



Animal Health Australia **Events Package**



WELCOME

Our event facilities located in the heart of Canberra City, offers a variety of options for your event. We can accommodate events for 8-110 people from boardroom meetings, conferences, training workshops, cocktail events and more.

Key benefits include:

- modern, purpose built conferencing facilities
- quality audio visual technology and equipment
- venue options from boardroom to large conference room with
- well-equipped breakout spaces and kitchen facilities
- central location in the city close to public transport and parking options
- a range of catering and accommodation options
- experienced and qualified event staff to assist in pre-event planning and on the day.

Thank you for considering Animal Health Australia's event space for your next event.

VENUE INFORMATION

We offer four event spaces for hire, as well as use of our breakout spaces, fully equipped kitchen and sheltered outdoor balcony. Available spaces are detailed in the room capacity table below.

AUDIO VISUAL

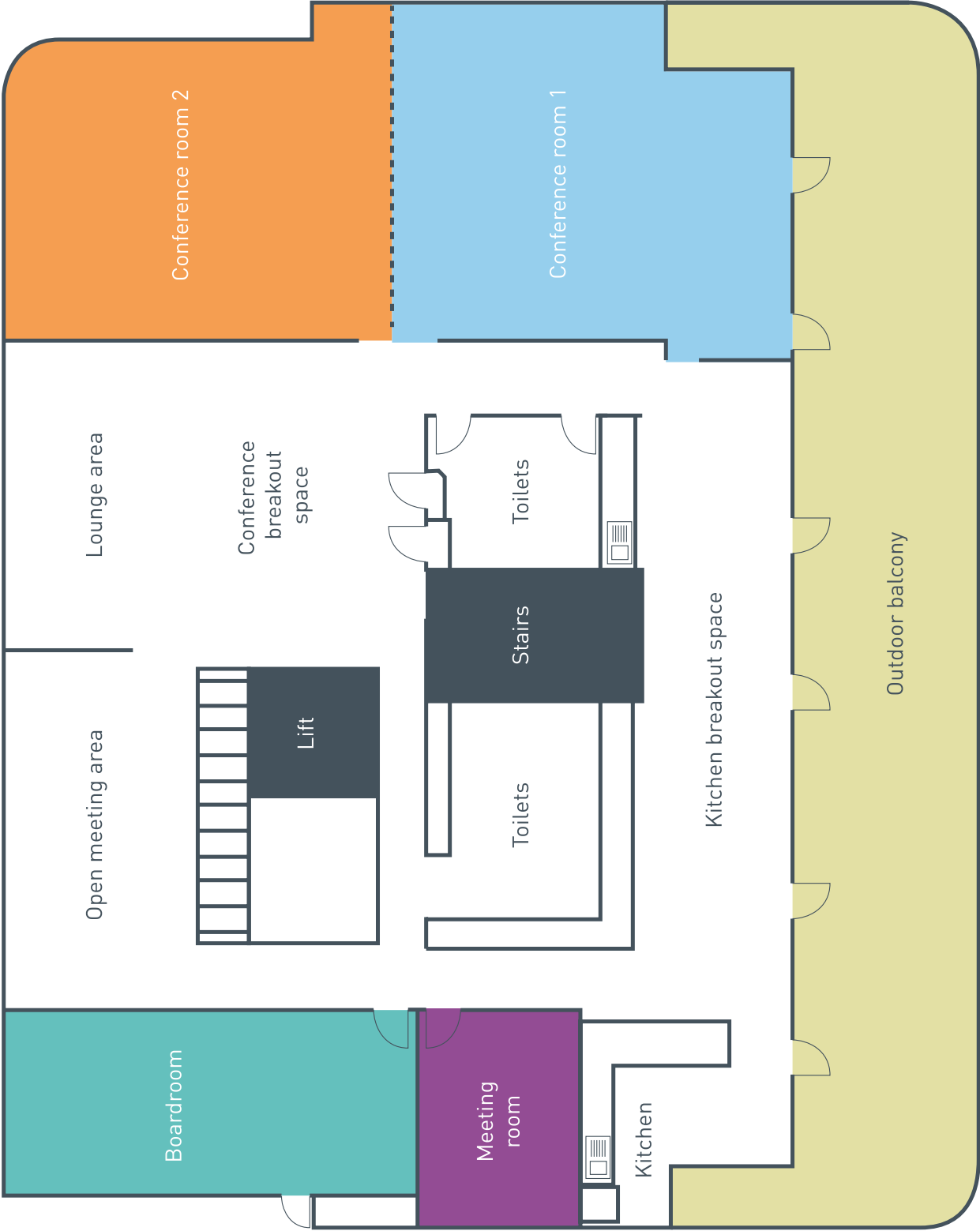
Our event facilities offer quality audio visual (AV) technology and equipment in each room with laptops, data projectors and screens in the conference rooms and boardroom, and 55 inch screen displays in the meeting room, breakout spaces and kitchen area.

