

QUALITY SUITES CLIFTON ON NORTHBOURNE

WEDDING RECEPTION QUOTE

Award winning hotel for your wedding reception



100 Northbourne Avenue
Canberra, ACT 2601

Telephone: 02 6262 6266

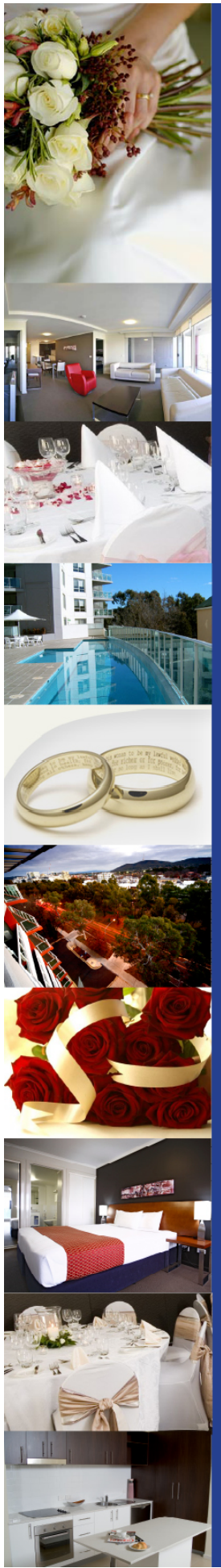
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CLIFTON SUITES
ON NORTHBOURNE

