

Quality Inn
Carriage House

***Conference,
Meeting & Events***

2022



Welcome

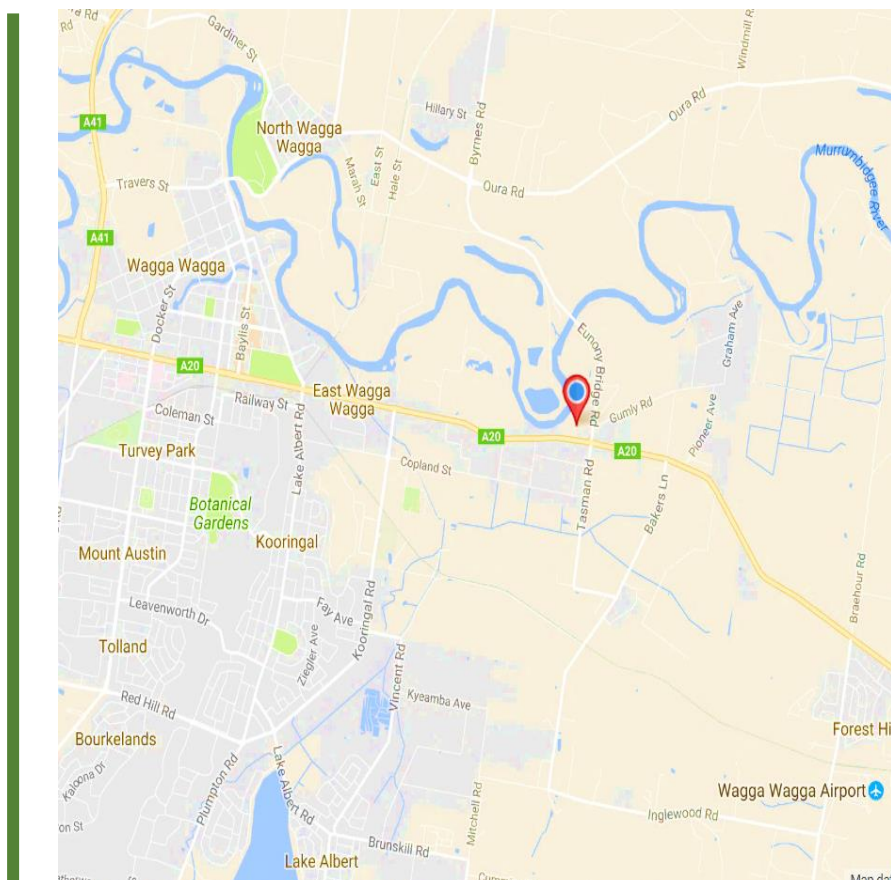
The Quality Inn Carriage House has a solid reputation for being welcoming and memorable and our speciality is ensuring that your function runs with as little stress as possible. Our experienced and professionally trained staff, refurbished conference facilities and beautiful surroundings are guaranteed to make your event an outstanding success. With a talented team of chefs to cater for your event and a dedicated large conference car park your guests, its your best choice for meeting and events in Wagga.



LOCATION

Ideally located in the heart of the Riverina, halfway between Sydney and Melbourne, the Quality Inn Carriage House is the perfect location for your next event.

Set on 8 acres, with recreational facilities such as tennis courts and seasonal swimming pool the Quality Inn Carriage House is surrounded by beautiful countryside, invigorating fresh air and space to think. We are only 5 minutes drive from the airport and the centre of town including the many attractions of Wagga and the mighty Murrumbidgee River flows past the property.



Function Rooms



Abbott Room

The Abbott Room is the perfect space for medium sized business meetings, conferences or functions or as a break-out or catering room for larger functions. The room is contemporary, light and airy, thanks to six large windows with a lovely view over the gardens. The Abbott Room adjoins Clancy's Restaurant and is perfect for evening functions with direct access to the restaurant bar. Access to the Abbott Room is via the main function foyer.



Surrey Room

The Surrey Room is the perfect space for medium to large sized conferences or functions with direct access to the smaller Rosa Room (see below) via a partitioned wall. The room is contemporary, light and airy, thanks to four large windows. With its own private bar area, it's the perfect setting for private dining events. Access to the Surrey Rooms is via double doors leading directly onto the wrap-around balcony.



