

Welcome



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 - right where you want to be. Situated opposite Hyde Park where it meets Oxford St, with buses and trains on our doorstep, we are also surrounded by parks, gardens, cafés and shops.

Our facilities include a choice of Five conference rooms – all ideal for meetings, training, seminars and events. All rooms feature natural light, air-conditioning and wireless internet, we also have a range of conference equipment available for hire.

Our team will happily provide many in-house catering menus to suit your needs as well as an excellent range of affordable accommodation options.

Enclosed are all of your Conferencing needs and we welcome the opportunity to work with you on your future event.

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

Kind Regards,
Conference & Events Manager



Conference Rooms

Our conference rooms are situated on Levels One and Four in the Hotel. All rooms open to pre-function areas suitable for registrations, displays or catering and have plenty of natural light.

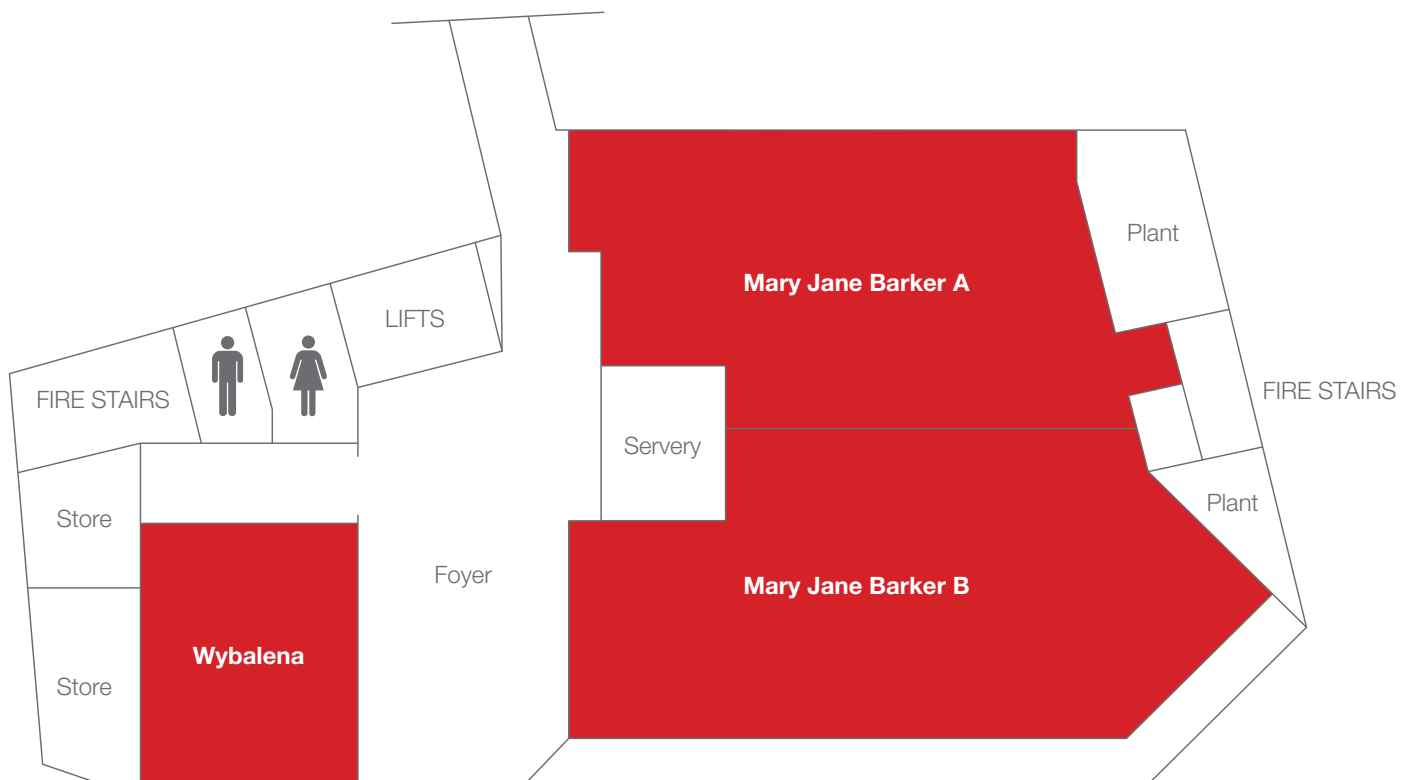
| Room Type | Description |
|-------------------------|---|
| Mary Jane Barker | Our largest room seats up to 160 theatre style and can be divided into A and B configurations for smaller groups or breakout rooms. |
| Wybalena | Seats 30 theatre style. Ideal for small groups or board meetings. |
| Mezzanine A | 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 via ground floor and has built in AV equipment. |
| Mezzanine B | Renovated in 2009 this room seats up to 55 theatre style and incorporates built in AV equipment. 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 |



