





|  |  |
| --- | --- |
| Company Name: | **Complete clients details here** |
| Contact details: |  |
| Event Dates: |  |
| Number of guests: |  |
| Conference Room: |  |
| Dinner Room: |  |
| Date of Proposal: | Tuesday, 20 December 2016 |

**Property description**

<Include a paragraph with key selling features and appropriate imagery on venue>

**Conference details**

|  |  |  |
| --- | --- | --- |
| Date | Event details | Total |
| Day-1-Month | 30 x Day catering package – Costs |  |
|  | AV costs |  |
|  | Complimentary upsells |  |
|  | 30 x Dinner & costs |  |
|  | 30 x Beverages options & cost |  |
|  | 30 x Accommodation options and costs |  |
| Day-1-Month | Breakfast information |  |
|  | 30 x Day catering package – Costs |  |
|  | AV costs |  |
|  | Guests depart |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL |  |  |

**CONFERENCE DAY PACKAGE INCLUSIONS**

* List inclusions & pricing here

**FOOD & BEVERAGE OPTIONS**

* List options & pricing here

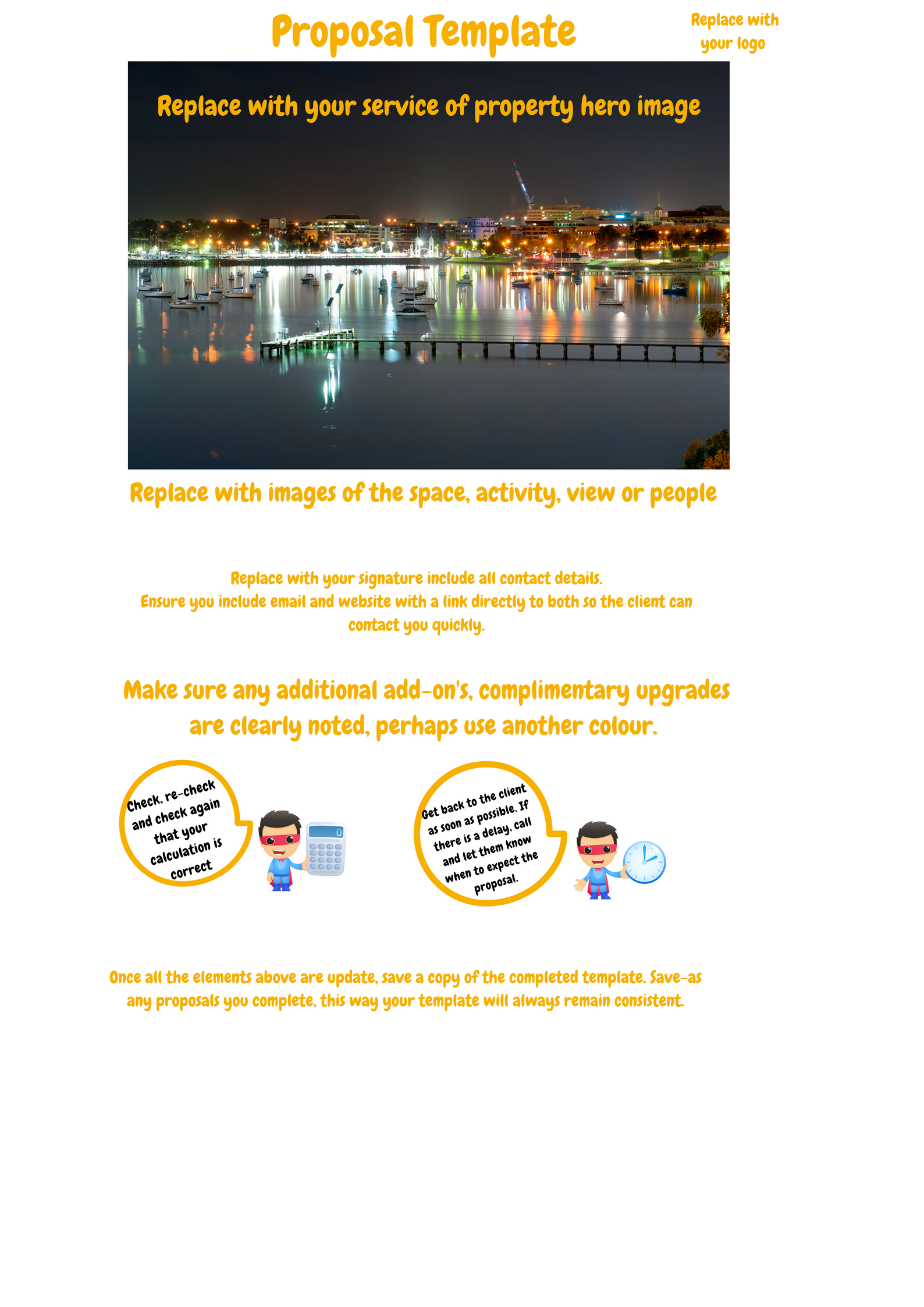
**AUDIO VISUAL EQUIPMENT**

* List options & pricing here

**ACCOMMODATION RATE INCLUSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Number of Room Type** | **Single Rate** | **Twin Rate** |
|  |  |  |  |
|  |  |  |  |

<Include a paragraph with key selling features and appropriate imagery of rooms>

**ADDITIONAL ACTIVITY OPTIONS**