

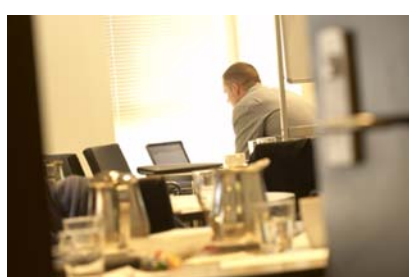
Karstens at CQ



Conference & Training Rooms

Conference Kit

The complete guide to organising your conference





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Karstens at CQ

Welcome to Karstens at CQ, the newest state-of-the-art conference and training facility in Melbourne. Founded and managed by Hendrik Karsten who has over 25 years experience in managing restaurants and function centres, Karstens at CQ affords you and your organization the absolute best in ambience, amenities and service. Hendrik's in-depth understanding of both the hospitality and corporate sectors ensures that the individual needs of every patron and the importance of your event is thoroughly understood and meticulously catered for. This, combined with the latest digital audiovisual equipment and superbly appointed, comfortable conference and training rooms, makes Karstens at CQ the best possible choice for your next event.

Karstens at CQ is conveniently located on five floors of 123 Queen Street Melbourne. Our conference centre consists of 19 large pillar-less rooms, 2 boardrooms and 6 meeting rooms. Each floor offers guests the luxury of a spacious "breakout" area filled with natural light. These spaces, with their comfortable chairs, freshly brewed espresso coffee and tea, are perfect for your morning, afternoon tea and lunch breaks.

At Karstens at CQ we are customer focused, an attribute which has led to our outstanding reputation within the business community. Contact us for an obligation-free proposal and to arrange a site inspection.



Hendrik Karsten
Managing Director

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Melbourne Vic 3000

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About CQ

Karstens at CQ

Our conference centre Karstens at Citi Club on Queen Street is the fastest growing dedicated conference centre in the Melbourne CBD. Centrally located at 123 Queen Street Karstens at CQ offers affordable, state-of-the-art conference and training rooms for groups of 4 to 600 people. Comfortable modern surroundings, an abundance of natural light, individualized air-conditioning, soundproofing and quality audiovisual technology combined with professional conference management, ensures your event will run smoothly.

Karstens at CQ is part of the exciting CQ building which incorporates:

Citi Club Hotel

The Citi Club is Melbourne's latest 4 Star Hotel. Newly refurbished rooms boasting high speed internet access, cable TV, ample work space, parking, fitness room, sauna and squash courts. **Karstens at CQ** will gladly make all the necessary arrangements should you require accommodation with your event. **Tel (03) 8601 2700**

CQ Functions

This exciting new space on the ground level is able to accommodate functions up to 1200 guests (cocktail). Beautifully renovated with the latest PA and audio visual equipment CQ functions is your choice for larger conferences or events. For information and bookings contact **Karstens at CQ**.

Lanai Bar & Restaurant

Lanai is the brand new bar and restaurant on the first floor. The décor has been designed around the Japanese garden in the court yard with waterfall and tropical plants. The balcony has views over Queen Street; Lanai is open for lunch, dinner and drinks till late. **Tel (03) 8601 2700**

CQ Bar

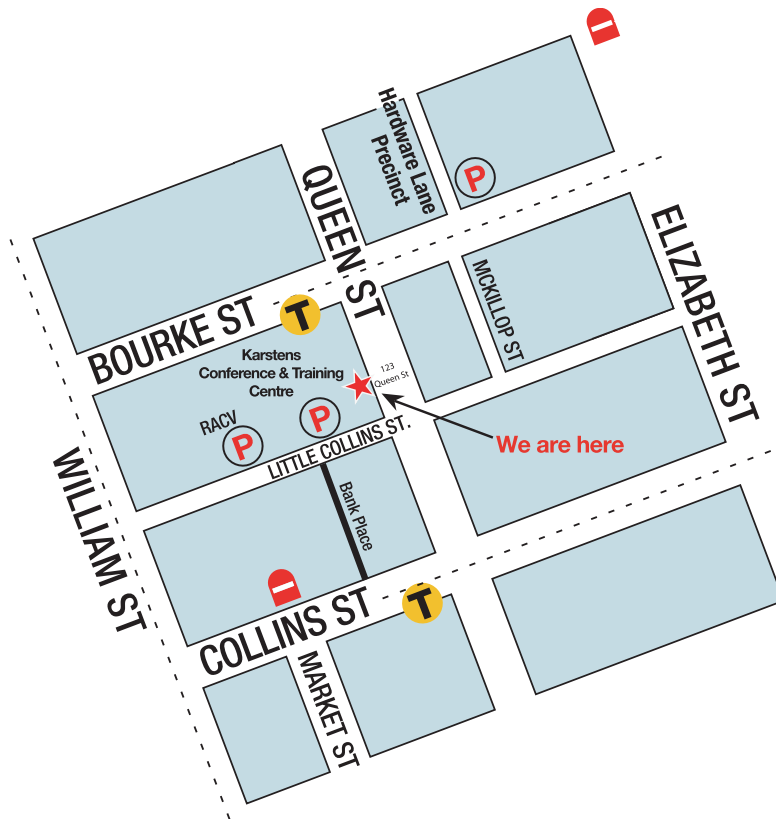
The CQ bar is located on the elevated ground floor and commands great views over Little Collins and Queen Streets. The relaxed atmosphere and the numerous beers on tap make it the ultimate bar to unwind. CQ Bar is open 7 days from 10.30 am till late. **Tel (03) 8601 2709**

Blue Diamond

The club is a social salon and cabaret; a meeting place for people to come together to drink, talk, relax, and to be entertained in a sophisticated lounge environment. Located on the 15th floor it has breathtaking views over Melbourne. The club is Founded by Henry Maas, famous for the Black Cat and Night Cat cabaret venues. **Tel (03) 8601 2720**



Transport & Parking



Karstens at CQ

123 Queen Street
Melbourne Vic 3000

t. 03 86012712

f. 03 86012711

e. info@karstensatcq.com.au

w. www.karstensatcq.com.au

Parking

An underground car park is located in the building. Entrance is from Little Collins Street. Hourly or daily rate applies. The carpark is managed by Secure Parking. **Tel (03) 9613 0000**

Tram

Numerous trams connect to the city, trams 31,109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86, 95 and 112 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.metlinkmelbourne.com.au

Train

Catch any service into the city, the closest station to 123 Queen Street is Flinders Street Station. Take the Flinders Street exit and turn right into Elizabeth Street. Walk along Elizabeth Street, cross Collins Street and turn left into Little Collins Street. For more information visit www.metlinkmelbourne.com.au

Interstate and Regional Trains

Disembark at Southern Cross Station and take tram 86, 95 or 112 along Bourke Street. The closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.vline.com.au

Part 2 Conference and Meeting Rooms

Dimensions & Rates

Karstens has 19 conference rooms ranging from 60m²-120m², 2 boardrooms and 6 meeting/breakout rooms.

