



WALDORF ON LONDON
conference



Conference Facility Monday – Friday

Welcome to the Waldorf Canberra conference facility. Here at the Waldorf we offer three conference rooms with extra break out facilities. We are situated on Level One of the Waldorf Hotel right in the heart of Canberra.

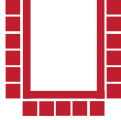




All your conferencing needs can be taken care of by our friendly and experienced Conference Coordinators.

For all enquiries, please contact our Conference Office and speak with one of our friendly staff on (02) 6229 0141, or email us at: conference@waldorfc Canberra.com.au

Welcome...



Waldorf Canberra Conference Rooms & Delegate Configurations

	U-shape	Boardroom	Classroom	Theatre	Cabaret
Majura Room \$330.00 per day	18	20	25	45	24
Murrumbidgee Room \$330.00 per day	18	20	24	40	20
Chatham House Room \$450.00 per day	30	30	50	100	48
					

Set up of the room includes pens, note pads, mints and chilled filtered water. All rooms are equipped with a mounted whiteboard and retractable projection screen. Please note the Majura and Murrumbidgee Rooms have a retractable wall, please enquire about delegate configurations that are available.

Audio Visual Equipment Hire Costs - Daily Rate

Here is a small list of the equipment we are able offer:

CD player	\$ 35	Overhead projector	\$ 35
Flipchart	\$ 40	Wireless microphone	\$ 130
Electronic whiteboard	\$ 110	Data projector	\$ 125
Laptop	\$ 90	42" LCD Full HDTV	\$ 150
Data projector/ Laptop combo	\$ 200	Professional lectern & microphone	\$ 100
Polycom	\$ 150	Computer speakers	\$ 25

Additional phone line charges may apply

Wireless broadband access:

Daily charge per computer \$15.

Weekly charge \$50, download limits apply.

Please confirm all prices of AV equipment at time of booking.

Parking is not available for day guests. There are a number of public parking stations within a block radius of the hotel for use by attendees of your function.



Package 1

Day Package, Picnic Buffet \$35pp

Arrival Tea & Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee

Morning Tea

Chef's house-made selection of muffins, scones or cookies
Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch selection of two salads, meats & fresh bread

Our many delicious salads can include:

Baby rocket, pear, walnut, parmesan & balsamic vinaigrette

Roast garlic mushroom, red onion, baby rocket, pine nuts & blood plum dressing

du Puy lentils, tomato, french beans, parsley

Roasted pumpkin, baby spinach, spanish onion & sherry dressing

Israeli cous cous, roast capsicum, asparagus, olives, 'La Barre' extra virgin olive oil

Asian glass noodle salad with chilli & lime dressing

Roast beef and chicken breast

Fresh cut sourdough

To accompany your lunch

Seasonal fresh fruit platter

Orange, apple or pineapple juice

Tea & coffee (served outside your conference room after lunch)

Afternoon Tea

Pickwick Teas & Filtered Piazza D'Oro Coffee

Served with:

Cheese platter, selection of Australian cheeses, water crackers, dried fruit

Or Chef's selection of house-made cake or slice



Package 2

Day Package, Gourmet Sandwiches \$35pp

Arrival Tea & Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee

Morning Tea

Chef's house-made selection of muffins, scones or cookies

Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch Combining a Selection of Baguettes & Wraps

Our many delicious sandwich fillings can include:

Poached chicken, mango chutney, mayonnaise & fresh rocket

Char-grilled bacon, tomato, mesclun, tomato pickle

Roast beef, horseradish, tomato & rocket

Pastrami, lettuce, tomato, seeded mustard mayonnaise

Salami, swiss cheese, dijon mustard, baby leaves

Roasted pumpkin, baby spinach, sundried tomato & ricotta

Brie cheese, mixed salad, beetroot & feta dip

Curried egg, mayonnaise, sweet sultanas, mesclun

To accompany your lunch

Seasonal fresh fruit platter

Orange, apple or pineapple juice

Tea & coffee (served outside your conference room after lunch)

Afternoon Tea

Pickwick Teas & Filtered Piazza D'Oro Coffee

Served with:

Cheese platter, selection of Australian cheeses, water crackers, dried fruit

Or Chef's selection of house-made cake or slice



Package 3

Day Package, Light Hot Lunch Buffet \$40pp

Arrival Tea & Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee

Morning Tea

Chef's house-made selection of muffins, scones or cookies
Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch buffet of:

Satay chicken skewers
Lamb kofta with tzatziki
House-made mini quiches
Cheese & spinach triangles
Two freshly made gourmet salads
Roast beef and chicken breast
Oven cooked sourdough