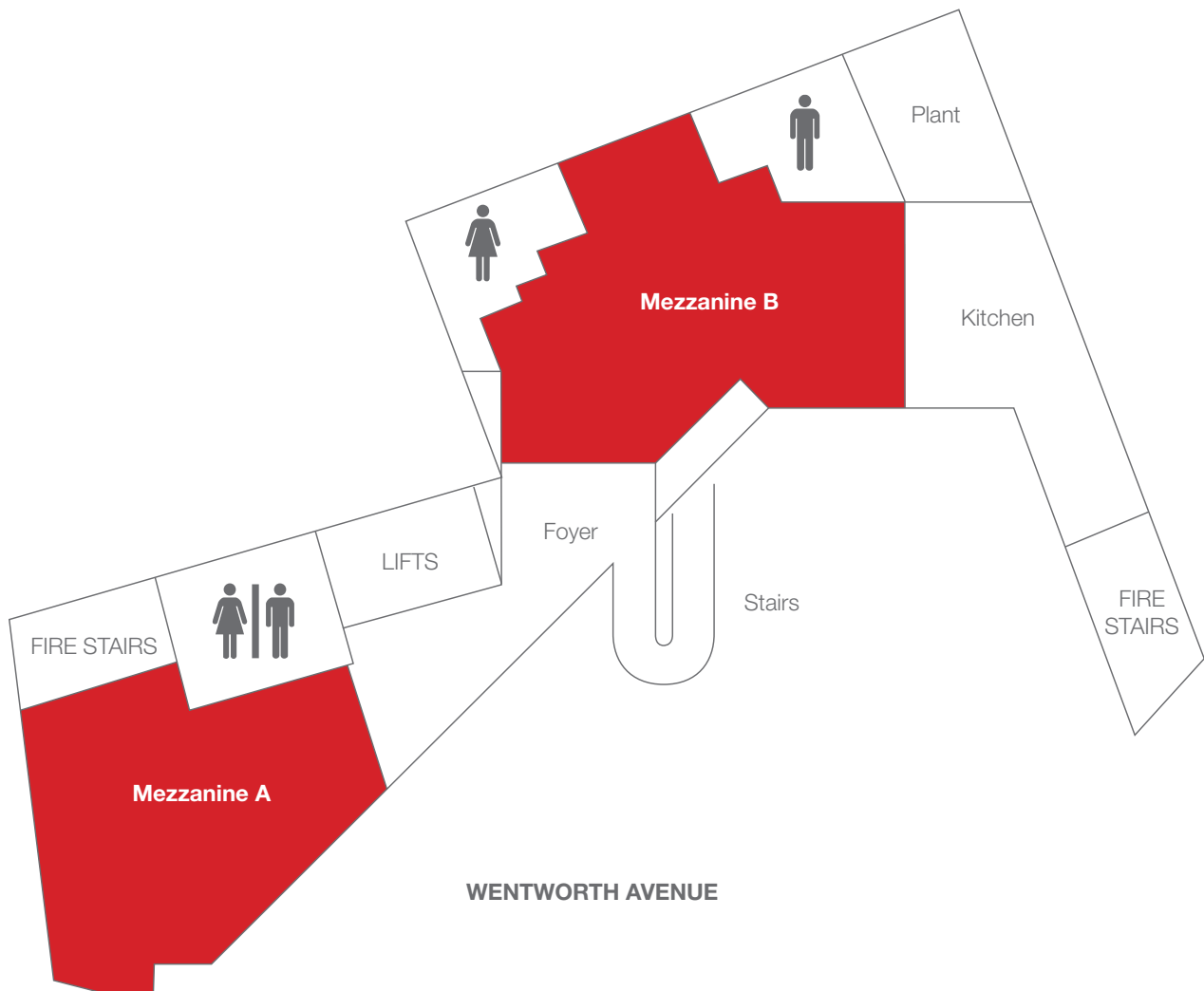
All rooms have a maximum height of 2.4 metres.