All conference & training rooms include

- individually controlled air conditioning
- free wireless internet access
- ceiling mounted projectors & audio visual facilities (charges apply)
- power outlets
- dimmer controlled lighting
- natural light in all rooms

Room	Area sq. m	Full Day rate	Half Day rate	Theatre	Classroom	Banquet	Cabaret	U Shape	Cocktail
Large 303, 901, 1201	120	960	550	120	42	80-90	40-50	36	130
Medium 301, 302, 802, 803, 902, 903, 1202, 1203	102	880	500	100	36	60	30	30	100
Standard 304, 801, 804, 1101, 1102, 1103, 1104, 1105	60	660	400	40	27	40	20	18	60
Boardroom 1107, 1204	30	340	200	-	-	-	-	-	-
Meeting 805, 806, 807, 1106, 1108, 1109	18	240	140	-	-	-	-	-	-
Events Room 1	485	3300	1950	450	120	450	225	-	550
Events Room 2	340	1950	1350	320	-	240	-	-	400
Events Room 3	95	POA	POA	-	-	-	-	-	120
Events Room 1, 2 & 3	920	POA	POA	600	-	600	300	-	1200

Prices inclusive of GST

All room hire includes 1 white-board and 1 projector screen.

* Full Day Hire 8am-5 pm

* Half Day Hire 8am-12am, 1pm-5pm, 6pm-10pm



Audio Visual Prices

	1/2 Day	Day	2 Days	3 - 5 Days
LCD Data Projector	\$120	\$190	\$350	\$450
Dell Notebook	\$73	\$124	\$197	\$270
DVD / Video Player	\$29	\$48	\$77	\$106
Mini hifi system CD, USB	\$30	\$45	\$60	\$75
Mini DVD Digital Camera includes tripod	\$110	\$170	\$280	\$390
Cordless/Lapel Microphone	\$96	\$138	\$210	\$295
Electronic Whiteboard	\$110	\$166	\$275	\$375
Conference Phone	\$95	\$150	\$245	\$340
Clicker for PowerPoint	\$14	\$20	\$34	\$48
Flip Chart & Paper	\$29	\$39	\$68	\$97
Extra paper (50 sheet)	\$20			
A4 Overhead projector	\$36	\$48	\$80	\$112
Photocopying	20c per copy			
Internet "Hub" (per room)	\$75	\$125		
Audio Visual Technician	\$70 per hour			

All prices are inclusive of GST.

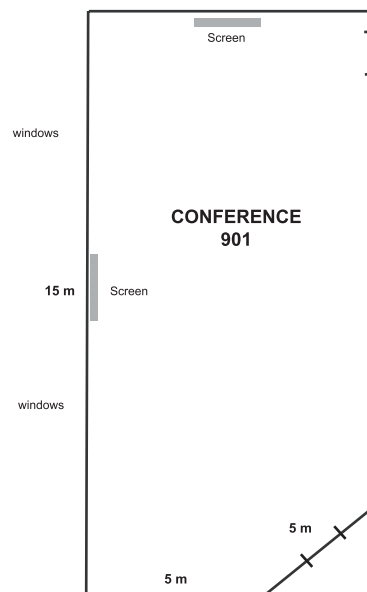
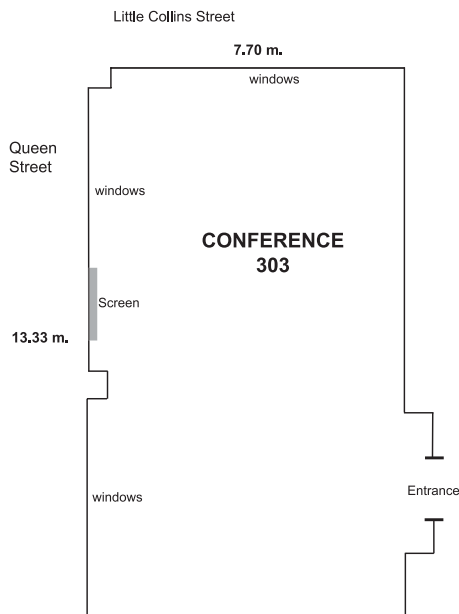
All rooms have access to free wireless internet.

Some equipment might need to be installed by a qualified audiovisual technician.



Large Conference Rooms

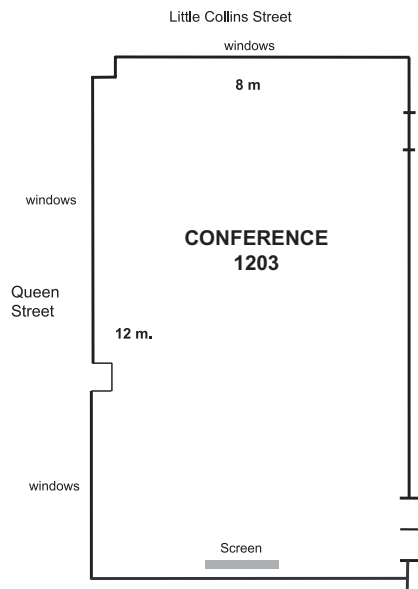
303, 901, 1201



Area (m2)	Theatre	Classroom	Banquet	Cabaret	U-shape	Cocktail
120	120	42	80-90	40-50	36	120

Medium Conference Rooms

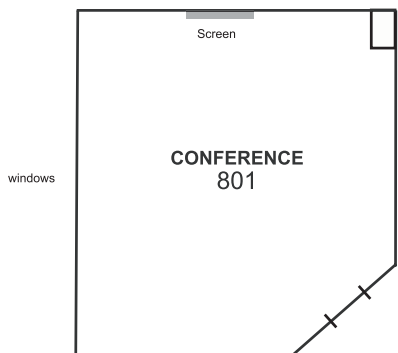
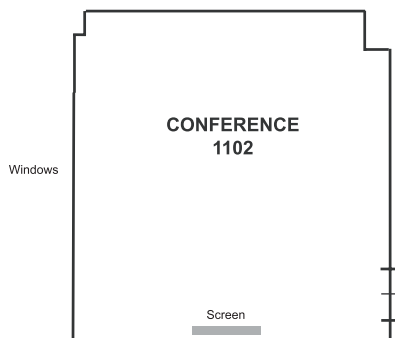
301, 302, 802, 803, 902, 903, 1202, 1203



