.00	\$2.50

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Lunch Menus

Prices valid from 1st April 2010 to 31st March 2011 (GST inclusive)

Please choose from the following:

- | | | |
|---------------|---|--|
| 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 |
| <hr/> | | |
| 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
<i>(Minimum of 6 people)</i> | Weekdays: \$18.50 pp
Weekends: \$20.50 pp |
| <hr/> | | |
| 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
<i>(Minimum of 10 people)</i> | Weekdays: \$21.00 pp
Weekends: \$23.00 pp |
| <hr/> | | |
| 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
<i>(Minimum of 10 people)</i> | Weekdays: \$21.00 pp
Weekends: \$23.00 pp |
| <hr/> | | |
| 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
<i>(Minimum of 10 people)</i> | Weekdays: \$25.00 pp
Weekends: \$28.00 pp |

(Please Note: Menus 3 & 4 available for groups of 25 or more after 5.00pm)

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Snack Menus

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Please choose from the following:

Cocktail Options

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 from 1st April 2010 to 31st March 2011 (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 Terms and 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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