



CONFERENCE KIT



Lenna of Hobart's conference team know through extensive experience the ingredients of a successful conference, meeting or event and have the skills and resources necessary to provide the highest level of service and guarantee the success of your event.

Planning and synergy with our client is the key.

Our organisers can meticulously plan and work with you to develop a tailored package of services and facilities to ensure your specific requirements are met and success is achieved.

Our dedicated and experienced catering team will precisely plan menus that satisfy a wide range of dietary and cultural preferences.

Classified by the National Trust, stately Lenna features three dedicated function venues with natural light, adjoining break-out areas, garden balconies, contemporary audio visual aids and broad band connectivity.

A popular venue with conference organisers for small to medium sized conventions, business meetings, dinners and other social and corporate functions, Lenna provides a welcome contrast to larger venues and is ideal for intimate gatherings.

Our luxurious Lenna Penthouses are available for day business planning retreats and executive/board meetings.

Special corporate accommodation rates are available for delegates/participants at Lenna, featuring elegant hotel suites or, Salamanca Terraces, offering stylish self contained hotel apartments.

The attached CONFERENCE KIT will assist with your initial planning and we look forward to being of further assistance.

T: (03) 6232 3900 F: (03) 6224 0112 e-mail: enquiries@lenna.com.au

Web Sites: www.lenna.com.au www.salamancaterraces.com.au

www.alexandersrestaurant.com.au

BOOKING PROCEDURE

Confirmation to secure booking

To ensure your own peace of mind, please confirm your tentative booking within seven (7) days by letter, fax or e-mail.

We reserve the right to on sell the venue should no correspondence be received within this time.

Help us to help you

To ensure everything runs smoothly, we will call for final details of your event fourteen (14) days prior to the event date.

Guaranteed Minimum Numbers

A guaranteed minimum number of guests attending is required five (5) working days prior to the event. This is the minimum number for which you will be charged.

Cancellation of booking

We would share your disappointment if your booking were to be cancelled. However we require a minimum of five (5) working days notice to cancel. A cancellation fee will apply should this condition not be met.

Taking Care

We always take every care, however we do not accept responsibility for damage or loss of merchandise left in the hotel prior to, during or after the event.

It is recommended that organisers and their agents arrange appropriate insurance and be aware that any damage to hotel property will be your responsibility.

Organisers and their agents must comply with Occupational Health and Safety, and Fire Safety regulations.

Delivered Goods

Goods to be delivered in advance of the event date must be pre-arranged, as storage is limited. Please label any items with the name and date of your event. This way we can accept delivery and arrange for safe storage.

Payment

Should you require credit with the hotel, a Credit Application must be completed in advance. Upon approval of the application, settlement is required seven (7) working days after the event.

Without these arrangements payment is required on the day of or prior to the event by Credit Card. Company cheques will only be accepted by prior arrangement with the General Manager.

We assure you of Lenna's promise of excellence

VENUE RATES and CAPACITY

RUNNYMEDE ROOM

280 | per day

(53.0 sq m)

Room Style

Capacity/Persons

U shaped Table	30
Classroom Style	30
Boardroom	32
Theatre Style	55
Cocktail Party	80
Banquet	56

McGREGOR ROOM

200 | per day

(32.0 sq m)

U shaped Table	12
Classroom Style	12
Boardroom	16
Theatre Style	25
Cocktail Party	40
Banquet	22

HARRIET ROOM

160 | per day

(29.0 sq m)

U shaped Table	12
Classroom Style	12
Boardroom	16
Theatre Style	20
Cocktail Party	40
Banquet	18

LENNA GARDENS

280 | per day

Cocktail Party	150
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JAMES BAYLEY ROOM

160 | per day

Boardroom	10
Banquet	10

Lenna Penthouses are available for day planning retreats and executive/board meetings. Please inquire.

