

Criterion Hotel Conference Package

Thank you for inquiring about our event facilities here at the Criterion Hotel. The Hotel has 3 separate rooms available for hire to host your conference. Please contact us if you are unsure as to which space would be more suitable.

Everyone's needs may be different, and we are flexible with how you would like your event to be run, so if the following is not suitable for whatever reason, please contact us so we can discuss how to achieve a positive outcome for all parties.

Conference Catering (Min. 15guests)

As with all the functions we host, we are flexible and prefer our customers achieve what they desire rather be told what they must have. Please feel free to contact our events staff at the Hotel to answer any queries you may have in relation to menus, room hire and set up.

Below are some standard catering options commonly used in hosting conference events. This may be exactly what you are looking for but if not, we can assist you in formulating a package just right for you.

A lot of our guests choose to wander out on to the balcony during breaks in session times. We often set up for breaks out on the balcony weather pending. Let us know if you would prefer this option and we would be happy to oblige.

Tea and coffee on arrival \$3.50 per person

We have several different teas on offer as well as freshly brewed Lavazza coffee. You can choose to add our Choc Chip Cookies for your guests for an extra \$2.50 per person.

Morning Tea/Lunch/Afternoon Tea Catering

All catering packages include tea & coffee replenishment.

Morning Tea/Afternoon Tea Catering- Standard \$16.50/Premium \$23.50

When selecting our Premium Morning Tea please choose 4 items from the menu on the following page.

These items are served on platters buffet style where guests can wonder up and help themselves.

Lunch Catering-Standard \$18.50/Premium \$25.00

When selecting our Premium Lunch Package please select 4 items from the menu on the following page.

These items are served on platters buffet style where guests can wonder up and help themselves.

If you're are looking for more of a sit down dinner or lunch for your event, we can easily send you a copy of our "Function Packages"

Please fill out the last page of this document and email it back to us no later than 10 days prior to your event.

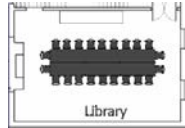
The “Library”



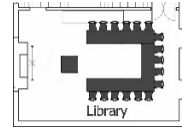
– Located on the ground floor next to main bar area.

Room Hire \$100 Monday-Thursday & \$150 Friday-Sunday

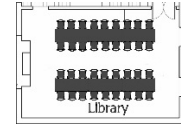
The most intimate of our function facilities, the Library room is available as a private dining space, or small meeting area.



Boardroom
Max. 22



U Shaped
Max. 17



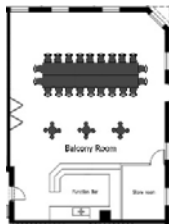
Dinner
Max. 36

The “Balcony Room”

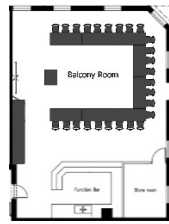


– Located on the First floor with access out onto the balcony. **Room Hire \$200**

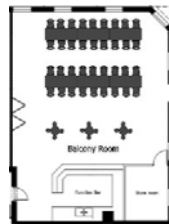
The Balcony Room is ideal for private lunches and dinners, small conferences or group meetings. Featuring easily controlled natural light, the Balcony Room is suitable for all types of events and a variety of room set-ups, stand up canapé functions. A folding door can be opened up to allow this room and the Macalister to become one large room.



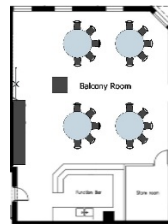
Boardroom
Max. 22



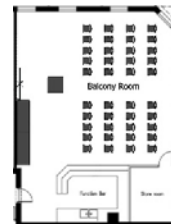
U Shaped
Max. 26



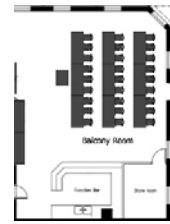
Dinner
Max. 36



Cabaret
Max. 24



Theatre
Max. 40



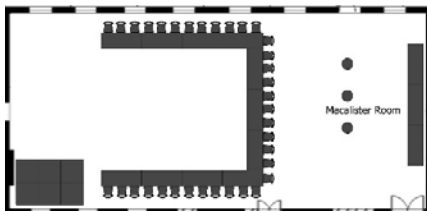
Classroom
Max. 27

The “Macalister Room”

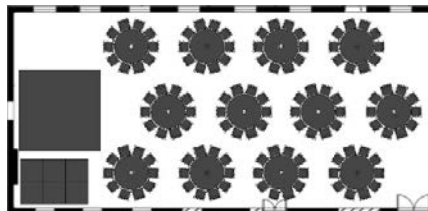


– Located on the First floor with access out onto the balcony. **Room Hire \$250**

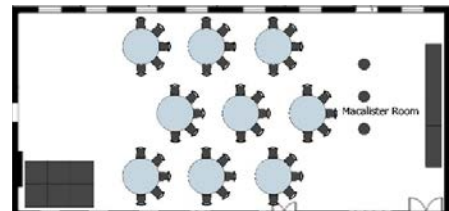
The Macalister Room is a large and elegant room with natural light and flexibility in terms of set-up. With high ceilings, and a private bar, this room provides the perfect setting for dinners, cocktail parties, and conferences. With full audio visual facilities, the flexibility of this space is endless.