Room Layout - Level Four



WENTWORTH AVENUE

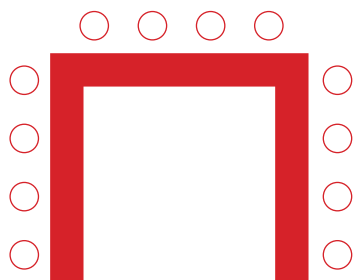
Room Layout - Level One



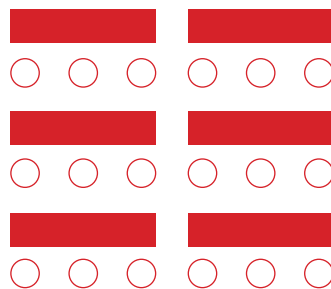
Seating Plan Options

Please choose from the following:

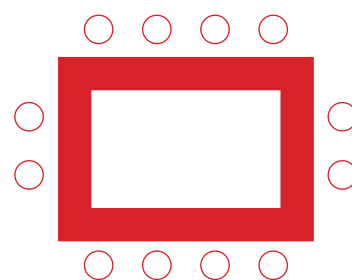
U-SHAPE WITH TABLES



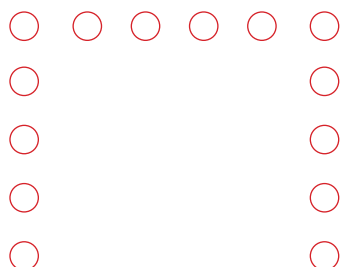
CLASSROOM



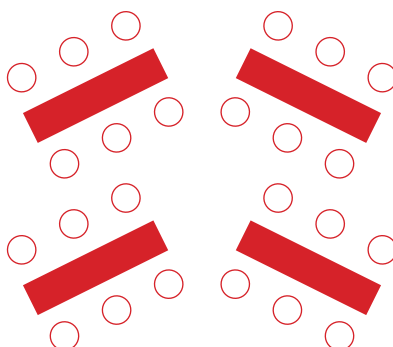
BOARDROOM



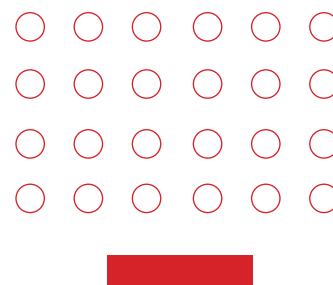
U-SHAPE WITHOUT TABLES



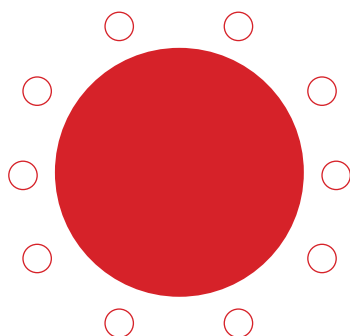
HERRINGBONE



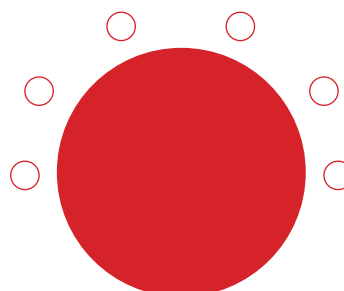
THEATRE



BANQUET



CABARET



Room Pricing

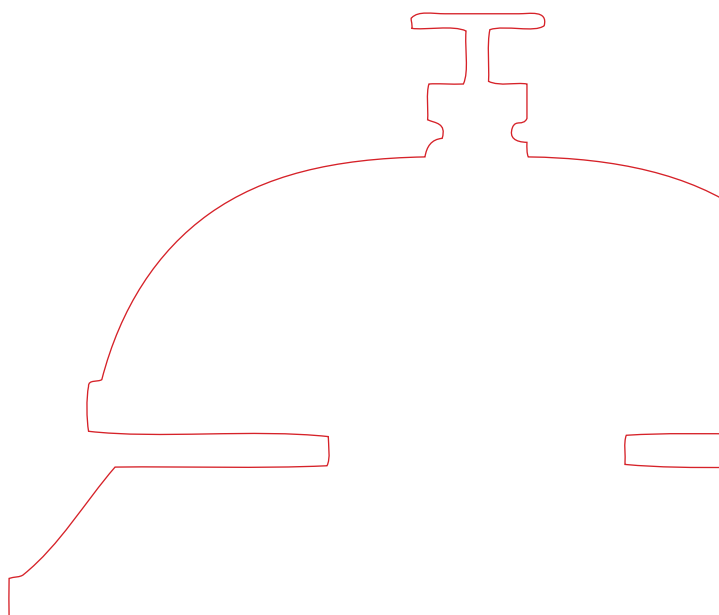
Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive).

| Room | Half Day 8.30am-12.30pm 1pm-5pm 6pm – 10pm | Daily 8.30am-5pm | Day & Evening 8.30am-10pm |
|----------------------|---|---------------------|------------------------------|
| Mary Jane Barker A | \$325 | \$435 | \$572 |
| Mary Jane Barker B | \$350 | \$467 | \$594 |
| Mary Jane Barker A&B | \$473 | \$676 | \$852 |
| Wybalena | \$203 | \$269 | \$341 |
| Mezzanine A | \$225 | \$302 | \$369 |
| Mezzanine B | \$288 | \$385 | \$451 |



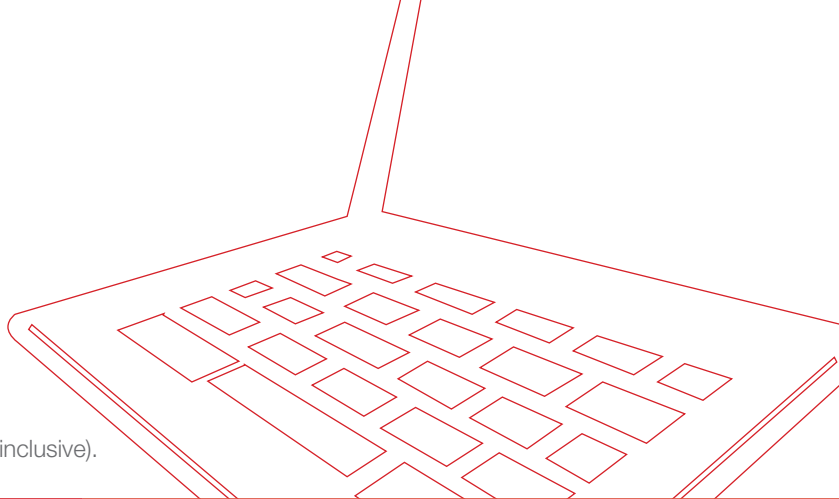
All conference rooms include whiteboards, lectern, pens, paper, mints and water.