FLOOR PLAN

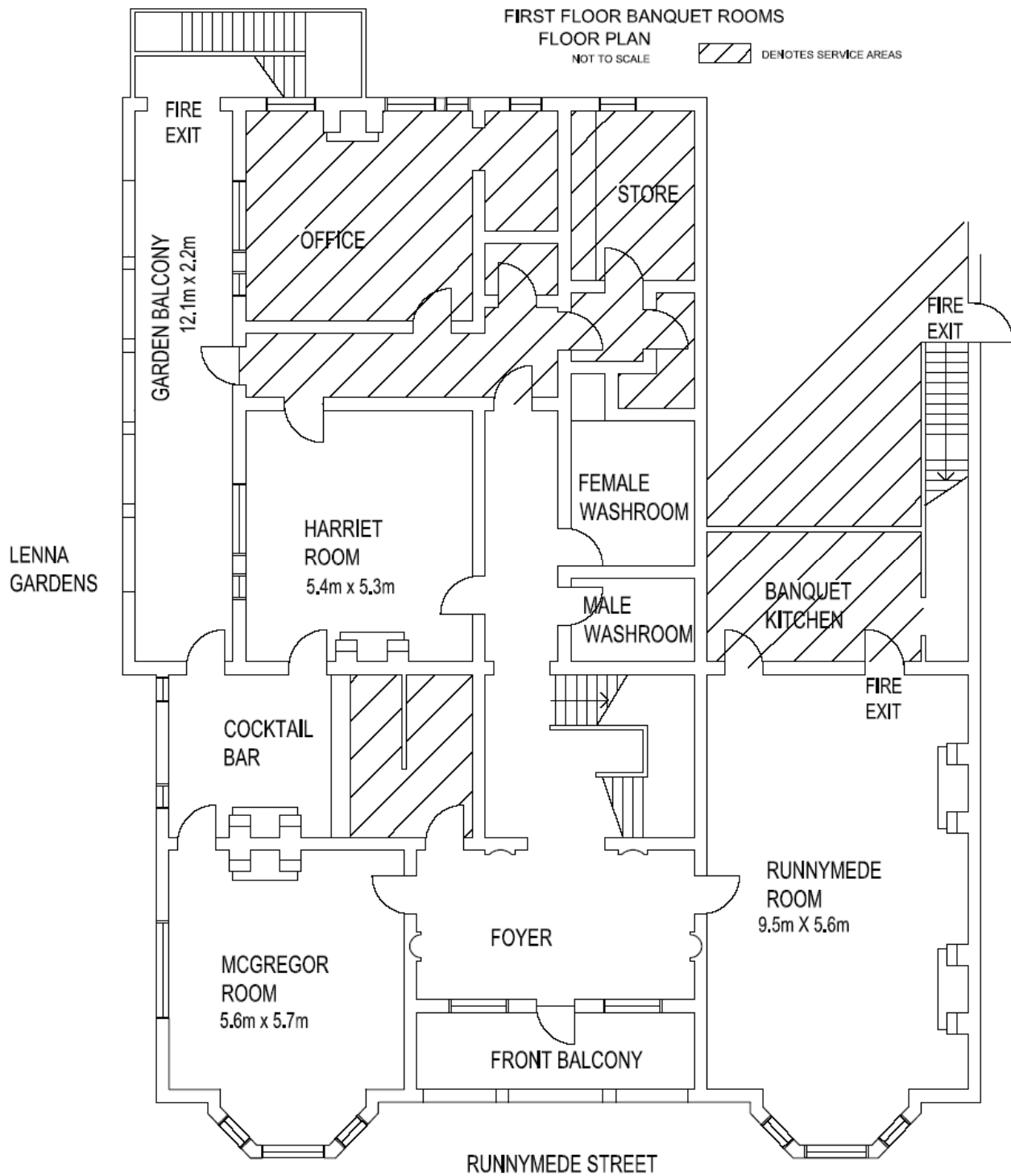
LENNA OF HOBART

FIRST FLOOR BANQUET ROOMS

FLOOR PLAN

NOT TO SCALE

 DENOTES SERVICE AREAS



AUDIO VISUAL EQUIPMENT

Schedule of charges per day hire

High Speed Broadband connectivity in all Rooms	No charge
Whiteboard and Markers	35
Electronic Whiteboard and Markers	120
Flip Chart and Paper	35
Screen only	35
Overhead Projector and Screen	60
Infra-Red Slide Projector and Screen	75
Data Projector and Screen (cancellation policy is 72 hours) You may supply your own Data Projector	250
Conference Phone with speakers	150
Video/DVD and Monitor (TV)	80
Lectern	No charge
Lapel Radio Microphone Kit	125
Computer Equipment/Lighting Equipment	Enquire
Staging and Presentation Equipment	Enquire

Lenna is partnered by HAVE Crawford Pty Ltd who are professional suppliers to the Meetings and Events Industry. Together we provide a comprehensive range of audio visual equipment and technology; broad band Ethernet adapters, staging, lighting and presentation equipment; and on-call technical support and back up to ensure your conference runs smoothly and successfully.

All prices Include Goods and Service Tax

REFRESHMENT INTERLUDES

Coffee and Tea Breaks

Lenna's coffee is freshly ground then brewed to maximise flavour.

We also offer an extensive range of Twining speciality teas and herbal teas.

Our Patisserie bakes bread, sweet biscuits, cakes and pastries daily.

