



## *Conference Facilities and Ballroom Hire*

Our Ballroom is available for hire for a range of events including product launches, sales presentations and conference groups. The rates are as follows:

WEEKDAY	Day (Sept to April)	Day (May to Aug)	Evening - all year round
Monday	\$1400	\$1100	Not Available
Tuesday & Wednesday	\$1300	\$1000	Not Available
Thursday & Friday	\$1600	\$1350	Not Available
Saturday	Not Available	Not Available	Not Available
Sunday	Not Available	Not Available	Not Available

**Note:** The above prices are for events occurring in 2014

**Note: The above rates are for the following hours:**

**Day:** A maximum of 8 hours between 8.00am and 4.00pm

Additional hours are charged at \$90.00 per half-hour or part thereof

The rates are "per day". Multiple days hire negotiable.

The rates do not apply when booking a lunch or dinner from our function brochure

**The above rates include the following:**

- ✓ Exclusive use of the Ballroom
- ✓ Fully air-conditioned and heated room
- ✓ Basic room set-up
- ✓ Private entrance and South Gate parking
- ✓ Directional signage

**Further Information:**

- ✓ Catering is in addition to the above (see attached sheet)
- ✓ Self catering is not permitted
- ✓ Table cloths are available if required (\$12.00 per cloth)
- ✓ You may supply your own audio-visual equipment through a private contractor.
- ✓ We are also able to organize a whole range of audio-visual equipment on your behalf
- ✓ Guests have access to the beautiful gardens of Werribee Park. Tours of the Historic Mansion and Victoria's Open Range Zoo can be arranged for you at discount rates.

We can arrange to have a marquee erected for your use either for activities or lunch at an additional cost. We can also book the Indoor arenas at the National Equestrian Centre next door for activities or under cover lunch also at an additional cost.

If you have any queries, with to view the facilities or make a booking, please call during business hours on 9742-3792 or email [info@wprc.com.au](mailto:info@wprc.com.au)

Werribee Park Reception Centre is owned and operated by Stephens Catering Services P/L (ABN.83890685362)

**Address:** Werribee Park Reception Centre, Werribee Park, South Entrance 320 K Road, Werribee 3030 Victoria

Tel 03-9-742-3792 Fax 03-9-742-5739 Web: [www.wprc.com.au](http://www.wprc.com.au) Email [terry@wprc.com.au](mailto:terry@wprc.com.au)



## Conference Catering:

### Morning and Afternoon tea:

<u>Self service tea / Nespresso coffee (continuous) using disposable cups</u>	<u>\$6.00 <sup>1/2</sup> day p/p</u>
	<u>\$8.50 all day p/p</u>
<u>Self service tea Nespresso coffee using crockery (Per session break)</u> (Latte glasses used)	<u>\$4.50 p/p</u>
<u>Bottled (600ml) water and mints (on table or side board)</u>	<u>\$4.50 p/p</u>
<u>Arnott's assorted biscuits</u>	<u>\$2.80 p/p</u>
<u>Homemade assorted shortbreads</u>	<u>\$3.80 p/p</u>
<u>Petite Danish pastries</u>	<u>\$4.50 p/p</u>
<u>Combination Danish and shortbreads</u>	<u>\$4.50 p/p</u>
<u>Scones jam and cream</u>	<u>\$5.50 p/p</u>
<u>Warm sweet muffins</u>	<u>\$5.00 p/p</u>

### Working Lunch:

<u>Platters of freshly made sandwiches (round is 4 points)</u>	<u>\$6.50 per round</u>
<u>Baguettes (or wraps) filled with Caesar salad and chicken breast</u>	<u>\$8.00 per roll</u>
<u>Baguettes (or wraps) filled with sundried vegetables and salad</u>	<u>\$8.00 per roll</u>
<u>Selection of hot finger food:</u>	<u>\$10.50 p/p</u>
Mexican style chicken breast gougons with a capsicum relish	
Individual tartlet with sundried tomatoes, olives and crumbled feta	
Mini pizza with tomato, prosciutto, bocconcini cheese	
<u>Victorian cheeses with fresh and dried fruits</u>	<u>\$4.50 p/p</u>
<u>Cake platters</u>	<u>\$5.00 p/p</u>
<u>Orange juice &amp; soft drinks</u>	<u>\$4.00 p/p</u>

### Drinks after Conference:

<u>Cascade light (stubbie)</u>	<u>\$4.00 p/beer</u>
<u>Victoria Bitter (stubbie)</u>	<u>\$4.50 p/beer</u>
<u>Wines: De Bortoli Willowglen</u>	<u>\$3.50 p/glass</u>
<u>Schweppes soft drinks (glass)</u>	<u>\$3.00 p/glass</u>