We also offer high quality teleconferencing and videoconferencing facilities.

ROOM CAPACITY

Please note Conference Rooms 1 and 2 can be combined (see page 10).

ROOM	CONFERENCE ROOM 1	CONFERENCE ROOM 2	CONFERENCE ROOM 1 & 2	BOARDROOM	MEETING ROOM	OUTDOOR BALCONY
Size	9.03m x 6.56m	6.65m x 6.02m	15.67 x 12.58m	8.28m x 3.5	4.18m x 3.2	?
CAPACITY						
Theatre	60	40	100	-	-	-
U-Shape	22	16	35	-	-	-
Classroom	18	12	40	-	-	-
Boardroom	20	12	32	12	-	-
Cabaret	25	20	40	-	-	-
Banquet	40	20	60	-	-	-
Cocktail	45	20	65	-	-	70



DELEGATE PACKAGES

All prices are
GST inclusive

We offer three packages for events. The costs below are per delegate and include:

- room hire
- standard AV (laptop, data projector and screen plus Wi-Fi)
- catering (dependent on selection below)
- all day tea and coffee plus juice at lunch
- events service fee (dedicated event manager to look after your event).

Our event packages are detailed below, for other requirements please contact the Events Officer.

STANDARD

\$55 per person

Arrival/All Day

- Tea and Coffee

Morning Tea

- Select two break options (page 5)

Lunch

- Sandwiches, wraps and fruit platter
- Juice

OR

- Make your own plate, including two sliced meats and two salads (Caterer's selection) plus bread rolls and condiments
- Juice

Afternoon Tea

- Cheese Platter

OR

- Select two afternoon tea items (page 5)

HOT LUNCH

\$65 per person

- Same as Standard except lunch is hot
- ### Lunch

- Select two hot mains plus two sides (see page 6)
- Juice

HALF DAY

STANDARD \$47 pp

- Standard inclusions except morning tea/lunch OR lunch/afternoon tea

HOT LUNCH \$57 pp

- Same as Hot Lunch except morning tea/lunch OR lunch/afternoon tea

CATERING SELECTION OPTIONS

We offer modern, fully equipped breakout spaces, including espresso coffee machines. Through our preferred suppliers, we can organise catering for your event from breakfast, to all-day conference catering and cocktail party options.

Our conference package options are detailed below, for other requirements please contact our Events Officer.

Break options morning/afternoon tea

INCLUDED IN DELEGATE PACKAGE PRICE

SWEET

- Chocolate Brownie topped with ganache (DF/GF)
- Lemon and Coconut Slice (DF/GF)
- Anzac Slice with Raspberry Jam (DF)
- Assorted Danishes
- Orange and Poppy friand
- Mini Melting Moments
- Fruit and Custard Tarts
- Mini Lemon Meringue Tart
- Carrot and Walnut cake topped with butter cream frosting
- Assorted Mini Cupcakes
- Apple and Cinnamon Slice (DF/GF)

SAVOURY

- Mushroom, Spinach and Fetta Tart
- Mini croissants with ham, cheese and tomato/cheese and avocado
- Cheese and Chive scones topped with cream cheese and smoked salmon
- Cherry Tomato and Bocconcini filo tarts (V)
- Assorted Quiches
- Zucchini and Fetta Muffins
- Mini Sausage Rolls
- Mediterranean Tartlet
- Tomato and Asparagus Frittata
- Assorted Rice paper rolls (DF/GF)

DF = Dairy Free GF = Gluten Free V = Vegetarian

Hot lunch

SELECT TWO MAINS PLUS TWO SIDES

- Beef and Mushroom Pies
- Chicken and Leek Pies
- Chorizo, Tomato, Basil Spaghetti
- Chunky Butter Chicken
- Classic Beef Bolognese
- Creamy Chicken and mushroom Pasta
- Roast Loin of Pork with crackling
- Satay Chicken w/Asian Greens and Hokkien Noodles
- Spaghetti Carbonara

