

CONFERENCE PACKAGES

Full Day Package - Option One

\$74 per person

Minimum 15 delegates

- Includes:
- Venue Hire
- Morning and Afternoon tea
(Choose 1 item from the refreshment menu + seasonal fruit cuts)
(Extra items - \$4.50 per person)
- Buffet lunch - buffet of the day
(Extra items \$7pp)
- Registration desk of delegates arrival
- Lectern
- Daily newspaper on request
- Writing pads, pens, mints and iced water
- Data projector
- Projector screen
- 2 x cordless microphone
- 1 x flip chart (with papers)
- 1 x whiteboard (with markers)

Full Day Package - Option Two

\$81 per person

Minimum 15 delegates

- Includes:
- Venue Hire
- Freshly brewed coffee & tea on arrival
- Morning and Afternoon tea
(Choose 2 items from the refreshment menu + seasonal fruit cuts)
(Extra items - \$4.50 per person)
- Buffet lunch - buffet of the day
(Extra items \$7pp)
- Registration desk of delegates arrival
- Lectern
- Daily newspaper on request
- Writing pads, pens, mints and iced water
- Data projector
- Projector screen
- 2 x cordless microphone
- 1 x flip chart (with papers)

CONFERENCE PACKAGES

Half Day Package - Option One

8am - 1pm OR 12pm - 5pm

\$72 per person

Minimum 15 delegates

- Includes:
- Buffet lunch (buffet of the day)
- Morning or Afternoon tea (select one)
(choose 1 item from the refreshment menu)
(extra items - \$4.50 per person)
- Venue hire
- Registration desk of delegates arrival
- Lectern
- Daily newspaper on request
- Writing pads, pens, mints and iced water
- Data projector
- Projector screen
- 1 x cordless microphone
- 1 x flip chart (with papers)
- 1 x whiteboard (with markers)
- Wireless internet

Added Values

For both full and half day packages

- For 3 day workshops
Complimentary ½ hour of cocktail service.
- For 5 day workshops
Complimentary 1 hour of cocktail service.

If you do not wish to book a package...

We have other options available. Please call us to discuss.

CONFERENCE MENUS

Refreshment Menu

Scones with strawberry jam & cream, Donuts, Freshly baked muffins, chicken pies
Assorted sandwiches (select 2 - egg, tuna, vegetable or chicken)
Assorted wraps (select 2 - fish, chicken or vegetable)
Custard pies, Seasonal platter of fruit, Danish pastries

Lunch Buffet - Monday

Garden salad, Mexican bean salad, Honey soy roasted chicken,
Grilled market fish in coconut, Seasonal vegetables with butter, Fruit trifle

Lunch Buffet - Tuesday

Kachumber salad, Grilled vegetable salad, Tandoori chicken (bone-in)
Lamb curry, Vegetarian curry, Chef's condiments (papadum, dhal, chutney), Rice kheer

Lunch Buffet - Wednesday

Asian slaw, Caesar salad, Lamb with greens, Chicken chow mien
Vegetable stir fry, Seasonal fruit platter

Lunch Buffet - Thursday

Ota salad, Kokoda salad, Fish kebabs with miti,
Lovo chicken, Palusami, Vudi vakasoso

Lunch Buffet - Friday

Pumkin & nuts salad, potato egg salad, BBQ lamb sausages
Pineapple & garlic grilled chicken, Stir-fry vegetables, Custard pie with topping

