

THE
Hedland
HOTEL



MEETINGS & CONFERENCES



WELCOME



We pride ourselves on delivering unparalleled service and attention to detail in each of our unique meeting and conference rooms. Tastefully designed with modern amenities, our spaces feature TV projection and sound technology, along with a variety of flexible configurations to suit your meeting needs.

To complete your event experience, The Hedland Hotel also offers a premium food and beverage outlet and comfortable guest rooms, making it the ideal destination for your next meeting or conference.



AVAILABLE SPACES

OCEAN ROOM

CONFIGURATIONS & CAPACITIES:

U-Shape - 40
Classroom - 80
Round Table - 100
Theatre - 180

VENUE HIRE:

Half Day \$1200
Full Day \$1500

MINIMUM SPEND:

\$50 per person

Excludes venue hire.



PALM ROOM

CONFIGURATIONS & CAPACITIES:

U-Shape - 20
Classroom - 30
Boardroom-24
Theatre - 35

VENUE HIRE:

Half Day \$400
Full Day \$600

MINIMUM SPEND:

\$50 per person

Excludes venue hire.



AVAILABLE FOR HIRE:

| | |
|-------------------------------|--------------|
| Additional TV Screen & Stand | \$50 per day |
| Microphone (2) & PA System | \$50 per day |
| Video Conferencing Facilities | \$20 per day |
| Wireless Presenter | \$10 per day |

INCLUDED IN VENUE HIRE FEE:

Screen/Projector
HDMI Cable
High-Speed WIFI
White Board & Markers

MENUS



COFFEE & TEA

Self-serve coffee & tea selection
Available daily for the duration of your package

~~~~~  
*Barista coffee & tea*  
Available daily on consumption from  
6:00am – 9:30am

**PRICE**  
\$6 per person



## DRINKS

*Self-serve juice selection*

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Selection of soft drinks

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*Bottled water*

**PRICE**  
\$5 per person



## MORNING & AFTERNOON TEA

*Includes bowl of whole fruits, house baked cookies  
& one choice from below.*

### SWEET

Assorted danish pastry selection  
House-baked muffins  
Fresh baked scones with jam & chantilly cream  
Assorted cakes & slices  
Seasonal fruit platter  
Banana & walnut bread with maple mascarpone

### SAVOURY

Individual quiche selection  
Savoury empanadas with rancheros sauce  
Savoury filled croissants – ham & cheese,  
chicken & avocado, cheese & tomato,  
tomato & avocado

**PRICE**  
\$15 per person



## WORKING LUNCH

*Menu requires a minimum of 10 guests*

### INCLUDES

Selection of sandwiches using a variety of breads including baguettes, Turkish bread & wraps  
Fresh cut fruit platter

### PRICE

\$36 per person



## SLICES BY THE SEA

### INCLUDES

A selection of pizza from Rays Pizzeria  
Fresh cut fruit platter

### PRICE

\$36 per person



## HEDLAND BUFFET

*Menu requires a minimum of 40 guests*

### INCLUDES

Bread basket  
Mediterranean garden salad  
Italian potato & green bean salad  
Braised beef or lamb casserole  
Chicken breast, mushroom, parmesan cream sauce  
Zucchini, pesto & sundried tomato penne  
Steamed seasonal vegetables  
Creamy mashed potato  
Dessert or cake of the day & fresh fruit platter

### PRICE

\$70 per person





## UPGRADES & ADD ONS



### ADD SOMETHING HOT TO YOUR LUNCH OR AFTERNOON TEA

- House-made chicken or vegetable spring rolls with dipping sauce
- Mushroom arancini served with garlic aioli
- Gourmet mini sausage rolls & pies with tomato relish
- Cheese & spinach pastizzi with rancheros dipping sauce
- Fresh Vietnamese rice paper rolls with hoi sin
- Grilled sweet chilli chicken skewers

#### PRICE

\$8 per person per item



### NOODLE BOXES & FORK FOOD

- Fried hokkien noodles with chilli & soy (Chicken + Vegetable)
- Rays style egg fried rice (Chicken + Vegetable)
- Penne arrabbiata with roast pumpkin & olives
- Stir-fried Singapore rice noodles (Chicken + Vegetable)
- Cheese & spinach ravioli napolitana with shaved parmesan

#### PRICE

\$10 per person per item



## DAILY DELEGATE PACKAGES

*Minimum of 20 guests*

### HEDLAND BUSINESS AS USUAL

Includes room hire, tea & coffee, morning tea, business lunch & afternoon tea

#### HALF DAY

\$100 per person

#### FULL DAY

\$110 per person

### HEDLAND ALL BUSINESS

Includes room hire, tea & coffee, morning tea, buffet lunch & afternoon tea

#### HALF DAY

\$120 per person

#### FULL DAY

\$130 per person

# STAY

# WITH

# US

Complete your event experience with a relaxing stay at The Hedland Hotel. Our rooms will have you feeling right at home, with oceanfront views, air-conditioned rooms, and Port Hedland's most iconic destinations on your doorstep – it's everything you need for a memorable stay. Our event guests also have the option of early check-ins and late checkouts upon booking, to give you the time you need you freshen up before your event or journey home.



## DELUXE ROOM

Wake up to the awe-inspiring, one-of-a-kind ocean front views in our comfortable Deluxe Rooms. Spacious and thoughtfully designed, each room features a queen-size bed, ensuite bathroom, air-conditioning, smart TV, and a mini fridge stocked daily with milk and bottled water, coffee machine and tea making facilities.



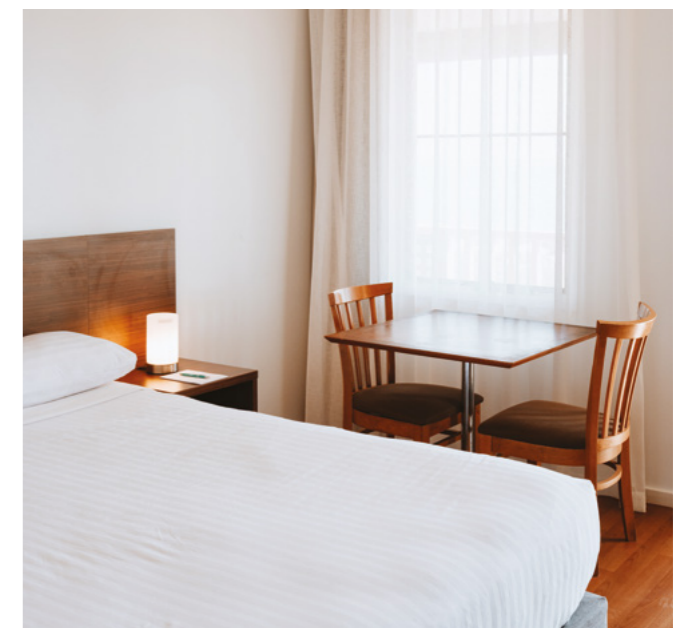
## SUPERIOR STUDIO ROOM

Enjoy tranquillity and privacy in one of our Superior Studio rooms, conveniently located to allow for hassle-free parking access. Each Superior Studio is tastefully designed to a modern aesthetic and features a comfortable queen-size bed and ensuite bathroom, with the abundance of space providing the option of an additional single bed. Unwind in air-conditioned comfort and a smart TV, or venture into the lush tropical gardens to revel in our range of leisure facilities. Your stay in our Superior Studio rooms promises the perfect blend of serenity, comfort, and convenience.



## STUDIO ROOM

Our Studio rooms are the perfect option for those looking for a cosy stay at The Hedland Hotel. Revel in the comfort, complete with an ensuite bathroom, air-conditioning, and a smart TV for your entertainment. When you're not relaxing in your private haven, take full advantage of our hotel's amenities, including our relaxing pool and gym.



# TERMS AND CONDITIONS

To enable us to offer a high-quality service and to ensure the satisfaction of the entire Hotel's guests (the word Hotel used throughout this contract will refer to The Hedland Hotel) guests, the following terms and conditions are applicable to your event. Please read these terms and conditions carefully. If you have any questions, please contact one of our friendly team members to assist you.

## DEFINITIONS

In these terms and conditions, the following definitions apply: "Event Order" refers to the event order attached to these terms and conditions setting out the details of your event. "Deposit" means the amount specified on the tentative booking letter and Banquet Event Confirmation Form. A deposit is required for both the catering and accommodation bookings. "Estimated event charge" means the estimate of the event charges specified in the Event Order including any accommodation bookings. Event charge means the total of room hire, food and beverage, accommodation, surcharges payable and any other amounts payable by you for the event. "Event date" means the time and date of your event specified in the Event Order.

## BOOKINGS & PAYMENTS

The Hotel will provide you with details of your booking in writing, to confirm your booking payment details must be organized. Credit card details must be supplied to confirm the booking unless agreed by the Hotel that the company is to be invoiced. Deposit 1: 20% of Total Event – due within 7 days of booking. Final Payment: 80% Remaining of Total Event – due fourteen (14) days prior to event. All functions paying by credit card must have provided those details before the booking date. If there are any outstanding charges after the event the credit card used to secure the booking will automatically be charged unless prior arrangements have been made. Please note: The Hedland Hotel does not accept Personal or Bank Cheques.

