



CONFERENCE KIT



**Best Western Plus
Hovell Tree Inn**



614 Hovell Street, Albury NSW 2640
bookings@hovelltreeinn.com.au
02 6042 3900



Kirkham Room



Ascot Room



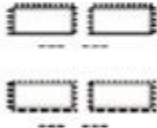


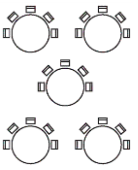


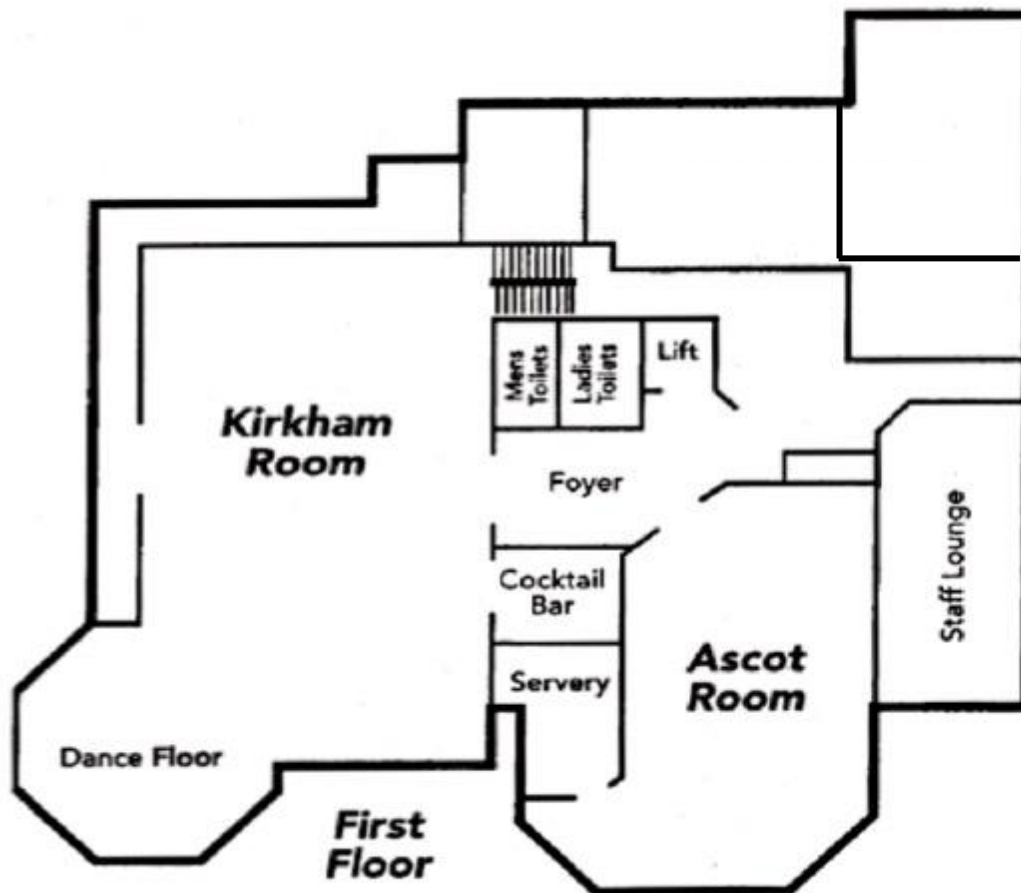
Meeting Rooms



Lunch Location

Function Rooms Details

VENUE	U-SHAPE	THEATRE	CLASSROOM	BANQUET	BOARDROOM	CABARET
LAYOUT						
Covid Safe - 2m² Social Distancing						
Kirkham Room Guest Max No.	40	140	50	140	40	120
Ascot Room Guest Max No.	25	60	40	60	30	50



Room Dimensions

Kirkham Room – 21m x 14m

Ascot Room – 14m x 8m

Meeting Rooms – 5m x 4m

CONFERENCE PACKAGES

1. Deluxe Day Delegate Package

\$55 per person

Inclusions:

- Room Hire (minimum 15 people, 9 hours hire)
- Projector, screen, microphone, presenter + registration desk, white board, one flip chart and lectern
- Notebook, pens and mints
- Discounted accommodation
- Catering:
 - 600mL bottle of water – per person
 - Gourmet tea and Espresso Pod Machine – up to 3 pods per person
 - *Your selection:* 2 x Morning Tea and 2 x Afternoon Tea items
 - Hovell Bar and Grill - Hot Gourmet Lunch (refer to hot menu)
 - Beverage station included – soft drink and our homemade iced tea station

2. Standard Day Delegate Package

\$49 per person

Inclusions:

- Room Hire (minimum 15 people, 9 hours hire)
- Projector, screen, microphone, presenter + registration desk, white board, one flip chart and lectern
- Discounted accommodation
- Catering:
 - 600mL bottle of water – per person
 - Brewed coffee and tea station
 - Chef selection morning tea and afternoon tea
 - Lunch – sandwiches, focaccias & hot finger food. Beverage station included

*****Espresso coffee available for \$4 per person***

CONFERENCE PACKAGE

3. Half Day Conference

\$45 per person

Inclusions:

- Room Hire (minimum 15 people, **5 hours hire**)
- Projector, screen, microphone, presenter + registration desk, white board, one flip chart and lectern
- Catering:
 - 600mL bottle of water – per person
 - Brewed coffee and tea station
 - Chef selection morning tea and afternoon tea
 - Lunch – sandwiches, focaccias & hot finger food. Beverage station included

*****Espresso coffee available for \$4 per person***

4. Breakfast Conference

\$35 per person

Inclusions:

- Complimentary Room Hire (minimum 15 people, **4 hours room hire**)
- Projector and screen, one microphone, presenter and registration desk and lectern
- Catering:
 - Hot breakfast plate (can be alternate or single dish)
 - 600mL bottle of water – per person
 - Brewed coffee and tea station

*****Espresso coffee available for \$4 per person***

Our Covid Safe Cleaning Assurance

We are a **registered CovidSafe Business** – have a Covid Safe Plan in action. We take cleaning very seriously. We strive to uphold the highest cleaning measures. We provide our events with a designated hand sanitiser station, extra cleaning in between sessions, safe distancing of all delegates and use of commercial grade disinfectant.

Our Menu

MORNING TEA AND AFTERNOON TEA

Savoury

Frittata Bites (gf) (v)
Homemade Sausage Rolls
Spinach and Ricotta Puffs (v)
Cheesy Herb Muffin (v)
Tomato Bruschetta Bites (v)
Avocado and Corn Blinis (v)
Vegetable Spring Rolls
Ham and Cheese Croissants

Sweet

Fruit Skewers (gf)
Granola Yoghurt Cups
Chocolate Chip Cookies
Blueberry Muffins
Anzac Biscuits
Scones with Cream & Jam
Chocolate Brownie
Granola and Date Balls
Orange and Almond Cake (gf)

DELUXE DAY DELEGATE - HOT MENU

DELUXE DAY DELEGATE PACKAGE - \$55 HOT GOURMET MENU

HOT LUNCH One Dish For All

Café Style

Toasted Panini

- Chicken, avocado, spinach and tomato relish
- Smoked ham, cheese, tomato

** Toasted paninis are served with a garden salad, house dressing and crunchy chips

Beverages

Soft drink
Homemade iced tea

HOT LUNCH Alternate Drop

Let's be Healthy

Main

Harissa Spiced Chicken
With super greens salad, quinoa, roasted sweet potato, yoghurt and dukka crumb (gf)

Alternating with

Moroccan Beef Skewers
With roasted vegetable cous cous salad and chermoula herb sauce (gf, df)

Beverages

Soft drink
Homemade iced tea

BUFFET LUNCH Chef Served Covid Safe Fashion

Thai Inspired

Buffet Mains

- Chicken and vegetable red curry (gf)
- Satay beef stir-fry (gf) (nuts)

Buffet Sides

- Coconut rice (v, gf)
- Vegetable spring rolls (v)

Beverages

Soft drink
Homemade iced tea

BUFFET LUNCH Chef Served Covid Safe Fashion

Mediterranean Inspired

Buffet Mains

- Roasted veggie frittata (v, gf)
- Chicken, spinach and semi dried tomato pasta bake

Buffet Sides

- Caesar salad (v) (gf on request)
- Bread rolls

Beverages

Soft drink
Homemade iced tea