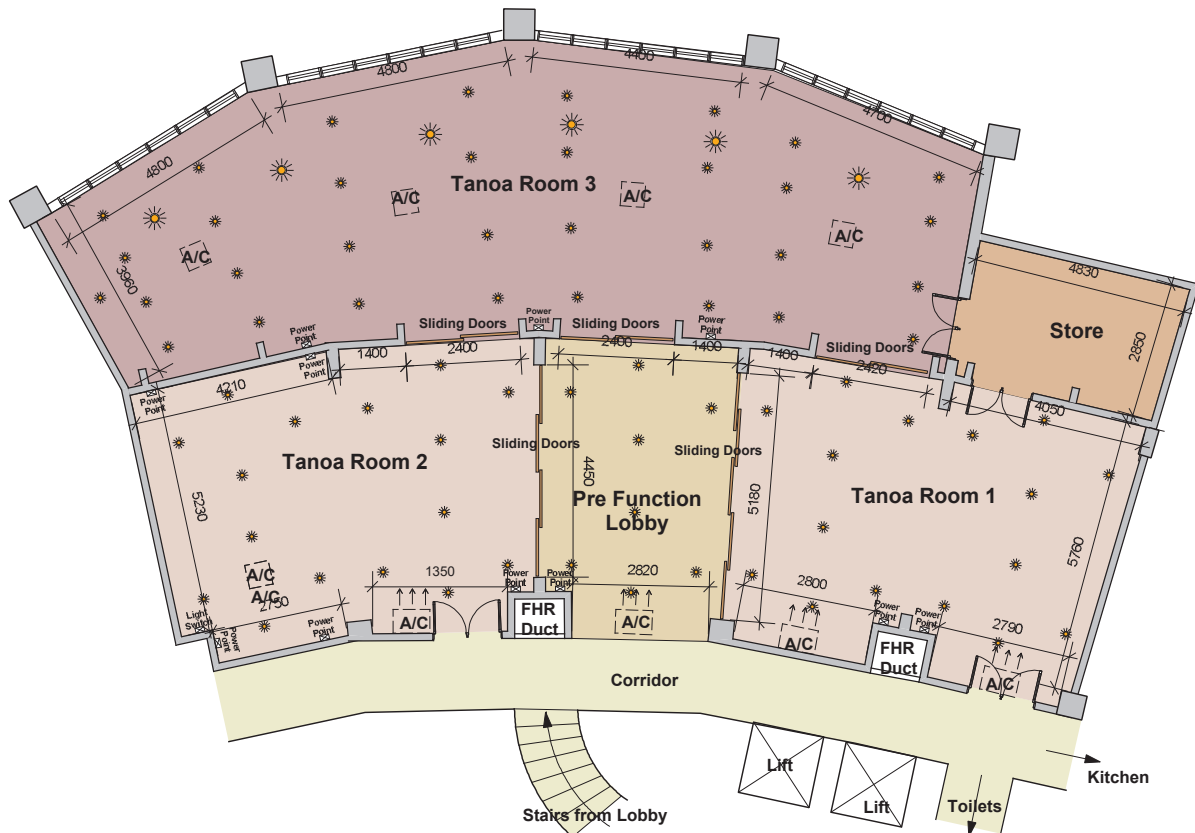
Lunch Buffet - Saturday

Vermicelli chicken salad, Niçoise salad, Chicken stir-fry, Grilled fish with lemon butter sauce
Buttered seasonal vegetables, Fruit salad

*** All lunch buffets come with steamed rice, boiled rootcrops & freshly baked bread rolls.**

All prices are in FJD and include all taxes.
Prices may increase at any time without notice due to increased direct costs or
changes in, or introduction of government charges and taxes

CONFERENCE CENTRE



VENUE CAPACITY

VENUE	THEATRE	CLASSROOM	BANQUET	COCKTAIL	U SHAPE	BOARDROOM	SIZE
Convention Centre	150	n/a	120	280	n/a	n/a	181 m ²
Tanoa Room 1	45	24	30	55	15	20	45 m ²
Tanoa Room 2	45	24	40	55	15	20	45 m ²
Tanoa Room 3	150	60	80	120	40	40	150 m ²

PRICING

Tanoa Room	\$850 per day	Data Projector	\$200	Cordless Microphone	\$550
Tanoa Room 1	\$300 per day	Projector Screen	\$60	Other	POA
Tanoa Room 2	\$300 per day	Data Projector & Screen	\$250		
Tanoa Room 3	\$550 per day				

* External audio, visual and lighting equipment can be arranged on your behalf and will be quoted according to your requirements.

TERMS & CONDITIONS

CONFIRMATION

A final overview of the event will be provided to you no less than 10 working days prior to the event. This final overview will be deemed as correct unless otherwise advised by you in writing.

DEPOSIT

We request a deposit of 100% of the venue hire, subject to a minimum of FJ \$100 inclusive of VAT within 2 weeks of the booking confirmation. Should no room hire be charged, a deposit of FJ \$100 inclusive of VAT will be required.

MENU SELECTION

Please confirm your menu selection at least 14 days prior to the event, or otherwise advised. This is to allow us the opportunity to provide you with the "final overview" of your event.