Area (m2)	Theatre	Classroom	Banquet	Cabaret	U-shape	Cocktail
102	100	36	60	30	30	100

Standard Conference Rooms

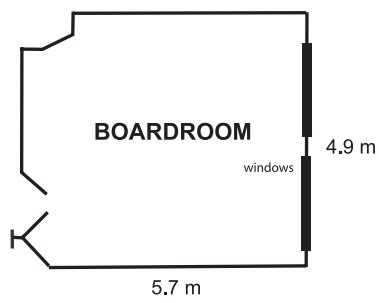
304, 801, 804, 1101, 1102, 1103, 1104, 1105



Area (m2)	Theatre	Classroom	Banquet	Cabaret	U-shape	Cocktail
60	40	27	40	20	18	60

Boardrooms

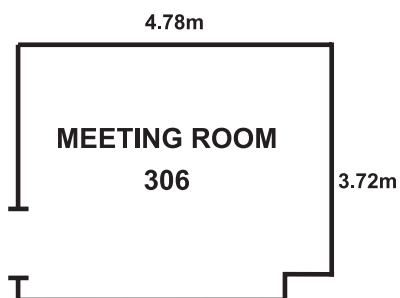
1107, 1204



Area (m2)	Banquet
26	12

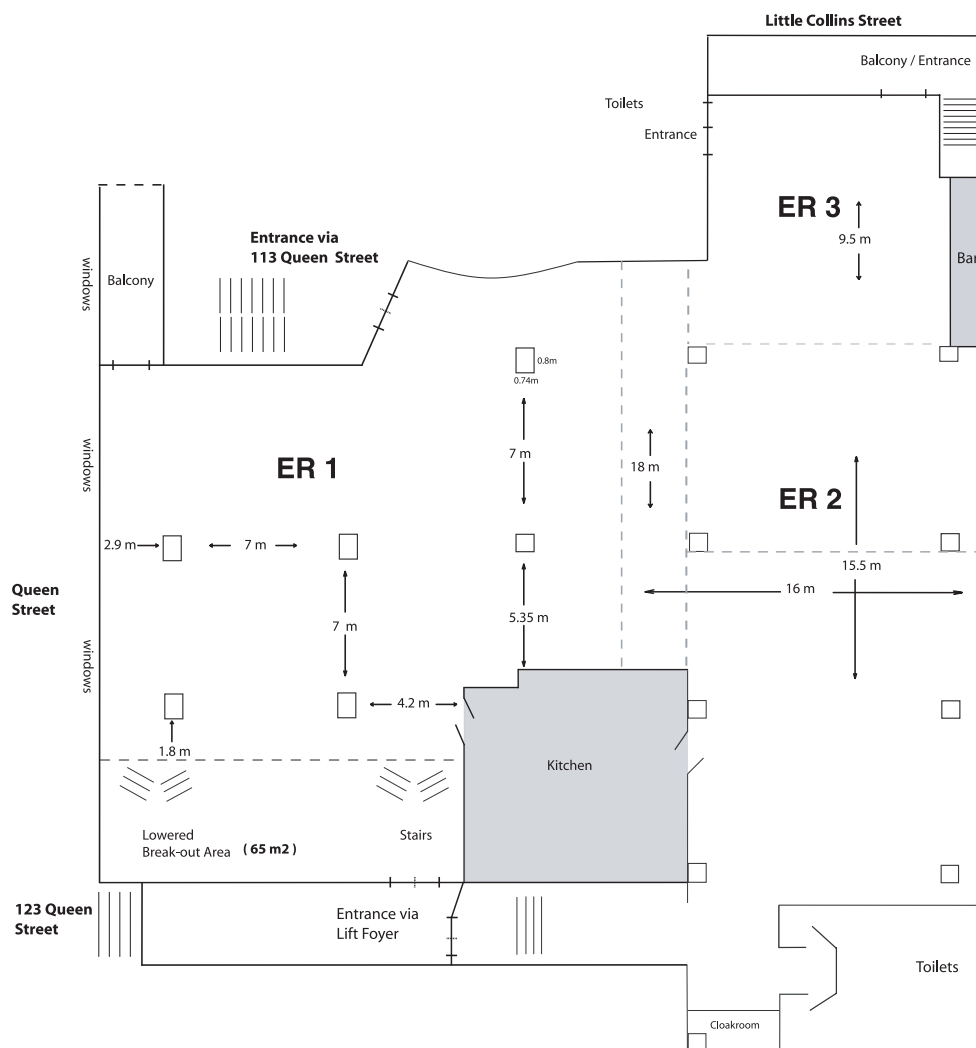
Meeting Rooms

805, 806, 807, 1106, 1108, 1109



Area (m2)	Banquet
18	10

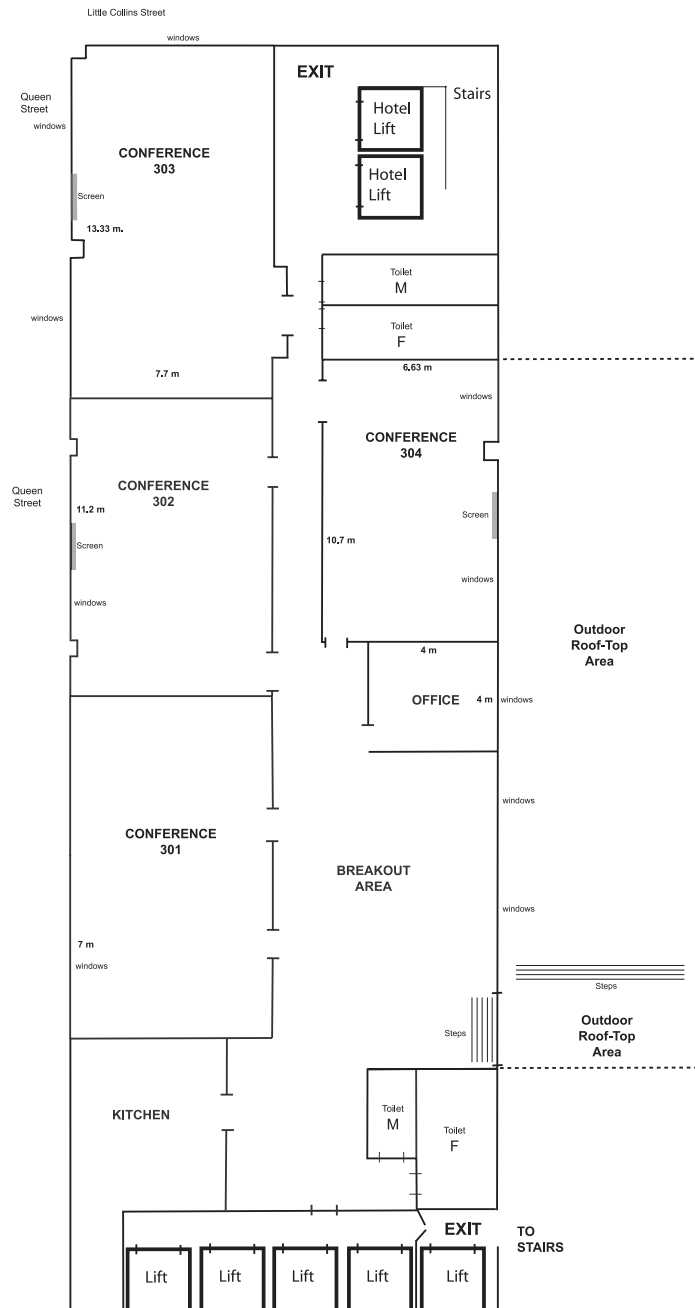
Events Rooms



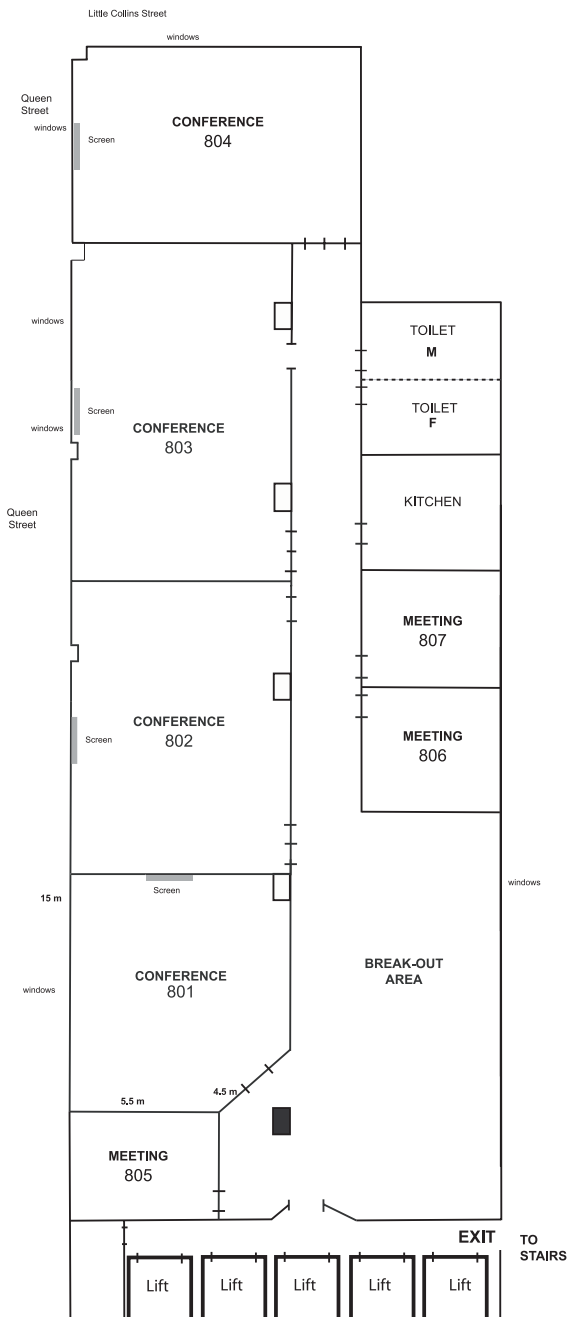
Events Room	Sq(m)	Theatre	Classroom	Banquet	Cabaret	Cocktail
Room 1	485	500	120	450	225	550
Room 2	340	320	96	240	120	400
Room 3	95	-	-	-	-	120
Rooms 1,2,& 3	920	600	-	600	300	1200

