



airport international

# Comfort Inn Airport International

## Conference Information

57-73 Yass Road, Queanbeyan, NSW 2620

Phone: (02) 6128 0300

Fax: (02) 6299 2411

Email: [functions@airportinternational.com.au](mailto:functions@airportinternational.com.au)

Website: [www.airportinternational.com.au](http://www.airportinternational.com.au)

# Conference Rooms

## Boardroom

\$175.00 per day or part day

Perfect for a quiet and intimate meeting for up to 12 people.



## William Farrer Room

\$375.00 per day or part day

Suitable for larger functions or dinners, with a private bar, toilets, and a separate entrance/exit.

## Auditorium

\$595.00 per day or part day

Ideally for wedding receptions, large dinners, or cocktail parties. Adjoining the Monsoon Restaurant and Bar, with a stage, dance floor, and private toilets.



Venue	Sqm	Theatre	Classroom	Boardroom	U-Shape	Cabaret	Cocktail
Boardroom	94	-	-	12	-	-	-
William Farrer	157	120	60	-	36	50	80
Auditorium	336	250	100	-	60	150	250

# Catering

## Light Refreshments

Continuous tea and coffee (instant)	\$5.00 per person
Continuous tea and coffee (brewed)	\$7.00 per person
Biscuits	\$3.00 per person
Muffins	\$3.50 per person
Cake	\$3.50 per person
Fruit Platter	\$4.50 per person
Assorted Sandwiches and Juice (one and a half rounds per person)	\$12.50 per person
Cheese Platter (assorted cheese and dried fruits)	\$14.50 per person

## Catering Package One

\$31.50 per person

Continuous tea, coffee and water on arrival

Morning Tea: Your choice of freshly cooked muffins/cake or biscuits

Lunch: Assorted rolls, seasonal fruit platter and juice or soft drink

Afternoon Tea: Your choice of freshly cooked muffins/cake or biscuits

## Catering Package Two

\$35.50 per person

Continuous tea, coffee and water on arrival

Morning Tea: Your choice of freshly cooked muffins/cake or biscuits

Lunch: Assorted Danish rolls or Chinese Buffet (inc. 3 dishes and rice), seasonal fruit platter and juice or soft drink

Afternoon Tea: Your choice of freshly cooked muffins/cake or biscuits

## Catering Package Three

\$39.50 per person (minimum 30 people)

Continuous tea, coffee and water on arrival

Morning Tea: Your choice of freshly cooked muffins/cake or biscuits

Lunch: BBQ selection of sausages, kebabs and steaks, served with beer battered chips, fresh salad and bread rolls, and juice or soft drink

Afternoon Tea: Your choice of freshly cooked muffins/cake or biscuits

# Equipment

## Complimentary With Room Hire

Whiteboard and Markers

Projector Screen

Lectern

Television

DVD Player

CD Player

Microphone—handheld or lapel

## Additional Equipment

Flipchart and Markers

\$28.00 per event

Data Projector

\$50.00 per day

# Terms and Conditions

## Reservations & Payment

A 50% non-refundable deposit on room hire is required for acceptance of booking.

Total room charges and total catering costs are required to be paid one (1) month prior to event.

Catering numbers: Refund will be made if notification in writing is given one (1) week prior to event of reduction in catering numbers.

If account is not paid as requested the motel reserves the right to rebook room(s). Deposit will be refunded if motel is notified in writing one month prior to event of cancellation.

## Insurance

Airport International Motel will take all necessary care but accepts no responsibility for damage or loss of merchandise left on premises prior to, during or after the event. Organisers should arrange own insurance.

## Consumption

No food or beverage of any kind will be permitted to be brought into the function/conference centre for consumption.

## Noise

The management has the right to determine whether noise from music or other sources are excessive. The management reserves the right to request reduction and if request is not complied with, cease of the event.

## Access

The attendees at any function in any room shall access only that area of the motel and are not permitted in other areas.

## Basis of Agreement

Performance of this agreement is contingent on the ability of the Airport International Motel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions, restriction upon travel, transportation, food, beverage, or supplies; equipment failure, and other causes, whether based on breach of contract, warranty, or otherwise. In no event shall Airport International Motel liability be in excess of the total amount contracted heretofore.