# CONFERENCES MEETINGS

Lenna OF HOBART

Thank you for your recent enquiry

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.

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.

Classified by the National Trust, stately Lenna features three dedicated function venues with natural light, adjoining break-out areas, garden balconies and Wi-Fi connectivity.

A popular venue with conference organisers for small to medium sized business meetings and conferences. Lenna of Hobart provides a welcome contrast to larger venues and is ideal for intimate gatherings.

Special corporate accommodation rates are available for delegates/participants at Lenna of Hobart as well as our apartment properties Salamanca Suites and Salamanca Terraces, located just across the road.

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

Yours sincerely,

**Samantha Stride**
**Assistant General Manager**
sam@lenna.com.au
03 62 323 900

THE SITE OF LENNA WAS ORIGINALLY OWNED BY CAPTAIN JAMES BAYLEY. HE SUBSEQUENTLY SOLD THE PROPERTY TO ALEXANDER MCGREGOR WHO WAS HIS PARTNER IN THE WHALING TRADE AND WHOSE DAUGHTER, MISS HARRIETT BAYLEY, BECAME MCGREGOR'S FIRST WIFE. THE MOST FAMOUS OF HIS SHIPS AND HIS FAVOURITE WAS THE 'HARRIETT MCGREGOR'.

Lenna
OF HOBART

# Meeting Rooms

| Meeting Room | Room Style | Capacity/Persons* |
|---|---|---|
| **Runnymede Room** | U shaped Table | 30 |
| $400.00 \| per day | Boardroom | 30 |
| (53.0 sq m) | Classroom Style | 30 |
| | Theatre Style | 48 |
| **McGregor Room** | U shaped Table | 12 |
| $300.00 \| per day | Boardroom | 16 |
| (32.0 sq m) | Classroom Style | 12 |
| | Theatre Style | 20 |
| **Harriet Room** | Boardroom | 8 |
| $250.00 \| per day | | |
| (29.0 sq m) | | |
| **Alexander's** | | |
| $400.00 \| per day | Banquet | 44 |

Alexander's is used for breakfast service from 6.30-10am daily & is available for hire after 11.30am.

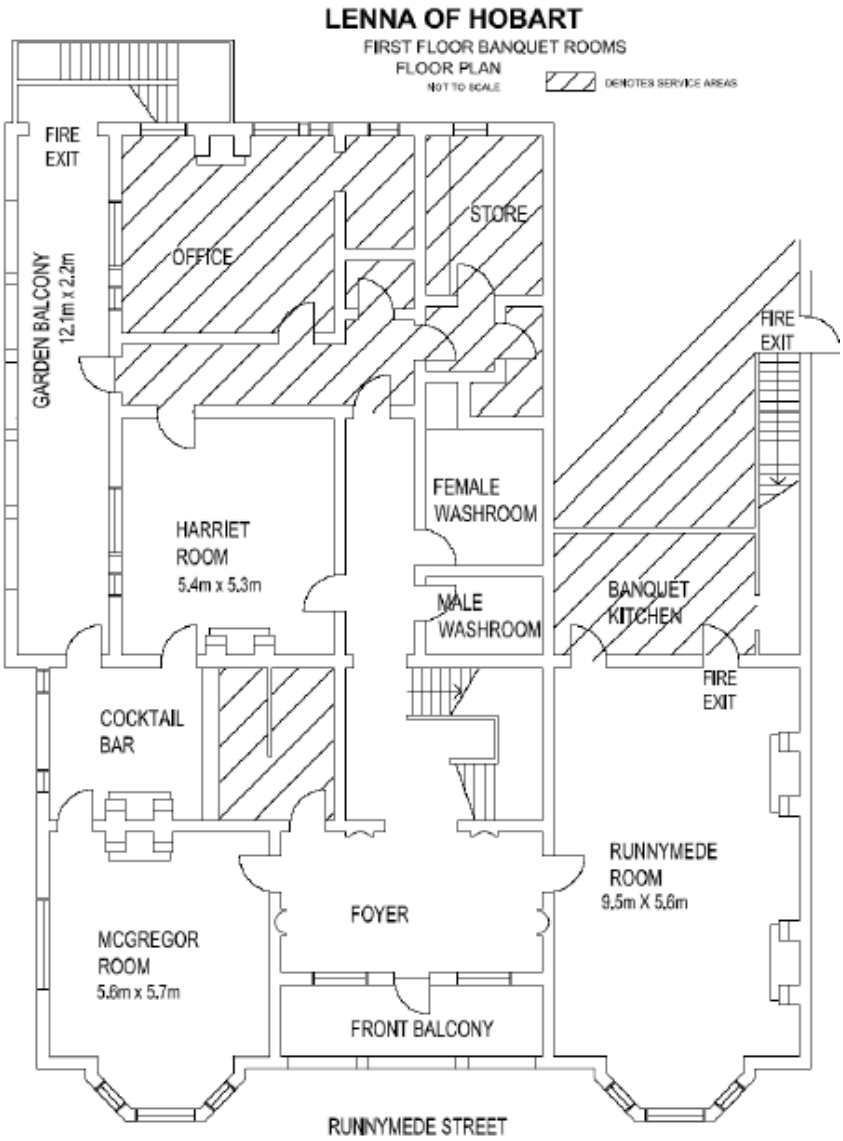
**Meeting room hire inclusions:**
Room setup to your specifications
Wi-Fi access
Note pads & pens
Ice water & mints
Car parking (subject to availability)