Floor Plans

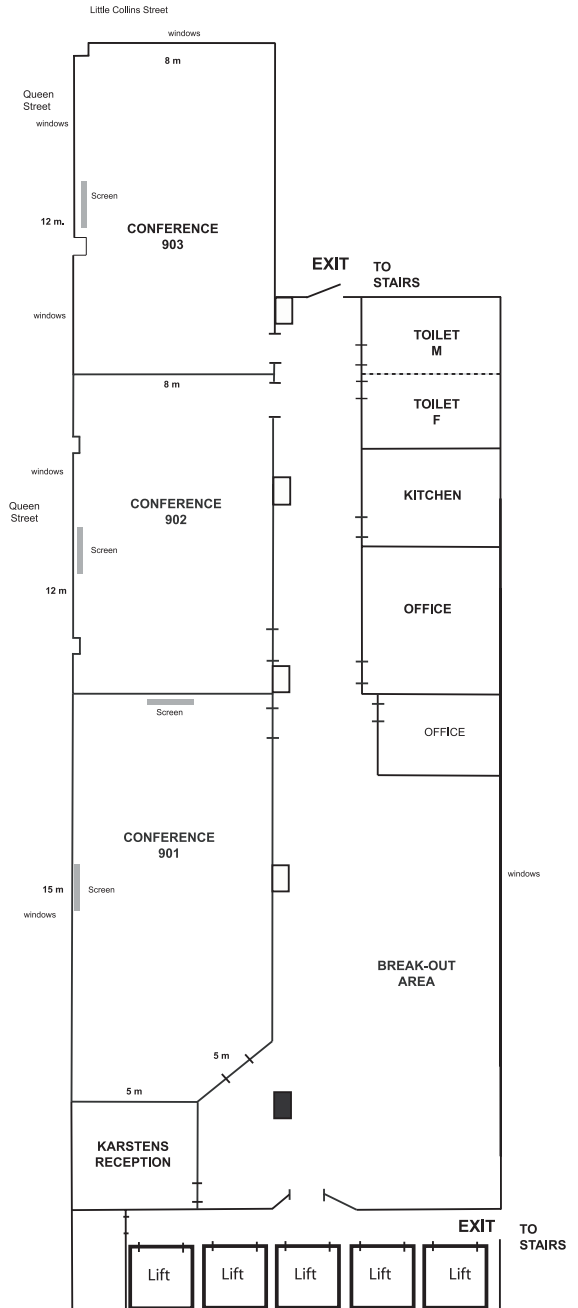
Level 3



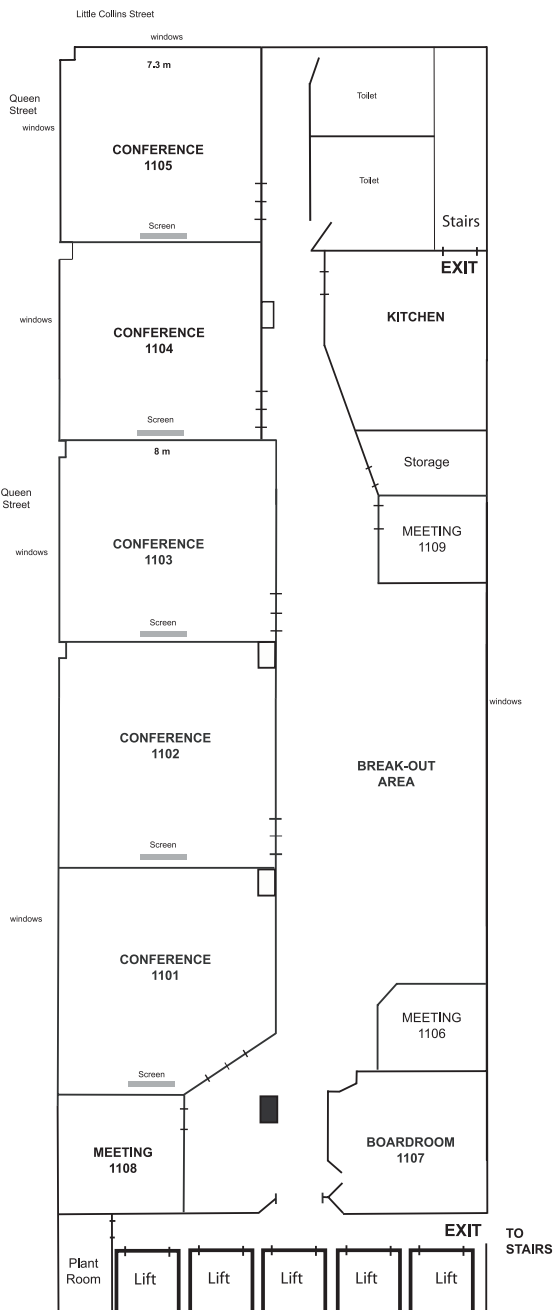
Level 8



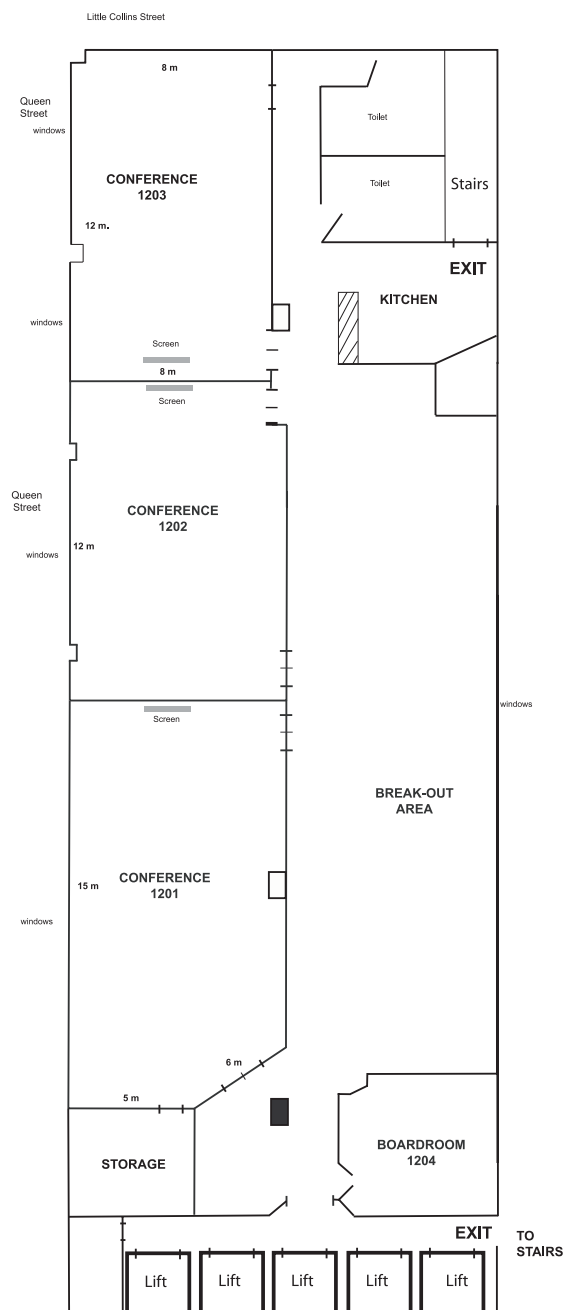
Level 9



Level 11



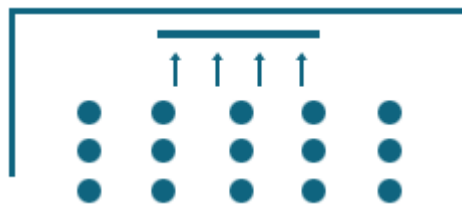
Level 12



Room Set-up Ideas

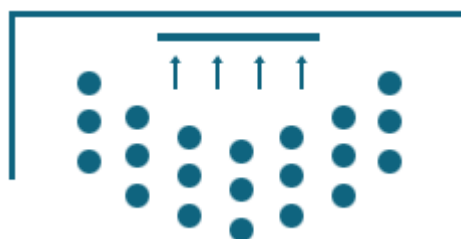
At Karstens at CQ we have your presentation in mind when we set our rooms.

Our rooms are designed to accommodate all standard seating configurations. If there is a lot of group work we recommend half rounds or a cabaret style. Where some interaction is desired among the participants, we recommend a U-shape or boardroom seating style. Alternatively, if there is no group work or participant interaction required we recommend theatre style seating.



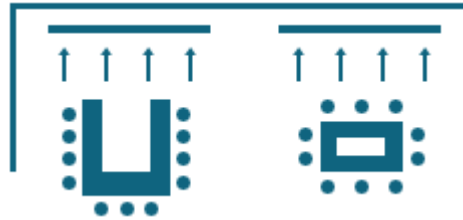
Theatre Style

A theatre style set up tells your audience they are there primarily to listen, not to interact with the presenter or each other. If the presentation is primarily intended to convey information this is very effective. However, if the subject is more experiential in nature, you should seek to have the room set in more of a cabaret style to promote discussion and interaction.



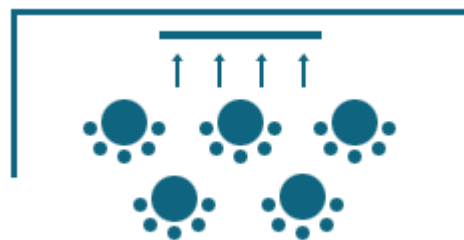
Class Room Style

Adding work tables in front of each attendee provides a writing surface and facilitates small-group interaction. This arrangement may not be feasible for very large groups. If you have some latitude in such cases, it may be better to break the large group into two or more smaller sessions. Given a choice between large, impersonal lectures and smaller, more intimate gatherings, most people in your audience will tell you smaller is better.