All rooms are accessible by wheelchair with toilets and washrooms available. Room capacity is based on 3 people per table.



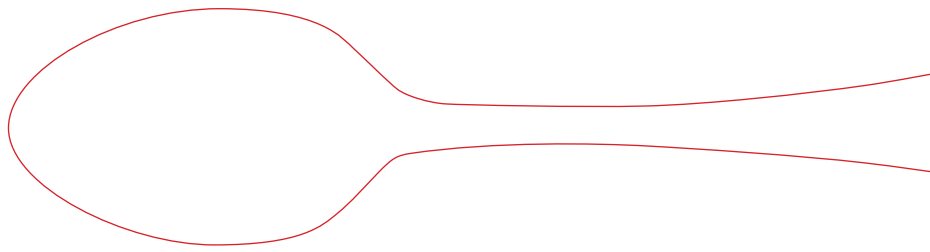
Equipment Prices

Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive).



| Equipment | Daily Hire |
|--|--|
| TV & Video | \$68 |
| TV & DVD | \$68 |
| DVD Player Only | \$66 |
| Video Player Only | \$33 |
| Fixed or Roving Microphone with PA | \$250 |
| Additional Fixed or Roving Microphone | \$49 - \$75 |
| PA only | \$50 |
| CD player | \$25 |
| Data Projector & Screen | \$245 |
| Overhead Projector & Screen | \$68 |
| Electronic Whiteboard | \$100 |
| Flip Chart & Markers | \$30 |
| Additional Markers | \$10 |
| Screen Only | \$20 |
| Laptop | \$50 |
| Phone Line & Conference Phone | \$75 (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 |





Conference Full Day Catering Packages

Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive). Minimum of 10 people applies.

Conference Package #1 Weekday: \$23.00 pp / Weekend: \$25.00 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 & orange juice |
| Afternoon Tea | Freshly brewed coffee and a selection of teas |

Conference Package #2 Weekday: \$29.00 pp / Weekend: \$32.00 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 | Selection of breads with gourmet fillings & a seasonal fresh fruit platter Freshly brewed coffee, a selection of teas & orange juice |
| Afternoon Tea | Freshly brewed coffee and a selection of teas Served with assorted biscuits |

Conference Package #3 Weekday: \$31.00 pp / Weekend: \$34.00

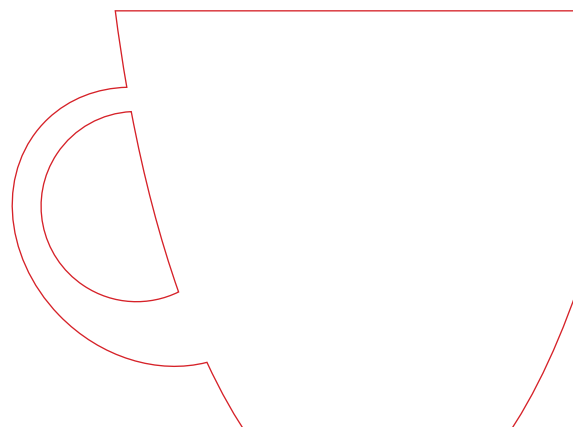
| | |
|----------------------|--|
| Morning Tea | Freshly brewed coffee and a selection of teas served with either: (A) Freshly baked muffins & Danish pastries OR (B) Seasonal fresh fruit platter and assorted biscuits |
| Lunch | (C) Homemade quiche served with a garden salad & bread rolls OR (D) Homemade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

Conference Package #4 Weekday: \$36.00 pp / Weekend: \$39.00

| | |
|----------------------|--|
| 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 & orange juice |
| Afternoon Tea | Freshly brewed coffee and a selection of teas Served with assorted biscuits |

Snack Menus

Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive).