Arrival coffee, tea and herbal infusions	4
Coffee, tea and herbal infusions with Home-style biscuits	6.5
Coffee, tea and herbal infusions with freshly baked cake/slices	6.5
Coffee, tea and herbal infusions with fruit muffins	7.5
Coffee, tea and herbal infusions with scrolls	7.5
Coffee, tea and herbal infusions with Home-made scones, Tasmanian jams and freshly whipped cream	7.5
Coffee, tea and herbal infusions with Danish Fruit Pastries	9
Coffee, tea and herbal infusions with freshly sliced fruit platter	9
Fruit juices and Tasmanian mineral waters	5.5
Aerated Waters (Coke, Lemonade etc)	4.5
Continuous coffee, tea and herbal infusions with biscuits or Cakes supplied at morning and or afternoon tea. Full day	16.5
Half day	11

DAY DELEGATES LUNCHES

All working lunches are served buffet style and include freshly brewed coffee, tea, herbal infusions and orange juice.

Cold Selections

Option 1 - Assorted Traditional Sandwiches - Cold roast seasoned meats and chicken, cured and smoked meats, seasonal salad fillings with fresh herbs, seeded mustards, Tasmanian chutneys and relishes and, Selection of Tasmanian hard and soft cheeses, fresh fruit and crackers. 25

Option 2 - Selection of Danish Open Sandwiches - Gourmet toppings including smoked Tasmanian salmon and, Selection of Tasmanian hard and soft cheeses, fresh fruit and crackers. 26

Option 3 - Flat Bread Wraps - Cold roast seasoned meats and chicken, seasonal salad fillings with fresh herbs, seeded mustards, Tasmanian chutneys and relishes and, Selection of Tasmanian hard and soft cheeses, fresh fruit and crackers. 28

Option 4 - Baked Foccacia Rolls - Cured smoked meats and salmon, marinated Italian vegetables with summer leaves, olives and fresh herbs and, Selection of Tasmanian hard and soft cheeses, fresh fruit and crackers. 28

Option 5 - Country Style Quiche - Vegetarian and non-vegetarian fillings, summer leaf salad and garden salad, freshly baked crusty breads and, fresh seasonal fruit platter 29

Option 6 - Cold Meat Platters and Salads - Premium sliced meat and poultry including herbed chicken breast, smoked leg ham, and roast seasoned beef, with salad of summer leaves, potato and herb salad, crusty breads and Tasmanian chutneys and relishes and, Selection of Tasmanian hard and soft cheeses, fresh fruit and crackers. 39

Our freshly made hearty soup can be substituted for the Tasmanian cheese course.

DAY DELEGATES LUNCHESES (cont)

Hot Selections

Option 7 - Hot Fork Dishes - Please select from the following:

- Tasmanian Lamb or Chicken Saffron Mild Curry and pappadums
- Beef Bourguignon - red wine, onions and mushrooms and baby roast potatoes
- Lasagne - Traditional beef or Mediterranean Vegetables
- Beef or Chicken Thai Stir Fry with egg noodles and cashews
- Lenna Seafood Pastries - fresh market fish pieces and shellfish poached in wine and dill sauce served in light pastry case

All dishes accompanied with Savoury Stir Fry Rice, and or salad of summer leaves, and crusty breads.

Select one (1) dish | 29

Select two (2) dishes | 36

Option 8 - Business Lunches - Customised Luncheon menus may be selected from our extensive Banquet menus or Alexanders Restaurant menu. To view menus visit our Alexanders web site www.alexandersrestaurant.com.au

Lunch is served in Alexanders Restaurant or a private banquet room. Two course business lunches begin at | 48 per person and minimum number required is 10 persons. Please inquire.

Special Dietary Dishes

Lenna of Hobart enjoys a preferred status with the Ceoliac Society and groups requiring special catering to suit their specific needs. Our Executive Chef and his catering team are knowledgeable and skilled in providing interesting and innovative healthy choice or special dietary dishes.

Obviously special dietary requirements need to be negotiated in advance of the event.

CONFERENCE BREAKFAST

Tasmanian Breakfast Buffet

Selected Fruit juices

Fresh fruit salad

Whole fresh fruits

Tamar Valley natural and fruit yoghurts

Variety of cereals and muesli

Full cream dairy milk, low fat milk and soy milk

Bakery Basket

Danish pastries, muffins, and croissants

Dorans Tasmanian jams, preserves and honey

Freshly brewed coffee, herbal and Twining teas

23.5 | per person

Cooked Breakfast Selections

Fresh free range eggs -

Scrambled/Poached on toast, served with grilled half tomato,
crispy Wursthau Tasmanian bacon

or

Poached/Scrambled/Fried on toast,
served with crispy Wursthau Tasmanian bacon
and chipolata sausages

35 | per person (includes Buffet)