FOOD AND BEVERAGE

No food or beverage may be brought onto the hotel premises for consumption during the event, unless prior arrangement has been sought with management. This may incur additional charges.

PRICES

The prices are current at the time of the quotation but may be subject to change at management's discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing. Prices may increase at any time without notice due to increased direct costs of changes in, or introduction of government charges and taxes.

INSURANCE

We cannot take responsibility for damage to or loss of items before, during and after an event, and recommend that you arrange appropriate insurance cover.

EXTENDED HOURS

An extra labour charge may apply if the event concludes after the agreed completion time.

SURCHARGES

A surcharge may be applicable for events held on Sundays, Public Holidays and gazetted industry holidays.

TERMS & CONDITIONS

CANCELLATIONS

Cancellation of function rooms and associated accommodation must be advised in writing. If the event is cancelled, the Hotel reserves the right to impose the following: 6 months – 30 days prior to the event, deposits may be refunded only if the function room is resold. Transfer of the deposit to a new date can occur subject to availability and only on one occasion.

FUNCTION ROOM CANCELLATION POLICY

28 days.....	50% of all charges
21-27 days.....	60% of all charges
14-20 days.....	70% of all charges
7-13 days.....	80% of all charges
2-6 days	90% of all charges
1 day	100% of all charges

FOOD & BEVERAGE CANCELLATION POLICY

14 days	20% of all charges
6-13 days	50% of all charges
5 days	80% of all charges
1-4 days	100% of all charges

GUARANTEED NUMBERS

A guaranteed final number of guests attending the event is requested 2 full working days prior to the event. Charges will be based on the number of people attending the function or the guaranteed number, whichever is the greater.

Please note: If the event delegate numbers decrease within 30 days prior to the event, to the extent that ancillary or breakout rooms are released, a cancellation fee equal to 50% of the released revenue rental component may be incurred.

ACCOMMODATION

Subject to availability, special accommodation rates may be offered in conjunction with your event. A preliminary accommodation listing of attendees should be forwarded 30 days prior to the event, including arrival and departure dates. The final listing is requested no less than 14 days prior to arrival. We reserve the right to release any rooms not confirmed. Accommodation cancelled less than 14 days prior to the event may incur a charge.

Please note: Please liaise directly with the Reservation Department for confirmation of all accommodation bookings. Contact: Ms. Miri McComber contact phone 679 331 2300.

TERMS & CONDITIONS

PAYMENT

It is understood that all meetings and banqueting charges will be directly billed to your company once your credit application has been approved. Should you choose not to apply for credit, full payment is required within 14 working days after the event. All event accounts are to be paid in full by the date specified by the hotel. Any additional charges not itemised on the banquet event order will be included in the final account. Please note, the hotel cannot forward any accounts outside Fiji. For overseas companies, the hotel will require a credit card number prior to the function and payment will be processed the next working day after the event. A detailed account and receipt will be posted to you.

FUNCTION ROOMS

We reserve the right to re-allocate function rooms due to circumstances beyond our control. If final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate room of our choice. We will discuss any changes with you when the decision is made.

EXHIBITIONS

Exhibition companies and exhibitors are responsible for transport, set up and dismantling of their own equipment and displays. Access through the main foyer is prohibited unless by prior arrangement. The hotel loading dock may be used to transport equipment. Delivery and collection times are to be arranged 7 days prior to the event and subject to space availability. Proposed display plans are requested 7 days prior to the event to allow for local authority safety approval.

DAMAGE

Please note you are financially responsible for any damage sustained to hotel property and fittings.

CLEANING

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

TERMS & CONDITIONS

SECURITY

Should you consider it necessary, arrangements for special security can be organised. We shall advise of any additional charge.

PHOTOGRAPHY/RECORDING OF THE EVENT

Prior permission is required for photography, sound or video recording of events or guests in the hotel facilities.

ADVERTISING

Prior permission is required to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication. Photography/Recording of the Event Prior permission is required for photography, sound or video recording of events or guests in the hotel facilities.

RESPONSIBILITY

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than an entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

ADDITIONAL SERVICES

We will be pleased to arrange a variety of additional services upon request, such as entertainment and technical equipment. A charge will be incurred for some services. If the event is cancelled, such service charges will be your responsibility.

AGREEMENT

You agree to follow all reasonable requests of the hotel and in utilising the facilities you and your agents will not breach any act of Parliament or local council ordinance rule.