



BEST WESTERN  
**TRAVEL INN**  
HOTEL • MELBOURNE • AUSTRALIA

*"Accommodation with style in Melbourne's cosmopolitan heart"*

**Thank you for the opportunity to introduce you to  
The Travel-Inn Hotel, Melbourne.**

We would like to highlight some of our facilities which will make your delegate's experience most enjoyable.

**THE HOTEL PROVIDES THE FOLLOWING FACILITIES AND SERVICES:-**

- ★ Single, double or twin accommodation.
- ★ A high standard of accommodation and service  
(The Hotel has a 4 star RACV rating)
- ★ 100 Accommodation rooms have full ensuite and are serviced daily
- ★ Undercover Security Car-Parking, *at no extra charge*
- ★ Internet Facility for public use
- ★ Computer hookup/modem/data-port facilities in each room
- ★ Room Service
- ★ Reception 24 hours
- ★ Restaurant and Bar
- ★ Heated Pool in a Landscaped Setting
- ★ In-House Movies, *at no extra charge*
- ★ Coach Parking
- ★ Two Conference Rooms
- ★ Central Position, 50 metres from the famous Lygon Street's cafes & restaurants.

The Hotel is privately owned and does not belong to a large Hotel chain. However, we are a member of the Best Western Reservations group.

For further details please call us on 03 9347 7922 or email [res@travelinn.net.au](mailto:res@travelinn.net.au), [www.travelinn.net.au](http://www.travelinn.net.au) and we can discuss your individual needs and requirements for your forthcoming conference.



# Conference Information

## Hotel Facilities

- Accommodation
- Conference Centre
- Restaurant
- Undercover car parking
- Swimming Pool
- Guest Laundry
- 24 hour reception

## Hotel Location

•Central to CBD and Lygon Street, Melbourne’s most cosmopolitan street, famous for its restaurants, cafe’s and bars.

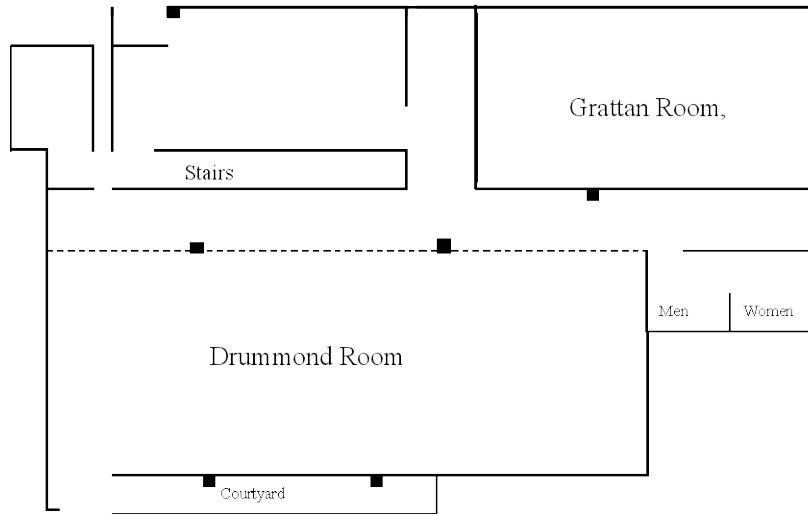
## Accommodation

- No. of Guest Rooms 100
- Total Rooms 100
- Total Bed Capacity 160

## Conference Centre

Conference Centre.....

- The Drummond- \$380.00 Full Day  
 overlooks a tranquil courtyard
- The Grattan- \$250.00 Full Day  
 styled to suit your smaller meetings



Room	Sq. M	Theatre	Classroom	U-Shape	Board
Drummond	74	80	50	15	20
Grattan	48	40	25	35	35



**Arrival Coffee & Tea**

\$4.00 per person, per break  
 Freshly brewed coffee with a variety of teas served on arrival to start the day

**Light Morning Tea / Afternoon Tea**

\$6.00 per person, per break  
 Freshly brewed coffee with a variety of teas served with cookies

**Morning Tea / Afternoon Tea**

\$12.00 per person, per break  
 Freshly brewed coffee with a variety of teas served with one of the following:-  
 Muffins  
 Scones with Jam & Cream  
 Fruit Danish Pastries  
 Lamingtons  
 Cake

