

Country Comfort Bundaberg International

Conference Room Information Pack

73 Takalvan St
Bundaberg, Qld. 4670
Phone: 07 4151 2365
Fax: 07 4153 1866
Email: info@bimi.com.au

Thank you for your enquiry. Please find below the information you have requested regarding our Conference room.

Conference Room Charge \$125 per day.

The charge inclusive of

- Room hire
- OHP and Screen
- DVD and Television
- White Board and Flipchart
- Pads, pens, mints and water

Seating Capacity – Room Size: 10.5m x 4.5m = 47.25m²

- U – Shape : Max 22 people
- Classroom : Max 15 people
- Workshop : Max 16 people
- Theatre : Max 30 people
- Boardroom : Max 12 people

Extra Services Available for

- Continuous tea and coffee \$5.00 per person
- Morning tea includes tea and coffee biscuits and cakes \$5 per person
- Afternoon tea includes tea and coffee biscuits and cakes \$5 per person
- Freshly made Sandwiches and Orange Juice \$17.50 per person
- Hot finger food and Orange Juice for \$18.00 per person
- Please note that any special diet requirements (eg. Gluten Free) will incur an extra charge of \$2.00 per meal

Extra Equipment Available for Hire

- Data Projector \$285.00 per day + \$25.00 setup and delivery fee
- Laptop \$130 per day + \$25.00 setup and delivery fee

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Accommodation

All room rates are based on a non-commissionable rate, one person per room per night

- Deluxe Room \$128.00
- Prem Deluxe Room \$138.00
- Exec Room \$148.00

Confirming a Booking

We will hold the room on a tentative basis for ONE WEEK only. We require a deposit of \$125 to confirm the reservation. If we don't receive the deposit within one week we reserve the right to release the space.

Once we receive the deposit you will be issued with a receipt. The deposit amount will be credited to your final account. If you will be using the room for more than one day, TWO WEEKS before the function date the balance of the room hire must be paid.

Catering for Refreshments

If any of your group attending your function have any special diet requirements we need to be informed of this at least ONE WEEK before your function date.

Cancellation Policy

Cancellation must be given to us in writing

If you cancel your reservation MORE THAN TWO WEEKS before the function date the deposit paid will be refunded in full

If you cancel your reservation LESS THAN TWO WEEKS before the function date the whole amount of the room hire will be retained by the Country Comfort.

Banking Details

Payments can be made by credit card or direct deposit.

Account Name: Raj Hotel Group Pty Ltd
Account Number: 79-411-0980
BSB: 084-571