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## **CONFERENCES AT TUGGERANONG HOMESTEAD**

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***Tuggeranong Homestead*** offers a unique country setting for conferences, meetings, workshops and training. This heritage-listed property extends to 31 hectares of paddocks and woodlands. On offer are the use of the Homestead, grounds and numerous outbuildings.

*We can help you determine the most suitable arrangement with respect to group size, number of groups, breakout rooms and room configuration.*

*We welcome the opportunity to help you decide which of our venues and arrangements would best suit you and invite you to make an appointment with us to show you our facilities.*

*We invite you to phone and arrange a time to visit us to enjoy a hot scone and espresso and to familiarise yourself with the venue and all it offers.*

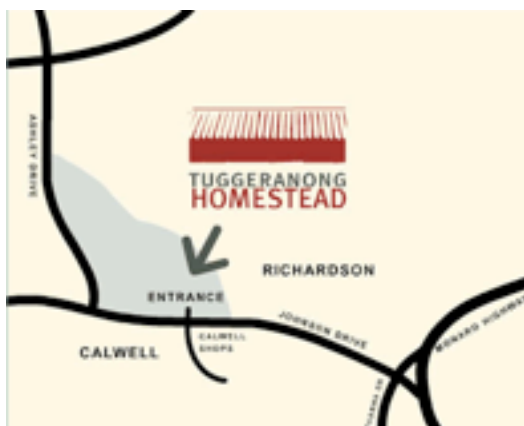
At Tuggeranong Homestead your conference can benefit from exclusive use of the venue. Forget trying to hold a productive conference or workshops at clubs with their enticing pokies and clashing multiple bookings. Our venue is peaceful and our support staff are on hand dedicated only to ensuring your successful and productive conference.

### **Location and access**

The heritage-listed Homestead is in the heart of the Tuggeranong Valley of southern Canberra. We are within 20 minutes of the CBD and airport, 10 minutes from Woden and 5 minutes from Tuggeranong Town Centre.

We offer plenty of free on site parking.

Our facilities include ramped access to the Homestead and toilets for the disabled.





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## **ROOMS AVAILABLE AND CONFIGURATIONS**

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Our main conference rooms allow for a range of room layouts. If required, we set up breakout rooms to suit. On finalisation of delegate numbers, we will confirm room layout details with you. Room layout options include café, U-shape, theatre and boardroom.

### **Conference Rooms**

The Drawing Room is 6.5m x 7.5m. Depending on layout, it is suitable for tabled groups from 10 to 30 people. It can also be arranged to seat larger groups theatre style. Our drawing room showcases an oak fireplace from the original Homestead, Wanniasa House, c1836, as well as a marble fireplace, chandelier and buttress ceiling. Over the last 100 years or so, this room has also been used as a formal entertaining room for many occasions.

The CEW Bean Room is 7.5m x 6m. Depending on layout, it is suitable for groups of 10 to 30 people. It is our other main training and conference room and was used by Dr CEW Bean, World War 1 war correspondent and official historian.

### **Breakout Rooms**

There are 3 breakout rooms in the Homestead, which are well suited to small groups including the Blue Room, Clare Room and Sitting Room. There are a further 3 rooms available in the Maids Quarters.

### **Machinery shed**

For more casual workshops, you may like to consider the Machinery Shed which can seat up to 110 people in café style.

We also have the outdoor café style area and an extensive north facing Sunroom, plus other numerous outdoor settings suitable for group discussions.

### **Exclusive use**

To maximise your privacy, we can arrange for exclusive use of the Homestead and immediate grounds. (Fee applies.)

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## **CONFERENCE CATERING**

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Our licensed facilities have a commercial kitchen and a meals /refreshments serving room.

The Homestead's outdoor café area and an extensive north facing Sunroom offer relaxed indoor and outdoor dining. Meals can also be served to conference rooms.

We meet special dietary requirements. Please ensure we are advised of such needs at least 1 day before your event.

Chilled water and mints are provided in the conference rooms throughout the day.

### **Sample menu**

#### **On arrival**

Espresso coffee & selection of teas  
Fruit juices & chilled water  
Biscuits fresh from our oven  
Fruit bowl

#### **Morning tea**

Espresso coffee & selection of teas  
Chilled water & fruit juices  
Homestead Devonshire scones fresh from our oven served with jam and cream  
Fruit bowl

#### **Lunch**

Buffet – a range of seasonal hot or cold choices – menus available  
Espresso coffee & selection of teas  
Chilled water & fruit juices  
Fruit bowl

#### **Afternoon tea**

Espresso coffee & selection of teas  
Chilled water & fruit juices  
Homestead muffins fresh from our oven  
Fruit bowl

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## CONFERENCE & WORKSHOP COSTS

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Our costs are generally on a per person catering and support services price plus venue hire. Rates vary reflective of the number of people and the use of technical facilities.