*Maximum number of persons per room may be reduced when adding AV equipment in the space.
The Runnymede, McGregor & Harriet Rooms are located on the first floor with stair access only. (No lift)

***Runnymede Room***

Lenna of Hobart, Cnr Salamanca Pl & Runnymede St, Battery Point, Hobart, Tasmania, 7004
p: 1800 030633 f: +61 3 6224 0112 e: enquiries@lenna.com.au w: lenna.com.au

# Floor Plan

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# Catering Information

## Full Day Catering Package — $42.00 pp

Continuous tea, coffee & juice
Morning tea: Chefs selection
Lunch: Your choice from the sandwich options, fresh fruit platter
Afternoon tea: Chefs selection
Seasonal whole fruit bowl

Upgrade to quiche lunch option — $8.00 pp

## Individual Catering Selections

### Morning & Afternoon Tea

| | |
|---|---|
| Tea & Coffee – Coffee & selection of teas (for 1 break) | $4.50 pp |
| Tasmanian apple & orange fruit juices (for 1 break) | $5.00 pp |
| Continuous tea & coffee | $11.00 pp |
| Continuous tea, coffee & juice | $14.00 pp |
| Choice of danishes, cake, slice, muffins, scones or sliced fruit | $5.00 pp |
| Tasmanian cheese plate served with crisp breads, seasonal compote or fruit paste, dried & fresh fruits | $12.50 pp |

### Lunch

**Sandwich Lunch** — $25.00 pp
Your choice of sandwiches, focaccias, wraps or Turkish bread filled with a variety of gourmet Tasmanian roasted and cold meats and locally sourced salad items with chutneys and condiments
Fresh fruit platter, coffee, teas and Tasmanian juices.

**Quiche Lunch** — $32.00 pp
Served with a garden salad & French stick bread.
Fresh fruit platter, coffee, teas and Tasmanian juices.

Add Tasmanian cheese plate — $10.00 pp

### Dietary Requirements

Individual dietary requirements / allergies can be catered for separately.
Please note that a surcharge may apply.

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# Audio Visual Equipment

Schedule of charges per day hire

| | |
|---|---|
| Whiteboard and Markers | $35 |
| Flip Chart and Paper | $50 |
| Screen only (if providing own projector) | $35 |
| Data Projector* + Screen | $150 |
| Speaker Phone | $35 |
| 50” TV | $150 |
| Lectern | $35 |

*Please note, some laptops require a HDMI adaptor.
We provide the data projector, HDMI cable & VGA cable. You may need to provide your own adaptor.

***McGregor Room***

***Harriet Room***

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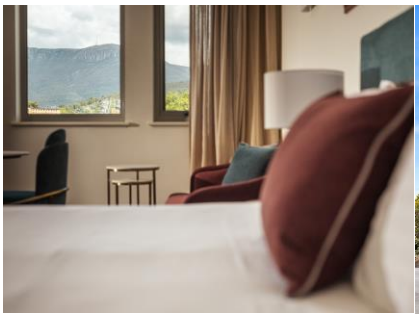
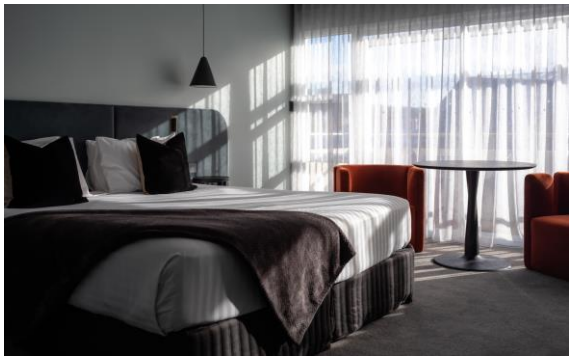
# Accommodation

**Lenna of Hobart** offers hotel style accommodation, most with views of either Mount Wellington & Hobart City, Hobart's historic harbour or Princes Park. Both double and twin bedding configurations are available. Each room contains a digital HD TV with Foxtel, personal mini-bar, tea & coffee making facilities plus free Wi-Fi. Atop Lena of Hobart accommodation are two Penthouses with a flexible number of bedrooms and bedding configurations available.
Lenna offers complimentary car parking & the convenience of 24 hour reception.
Alexanders is open for breakfast and the Chandelier Lounge is open for drinks throughout the evening.



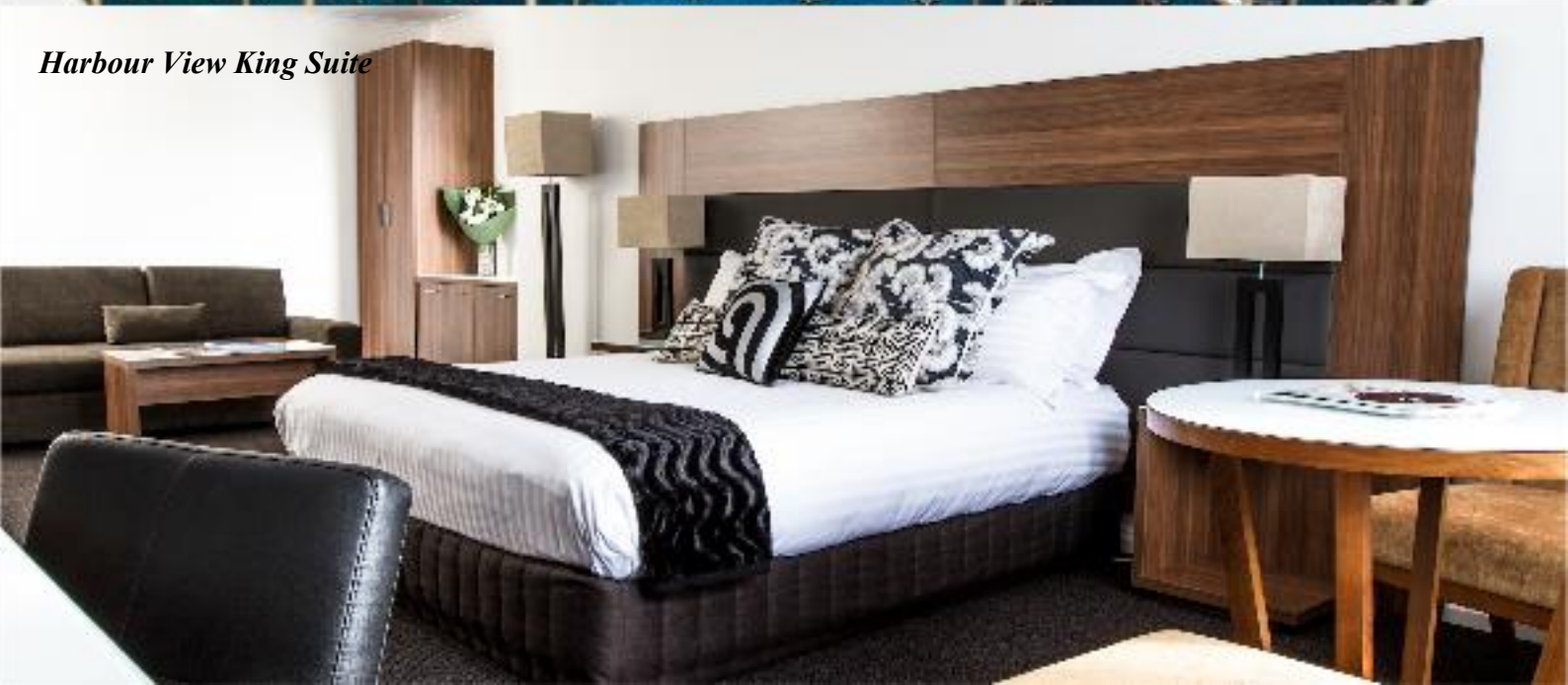
**Salamanca Suites** is ideally located on the eastern end of Salamanca Place – opposite Lenna of Hobart & Salamanca Terraces. Salamanca Suites offers 18 spacious apartments each with its own balcony or courtyard. Studios offer one king bed (can be split to singles), a kitchenette and laundry facilities. Two Bedroom apartments feature two king beds (can be split to singles) and two bathrooms. They also have full kitchen and laundry facilities. Salamanca Suites offers complimentary car parking, Wi-Fi and Foxtel TV.



# Accommodation

**Salamanca Terraces** is operated by Lenna of Hobart & located just across the road. This apartment hotel offers self-contained and fully serviced accommodation located right on Salamanca Place. Salamanca Terraces provides free Wi-Fi, 24 hour reception, daily housekeeping and complimentary on site car parking. Each room offers a HD LCD TV with Foxtel. One & Two Bedroom Apartments offer full kitchen & laundry facilities. Studios offer a kitchenette.

*Runnymede Room*



*Harbour View King Suite*

BUILT IN 1874, LENNA IS A MAGNIFICENTLY RESTORED SANDSTONE MANSION, CLASSIFIED BY THE NATIONAL TRUST AND LISTED ON THE TASMANIAN HERITAGE REGISTER AS A SUPERB EXAMPLE OF EARLY COLONIAL ARCHITECTURE. LENNA IS A LANDMARK HOBART HOTEL ASSOCIATED WITH HOBART'S EARLY MARITIME HISTORY.

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