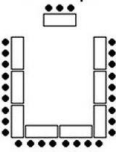
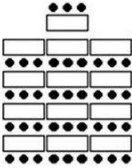
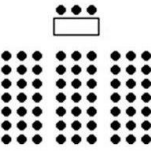
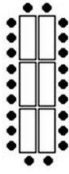
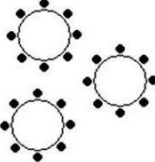
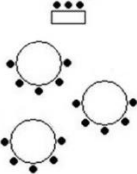
Rosa Room

Perfect for small meetings or as a break-out or catering room, the Rosa Room has direct access to the Surrey Room via a partitioned wall and access via the main function foyer. With beautiful natural lighting and an intimate space, it's the perfect choice.

Function Rooms

VENUE CAPACITY

Our function facilities can cater for up to 100 guests, from large conferences and events, meetings, banquets and training. Function rooms are all professionally appointed, at ground level, quiet, provide plenty of natural lighting, are pillar less and have direct access to 50 car parking spaces at the front of the conference facilities.

		U-SHAPE	CLASSROOM	THEATRE	BOARDROOM	BANQUET	CABARET
							
Surrey	12 x 12 m	33	54	80	28	80	45
Rosa	7.5 x 7.5 m	15	18	25	16	24	12
Surrey + Rosa	–	–	65	100	–	100	66
Abbott	12 x 12 m	27	48	80	28	80	45

For smaller meetings, interviews or break-out rooms, Executive King Suites and Self-Contained Units are also available for use.

FLOORPLAN



Pricing

Room Hire

Room Hire includes water, white board, mints & wireless internet
Full Day - 8 Hours Room Hire
Half Day - 4 Hours Room Hire
Additional charges may apply for extended hours (subject to availability)

ABBOTT	Full Day \$250 Half Day \$150
SURREY	Full Day \$250 Half Day \$150
ROSA	Full Day \$200 Half Day \$120
SURREY & ROSA	Full Day \$400 Half Day \$250

Equipment

DATA PROJECTOR & SCREEN	\$80 per day
MICROPHONE & LECTERN	\$50 per day
LAPTOP	\$50 per day
FLIPCHART & PAPER	\$40 per chart
PENS & PADS	\$2.50 per set
TABLE CLOTHS	\$5 per table

Business Services

B&W PHOTOCOPYING/PRINTING	30c per page
COLOUR PHOTOCOPYING/PRINTING	50c per page



Catering Packages

Half Day Package \$37 pp

- All Day Tea & Coffee
- Morning **OR** Afternoon Tea
 - Sweet and Savory Selection
- Working Lunch
 - Selection of Sandwich & Wraps **OR** Selection of Hot Food
 - Fruit Platter
 - Soft Drink & Juice

Full Day Package \$45 pp

- All Day Tea & Coffee
- Morning Tea
 - Sweet and Savory Selection
- Working Lunch
 - Selection of Sandwich & Wraps **OR** Selection of Hot Food
 - Fruit Platter
 - Soft Drink & Juice
- Afternoon Tea
 - Antipasto Platter (or similar)

BBQ Lunch

+Add \$10 pp

Minute Steak, Rissoles & Sausages
Garden Salad & Coleslaw
Fresh bread rolls
Fruit Platter
Soft Drink & Juice

Buffet Lunch

+Add \$15 pp

2 Meat Dishes + 1 Vegetable Dish
Garden salad
Warmed bread rolls
Fruit Platter
Soft Drink & Juice

Boxed Breakfast

Healthy \$15 pp

Granola Cup
Seasonal fruit skewers
Freshly brewed coffee
Selection of herbal tea

Sweet \$15 pp

Banana bread
Seasonal fruit salad
Sweetened yoghurt
Freshly brewed coffee
Selection of herbal tea

Savory \$18 pp

Ham & cheese croissant
Seasonal fruit salad
Sweetened yoghurt
Freshly brewed coffee
Selection of herbal tea

Accommodation

Your Home Away from Home

The Quality Inn Carriage House can offer you and your guests flexible, tailored corporate accommodation based on your event requirements.