## CHARGES AND GST

The event charge will be based on the rates quoted in the Event Order unless you require any changes. The estimated event charge has been provided to you as an indicative figure only. All rates are inclusive of Goods and Services Tax (Tax Act 1999). All credit cards will incur a surcharge of the total amount charged for each transaction.

## SURCHARGES

Additional surcharge costs may apply to your event. If applicable these will be detailed in your Event Order. A 15% surcharge applies on the full price of functions held on Sundays and Public Holidays.

Please note, all credit card transactions will incur the following surcharges: Mastercard & Visa 1.5% / American Express 2%.

## FUNCTION CANCELLATION

All cancellations will only be confirmed by written correspondence. In the case of an event being cancelled the following terms are applicable:

Cancellation of more than 30 days' notice will incur no charges.

Cancellations within 30 days will be charged 50% of the total event.

## POSTPONEMENT CLAUSE

Any event needing to be postponed requires confirmation via written correspondence at least 30 days prior to the event date, to avoid penalties. The rescheduled event must take place in same financial year where the deposit payment has been made and dates are subject to availability.

## FUNCTION DETAILS

Preliminary event details will be outlined in the Event Order. All details will need to be confirmed as soon as possible, but no later than 14 days prior to the event.

The Hotel will complete a final event program and forward it to you prior to the event. At this time the final number of guests for the event will be confirmed, for catering and billing purposes. An increase of numbers after this time is acceptable, however the Hotel cannot confirm the increase in capacity will be honoured. At all times, we will try our best to accommodate an increase for the event.

Should the guaranteed number not be achieved, the attendants indicated on the Event Order will be taken as final. The Hotel will charge either the number of guests attending the function, or the number agreed upon in the Event Order, whichever amount is greater.

Timings for the event will be outlined in the Event Order. If at any timings change during the event the Hotel will try to accommodate however, we are not liable if we cannot accommodate these changes.

## CONDUCT OF THE FUNCTION

Unless otherwise agreed by the Hotel, your event must finish at the time specified in the Event Order. Your event must be conducted in an orderly and lawful manner.

The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner.

Guests are expected to follow dress code within hotel premises, a clean and presentable appearance, complete with footwear. The management retains the authority to deny entry to individuals who are deemed inappropriately dressed. The following attire is considered inappropriate: wearing clothing or workwear that is ripped, torn or dirty, t-shirts displaying offensive designs or words.

Non-service animals are not permitted within the hotel grounds.

The Hotel has no responsibility to you for any costs, damages, or expenses that you may incur in relation to the Hotel's termination of your event.

The Hotel reserves the right to employ the services of external security personnel for the duration of the event at the discretion of management, which will be charged as part of the event costs.

The Hotel may remove or deny entry to anybody being disruptive or acting in a disorderly manner. No food or beverage of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.

The Hotel practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

You are not permitted to exceed any noise levels, which, in the opinion of the Hotel, may disturb other guests of the Hotel, its neighbours or disrupt the normal operations of the Hotel.

At your event you must ensure that you and your guests do not breach any statutes, by-laws, or regulations including the Hotel's liquor license and fire regulations.

Hotel reserves the right to charge event organiser should there be any damages to operating equipment, furniture and fixtures resulting to participants behaviour.

## LIQUOR LICENSING

Under the Liquor Licensing Act, we have a duty of care to all customers. Liquor must be consumed in the areas designated only.

The Hedland Hotel reserves the right to cease issuing alcohol to all persons that they deem are intoxicated, these persons may also be asked to leave the venue.

The Hedland Hotel reserves the right to ask for proof of age.

Persons under the age of 18 are not permitted to consume alcohol under any circumstances included accompanied by a guardian or parent. If this occurs, the event will be a breach of our policy and all attending the event with the underage people will be asked to leave the venue.

All functions will operate under the existing regulations of the property licensing. If a client requires anything outside the licensing parameters, this can be discussed, and additional costs may be required to submit one time licensing changes.

## CIRCUMSTANCES BEYOND THE CONTROL OF THE HOTEL

If the Hotel is unable to provide the facilities or any other arrangements for your event, or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages, or expenses that you may suffer or incur.

## TIMINGS FOR MUSIC

### Outdoor

Monday to Thursday until 9 PM

Friday, Saturday Sunday until 10PM

Music is subject to regulatory compliance and responsible service of alcohol

Party can continue inside after these times.

Alcohol is served until 12 AM

## OUT CATERING

We deliver only cold food items for outside catering and hot food selections is available for pick up only. The Hotel does not take any responsibility once the food has been delivered to the premises. A food waiver form must be completed and signed off by the guest. Please note, surcharges are applicable for delivery and pick up.

## NO RESPONSIBILITY

The Hotel is not responsible for the theft, damage or loss of any goods brought into the Hotel. Any items left over from the event must be picked up by the following day, anything left over is not the Hotels Responsibility.



## CONTACT US

For bookings and enquires mail  
us at [functions@hedlandhotel.com.au](mailto:functions@hedlandhotel.com.au)  
or call us on (08) 9173 1511

