



METRO HOTEL MARLOW
SYDNEY CENTRAL



METRO HOTEL MARLOW SYDNEY CENTRAL

431 - 439 Pitt St, Sydney NSW 2000

P: +61 2 9281 6999

E: events@metroshdneycentral.com



Conference Facilities

Function Rooms

Metro Function Room is located on the mezzanine floor with direct external access to Pitt Street. Access is also available through stairs from the reception area or via our lifts. There is a well sized pre-function gathering area outside the room with space to comfortably fit a registration desk.

Metro Boardroom is located on the first floor and can be accessed via our lifts.

Marlow Dining Room with adjoining courtyard is located on the second floor and is accessible via our lifts. It also features a bar that can be used during your function. The Marlow Dining Room can also be hired privately for functions.

Marlow Campbell is located on the second floor adjoining the Restaurant. It overlooks the Capitol Theatre and is perfect for smaller meetings up to 30 delegates.

Marlow Pitt Boardroom is located on the second floor adjoining the Restaurant. It can comfortably fit up to 10 delegates for a boardroom meeting.

Business Centre is located on the first floor and can be accessed via our lifts. It is perfect for interviews of up to 3 people.

Conference Facilities

Metro Hotel Marlow Sydney Central has 6 options for conferences: Metro Function Room, Metro Boardroom, Marlow Dining Room with adjoining courtyard, Marlow Campbell, Marlow Pitt Boardroom and a Business Centre. All conference spaces may be booked any day of the week (subject to availability).

Whether you're planning a small business meeting for 3 or a theatre style conference for 180, we can tailor make your event with professionalism.

Our 'all in one' policy including basic conference equipment, room hire and catering makes it quick and easy to book a hassle free event.

Please call us to discuss any event you may have in mind. Our conference packages are listed below, however we are more than happy to design a proposal to cater specifically to your needs and requirements.

Contact Us

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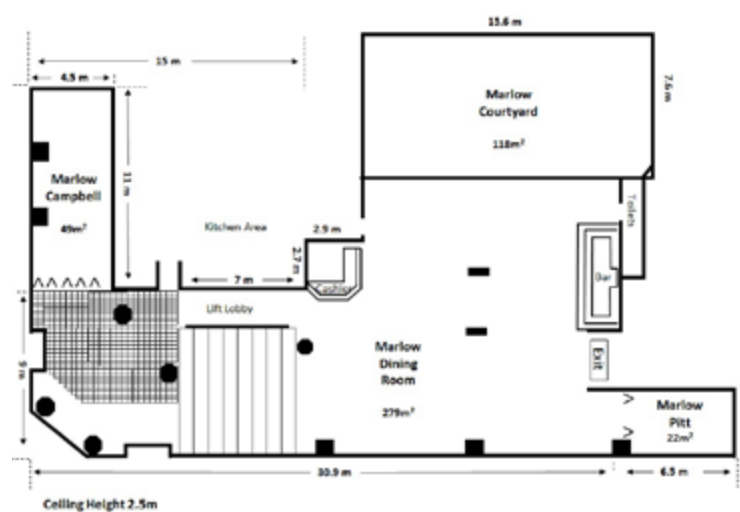
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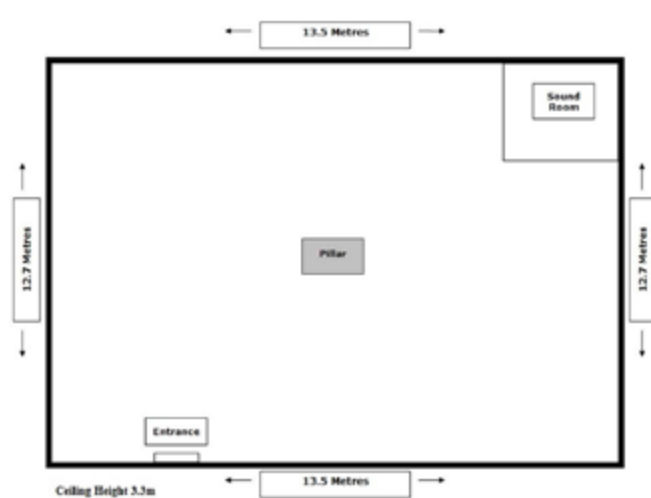