We can provide detailed quotations based on your requirements.

### Catering & on-hand support services

#### Full day rate

Our standard rate is \$66 per delegate plus venue hire. A minimum charge for 10 delegates applies.

#### Part day rate

Part day includes catering for morning tea and lunch or lunch and afternoon tea. Our standard rate is \$45 per delegate plus venue hire. A minimum charge for 10 delegates applies.

#### Venue hire

Full Day – Bean or Drawing Room .....**\$275**  
Part Day – Bean or Drawing Room .....**\$220**

#### Breakout rooms

The Blue Room, Clare Room, Sitting Room or the Maids Quarters - each ....**\$165**

**Machinery shed** .....**\$265**

#### Exclusive use

If required, exclusive use of the Homestead and immediate grounds can be arranged. The full charge is .....**\$1650**

#### Cancellation policy

Cancellations received less than 30 days prior to the event incur a \$330.00 cancellation fee or \$880 for cancellations to exclusive use bookings.

#### Equipment Hire (daily rates)

Flip chart holder	No charge
Flip chart paper pad	\$35
Electronic whiteboard	\$165
Overhead projector and screen	\$30



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Multimedia projector and screen	\$220
Television HD	\$55
Video player	\$55
DVD player	\$55

Photocopying and fax services are also available at a cost of \$1.10 per A4 page.



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## **TERMS & CONDITIONS OF CONFERENCE BOOKINGS**

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### **Booking confirmation**

To confirm your conference, a deposit may be requested and must be received by Tuggeranong Homestead within 7 days of your booking.

### **Guarantee of Payment**

The contract signatory is personally liable to pay all moneys in full to Tuggeranong Homestead. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract signatory.

### **Method of Payment**

Deposits, progress and final payments can be made by cash, direct deposit, electronic transfer or bank cheque. Credit cards are also accepted however a 1.5% surcharge applies. We accept Visa Card and MasterCard.

### **Final Payment**

Final payment will be invoiced and payable within 14 days.

### **Notice of Cancellation**

Notice of cancellations received less than 30 days prior to the event incur a cancellation fee as indicated above.

### **Final Attendance**

Final delegate numbers should be advised the day prior to your conference. This number will be used for catering and costing purposes.

### **Alcohol Consumption / Behaviour**

As licensed premises, Tuggeranong Homestead is obliged to refuse the supply of alcohol to patrons who appear to be intoxicated and reserves the right to ask the intoxicated or disorderly patrons to leave the premises at any time. Tuggeranong Homestead reserves the right to request proof of age before serving alcoholic beverages to guests.

### **Responsibility**

Tuggeranong Homestead does not accept responsibility for the loss of or damage to client's property, including hired equipment or personal property left prior, during or after a conference.

The signatory is financially responsible for any damages to Tuggeranong Homestead property and hired equipment brought in by clients, guests or outside contractors prior to, during or after a conference.

Tuggeranong Homestead prohibits the use of tape, tack or drawing pins to display posters etc, on internal or external walls and windows.



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### **Venue Bookings**

Tuggeranong Homestead reserves the right to book other functions and events within the grounds, which may coincide with your booking unless you have paid the exclusive use surcharge.

### **Prices**

All prices are inclusive of GST.

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## **CONFERENCE AGREEMENT**

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I wish to confirm a booking as follows:

Name of Organisation .....

Contact Person .....

Postal address .....

Phone: .....

Mobile: .....

Fax: .....

Email address.....

Date/s of Conference .....

Delegate numbers .....

Venue Selection .....

Venue Hire Fee .....

Breakout Rooms .....

Is exclusive use of the Homestead required? .....

Arrival .....

Morning Tea .....

Lunch .....

Afternoon Tea.....

Dietary Requirements .....

Equipment Hire Required .....

.....

Method of payment .....

Purchase Order No .....

Other relevant information .....



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I agree to be bound by the terms and conditions. I agree to provide a deposit if required and understand that I am liable for the payment of any charges incurred by, or on behalf of, myself at Tuggeranong Homestead. This may include charges associated with significant changes to, or cancellation of the booking.

Signature .....

Date .....

TUGGERANONG HOMESTEAD  
POSTAL: PO Box 248 Calwell ACT 2904  
ADDRESS: Johnson Drive, (opposite Calwell Shops), Richardson ACT  
PHONE: (02) 6292 8888  
FAX: (02) 6292 8800  
EMAIL: [info@tuggeranonghomestead.com.au](mailto:info@tuggeranonghomestead.com.au)  
WEB: [www.tuggeranonghomestead.com.au](http://www.tuggeranonghomestead.com.au)  
ABN: 76 679 427 038