All rooms were entirely renovated in 2017 and guests can enjoy quality, modern facilities including contemporary furnishings, ultra comfortable pillow-top bedding, block-out curtains, ensuite bathroom with luxury fittings including rain shower, reverse cycle air-conditioning in all rooms, a flat-screen TV and a minibar.

QUEEN DELUXE ROOM

Our modern Queen Deluxe Rooms offer the ideal option for a stay in Wagga. Spacious and light filled, featuring stylish, bright décor, working desk and a modern bathroom. Rooms are equipped with a comfortable pillow-top queen bed, fully stocked minibar, upscale bathroom with rain shower, tea and coffee making facilities and either pleasant rural views or the option to park right outside your door.



SUPERIOR TWIN ROOM

Perfect for sharing, twin rooms are light and airy, featuring stylish, bright décor, working desk and a modern bathroom. Rooms are equipped with a comfortable pillow-top queen and single bed, fully stocked minibar, upscale bathroom with rain shower, tea and coffee making facilities and are located on the ground floor.





EXECUTIVE KING SUITE

Need a little extra space? Executive King Suites are perfect for the corporate traveller needing a little extra space for work or just to chill out. Featuring a north facing king size bedroom with private balcony, living room with working desk & 2-seater couch. Suites are and spacious with sophisticated décor, large modern bathroom, have a fully stocked mini-bar and a pod coffee machine.

FAMILY SUITE

With accommodation for up to four people, Family Suites are ideal for families or groups looking to share. Our two bedroom family suites are spacious and light filled featuring stylish, bright décor and a large modern bathroom. Family suites are equipped with a queen bed in one room and two single beds in a separate bedroom.



SELF CONTAINED UNIT

Unwind and relax in these large, apartment style guest rooms, perfect for families or groups looking to share. Featuring a contemporary kitchenette with full sized fridge, separate living/dining area and large modern bathroom with rain shower. Self-Contained Unites are equipped with a queen bed in one room and two to three single beds in a separate bedroom.



Terms & Conditions

Thank you for choosing the Quality Inn Carriage House as the venue for your upcoming event. To ensure the success its success, please sign your agreement to the following Terms and Conditions to accompany your deposit for confirmation of your booking.

CONFIRMATION OF BOOKING

Bookings are confirmed only when a deposit has been paid, equal to the amount of the room hire, as stipulated in the confirmation email sent and Terms & Conditions agreed to in writing. Management reserves the right to cancel the booking and allocate the venue to another client in the event that confirmation is not received fourteen (14) days after dates are held.

COMMENCEMENT AND VACATION OF FUNCTION SPACE

Venue hire is for the nominated function space for a period of up to eight (8) hours for a full day function and up to four (4) hours for a half day function (between 7am - 6pm or 6pm - 10pm), unless otherwise stipulated by prior arrangement with management. The client agrees to commence and vacate the function space at the stipulated scheduled times agreed upon when making the booking. Should a day function go beyond the agreed finishing time or commence before the agreed starting time, the motel reserves the right to impose a charge of \$25 per hour or part thereof that the function space is occupied, evening functions finishing after 10pm will incur a \$100 per hour charge. Management reserves the right to refuse time extensions.

SURCHARGES

Prices for dinner functions are based on function ending at 10.00pm inclusive of pre-dinner drinks, after which a labour charge of \$100 per hour or part thereof is applicable. A surcharge of 10% will apply to the total cost of event on Sundays and 20% for Public Holidays.

FUNCTION CANCELLATIONS

Cancellations must be notified in writing and refunds will be based on the following:

Sunday - Friday Functions: Notification of cancellation more than 60 days prior to the event date will result in a full refund of deposit dependant on space being re-sold. More than 30 days but less than 60 days, 50% deposit refunded only if the room is re-sold. Unfortunately, no refund can be made, due to costs incurred for notice of 30 days or less.
Saturday Functions: Notification of cancellation more than 90 days prior to the event date will result in a full refund of deposit. Less than 90 days, no deposit refund can be made. The Motel will charge for full room hire & catering costs for cancellation ten (10) working days or less.

SMOKING POLICY

Smoking is not permitted inside the venue. Smoking on the designated balcony is permitted.

