

**TUGGERANONG
HOMESTEAD**

peaceful, charming and stylish

TUGGERANONG HOMESTEAD – CONFERENCES

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.

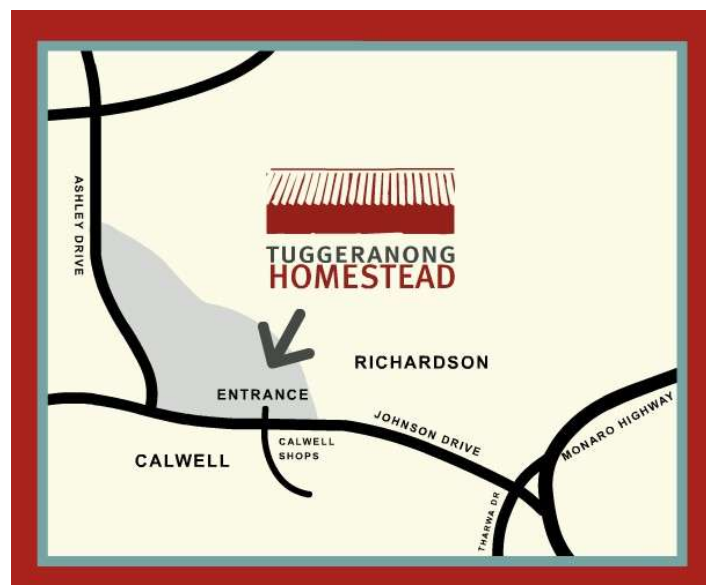
We can help you determine the most suitable arrangement with respect to group size, number of groups, breakout rooms and room configuration.

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.

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





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ROOMS AVAILABLE AND CONFIGURATIONS

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 groups from 10 to 30 people. It can also be arranged to seat larger groups. Our drawing room showcases an oak fireplace from the original Homestead, Waniassa 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.

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

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. 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

Morning tea

Espresso coffee & selection of teas
Chilled water & fruit juices
Homestead scones / biscuits

Lunch

Buffet – a range of seasonal hot and cold choices
Espresso coffee & selection of teas
Chilled water & fruit juices

Afternoon tea

Espresso coffee & selection of teas
Chilled water & fruit juices
Homestead muffins / biscuits



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COSTINGS

Our costings are generally on a per person 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.

FULL DAY RATE

Our standard rate is **\$55** 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.....	\$220
Part Day – Bean or Drawing Room.....	\$170

BREAKOUT ROOMS

The Blue Room, Clare Room, Sitting Room or the Maids Quarters.....	\$165
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VENUE ONLY HIRE

When no catering is required, a venue hire charge can be negotiated.

EXCLUSIVE USE

If required, exclusive use of the Homestead and immediate grounds can be arranged. A surcharge applies.....	\$1500
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CANCELLATION POLICY

Cancellations received less than 14 days prior to the event incur a \$200.00 cancellation fee.



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TERMS AND CONDITIONS

Arrangements will be in accordance with our standard terms and conditions as attached.

All prices are current at 1 January 2007, include GST and are subject to change.

EQUIPMENT HIRE

Daily rates

Flip chart holder	\$20
Electronic whiteboard	\$165
Overhead projector and screen	\$55
Multimedia projector and screen	\$275
Television	\$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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CONFERENCE AGREEMENT

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.....

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Method of payment..... Purchase Order No.....

Other relevant information.....

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: tugg.homestead@bigpond.com
WEB: www.tuggeranonghomestead.com.au
ABN: 76 679 427 038



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TERMS AND CONDITIONS OF HIRE

CONFIRMATION

To confirm your conference, a deposit may be requested and must be received by Tuggeranong Homestead within 7 days of your booking. If Tuggeranong Homestead is holding space on a client's behalf and a deposit is not received within 7 days Tuggeranong Homestead reserves the right to cancel the booking and allocate the venue to another client.

Final Payment

Final payment will be invoiced and payable within 14 days.

Guarantee of Payment

The contact 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.

Credit Cards

We accept Visa Card and MasterCard.

NOTICE OF CANCELLATION

Notice of cancellations received less than 14 days prior to the event incur a \$ 200 cancellation fee.

FINAL ATTENDANCE

- Final delegate numbers are required 3 business days prior to the conference. This will be the minimum number of delegates for which you will be charged.
- If final guest numbers fall below 20% as noted in the signed booking confirmation form, the new charge will be 80% of those numbers.

MENUS AND BEVERAGES

Tuggeranong Homestead reserves the right to change menus without notifying the client, according to produce availability and seasonal variations and reserves the right to substitute selected beverages with beverages of equal value, if preferred beverage selection is unavailable.

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 identification before serving alcoholic beverages to guests.

RESPONSIBILITY

Tuggeranong Homestead does not accept responsibility for the loss of damage to client's property, including hired equipment 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.

Tuggeranong Homestead has the right to request a refundable security deposit from the

client. Tuggeranong Homestead has the further right to refuse the full refund of the security deposit if repairs are required to Tuggeranong Homestead property damaged prior to, during or after the conference / function.

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 current and subject to change without notice. Prices are inclusive of GST.

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