





## Conference Rooms cont'd

Our conference rooms are situated on Levels 2 and 4. All rooms open to pre-function areas suitable for registrations, displays or catering.

Level / Room	Capacity	Length	Width	Area
<b>L2 / Lady Reid A</b>	40 Theatre / 27 Classroom 18 U-shape / 24 Boardroom 18 Cabaret / 30 Banquet 24 Herringbone	7.5m	6.1m	46sqm
<b>L2 / Lady Reid B</b>	40 Theatre / 27 Classroom 18 U-shape / 24 Boardroom 18 Cabaret / 30 Banquet 24 Herringbone	7.5m	6.2m	46.5sqm
<b>L2 / Lady Reid A &amp; B</b>	80 Theatre / 42 Classroom 36 U-shape / 42 Boardroom 30 Cabaret / 50 Banquet 48 Herringbone	7.5m	12.3m	92.5sqm
<b>L2 / Ruth Fairfax A</b>	30 Theatre / 18 Classroom 18 U-shape / 24 Boardroom 12 Cabaret / 20 Banquet 18 Herringbone	6.6m	6.2m	40.92sqm
<b>L2 / Ruth Fairfax B</b>	10 Boardroom	6.6m	4m	22.79sqm
<b>L2 / Ruth Fairfax A &amp; B</b>	50 Theatre / 27 Classroom 21 U-shape / 24 Boardroom 18 Cabaret / 30 Banquet 24 Herringbone	6.6m	10m	63sqm
<b>L2 / Pre-Function Area</b>		6m	8m	48sqm

All rooms have a maximum height of 2.4 metres.

### BOOKINGS

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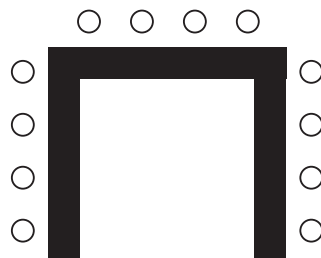
## Conference Room Set Ups

All prices valid 31st December 2009 (GST inclusive)

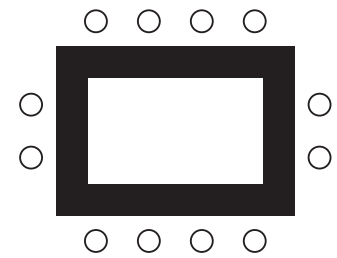
Please choose from the following:



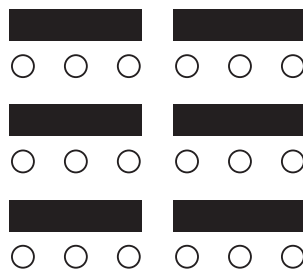
### U-Shape with Tables



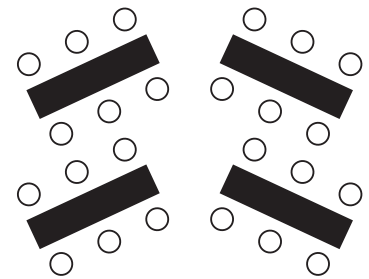
### Boardroom



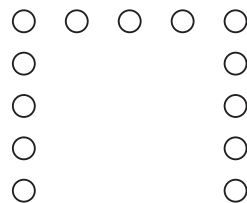
### Classroom



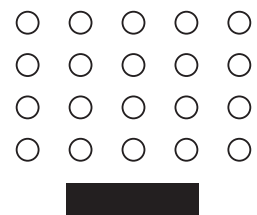
### Herringbone



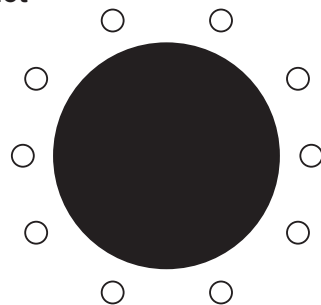
### U-Shape without Tables



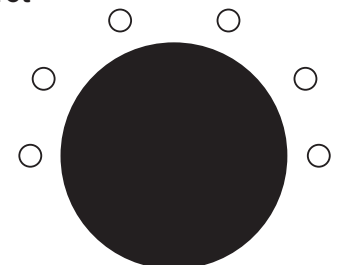
### Theatre



### Banquet



### Cabaret



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## Conference Room Price List

Prices valid 31st December 2009 (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	Daily 8.30am-5pm	Evening 6pm-10pm	Day & Evening 8.30am-10pm
Mary Jane Barker A	\$270	\$385	\$270	\$495
Mary Jane Barker B	\$280	\$395	\$280	\$510
Mary Jane Barker A & B	\$410	\$585	\$410	\$740
Wybalena	\$150	\$220	\$150	\$275
Lady Reid A	\$160	\$230	\$160	\$295
Lady Reid B	\$175	\$250	\$175	\$320
Lady Reid A & B	\$275	\$390	\$275	\$500
Ruth Fairfax A	\$150	\$220	\$150	\$275
Ruth Fairfax B	\$85	\$120	\$85	\$155
Ruth Fairfax A & B	\$215	\$305	\$215	\$390

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 Room Equipment Prices

Prices valid 31st December 2009 (GST inclusive)

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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## 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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