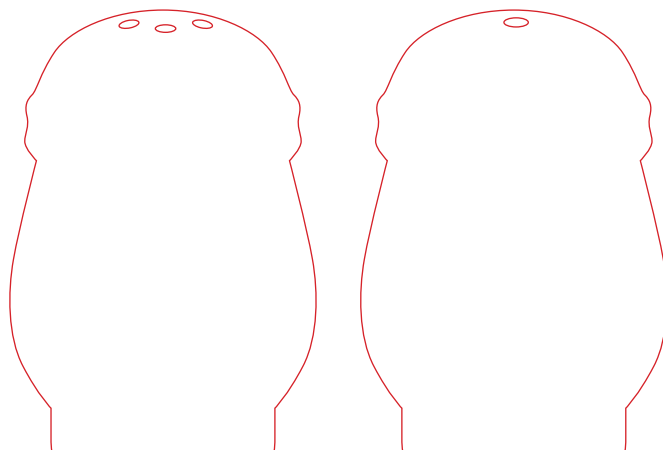


| Please choose from the following: (prices are per person) | Weekday Rates | Weekend Rates |
|--|---------------|---------------|
| Coffee Break Freshly brewed coffee & a selection of teas | \$3.00 | \$4.00 |
| Assorted Biscuit Break Freshly brewed coffee & a selection of teas Served with assorted biscuits | \$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 | \$7.50 | \$9.00 |
| Fruit Platter Seasonal fresh fruit platter and assorted biscuits | \$8.00 | \$10.00 |
| Cheese Platter Selection of Australian cheeses with dried fruits & nuts, served with crackers | \$10.00 | \$12.00 |
| Cheese & Fruit Platter Selection of Australian cheeses with dried fruits & nuts, served with crackers and fresh seasonal fruit | \$12.00 | \$14.00 |
| Optional Extra Orange | \$2.00 | \$2.50 |



Lunch Menus

Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive).



| Please choose from the following: (prices are per person) | Weekday Rates | Weekend Rates |
|--|---------------|---------------|
| Menu 1 Selection of breads with a variety of fillings Seasonal fruit basket Freshly brewed coffee, a selection of teas and orange juice | \$17.00 | \$19.00 |
| Menu 2 Selection of breads with gourmet fillings Seasonal fresh fruit platter Freshly brewed coffee, a selection of teas and orange juice | \$22.50 | \$25.00 |
| 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 | \$22.50 | \$25.00 |
| Menu 4 Homemade pizza served with a garden salad and garlic bread Seasonal fresh fruit platter Freshly brewed coffee, a selection of teas and orange juice | \$22.50 | \$25.00 |
| 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 | \$28.00 | \$32.00 |