Floor Plans

Marlow Dining Room



Metro Function Room



Function Room Capacity Chart

Room Name	Height	Area (m)	Banquet	Cabaret	Theatre	Boardroom	U-Shape	Classroom	Cocktail
Metro Function Room	3.3m	13.5 x 12.7	100	80	180	40	35	60	250
Marlow Dining Room / Courtyard	2.5m	9 x 9	220	-	-	-	-	-	300
Marlow Campbell	2.5m	11 x 4.5	30	24	30	20	12	15	40
Marlow Pitt Boardroom	2.5m	6.5 x 3.5	-	-	-	10	-	-	-
Metro Boardroom	2.5m	5 x 6	20	16	20	14	12	10	30
Business Centre	2.5m	2.4 x 2.4	-	-	-	-	-	-	-



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Additional Audio / Visual Equipment

In-house

Item	Price per day
Data projector	\$100
Audio cable	\$80
Data projector and audio cable	\$150
Laptop computer + wireless mouse	\$100
Additional flipchart	\$40
Additional whiteboard	\$70
1 wireless microphone * + PA System	\$80
2 wireless microphone * + PA System	\$150
24 hours WiFi (usable for 2 devices)	\$15
72 hours WiFi (usable for 2 devices)	\$30

* Wireless microphone - choice of handheld or headset microphone

Visuals - External

Item	Price per day
Data projector	\$305
Laptop	\$240
40 inch high def LCD panel & stand	\$305
60 inch ultra-slim LED panel & stand	\$420
Professional tripod screens 5 or 6 foot	\$201
Mobile pivoting 2 sided whiteboard	\$225
Electronic whiteboard	\$305
Panasonic plain paper	
Ultimate premium flipchart/whiteboards	\$180

Audio - External

Item	Price per day
Wireless microphone & single portable PA	\$245
Fender premium amplifier, mixer & 2 speakers	\$305
Shure wireless microphone & receiver kit	\$225
1 x wireless microphone & amp & speakers	\$300
2 - 4 wireless microphones & amp & speakers	\$550
Professional lectern, microphone & single PA	\$305

*Prices are subject to change / additional audio / visual equipment charges apply





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Conference Packages

Boardrooms | Function Rooms | Full Day | Half Day

Day Delegate Conference Package

Full Day from \$69 per person per day | Half Day from \$59 per person per day

Function Rooms: Minimum 20 pax to waive room hire fees. Boardrooms: Minimum 10 pax to waive room hire fees

Day Delegate Conference Package Includes:

- Function Room Hire and set up
- Notepads and Pens
- Whiteboard and Markers
- Flipchart
- Screen
- Lectern (optional)
- Internet connection for presenter (Usable on two devices, see page 4 for additional audio/visual options, charges apply)
- Arrival tea and coffee
- Morning and afternoon tea
One bakery selection of Chef's choice
(See page 7, only 1 tea break for half day functions)
- Buffet Lunch
Served in Marlow Dining Room or working lunch (See pages 8-9)
- Water and Mints

For more information contact Metro Hotel Marlow Sydney Central





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Buffet Breakfast

Marlow Dining Room

| Boardrooms

| Functions

\$23 per person in the Restaurant

\$30 per person in your Function Room

Function Room: Minimum 20 pax* Boardroom: Minimum 10 pax*

HOT BREAKFAST MENU

Sausages

Bacon

Scrambled eggs

Boiled eggs

Grilled tomato

Hash browns

Sauteed mushrooms

Toast with spreads

Baked beans

Asian Noodles



COLD BREAKFAST MENU

Selection of cereals with milk

Selection of muffins

Selection of pastries

Yoghurt

Variety of fruits



BEVERAGES

Selections of tea

Coffee

Orange, apple, pineapple & guava juice

Water



* Gluten free bread available

* Can cater for special dietary requirements however advanced notice is essential