**Continuous Tea & Coffee**

Tea & Coffee \$ 20.00 per person  
 Replenished throughout the day  
 Juice \$ 5.50 per carafe  
 Biscuits \$30.00 per tray  
 (min. 10 persons)

**Please advise if vegetarian or specific allergy catering is required.**

Prices are based on a per person basis, unless otherwise stated

**Dinner Menu is available on request**

**LUNCH OPTIONS**

**•Sandwich Meal**

Closed Sandwiches with Assorted Fillings.  
 Cheese and Fruit platter  
 Orange Juice, Coffee and Tea  
 \$19.50 per person • Minimum 6 people

**•Gourmet Sandwich & Soup Meal**

Chef's Soup of the Day.  
 A Variety of Gourmet Fillings in Speciality Bread Closed Sandwiches.  
 Orange Juice, Coffee and Tea  
 \$21.00 per person • Minimum 6 people

**•Italian Style Meal**

Traditional style Italian Pizza's & Salad.  
 Fresh Fruit platter to follow.  
 Orange juice, Coffee and Tea  
 \$25.00 per person • Minimum 6 people

**•Lasagna Meal**

Beef Lasagna with fresh Garden Salad  
 Cheese & Fruits platter.  
 Orange Juice, Coffee & Tea  
 \$27.00 per person • Minimum 6 people

**•Chicken Parmigiana Meal**

Chicken Parmigiana served with Scalloped Potatoes and Garden Salad  
 Cheese & Fruit platter.  
 Orange juice, Coffee & Tea  
 \$27.00 per person • Minimum 6 people



<b>Equipment</b>	<b>Cost Per Day</b>
Flipchart Stand (incl 1 <sup>st</sup> note pad)	\$ 45.00
Extra Note Pads	\$ 25.00 per pad
Overhead Projector 250 Watt	\$ 60.00
Electronic Whiteboard 2 screen copy	\$180.00
Mobile Whiteboard & Easel 1200x900	\$ 55.00
1800 mm (6') Tripod Screen	\$ 60.00
2400 mm (8') Tripod Screen	\$ 70.00
42" Plasma Screen with Stand	\$ 500.00
51cm (20") Monitor/VHS Player Combination	\$130.00
Data Projector - 2000 Lumen Sony Cx70	\$270.00
Lectern with Microphone	\$150.00
CD Player Single / Cassette Deck	\$ 50.00
D VD Player	\$ 70.00
Lap Top Computer	\$200.00
Operators Available	\$ 85.00 per hour

*Other equipment available on request*

Please Note: These prices may alter as we hire our equipment.  
Own equipment is most welcome.  
Valid from 1st October 2008



## **Confirmation and Deposit**

Tentative reservations will be held for 10 working days after the original reservation request. To confirm a reservation, a signed copy of these Terms and Conditions is required within that 10 working day period and a \$100 deposit is required. Should written confirmation not be received by the due date, The Travel Inn Hotel reserves the right to cancel the reservation. Authorisation to charge account to a company must also be received within this 10 day period or a credit card to guarantee is required.

## **Cancellation Policy**

Cancellations and / or event changes must be advised in writing 7 days prior to event. The Travel Inn Hotel reserves the right to charge room hire if conference is cancelled less than 7 days prior.

## **Catering**

Final confirmation of selections and event schedules must be received 7 days prior to event. 3 days prior to the event, The Travel Inn Hotel requires a final guarantee of the number of people in attendance for all days. Billing is based on the minimum guarantee or actual consumption, whichever is greater.

## **Payment Policy**

Full payment is required at the completion of the event unless credit has been established. To establish credit we require written authorisation of company letterhead stating what charges the company will accept. Approved credit arrangements require payment within 14 days of the invoice date.

## **Insurance**

While our staff will exercise due care, The Travel Inn Hotel will accept no liability for loss or damage to any property owned by its clients or the participants, contractors or employees. Organisers are also financially responsible for any damage sustained to property owned by The Travel Inn Hotel. It is recommended that clients provide their own insurance against such loss / damage.

## **Acceptance**

We ask that you sign a copy of this agreement acknowledging acceptance of the above terms and conditions contained herein and return within 10 working days.

## **Client Acceptance**

*Name* \_\_\_\_\_  
*Title* \_\_\_\_\_  
*Date* \_\_\_\_\_  
Signature \_\_\_\_\_