GUARANTEED MINIMUM NUMBER OF GUESTS

The minimum number of guests attending the event is required five (5) working days prior to the event for Day Use Functions and ten (10) working days prior to the event for Evening Dinner Functions. This will be regarded as the minimum number for catering purposes. From this date, numbers may only be increased. The Quality Inn Carriage House reserves the right to charge for this number even if fewer are served. A child is considered to be under the age of twelve (12) years.

DAMAGE

Clients are financially liable for any damage sustained to Motel property whether by their own action or their guests or through the action of their appointed contractors or sub-contractors. This also ensures that nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Motel.

MUSIC AND NOISE POLICY

Any amplified music in the venue is only permitted for "Whole of Venue" exclusive events and is subject to specific local noise constraints. For all functions, noise levels shall comply with the local council guidelines. Breaches of these noise agreements may result in a financial premium being levied. All entertainment must be approved by Management prior to the commencement of the function. All entertainment must cease at 9:45 PM unless prior approval by management has been obtained. Management will have control over volume and entertainment throughout the function and reserves the right to intervene if deemed inappropriate.

PAYMENT OF ACCOUNT

Final Payment for booked services are to be made at least 5 working days prior to your event for confirmed minimum numbers and minimum bar spend (unless credit approval has been pre-arranged via Management). Cash, EFT OR Credit Card, will be accepted for payment of your account.

Bank Name: Commonwealth Bank Australia
BSB Number: 062-600

Account Name: JM & AS Pty Ltd
Account Number: 1070 8441

Payment of account via Visa Card, Mastercard, AMEX or Diners Cards will incur a 1.5% surcharge.

INSURANCE

Though the Quality Inn Carriage House will take all necessary care, it can accept no responsibility for loss or damage to the property of the client or their contractors. Therefore, the client should arrange his or her own insurance. It is also the responsibility of the client to provide personal insurance cover for their employees and contractors. In addition the Quality Inn Carriage House can accept no responsibility for any personal injury incurred externally to the property.

RESPONSIBLE SERVICE OF ALCOHOL

The Quality Inn Carriage House is committed to the responsible service of alcohol. It is illegal to serve alcoholic beverages to any person in a state of intoxication and as such the motel reserves the right to not serve any such person and/or request their departure from the premises. Due to the Responsible Service of Alcohol legislation (RSA), it is the policy of the motel not to serve shots to any person attending a function. It is illegal to serve alcoholic beverages to any person less than eighteen years of age and the motel reserves the right to request suitable confirmation of age. Due to licence requirements we are unable to allow any liquor to be brought onto or removed from the premises.

EMERGENCIES, INDUSTRIAL ACTIONS AND FORCE MAJEURE

The Quality Inn Carriage House may cancel this agreement at any time if an emergency exists or threat of damage to any person or of damage to property (or as a result of such damage or danger). Similarly this agreement may be cancelled at any time if the use of the venue is prohibited or hindered by any industrial action or where matters beyond the reasonable control of the motel impair or prevent The Quality Inn Carriage House being able to perform its obligations under the event contract. The client releases The Quality Inn Carriage House from any liability or loss incidental or consequential to such matters. Deposits paid by the Client will be refunded in the event of these circumstances arising.

INDEMNITY

The Client uses and occupies The Quality Inn Carriage House, including but not limited to the area of the Venue in which the event is conducted, at the Client's own risk. The Client hereby indemnifies the Quality Inn Carriage House, their employees, agents and contractors and agrees to keep the Quality Inn Carriage House, their employees, agents and contractors, indemnified from and against all actions, suits, proceedings, claims and demands for all damages, costs and expenses whatsoever which may be taken or made against the Quality Inn Carriage House its employees, agents and contractors, and/or incurred, arising out of injury or damage to any person or property from or during the use of the facilities referred to in this agreement and the booking form, to the extent that such injury or damage to any person or property is caused or contributed to by the Client, its employees, invitees and agents. In addition, the terms of this indemnity do not apply to the extent that the injury or damage to any person or property is caused or contributed to by the negligent acts or omissions of The Quality Inn Carriage House, their employees, agents and contractors.

Contract

ACCEPTANCE

Please read these terms and conditions carefully. If you do not understand these terms and conditions, please contact the conference coordinator to discuss. If you have read and understood these terms and conditions and accept them, please sign below and return to the Quality Inn Carriage House.

Date of Event: _____

Company: _____

Name: _____

Position: _____

Signature: _____

Date: _____