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

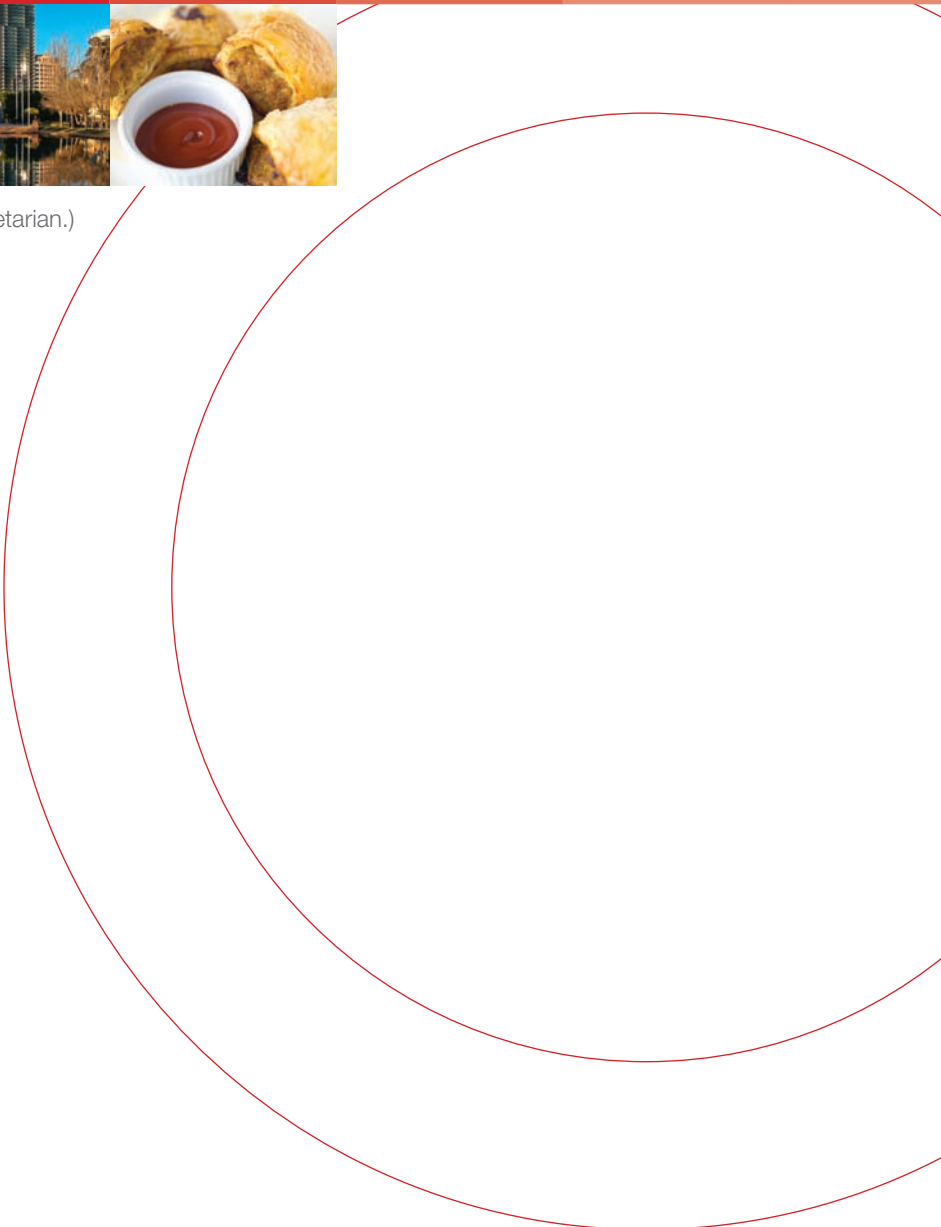
Cocktail Menu

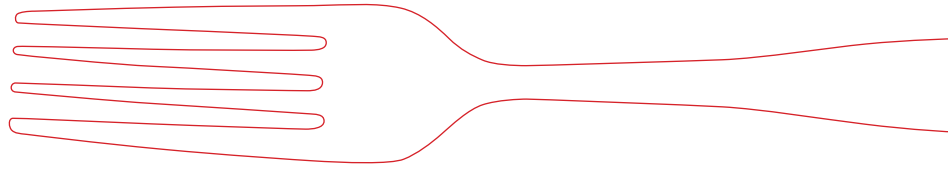
Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive)

| Please choose from the following: (prices are per person) | 5 items | 7 items | 9 items |
|---|---------|---------|---------|
| 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) | \$11.00 | \$15.50 | \$20.00 |



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





Conference & Function Sit-down Lunch or Dinner Menus

Prices valid from 1st April 2011 to 31st March 2012 (GST inclusive)

| Please choose from the following: (prices are per person) | Weekday Rates 2 Courses | Weekend Rates 2 Courses | Weekday Rates 3 Courses | Weekend Rates 3 Courses |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 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 <i>All Main Courses are served with bread rolls</i> | \$32.00 | \$37.00 | \$40.00 | \$45.00 |
| 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 | | | | |



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

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

Unless otherwise arranged or agreed, final payment will be on completion of the event.

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 \$100 on weekdays and \$150 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: _____