Dairy Free and Gluten Free

- Beef and Vegetable Korma
- Beef bourguignon with bacon, eschallots, thyme and red wine
- Chicken breast stuffed with spiced sweet potato
- Chicken Thai Green Curry
- Chicken Skewers with chili and basil pesto
- Coq-au-vin: chicken braised in red wine, thyme, garlic and bacon
- Herb-crusted rare-roasted sirloin with Salsa Verde
- Lemon and Pepper Roast Chicken
- Pork braised with rosemary, lemon and Kalamata olives
- Rosemary and Garlic Beef Kebabs
- Roast Portuguese Style Chicken
- Sesame Seed and Beef Stir Fry
- Thai Chicken Salad

DF = Dairy Free GF = Gluten Free V = Vegetarian

Vegetarian

- Creamy mushroom soup with sour cream and chives (GF)
- Roast pumpkin, mushroom and spinach Lasagna topped with feta
- Roast capsicum and olive Vol au vents
- Spinach and Filo Triangles
- Eggplant and Potato Curry and rice (DF/GF)
- Creamy tomato, olive and chive Penne
- Thai style sweet potato soup (DF/GF)

Sides

- Dijon mustard infused mashed potatoes (GF)
- Greek salad (GF)
- Quinoa tabbouleh (DF/GF)
- Pear and rocket salad (GF)
- Steamed greens (DF/GF)
- German potato salad (DF/GF)
- Braised Cardamom Rice (DF/GF)
- Herb Roasted Potatoes (DF/GF)
- Maple Glazed Roast Pumpkin
- Creamy Potato and Chive Bake topped with Parmesan Cheese (DF/GF)
- Pumpkin and Couscous Salad

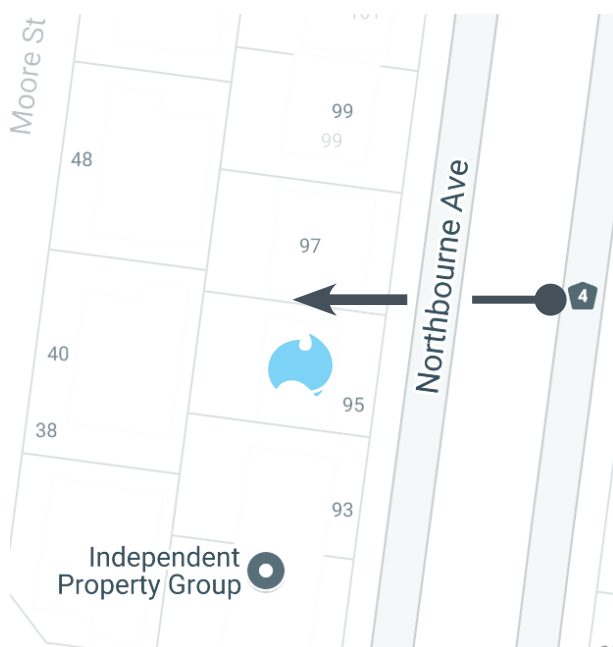
DIETARY REQUIREMENTS

Our caterers can accommodate a wide range of dietary requirements for your delegates if advised prior to your event. Dietary requirements, along with final delegate numbers, are required three (3) working days before your event.

OTHER INFORMATION

PARKING

There is limited free parking onsite available at our building. Due to this, we recommend that taxi or public transport options be utilised. We can assist in booking post-event taxi's if requested during the event.



PUBLIC TRANSPORT

We are also serviced by a main tram stop. The Eloura Street tram station is right outside our office.

ACCOMMODATION

If you require accommodation, we recommend the below hotels that are within walking distance of our facilities.

AVENUE HOTEL (Five minute walk)

80 Northbourne Avenue
Braddon ACT 2602
1800 828 000

reservations@capitalhotelgroup.com.au



PACIFIC SUITES (Directly opposite)

100 Northbourne Avenue
Canberra ACT 2601
02 6262 6266

reservations@pacificsuitescanberra.com.au



EXTERNAL SUPPLIERS OR ACTIVITIES

If you require something for your event that we cannot provide, you are able to use external suppliers with prior approval. The events team are able to recommend external suppliers, or offer recommendations for things to do in Canberra prior to, during or following your event. We're here to help!

