

Conference Packages

2017



Please contact us for further information about hosting your
conference at

MONTVILLE COUNTRY CABINS

(07) 5442 9484

info@montvillecabins.com.au

www.montvillecabins.com.au

Conferences in The Barn

Organising the perfect company conference, function, event or launch can be stressful. But at Montville Country Cabins you can be guaranteed that every attendee will be smiling at our unique offering.

Open 7 days, the Barn at Montville Country Cabins boasts a contemporary style that provides a tranquil conference centre by day, and a sophisticated function space by night.

The Sunshine Coast Hinterland is the perfect place to let your delegates be inspired by the natural surrounds, whilst their partners make the most of the local attractions such as wineries, art galleries, or walking trails or even a day spa experience. Please talk to us about your group's particular wishes and we will be only too happy to advise or arrange a suitable program so your delegates can relax and involve themselves in the sessions knowing that their partners are well taken care of.

Just over an hour from Brisbane or a short 25 minute drive from the Sunshine Coast, The Barn at Montville Country Cabins offers a relaxed and professional meeting environment catering for up to 30 delegates.

Conference Packages

Accommodation for Conference Delegates | *weeknights*

Single Share Bed & Breakfast

Includes accommodation and continental breakfast hamper
Single \$230 pp per night

Twin Share Bed and breakfast

Includes accommodation and continental breakfast hamper
Twin \$160 per person in a 2 storey cabin

Double Bed and Breakfast

Includes accommodation and continental breakfast hamper for two
\$280 per night

Please note the above prices are for weeknights only. As our weekends can be heavily booked at various times of the year please enquire with us as to availability and pricing for your selected weekend.

Meeting with accommodation

Full Day Delegate | \$50 pp

Includes:

- Meeting room hire
- 50" LCD HD TV with USB and wireless data connectivity
- White board
- Stationary
- Lunch
- Morning and afternoon tea
- Refreshments throughout day

Meeting Only

Full Day Meeting | \$60 pp

- Meeting room hire
- 50" LCD HD TV with USB and wireless data connectivity
- White board
- Stationary
- Lunch
- Morning and afternoon tea
- Refreshments throughout day

Half Day Meeting | \$40 pp

- Meeting room hire
- 50" LCD HD TV with USB and wireless data connectivity
- White board
- Stationary
- Morning or afternoon tea
- Refreshments throughout day

*Lunch available by arrangement

Additional Dining Options

We can arrange a transfer to a restaurant in Montville or, by arrangement, a casual meal on site so you may continue to enjoy the surroundings of the deck and gardens.

Contact us for more information and a tailored package that suits your individual needs.

Phone: 5442 9484

Or please email us with your enquiry and we will respond as soon as possible

Terms and Conditions

Tentative Booking - Will be held for 14 days working days after which time the space will automatically be released.

Deposit and Confirmation - A minimum of 50% of the package price and 30% of the accommodation cost is required to confirm your booking.

Confirmation of numbers and details - Confirmation of final numbers is required 14 working days prior to the function and all accommodation requirements will be charged on no less than the confirmed number. Final Event Run Sheet must then be confirmed and signed by the organiser and Montville Country Cabins.

Cancellation - Cancellations must be made in writing (email) and addressed to Montville Country Cabins. Should you wish to cancel after having signed the booking agreement form but more than 30 days prior to your confirmed event, your deposit will remain non-refundable and no further charges will be incurred. In the event of a date change, providing the venue is advised a minimum of 2 months

prior to the original event date, the venue will agree to transfer your deposit to a future date pending availability.

Where a client:

- (a) Cancels 8 – 30 days prior to their confirmed event date, the client shall forfeit the entire deposit.
- (b) Cancels their booking within 7 days of their confirmed event date, the client shall forfeit entire deposit and in addition upon demand in writing pay up to 80% of any accommodation not able to be re-booked.
- (c) Cancels in writing more than 30 days but less than 6 months of the event date – 10% of deposit will be non-refundable.

Payment - Full Payment is required by cash, direct deposit, or credit card 7 days prior to the function. We accept: VISA, MasterCard, Amex Please note: Surcharges apply as follows: Amex 2%

Package inclusions - For bookings beyond one year in advance, package inclusions are subject to change. However will be discussed with clients as appropriate.

Delivery and collection of goods – All goods are to be delivered to Montville Country Cabins unless prior arrangements have been made. The venue will accept delivery of goods three days before the function date. All goods must be removed at the completion of the function unless prior arrangements have been made with the venue. Should all goods not be collected within 48 hours, Montville Country Cabins accepts no responsibility for these goods. The venue will not accept responsibility for any items delivered or left for collection without written staff acknowledgement.

Outside contractors – For all functions, plans must be approved by the venue a minimum of 14 days before the function. The outside contractors must liaise with the venue in all matters of delivering, set up and break down. Outside contractors appointed by the client, or by the venue on behalf of the client, must at all times abide by the venue's regulations and instructions. All outside contractors will be required to obtain their own appropriate public liability insurance with a minimum cover of \$10,000,000 and must provide certificate of proof to Montville Country Cabins prior to entering the venue.

Compliance – Clients are responsible for the orderly behaviour of their guests. The venue reserves the right to intervene where it deems necessary and remove unruly patrons.

Displays and signage – No items are to be nailed, pinned, screwed, glued or otherwise attached to the walls of any area of the venue unless otherwise approved by the venue manager.

Damages/ personal effects – Clients are financially liable for any damage sustained to the venue caused by the actions of their guests, their outside contractors or any other persons attending the function. Montville Country Cabins prides itself on caring for its guests and their belongings and will take reasonable care, but will not accept responsibility for damages or loss of any item before, during or after a function. Any damage to furnishings will incur total cleaning, repair or replacement costs.

Insurance – It is the client's responsibility to take out insurance for all items belonging to them for the period those items are in the venue.

Fire, life and safety – The venue retains the right to adjust any set up to ensure fire, life and any other safety codes are not breached.

Entertainment – Amplified entertainment is allowed until 12.00 midnight. Any amplified music is subject to comply with noise restrictions.

No Smoking – Smoking is not permitted indoors and outdoors where food and beverages can be provided, including the deck area.

Security – To ensure the safety of you and your guests, a security surcharge may apply for larger functions.

Establishment Rights - Montville Country Cabins assumes no responsibility or liability for any loss or damages to any property belonging to the client's guests or invitees.

The establishment reserves the right in its absolute discretion to exclude or remove any undesirable or intoxicated persons from the function or the establishment premises without liability.

The establishment also reserves the right to cancel booking if:

- (a) The establishment or any part of it is closed due to circumstances beyond the establishment's control
- (b) The client becomes insolvent, bankrupt or enters into liquidation or receivership
- (c) The function might prejudice the reputation of the establishment
- (d) The deposit has not been paid by the due date.

Indemnity - The client is responsible for the conduct of the client's guests and indemnifies the establishment of all costs, charges, expenses, damage and loss caused by any act or omission of the client, the client's guest or invitee

Equipment/ Audio Visual - A full list of hired equipment must be outlined when booking the function. All equipment may be brought into Montville Country Cabins on the day of the function only, and must be removed the same day, or through a prior arrangement. Montville Country Cabins will not take responsibility for any property left behind after an event.