To accompany your lunch

Seasonal fresh fruit platter
Orange, apple or pineapple juice
Tea & coffee (served outside your conference room after lunch)

Afternoon Tea

Pickwick Teas & Filtered Piazza D'Oro Coffee
Served with:
Cheese platter, selection of Australian cheeses, water crackers, dried fruit
Or Chef's selection of house-made cake or slice



Package 4

Day Package. Full Hot Lunch Buffet \$45pp

Arrival Tea & Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee on arrival and continuing throughout the duration of your meeting

Morning Tea

Chef's house-made selection of muffins, scones or cookies
Pickwick Teas & Filtered Piazza D'Oro Coffee

Lunch Buffet lunch of three house-made delicious hot meals and two fresh salads,

Ideas from our kitchen:

Soy marinated grilled barramundi, baby bok choy
Fragrant chicken korma, toasted almonds, coriander & steamed rice
Rich beef lasagna with baby spinach & ricotta
Potato gnocchi, napolitano sauce, spinach, olives, goats feta
Beef stroganoff with sour cream, pickled gherkins & pilaff rice
Pumpkin ravioli, roast cherry tomatoes, pesto cream sauce

To accompany your lunch

Two freshly made gourmet salads
Basket of crusty bread
Fresh fruit basket
Orange, apple or pineapple juice
Tea & Coffee (served outside your conference room after lunch)

Afternoon Tea

Pickwick Teas & Filtered Piazza D'Oro Coffee
Served with:
Cheese platter, selection of Australian cheeses, water crackers, dried fruit
Or Chef's selection of house-made cake or slice



Package 5

Day Package. Delegate à la carte lunch selection \$50pp

Continuous Tea and Coffee

Selection of Pickwick Teas & Filtered Piazza D'Oro Coffee on arrival and continuing throughout the duration of your meeting

Morning Tea

Chef's house-made selection of muffins, scones or cookies
Pickwick Teas & Filtered Piazza D'Oro Coffee

à la carte lunch

Select from our à la carte lunch menu (our conference coordinators will take your order at morning tea). We will then have lunch ready for you in your lunch break. Sit back in our restaurant, enjoy your meal, then finish off with an espresso coffee.

To accompany your lunch

Fresh fruit basket
Soft drink or juice
Plunger Tea & Espresso Coffee (served in the restaurant)

Afternoon Tea

Pickwick Teas & Filtered Piazza D'Oro Coffee
Served with:
Cheese platter, selection of Australian cheeses, water crackers, dried fruit
Or Chef's selection of house-made cake or slice



Express Lunches

Take a break to stop and replenish

Take a much-needed break to stop & replenish, or work through and enjoy our express style lunches.

Express Lunch 1 - \$20.00pp

Assorted platter of three point sandwiches
Fresh fruit plate
Orange juice, tea & coffee

Express Lunch 2 - \$22.50pp

Baguettes & Wraps, filling ideas can include:

Poached chicken, mango chutney, mayonnaise & fresh rocket
Char-grilled bacon, tomato, mesclun, tomato pickle
Roast beef, horseradish, tomato & rocket
Pastrami, lettuce, tomato, seeded mustard mayonnaise
Salami, swiss cheese, dijon mustard, baby leaves
Roasted pumpkin, baby spinach, sundried tomato & ricotta
Brie cheese, mixed salad, beetroot & feta dip
Curried egg, mayonnaise, sweet sultanas, mesclun

To accompany your lunch

Fresh fruit plate
Orange juice, tea & coffee



Just a Break?

Morning & Afternoon Teas

Just need a morning or afternoon tea? Our chefs can prepare you something tasty and have it served with Pickwick Teas & Filtered Piazza D'Oro Coffee from only \$10.00 per person.

Seasonal fresh fruit platter for your meeting	\$6.00 per person
Freshly baked cookies with tea & coffee	\$10.00 per person

Beverage Only?

Continuous tea & coffee	\$10.00 per person
Tea & coffee only	\$4.00 per person
Orange or apple juice	\$4.00 per person

After your meeting

Need to stop and unwind after the day? Why not stop and have a drink in our bar with a few light bar snacks. Our restaurant is situated on the ground floor of the hotel.

We also have an exciting range of dinner and functions menus.

Please speak to one of our Conference Coordinators to discuss your requirements.

Contact Information

Phone: (02) 6229 0141

Fax: (02) 6262 9624

Email: conference@waldorfcanberra.com.au

Address: Waldorf Apartment Hotel, Level One, 2 Akuna Street, Canberra City, ACT, 2601