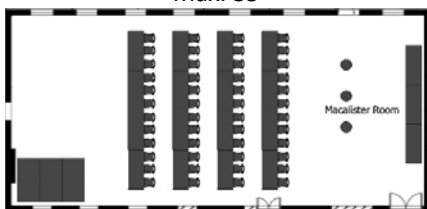
U Shaped
Max. 35



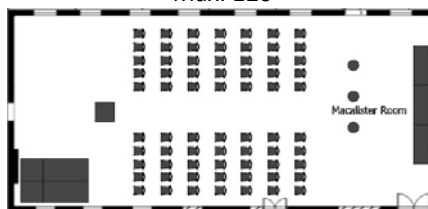
Dinner
Max. 120



Cabaret
Max. 45



Classroom
Max 48



Theatre
Max. 80

Conference Requirements

Function Date	
Function Room	
Arrival time for set up	
Arrival time for attendees	
Event conclusion time	
Function Title	
Company	
Address	
Contact Name	
Contact Mobile	
Contact Email	
Number of attendees	
Room layout style	

Accessories

- | | |
|---|--|
| <input type="checkbox"/> Data Projector (\$50)
<input type="checkbox"/> Audio from laptop to be amplified
<input type="checkbox"/> Cordless Microphone
<input type="checkbox"/> Extra Cordless Microphone (\$25) | <input type="checkbox"/> Whiteboard
<input type="checkbox"/> Flipchart
<input type="checkbox"/> Table Clothes (\$15 each)
<input type="checkbox"/> Power to tables (\$5.00 p/p) |
|---|--|

Specify other requirements:	
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Catering

		\$ p/pers.	Time	Special Comments
<input type="checkbox"/>	Tea and brewed Coffee on arrival	\$3.50		
<input type="checkbox"/>	Add house made Choc Chip Biscuits	\$2.50		
Morning Tea				
<input type="checkbox"/>	Standard- Morning Tea Catering	\$16.50		
Includes: Tea, coffee, fruit platter, freshly baked scones, jam & cream				

OR

<input type="checkbox"/>	Premium -Morning Tea Catering	\$23.50		
Includes: Tea, coffee & soft drinks & Juices plus Choose 4 items:				
<input type="checkbox"/>	House made Scones	<input type="checkbox"/>	Mini Muffins	<input type="checkbox"/>
<input type="checkbox"/>	Assorted Sandwiches	<input type="checkbox"/>	Fruit platter	<input type="checkbox"/>
		<input type="checkbox"/>	Sausage Rolls	<input type="checkbox"/>
		<input type="checkbox"/>	Freshly Baked Danishes	<input type="checkbox"/>
			Cheese Board	
Lunch				
<input type="checkbox"/>	Standard - Lunch	\$18.50		
Includes: Tea & Coffee, assorted sandwiches & fresh hot soup				

OR

<input type="checkbox"/>	Premium – Lunch	\$25.00		
Includes: Tea, coffee & soft drinks & Juices plus Choose 4 items:				
<input type="checkbox"/>	Beer battered Flake & Chips	<input type="checkbox"/>	House made Sausage Rolls	<input type="checkbox"/>
<input type="checkbox"/>	Assorted Sandwiches	<input type="checkbox"/>	Freshly Baked Danishes	<input type="checkbox"/>
<input type="checkbox"/>	Assorted Wraps	<input type="checkbox"/>	Cheese Board	<input type="checkbox"/>
			Seasonal Salad	
			Fruit Platter	
			Hot Soup	
Afternoon Tea				
<input type="checkbox"/>	Standard - Afternoon Tea	\$5.50		
Includes: Tea, Coffee & Juices				
<input type="checkbox"/>	Add choc chip biscuits	\$2.50		

OR

<input type="checkbox"/>	Premium - Afternoon Tea Catering	\$23.50		
Includes: Tea, coffee & soft drinks & Juices plus Choose 4 items:				
<input type="checkbox"/>	Danishes	<input type="checkbox"/>	Mini Muffins	<input type="checkbox"/>
<input type="checkbox"/>	Sausage rolls	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>
<input type="checkbox"/>	Cheese Platter			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Special Dietary Requirements:				

Please email completed form to: events@crihotel.com.au