U- Shape or Board Room Style

To build a greater sense of teamwork in small groups, dispense with rows entirely and have the tables arranged in a rectangular or U-shape. In closed rectangles, you find the group is more comfortable if the presenter remains seated, reduces the perceived authority and promotes more open discussion among participants.



Cabaret Style

If small-group interaction is important to the presentation, change the set-up focus from the placement of the chairs to the style and placement of the tables.

Round tables promote greater interaction among participants than do square or rectangular ones. Five to seven participants will generally provide the best results, one participant can dominate a group; above seven, reluctant or shy members can remain uninvolved.

Placing chairs only around the half of the table that faces you provides better sightlines of the presentation and avoids making people turn awkwardly between the group at their table.

Part 3 Catering

Conference Menus

We provide a variety of catering options for your conference, we know that your participants are looking forward to the breaks and we make sure that it is worth looking forward to!

Every level has its own break-out area with espresso machines for the coffee connoisseur. These self serve pod machines provide individual espresso coffee with the option of hot skinny or hot full cream milk. For the tea drinker there is a large selection of Twinning teas.

Conference Package

Our full day conference catering package is \$40.40 per person;

- **Coffee/tea on arrival** (\$3.50 per person)
- **Morning tea:** coffee/tea with a selection of Danishes, mini croissants and mini muffins (\$7.50 per person)
- **Lunch:** gourmet baguettes with a variety of fillings (¼ is vegetarian), fruit & cheese platter, juices and coffee/tea (\$21.90 per person)
- **Afternoon tea:** coffee/tea with a selection of slices (\$7.50 per person)

For multiple conference days we ensure that different items are served for lunch, such as;

- **Sushi • Wraps • Open Sandwiches • Mini Rolls**
- **Party Pies, Sausage Rolls and Vegetarian Pastries • Focaccias**

Unless pre-arranged, all catering is served at the following times:

07.30-09.00	Arrival coffee/tea
10.30-11.30	Morning tea
12.30-14.00	Lunch
15.00-16.00	Afternoon tea

Other options are;

- **Fruit platter** \$5.50 per person
- **Continuous coffee/tea** \$14.00 per person
- **Breakfast** \$16.90 per person, a selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, orange juice and coffee/tea
- **Mini magnums** \$3.90 per person
- **A selection of yoghurts** \$3.50 per person
- **After conference drinks** \$15.00 per person (1st hour)
(light and heavy beer, sparkling, white and red wine, soft drinks and orange juice)
- **After conference cocktail option 1** \$26.00 per person; a choice of 4 cold and 4 hot canapés from our cocktail menu
- **After conference cocktail option 2** \$18.90 per person; cold selection of pates, cheeses and dips, hot selection of mini quiches, sausage rolls and party pies.
- **After conference cocktail option 3** \$4.50 per person; a selection of chips and cashew nuts.



Cocktail Menu

Casual Style:	Please select 8 Canapés per person	(4 cold & 4 hot)	\$26.00
Cocktail Style:	Please select 10 Canapés per person	(4 cold & 6 hot)	\$31.90
Supper Style:	Please select 12 Canapés per person	(5 cold & 7 hot)	\$35.00

Cold Canapés

Oysters served on Asian spoons topped with crystallized ginger and lemon rind with a light wasabi hollandaise

Smoked salmon rolls filled with crispy vegetable sticks served on cucumber roundels with caper berry and chopped dill cream topped with caviar

Lightly poached scallops wrapped in prosciutto slices served on chive cream blintzes topped with lobster and scallop roe butter

Fresh chevre rolled with capsicum served on oven baked basil pesto pizza medallions topped with caramelized balsamic drops

Peking duck filled mini crepes served with a ginger and blue plum drizzle

Blue swimmer crab meat and egg noodle filled rice paper cigars served with caramelized mild chili and garlic sauce

Salmon, prawn and smoked eel nigiri served with egg tamago and a honey soy dip with a hint of pickled ginger and wasbi paste

Vegetarian, Californian nori roll triangles served with plum and char sui dipping sauce

Roasted eggplant, zucchini, capsicum and Spanish onion filled mini crepes served on oven dried Turkish bread pieces

Rare Roast beef slices rolled with a light grain mustard spread, pickled cucumber, daikon and carrot slivers topped with sour cream and chopped garlic chives

Hot Canapés

Duck breast pieces topped with wild mushroom puree wrapped in light crispy pastry oven baked and served with green tomato jam

Chicken tender loin pieces marinated with lemon grass, coriander and lime juice, lightly crumbed and served with red papaya and crystallized ginger puree

Crispy crumbed prawns served with a blue plum and sweet chili sauce

Lamb back strap pieces marinated in roasted sweet garlic and rosemary, skewered with onions and capsicums slow baked in the oven served with sour green mango pickle

Oven baked empanada filled with ground beef, red beans and a light chili and herb seasoning

Crumbed lentil, potato and vegetable patties served with fresh mint and garlic yoghurt dressing

Black angus beef, onions and fresh herb filled mini pies slow baked in the oven served with beet root chutney

Crispy Filo parcels filled with roasted eggplant, sweet potato, zucchini and red capsicum, oven baked and served with a light sour cream and cracked black pepper dip

Lamb tender loin pieces wrapped with bacon topped with bush tomato chuney, herbs and sesame seeds lightly grilled and served with mint and garlic sauce

Minced prawn, Asian mushrooms and vegetables with Japanese tofu, formed into medallions, then steamed and served with sweet chili and honey soy sauce.

Lunch & Dinner

Two Course:	Main & Dessert (or Cheese)	\$45.50
Two Course:	Entree & Main	\$49.50
Three Course:	Entree & Main & Dessert	\$58.00

Prices include freshly brewed coffee, selection of teas, chocolates and mineral water

Please select one option from each course.

Alternate service is an additional \$5.00 per person

Entrée

Smoked salmon slices wrapped in baby cos leaves with, fresh dill marinated slow poached king prawns and freshly shucked oysters topped with caramelized lime zest, wasabi and root ginger.