GALLERY

Conference Room 1 & 2

15.67m x 12.58m

THEATRE	100
U-SHAPE	35
CLASSROOM	40
BOARDROOM	32
BANQUET	60
CABARET	40
COCKTAIL	65



Conference Room 2

6.65m x 6.02m

THEATRE	47
U-SHAPE	16
CLASSROOM	18
BOARDROOM	10
BANQUET	35
CABARET	17
COCKTAIL	33



Conference Room 1

9.03m x 6.56m

THEATRE	70
U-SHAPE	20
CLASSROOM	27
BOARDROOM	16
BANQUET	52
CABARET	25
COCKTAIL	49



Boardroom

8.28m x 3.5m

THEATRE	-
U-SHAPE	-
CLASSROOM	-
BOARDROOM	12
BANQUET	-
CABARET	-
COCKTAIL	23



BOOKING INFORMATION

To book your event simply complete
the Events Booking Form (page 11)
and email it to
events@animalhealthaustralia.com.au.

You will then receive a booking confirmation.

The AHA events officer will work closely with you in
the lead up to your event to finalise and confirm your
event details including timing, catering and room
set- up requirements. The events officer will then
assist on the day to ensure the success of your event
and a quality experience for you and your delegates.

CONTACT

For more information please contact:

Events Officer

Animal Health Australia

(02) 6232 5522

events@animalhealthaustralia.com.au

Level 2, 95 Northbourne Ave

Turner ACT 2612

PO BOX 5116

Braddon ACT 2612



EVENT BOOKING FORM

Please send completed form to events@animalhealthaustralia.com.au

EVENT INFORMATION

Event name:

Event date/s:	Day 1:	Day 2:	Day 3:
No. of delegates:	Day 1:	Day 2:	Day 3:
Event times:			
Lunch package requested (standard or hot):	<input type="checkbox"/> Standard <input type="checkbox"/> Hot	<input type="checkbox"/> Standard <input type="checkbox"/> Hot	<input type="checkbox"/> Standard <input type="checkbox"/> Hot

A surcharge of \$50.00 per half hour will occur for meetings that need access prior to 8:30am (other than organiser) and/or run later than 5:00pm.

ORGANISER INFORMATION

Organisation Name:

Contact name:

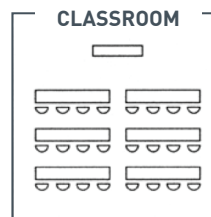
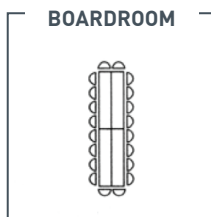
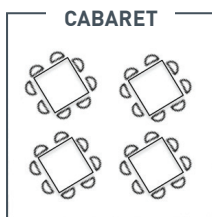
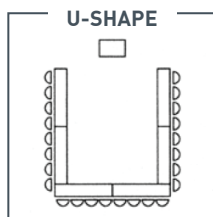
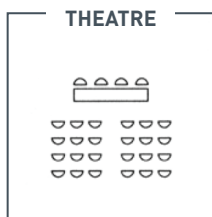
Phone:

Email:

Address:

ROOM REQUIREMENTS

Day 1:	Day 2:	Day 3:
<input type="checkbox"/> Theatre <input type="checkbox"/> U-Shape <input type="checkbox"/> Cabaret <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre <input type="checkbox"/> U-Shape <input type="checkbox"/> Cabaret <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom	<input type="checkbox"/> Theatre <input type="checkbox"/> U-Shape <input type="checkbox"/> Cabaret <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom



Meeting room/s:	<input type="checkbox"/> Conference Room 1 <input type="checkbox"/> Conference Room 2 <input type="checkbox"/> Boardroom <input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Conference Room 1 <input type="checkbox"/> Conference Room 2 <input type="checkbox"/> Boardroom <input type="checkbox"/> Meeting Room 2	<input type="checkbox"/> Conference Room 1 <input type="checkbox"/> Conference Room 2 <input type="checkbox"/> Boardroom <input type="checkbox"/> Meeting Room 2
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Additional requirements:

Thank you for booking your event with AHA Events

AUDIO VISUAL REQUIREMENTS

Please note:

Use of AHA provided devices is recommended to ensure connection.

Please advise below if you wish to use your own device.

Day 1:

- ☐ Laptop
- ☐ Projector & screen
- ☐ Teleconference
- ☐ Video conference
- ☐ Bluetooth speakers
- ☐ Microphone/s
- ☐ Other

Day 2:

- ☐ Laptop
- ☐ Projector & screen
- ☐ Teleconference
- ☐ Video conference
- ☐ Bluetooth speakers
- ☐ Microphone/s
- ☐ Other

Day 3:

- ☐ Laptop
- ☐ Projector & screen
- ☐ Teleconference
- ☐ Video conference
- ☐ Bluetooth speakers
- ☐ Microphone/s
- ☐ Other

Additional requirements:

ADDITIONAL EQUIPMENT

Please indicate the amount of equipment you require

Day 1:

- ☐ Whiteboard
○ 1 ○ 2 ○ 3 ○ 4
- ☐ Flipchart
○ 1 ○ 2

Day 2:

- ☐ Whiteboard
○ 1 ○ 2 ○ 3 ○ 4
- ☐ Flipchart
○ 1 ○ 2

Day 3:

- ☐ Whiteboard
○ 1 ○ 2 ○ 3 ○ 4
- ☐ Flipchart
○ 1 ○ 2

Additional requirements:

External suppliers may be used for services that AHA cannot provide, with written approval from AHA. The client booking the service is responsible for all costs associated with the service and must advise AHA of all delivery times and information regarding the service.

CATERING REQUIREMENTS

	Day 1:	Day 2:	Day 3:
Morning tea:			
Lunch:			
Afternoon tea:			

Dietary Requirements (include delegates name)

Catering order and dietary requirements can be amended up to three (3) working days prior to your event.

Thank you for booking your event with AHA Events

EVENT SCHEDULE

	Day 1:	Day 2:	Day 3:
Organiser name:			
Organiser arrival:			
Delegate arrival:			
Event start:			
Morning tea:			
Lunch:			
Afternoon tea:			
Event end:			

A surcharge of \$50.00 per half hour will occur for meeting that need access prior to 8:30am (other than organiser) and/or run later than 5:00pm.

EVENT REQUEST CONFIRMATION

Name:

Date:

Signature:

You will receive a confirmation email of your booking request and quote for your event within three (3) working days of submitting this form.

EVENT BOOKING CONFIRMATION

Confirmation of your event details will be sent 14 working days prior to your event using the information provided above. Please review and return this form no later than five (5) working days prior to your event.

Name:

Date:

Signature:

Please call the Events Officer on (02) 6232 5522 should you have any changes or queries after this stage.

Thank you for booking your event with AHA Events

TERMS AND CONDITIONS

VENUE AVAILABILITY AND STANDARD BOOKINGS

Standard booking hours are Monday–Friday from 8:30am to 5:00pm (included in the delegate package). Bookings outside of these hours are possible following consultation with the AHA events officer, surcharges will apply.

CONFIRMATION OF VENUE HIRE

To confirm your booking you must provide your completed booking form and signed terms and conditions form to the AHA events officer.

Your booking is only confirmed once you have received a booking confirmation email from AHA.

MINIMUM AND MAXIMUM NUMBERS

Minimum numbers for catered events is 10 delegates and you must cater for all guests in attendance. If minimum numbers are not met, you will be charged for the minimum numbers.

We ask that you abide to the maximum number capacity applicable to the room you have booked; we cannot accept numbers greater than the room capacity.

CONFIRMATION OF EVENT REQUIREMENTS

You are required to submit your event requirements including timing, room set up, audio visual needs and catering selections to AHA by five (5) working days prior to your event.

FINAL NUMBERS

AHA requires final numbers and dietary requirements to be confirmed three (3) working days prior to the event.

Charges will be based upon this number. If a change in numbers is not advised, you will be charged for the number of people advised in the booking form.

CANCELLATION OF VENUE HIRE

Cancellation of your booking must be received in writing by AHA no later than 10 working days prior to your event.

PRICING VARIATION

While AHA endeavors to maintain all prices printed, to meet rising costs of our preferred suppliers we may have to make changes at our discretion.

FOOD

AHA has preferred suppliers for catering. No food or drink, including liquor, may be brought into the events space without prior approval from AHA.

EXTERNAL SUPPLIERS

External suppliers may be used for services that AHA cannot provide, with written approval from AHA. The client booking the service is responsible for all costs associated with the service and must advise AHA of all delivery times and information regarding the service.

DAMAGES

Organisers of the function are financially responsible for any charges incurred or damages sustained to the fittings, property or equipment of AHA by client, guests or contractors prior to, during or after the function. AHA is not responsible for any damage caused to personal property brought on to the premises by clients or patrons.

CONDUCT

AHA reserve the right to refuse service, eject guests or close functions where guests are found behaving inappropriately.

SETTLEMENT OF ACCOUNT

Settlement of your account is required within 30 days of your event. AHA will provide an invoice to the event contact following the event which details all costs and payment options. Surcharges will apply for late payment.

ACCEPTANCE - I HAVE READ AND AGREED TO THE ABOVE TERMS & CONDITIONS

Event name:

Event date:

Contact name:

Organisation:

Contact signature:

Date signed:

