

Unilodge Sydney

Cnrs Broadway & Bay Streets

We are here to assist you during business hours

UniLodge Conference Centre Capacities

Conference Rooms	Area	Height	Theatre	U-Shaped	Classroom	Boardroom	Cocktail
Meeting 1	45m2	2.8m	32	21	16-30	12	25
Meeting 2	45m2	2.8m	32	21	16-30	12	25
Meeting 3	45m2	2.8m	32	21	16-30	12	25
Meeting 1&2	90m2	2.8m	66	35	32-60	-	55
Meeting 1,2&3	135m2	2.8m	99	-	48-90	-	80

UniLodge Conference Room Hire Pricing

	Full Day 8.30am-5.00pm	Half Day maximum 3 hours
Meeting Room 1	\$320.00	\$180.00
Meeting Room 2	\$320.00	\$180.00
Meeting Room 3	\$320.00	\$180.00
Combined Meeting Rooms 1&2	\$520.00	\$350.00
Combined Meeting Rooms 1,2&3	\$600.00	\$460.00

* Bottled Water included in price of Room Hire

* Should you need to hold the meeting rooms overnight, we would be happy to quote applicable rates to you.

Prices inclusive of GST

Call **9338 5000** or go to
unilodge.com.au/sydney



UniLodge Conference Equipment

Multimedia data\video Projector	\$200.00
Projection Screen	\$ 110.00
Hand held- or Lapel Microphone	\$ 99.00
Audio System (up to 80 people)	\$195.00
Audio System (up to 200 people)	\$210.00
Flip Chart / Paper / Markers	\$ 27.50
Whiteboard / Markers	\$ 27.50
Overhead Projector	\$ 85.00
CD Player 5 disc	\$ 55.00
Lectern	\$ 75.00
Lectern Microphone	\$ 110.00
Portable VCR & Monitor (63cm)	\$ 80.00

*Any additional equipment is available on request

* We would be pleased to assist with any special requirements you may have to ensure the success of your function



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CATERING

(Prices are based on a per person basis unless otherwise stated)

Light Morning or Afternoon Tea Freshly brewed coffee, variety of teas served with home-style cookies	\$6.00pp
Morning or Afternoon Tea Freshly brewed coffee, variety of teas served with one of the following: <ul style="list-style-type: none">• Fruit Danishes• Muffins• French Pastries• Scones with jam and cream• Carrot cake• Banana Cake• Continental biscuits	\$7.00pp
Sliced Fruit Platter and Selection of Cheeses	\$10.50pp
Continuous Tea and Coffee Tea/Coffee or Herbal Teas Replenished throughout the day	\$7.00pp
Apple or Orange Juice Per Jug	\$9.50pp
Lunch – Working Lunch <ul style="list-style-type: none">• Variety of Sandwiches• Party pies or chips• Fruit Platter• Tea and Coffee• Juices	\$19.00pp
Light Working Lunch <ul style="list-style-type: none">• Variety of Sandwiches• Fruit Platter• Tea and Coffee• Juices	\$17.00pp



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PLATTERS

(Please note: Final confirmation of selections must be received in writing 72 hours prior to the Event)

MED **LARGE**
10-14 pax 15-20 pax

Deluxe Selection Mixed Bread Variety including Turkish, Tortilla, Baguettes, Sliced Breads, Rolls & Bagels	\$112.00	\$167.50
Spanish Tapas Dips, Sliced Chorizo, Grilled Vegetables, Olives, Breads	\$87.00	\$117.00
Vietnamese Platter Fresh Spring Rolls, Noodle Beef Salad, Lemongrass chicken skewers	\$87.00	\$117.00
Mezze Assort Dips, Olives, Dolmades, Fetta, Tabouleh, Cut Turkish & Lebanese Breads	\$77.00	\$113.00
Antipasto Mild Salami, Ham, Pancetta, Olives, Char grilled vegetables, Cheese, Frittata, & Bread	\$77.00	\$113.00
Yum Cha Dim Sim, Har Gow, Gow Gee, Steamed Selection Three pieces per person	\$75.00	\$113.00
Portuguese Chicken & Salad Spiced BBQ Chicken & mixed Salad Crusty Breads	\$87.00	\$117.00
Salad Potato, Greek, Rocket & Pumpkin, Coleslaw	\$68.00	\$95.00



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(PLATTERS – CONTINUATION)

Deli Lunch Leg Ham, Roast Beef, Turkey, Baked Chicken pieces, Continental Meats served with bread variety.	\$85.00	\$117.00
Thai Barramundi Fish Cakes, Chilli Squid,Chicken Lemongrass skewers, dipping sauces	\$82.00	\$117.00
Japanese Sushi, Nigeiri & Nori Rolls served with Soy Sauce	\$85.00	\$117.00
Chicken Caesar Salad Traditional style Caesar with grilled Chicken Breast	\$77.00	\$113.00
Fresh Seasonal Fruit Selection	\$72.00	\$98.00
Australian Cheese Four assorted served with mixed crispy Crackers	\$82.00	\$117.00

(Above Prices Inclusive of Gst)

Please note:

A minimum of 10 people is required for catering. Prices inclusive of GST

Cancellation and or event changes must be advised in writing within:

- 14 days – Released conference space incurs a 50% charge or room rental, 25% of food and beverage charge.
- 7 days – released conference space incurs a 100% charge of room rental, 50% of food and beverage charge
- 48 hours- Released conference space incurs a 100% charge of room rental and food and beverage charge

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UniLodge Terms and Conditions

- **Confirmation and Deposit**

Tentative reservations will be held for ten (10) working days after the original reservation request. To confirm a reservation, a signed copy of these Terms and Conditions, together with a deposit equal to 25% of estimated revenue, is required within that 10 day working period. Should written confirmation and deposit not be received by the due date, Hotel UniLodge reserves the right to cancel the held reservation.

- **Cancellation Policy**

Cancellation and/or event changes must be advised in writing within:

***30 days** – Released conference space incurs a 25% charge of room rental, 0% of food and beverage charge

***14 days** – Released conference space incurs a 50% charge of room rental, 25% of food and beverage charge

***7 days** - Released conference space incurs a 100% charge of room rental, 50% of food and beverage charge

***48 hours** - Released conference space incurs a 100% charge of room rental, 100% of Audio Visual hire, 100% of food and beverage charge

- **Catering**

Catering Menu

Final confirmation of selections and event schedules must be received in writing fourteen (14) days prior to the event.

***3 days (72 hours)** prior to the event, UniLodge 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 the greater.

- **Payment Policy**

Full pre-payment is required three (3) working days prior to an event unless credit has been established at least fourteen (14) days in advance. Approved credit arrangements require payment within 14 days of date of invoice.

Payment is payable by cash, cheque or credit.

- **Insurance**

Whilst our staff will exercise all due care, UniLodge will accept no liability for loss or damage to any property owned by its clients or their participants, contractors or employees. Organisers are also financially responsible for any damage sustained to property owned by UniLodge. It is strongly recommended that clients provide their own insurance against such loss or damage.