Red Asian duck breast, sliced and slow roasted served cold with home made pickled vegetable slivers & glass noodles on crispy salad

Kangaroo prosciutto thinly sliced mountain pepper and herb cured accompanied by finely grated white fennel, celery, zucchini and pickled red beet with green tomato and pink peppercorn jam

Grilled vegetable deck including purple egg plant, green zucchini, field mushroom, artichoke, blue pumpkin, bell peppers filled with feta, semi dried tomato on crispy greens with red onion marmalade

Twice cooked pork belly cube served warm with home made apple, chest nut, pistachio and fresh herb sausage, dried black plum and sour cherry jam with crispy cos and wild rocket leaves

Main

Beef tenderloin (200g) marinated with fresh thyme, pinot noir, cracked pepper and juniper berries pan fried in light olive oil served with croquette potatoes, roasted purple eggplant, red capsicum, green zucchini surrounded by pan juices

Partly boned loin of lamb char grilled lightly then baked in a slow oven served on wild mushroom and toasted pine nut risotto with Asian broccoli and braised fennel surrounded by a roasted red capsicum sauce

High country tenderloin pork medallions lightly pan seared then cooked in a slow oven served with roast potatoes on braised red cabbage and green apple confit, accompanied by poached dark plums and sour cherry sauce

Chicken breast fillets marinated in lime juice, root ginger, bees honey and chopped wild mint pan seared and served sandwiched with a rice paper ravioli filled with salmon and dill mousse, chateau potato, green broccoli and baby corn surrounded by five spice hoi sin sauce

Seasonal fish filet cooked on low steam served with sweet potato mash, a bundle of steamed root vegetables and lemon, caper sauce topped with a cheese and herb crescent

Vegetarian

Entrée

Half avocado fan marinated in lemon juice, dill leaf and a light root ginger sauce served with pickled vegetables on a crispy salad

Chick peas with roasted capsicum, coarse chopped parsley, tomato and tahina, red beans with sundried tomato, artichoke hearts, marinated olives, grilled egg plant slices and zucchini served on crispy greens

Vegetable soup of the day with no dairy products and gluten free.

Mains

Slow baked egg plant shell filled with roasted vegetable cubes and cous cous served with a basil, red capsicum sauce

Pan fried potato and vegetable cakes served with a honey roasted blue pumpkin sauce

Char grilled vegetable medallions served with a carrot puree flavoured with ginger.

Slow cooked saffron risotto with diced roast vegetables, pine nuts, mushrooms and baby spinach served with bush tomato jam

Trio of red, green, yellow lentil and sweet potato cakes served with light sour cream, mango and green chili puree

Dessert

Raspberry mango bavaroise served with passion fruit coulis, orange liquor and honey marinated blue berries

Vanilla cheese cake served with yellow papaya jam, cherry liquor marinated orange segment, strawberries and kiwi fruit

Individual tira misu served with honey poached figs, chocolate coated strawberry and light coffee sauce

Rich hazelnut and chocolate ganache served with strawberry, kiwi, ruby grapefruit segments and a caramelized balsamic, sour mango sauce

Cheese

Selection of Australian and imported cheeses served with water crackers and dried fruit

Buffet Menu

Option 1: Main & Two Salads	\$25.00
Option 2: Main, Two Salads & Dessert	\$33.00
Option 3: Soup, Entree, Main, Two salads & Dessert	\$41.00

Extra Main - \$4 per person
Seafood option - \$9.50 per person
Fruit & Cheese platter - \$5 per person

Soups

*Honey roasted pumpkin
Italian minestrone
Chicken & sweet corn
Thai Tom Yum soup
Garden vegetable
Sweet potato & parsnip
Leek and potato
Rich tomato with fresh basil and garlic croutons*

Entrée selection

Assorted sliced cold meats with rare roast beef, shaved honey cured ham, sliced cabana sausages, sliced pastrami, roast chicken pieces, Antipasto platters with herring fillets, flaked tuna, dolmades, cheese filled olives, marinated, eggplant, zucchini, red capsicum, mushrooms, sun-dried tomato and boiled eggs served with crusty sour dough bread.

Seafood

Cold platters of seafood comprising of steamed marinated prawns, green lip mussels, oysters, flaked smoked salmon and trout

Salad

*Assorted mixed lettuce with tomato, onion, cucumber, celery and olives salad
Potato, grain mustard and roasted bacon salad
Pasta salad with slivers of grilled vegetables
Roasted diced pumpkin eggplant zucchini, capsicums, mushroom, sun dried tomato and olive salad
Apple, celery and walnut salad
Coleslaw salad
Caesar salad
Greek salad*

Main

Roast Beef, leg of lamb or pork carved and served with red wine sauce

Beef bourguignon

Lamb forestiere

Chicken coq au vin

Chicken with mushroom and capsicums in a cream sauce

Hungarian pork goulash

Pork with a mushroom cream sauce

Turkey, tomato and mushrooms in a cream sauce

Poached fish with a coconut basil sauce

Wok tossed Asian vegetables

Spinach & Ricotta ravioli with a chunky napoli sauce

**All main courses served with steamed basmati rice*

(Mashed or roasted potato available upon request)

Dessert

Individual apple and rhubarb tartlet served warm with vanilla bean ice cream in a chocolate cup, wedges of Kiwi fruit and orange surrounded by a raspberry coulis flavoured with cherry liquor.

Individual sticky date puddings served warm with brown sugar and macadamia nut nougat flakes, wedges of honey baked apples and butter scotch sauce.

Poached Corella pears in red wine and cinnamon flavoured liquor filled with mascarpone cheese and minced dried fruit mousse served with caramelised lady finger bananas and a blue berry glaze.

Tira Misu medallions served with coffee flavoured zabaglione, chocolate coated strawberries and date pods filled with sour cream cheese.

Cheese

Australian and imported cheese served with grapes, dried fruit and water crackers

Tea & coffee served with Petit Fours

Beverage Packages

Beverage Packages

All prices are per person and served with juices and soft drinks

STANDARD PACKAGE

Beers

Carlton Draught
Cascade Premium Light

White

Stony Peak Chardonnay (VIC)

Red

Seppelt Stony Peak Shiraz Cabernet (VIC)

Sparkling

Stony Peak Sparkling (VIC)

1 Hour	\$15
2 Hours	\$22
3 Hours	\$27
4 Hours	\$32
5 Hours	\$37

PREMIUM PACKAGE

Beers

Crown Lager or James Boags Premium or Cascade Premium
Cascade Premium Light

White

Penfolds Private Release Chardonnay (SA)
or
Early Harvest Semillon Sauvignon Blanc (WA)
or
Matua Valley Sauvignon Blanc (Hawkes Bay NZ)
or
Yalumba Y Unwooded Chardonnay (SA)

Red

Penfolds Private Release Shiraz Cabernet (SA)
or
Cartwheel Cabernet Merlot (WA)
or
Yalumba Galway Shiraz (SA)
or
Preece Cabernet Sauvignon (VIC)