* Charges apply



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Morning and Afternoon Tea

GREAT DEALS

Price is per person, per break

- Arrival coffee and tea \$4 per person
- Coffee, tea and biscuits \$6 per person
- Coffee, tea and orange juice \$7.50 per person
- Coffee, tea, biscuits & orange juice \$9 per person
- Coffee, tea plus chef's selection of bakery items \$9.50 per person

SELECTIONS INCLUDE

Selection of muffins

Freshly assorted baked danish

Baked scones with jam & cream

Lamingtons

Doughnuts



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Lunch Options

WORKING LUNCH

From \$35 per person per day

Includes:

Chef's selection of salad
Assorted gourmet sandwiches
Assorted wraps
Seasonal fruit platter
Selection of juice / water
Selection of tea and coffee

BUFFET LUNCH

From \$35 per person per day

Includes:

Selection of three assorted salads
Selection of four main dishes
Steamed jasmine rice
Seasonal fruit platter
Selection of juice / water
Selection of tea and coffee

BUFFET LUNCH MENU

Please select any 4 Dishes from the following Buffet Lunch menu or let our Chef select for you.

Hot Food

Stir fried Asian vegetables with hokkien noodles
Breaded fillets of perch served with fries & tartare
Chef's special honey soy chicken with vegetables
Chef's special roast chicken with vegetables
Sautéed chicken with capsicum, onion, tomatoes and mushrooms
Beef in black bean sauce
Sweet and sour fish
Battered fish & chips
Mixed vegetables
Fried rice

Soup Kettle

Potato soup
Chicken and corn
Pumpkin soup

Salad

Mixed leaf salad
Coleslaw salad
Potato salad
Pasta salad
Rocket & parmesan

Pasta

Penne pasta with chunky tomato sauce
Pasta with cream sauce



* Minimum 30 people required for above menu.

* We can cater to special dietary requirements however advance notice is essential

* Charges apply



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Buffet Lunch Selections

Alternatively you can select from one of our set menus.

ASIAN BUFFET

- Chef's selection of 3 salads
- Honey soy chicken
- Sweet & sour fish
- Mixed vegetables
- Fried rice
- Seasonal fruit platter
- Steamed jasmine rice
- Orange juice / apple juice / water
- Freshly brewed tea & coffee

CONTINENTAL BUFFET

- Chef's selection of 3 salads
- Roast chicken
- Battered fish
- Steamed vegetables
- Pasta with cream sauce
- Steamed jasmine rice
- Orange juice / apple juice / water
- Freshly brewed tea & coffee



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Dinner Options

2 Course Dinner

From \$40 per delegate per day

ENTRÉE

Soup of the day

MAIN

Chicken from the Pacific Rim

Seared pieces of chicken, marinated in five spice and served with greens and chef's dressing

Grilled fillet of fish

Topped with lemon butter sauce and accompanied by seasonal vegetables

OR

Sirloin fillet of beef

Served with mushroom sauce and seasonal vegetables

DESSERT

Chef's selection of desserts

Tea and coffee

*Terms and Conditions - For a 2 course menu, please select only 2 of the above.

Subject to price change and items can be subject to seasonal changes.

*Minimum of 30 people is required and pre-bookings are required.

*Charges apply





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Buffet Dinner Menu

BUFFET MENU

From \$50 per delegate per day

Entrée

Soup of the day

Assorted bread

Main

Roast of the day - beef, lamb and chicken

Steamed seasonal vegetables

Grilled fish with fries

Chicken with mushroom cream sauce

Beef stroganoff

Fried rice

Dessert

Fresh fruit platter

Assorted cakes



*Charges apply

*Terms and Conditions -

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Canapés

Please choose a selection of canapes from the below menu:

HOURS	FOOD ONLY	FOOD & STANDARD BEVERAGE PACKAGE	FOOD & PREMIUM BEVERAGE PACKAGE
1 hour (select 4 items)	\$20 per person	\$40 per person	\$50 per person
2 hours (select 5 items)	\$25 per person	\$50 per person	\$60 per person
3 hours (select 6 items)	\$30 per person	\$60 per person	\$70 per person
4 hours (select 7 items)	\$35 per person	\$70 per person	\$80 per person