Sparkling

Seppelt Fleur De Lys Non Vintage (VIC)

1 Hour	\$18
2 Hours	\$26
3 Hours	\$33
4 Hours	\$40
5 Hours	\$47

* Minimum numbers apply

DELUXE PACKAGE

Beer

Corona or Stella Artois or Heineken
Cascade Premium Light

White

T'Gallant Juliet Pinot Grigio (VIC)
or
Secret Stone Sauvignon Blanc (NZ)
or
Matua Valley Sauvignon Blanc (Marlborough NZ)
or
Wolf Blass Gold Label Chardonnay (SA)
or
St Hilary Chardonnay (SA)

Red

Bobbie Burns Shiraz (VIC)
or
Saltram Mamre Brook Cabernet Sauvignon (SA)
or
Vasse Felix Classic Dry Red (WA)
or
D'Arenberg P'Arrys Shiraz Grenache (SA)
or
Starvedog Lane Cabernet Merlot (SA)

Sparkling

Domain Chandon Non-Vintage (VIC)
or
Ninth Island Non Vintage (TAS)

1 Hour	\$20
2 Hours	\$29
3 Hours	\$38
4 Hours	\$47
5 Hours	\$54

SOFT DRINK PACKAGE

Selection of juices and soft drinks

1 hour	\$8.50
2 hours	\$10.50
3 Hours	\$12.50
4 Hours	\$14.50
5 Hours	\$16.50

Part 3 The Paperwork

Terms and Conditions

- 1. Tentative Bookings** - Will be held for a period of 7 days from the date of quotation unless other arrangements have been made.
- 2. Confirmation** - A function is confirmed when the 'function detail sheet' has been signed, dated and returned by fax.
- 3. Deposit** - A 50% deposit payable upon confirmation is required for functions over \$2000. No deposit is required for functions under \$2000.
- 4. Cancellation** - Notified in writing 60 days prior to the date no charges will apply. Written notification received 30-60 days prior will be invoiced for costs incurred. Functions cancelled less than 30 days prior to the date will be invoiced the full quoted cost.
- 5. Final Details** - Menus, beverage arrangements, audio visual requirements, room set-ups, starting and finishing times must be confirmed 15 days prior to the function.
- 6. Commencement and Vacating of Rooms** - The organiser agrees to begin the function and vacate the designated function space at the scheduled times agreed upon.
- 7. Guaranteed Numbers** - Guaranteed number of guests is required a minimum of 3 working days prior to the function. Charges will be based on guaranteed numbers or final head count, whichever is greater.
- 8. Payment** - All function accounts are to be paid at the conclusion of the event unless alternative arrangements have been made with Karstens at CQ by way of credit facility. All approved credit arrangements require full payment within seven (7) days after conclusion of the event. Payments not received within 30 days will incur a 2% monthly interest charge.
- 9. Prices** - Will be confirmed by email as detailed in the 'function detail sheet'.
- 10. Security** - Management will not accept responsibility for the loss or damage to equipment or merchandise left on the premises prior to, during, or after the function. Our manager will be pleased to discuss arrangements with you.
- 11. Compliance** - Clients will be responsible to ensure the orderly behaviour of their guests and Management reserves the right to intervene where it sees fit.
- 12. Damages** - Clients will assume responsibility for any and all damages caused during the function by any of their guests or any other person attending the function.
- 13. External Caterers** - Clients are not permitted to bring in their own caterers or beverages unless prior arrangements with Management have been made. A charge will apply in the event permission is given.
- 14. Substitute Rooms** - Management reserves the right to assign another room for the function in the event the room originally designated for such function is not available or inappropriate in the opinion of Management.
- 15. Displays and signage** - Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by Management.
- 16. Deliveries** - Equipment or manuals delivered for a function must be directed to the attention of the Operations Manager with the function name and date clearly stated. Equipment or manuals delivered prior to the start of the function cannot be stored unless prior arrangements have been made. All deliveries should be made to Level 9, 123 Queen Street between 7.30am – 5.00pm Monday to Friday.
- 17. Circumstances beyond the control of Karstens at CQ** - Should Karstens at CQ be unable to provide for your function due to circumstances beyond our control, Management is not responsible for any costs, damages or expenses that you may suffer or incur.
- 18. Items not collected** - Any items that have not been collected after the function will be disposed of within 14 days.

Registration Form

Organisers name:	_____
Contact email:	_____
Company name:	_____
Address:	_____
Postcode	_____
Telephone no.	_____
Facsimilie no.	_____
Contact on the Day:	_____
Date of Event:	_____

Deposit Payment
Amount to be advised by Karstens at CQ

Method of Payment: Direct Deposit Cheque Credit Card
(Please mark one only)

Account Settlement Payment
Amount settled at conclusion of event

Method of Payment: Direct Deposit Cheque Credit Card
(Please mark one only)

Approved Credit (7 day) at Karstens at CQ

Please send invoice to attention: _____

Street No./Name/PO box: _____

Suburb/City: _____ Postcode: _____

Please fax to Karstens at CQ:
Fax (03) 8601 2711

Conference Check List

This check list is designed to help you plan your event at Karstens.

Function Name:

Function Signage:

Function date:Starting time:Finishing time:

Number attending:

TYPE OF EVENT:

Training
 Meeting
 Conference
 Presentation
 Lunch
 Dinner
 Cocktail
 other.....

ROOM SET UP:

<input type="checkbox"/> Theatre	<input type="checkbox"/> Banquet
<input type="checkbox"/> U-Shape	<input type="checkbox"/> Cocktail
<input type="checkbox"/> Cabaret style	<input type="checkbox"/> Class room
<input type="checkbox"/> Workshop (chairs only)	<input type="checkbox"/> Board room
<input type="checkbox"/> Registration table	<input type="checkbox"/> other.....

EQUIPMENT:

1 white board and projector screen are included in the room hire

<input type="checkbox"/> Data projector	<input type="checkbox"/> Flip Chart
<input type="checkbox"/> Laptop	<input type="checkbox"/> Power board/extension lead
<input type="checkbox"/> Conference phone	<input type="checkbox"/> Cordless microphone
<input type="checkbox"/> Lectern	<input type="checkbox"/> Lapel microphone
<input type="checkbox"/> Overhead projector	<input type="checkbox"/> DVD/Video player
<input type="checkbox"/> Music system/CD player	<input type="checkbox"/> Electronic whiteboard
<input type="checkbox"/> other.....	

CATERING:

Catering Options	Arrival	MorningTea	Lunch	Afternoon Tea	Cocktails	Dinner	Other
Catering Requirements							
Times							

Please specify any dietary requirements that your delegates may have:

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