Canapé Selection

- Mini quiches
- Melon wrapped in prosciutto
- Asian box (mini spring rolls and fish cake)
- Asian noodle box
- Mini rice and cheese balls
- Honey & soy chicken
- Bocconcini & cherry tomato skewers
- Fish cakes
- Garlic prawns
- Fruit skewers
- Spring rolls
- Crab claw
- Satay skewers
- Honey & soy chicken winglets
- Salmon, cream cheese with French bread
- Fresh fruit platter



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Beverages and Packages

Metro Hotel Marlow Sydney Central offers guests a range of beverage options including bar tabs, beverages on consumption and beverage packages.

STANDARD BEVERAGE PACKAGE

\$30 per person for **2 hours**

\$35 per person for **3 hours**

\$40 per person for **4 hours**

- Tyrrell's Moore's Creek Shiraz 2012/13
- Tyrrell's Moore's Creek Chardonnay 2013
- Victoria Bitter (VB), Toohey's New
- Light Beer
- Soft Drink

PREMIUM BEVERAGE PACKAGE

\$40 per person for **2 hours**

\$45 per person for **3 hours**

\$50 per person for **4 hours**

- Tyrrell's Moore's Creek Sparkling Brut Cuvee
- Chardonnay
- Shiraz
- Crown Lager, Corona
- Light Beer
- Soft Drink





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Accommodation

Metro Hotel Marlow Sydney Central offers a variety of different room types to cater for your conference.



SINGLE ACCOMMODATION



TWIN ACCOMMODATION



TRIPLE ACCOMMODATION



SUITE ACCOMMODATION

For more information about our variety of accommodation options please ask our Reservations team by emailing res@metroshydneycentral.com or call (02) 9281 6999.



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Function Terms and Conditions

CONFIRMATION

Metro Hotel Marlow Sydney Central will reserve your required facilities for a maximum period of seven (7) working days from your receipt of this contract. During this time, confirmation of your booking must be received in writing including the signed copy of the Function Confirmation and the Function Terms and Conditions. If during this time confirmation is not received by Metro Hotel Marlow Sydney Central your booking may be released.

DEPOSIT AND FINAL PAYMENT

A non-refundable deposit of 30% of the total function amount is required within seven (7) days of confirmation of your booking. Should the 30% deposit not be received by the due date, Metro Hotel Marlow Sydney Central reserves the right to release all space being held for your booking. Payment for each function must be paid in full fourteen (14) days prior to the event/function. A valid credit card must be supplied at time of booking as guarantee regardless of method of payment. By signing the credit card authorisation form you authorise Metro Hotel Marlow Sydney Central to charge the full non-refundable amount due fourteen (14) days prior to your event should payment not be received earlier.

BOND

Metro Hotel Marlow Sydney Central may require an upfront bond of \$1,000.00 for various functions. The bond is required to be paid seven (7) days prior to the function date. The full bond amount will be refunded the next business day if no damages are evident. For functions where no upfront bond is required, a valid credit card is required no more than seven (7) days after the confirmation of the function to act as security for any damages made.

FINAL NUMBERS

Guaranteed numbers of guests are required by 12:00pm, seven (7) days prior to the function date. Changes will be based on guaranteed numbers or final head count whichever is greater. Should the final attendance not be received in writing seven (7) days prior to the function's commencement, the attendance days prior to the function's commencement, the attendance indicated on the initial booking sheet will be taken as final and this will be charged accordingly. All Conference Day Delegate Package bookings require a minimum of 20 people to waiver room hire fee charges. If the number of attendees is below 20 people, a room hire fee will be applicable.

PRICES

All prices are subject to change without notification for any functions not already quoted on or confirmed.

SURCHARGE

A surcharge of 10% on the functions total cost is applicable to all events held on a Sunday or Public holiday. For functions less than 25 delegates an additional \$100.00 will be charged on weekend bookings..

CATERING

Should catering service be ordered, the final number of participants must be confirmed to Metro Hotel Marlow Sydney Central fourteen (14) days prior to the commencement of the function. Final menu choices and any special dietary requirements need to be finalised with Metro Hotel Marlow Sydney Central a minimum of fourteen (14) days prior to the commencement of the function. Metro Hotel Marlow Sydney Central is a licensed premise and therefore does not allow BYO (Bring Your Own) drinks of any sort, on to or within any part of its premises. Drinks will not be served beyond midnight and Metro Hotel Marlow Sydney Central management and staff reserves the right to refuse alcohol service to any persons attending the function. Although every care will be taken to accommodate any guests dietary requirements Metro Hotel Marlow Sydney Central will not be responsible for secondary person's actions.

CANCELLATION

In the event of a client cancelling the function booking, the following cancellation policy will apply, including any costs incurred directly by Metro Hotel Marlow Sydney Central in the preparation for the function and any special requests made by the function organiser. For cancellations received before the final payment due date the client will be liable for 50% of the outstanding charges in addition to the 30% non-refundable deposit. For cancellations made within fourteen (14) days prior to commencement a 100% cancellation fee will apply. If a function booking is to be rescheduled to another date it is Metro Hotel Marlow Sydney Central's discretion to waive cancellation fees however please note the above cancellation terms may apply.

TERMINATION OF A FUNCTION

Should a function be temporarily discontinued by the management of Metro Hotel Marlow Sydney Central, the hotel will inform the organiser by a written notification 30 days in advance.

CLIENT RESPONSIBILITY

Metro Hotel Marlow Sydney Central does not accept responsibility for the loss or damage of any goods brought to the venue before, during or after an event. It is the organiser's responsibility to arrange adequate insurance to cover such loss or damage. All goods must be removed from the function premises or storerooms immediately upon conclusion of the event. The organiser should ensure that all goods/packages to be delivered to Metro Hotel Marlow Sydney Central are adequately marked with the name and start date of the function, the venue contact name and the senders name and contact phone number. Property to be collected after the event is the responsibility of the organiser and must be paid, sealed and accurately addressed with the senders name and contact details. Metro Hotel Marlow Sydney Central will not cover the cost for the return of any items left at the hotel The organiser is responsible for ensuring that function rooms are vacated by the agreed finishing time of the event.



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Any costs incurred by the venue as a result of a late finish will be the responsibility of the organiser. The organiser is required to inform all relevant persons involved in the organisation of the event, whether colleagues or contractors, of the hotels terms and conditions. Metro Hotel Marlow Sydney Central does not take any responsibility or liability of the client or any of their colleagues, contractors or guests if they are hurt or injured before, during or after an event where the person has put themselves at risk of injury. This includes moving any furniture, carrying heavy objects and going into areas of the hotel that are classed as 'staff areas'. Any personal injury caused will be the responsibility of the function organiser.

DAMAGES

Any damages sustained to Metro Hotel Marlow Sydney Central property by the client or any of their colleagues, contractors or guests attending the function whether in the function room or on any part of the grounds of Metro Hotel Marlow Sydney Central is the sole responsibility of the function organiser. Nails, screws, staples and adhesives to any walls, ceilings, windows or furniture are not permitted without prior permission from the venue. The client is liable for any damages, interference and excessive wear and tear resulting from its use of Metro Hotel Marlow Sydney Central's facilities or from installation or dismantling of the objects or equipment brought onto the premises by the client. The organiser is financially responsible for any loss or damage caused to Metro Hotel Marlow Sydney Central property or equipment by the organisers, their guests or contractors before, during or after the function. The cost associated with repairs or abnormal cleaning will be charged to the client.

METRO MARLOW SYDNEY CENTRAL NAME, LOGO, TRADEMARK

The client undertakes not to use the Metro Hotel Marlow Sydney Central name, logo or trademark in any of its documents, publications, invitations, advertisements or reports whether in paper or electronic form unless with specific prior written consent by Metro Hotel Marlow Sydney Central Functions Department.

CONCLUSION OF CONTRACT

The contract will become effective upon receipt by Metro Hotel Marlow Sydney Central of the client's written acceptance of the contract.

CONTACT US

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