CANBERRA

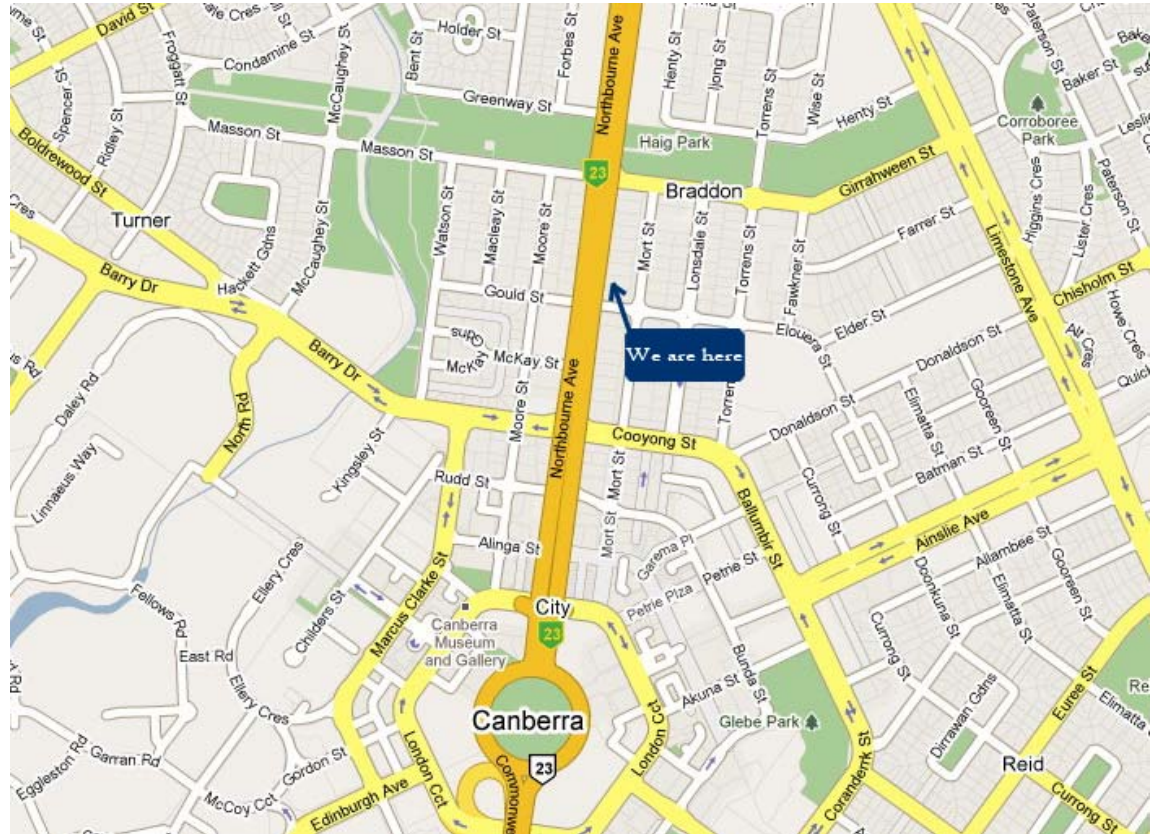


Welcome

Quality Suites Clifton on Northbourne is a 4.5 star apartment hotel, just 300 meters from the heart of Canberra. Positioned on Northbourne Avenue, the main road into Canberra from Sydney and Melbourne, we're easy to find.

WINNER of AHA ACT Awards for Excellence for "Best Suite Apartment Hotel" in 2007, 2008, 2009, 2010 & 2011, you deserve an award winning hotel for your wedding reception.

Quality Suites Clifton on Northbourne provides a dedicated Wedding Coordinator to assist the coordination of your event and to ensure it is a huge success.



Weddings

The Quality Suites Clifton on Northbourne is the perfect place for your wedding reception or ceremony. We offer a wide variety of venue options and catering packages that you would expect from one of Canberra's premier accommodation venues.

We have a range of delicious wedding menus and are able to cater for cocktail parties or three course dinners. Our facilities can accommodate up to 80 guests.

Quality Suites Clifton on Northbourne takes great pride in providing both venue and service of the highest standard. We look forward to working with you and tailoring your specific needs to create an unforgettable day for you and your guests.



CAPACITY		Brindabella & Griffin	Brindabella	Griffin	Walter & York	Walter	York
	Cocktails	120	70	30	80	40	40
	Banquet	80	50	30	60	30	40
	Cabaret	60	40	18	35	15	24
	SQ (m)	165	101	63	155	85	68

Accommodation

The Quality Suites Clifton on Northbourne offers 153 one and two bedroom apartments. Guests will enjoy the spacious self contained designer rooms. Each apartment has all the comforts of home and more.

The hotel is an exciting new alternative for business and leisure travellers alike. The hotel offers the newest and largest apartments in Canberra, whilst keeping rates competitive and striving to make the hotel the business travellers "home away from home".



1 Bedroom Apartments

The One Bedroom Apartments have a separate living and dining area to the bedroom and are spacious and comfortable. These apartments are perfect as they contain all the essentials.



2 Bedroom Apartments

The comfortable two bedroom apartments give you the space and freedom to enjoy. The Apartments have a fully equipped kitchen, two separate bedrooms and a living area. Rooms contain one queen bed in the main bedroom and one queen or two king singles in the second bedroom. A selection of two bedroom apartments also contain two bathrooms.

All Apartments include:

Reverse Cycle Heating/Air-conditioning	FOXTEL & Movies on Demand
Broadband Wireless & Wired Internet	Hair-dryer
Balcony	In-slab bathroom floor heating
Spacious lounge area & dining setting	Washer and dryer
Iron & ironing board	
Fully equipped kitchen, including full size fridge and freezer, dishwasher and microwave	

Hotel Facilities:

High-speed Wireless & Wired broadband internet	FREE Security underground parking <i>(subject to availability)</i>
Daily Newspapers	Four dedicated function rooms
25 metre outdoor pool	Gymnasium
Disabled suite facilities available	Breeze Sports Bar & Restaurant
Complimentary airport shuttle - <i>(Upon request. Please note this service is subject to availability)</i>	

Cocktail Wedding Package

From: \$75 per person (Minimum of 50 people. Maximum of 120 people)

Select 6 items from the menu below.

Package includes the following:

- * Reception venue hire
- * Decorated cake table and gift table
- * A night of luxury in a 2 bedroom apartment at the Quality Suites Clifton on Northbourne
- * Sparkling wine & chocolates for your suite
- * Breakfast served to the bride and groom in your suite the following morning
- * Special accommodation rates for your wedding guests
- * Two hours of beverages service
- * 11 canapes per person
- * Wedding cake plated and served



Hot canapés

- * Breaded Brie & Cracked Pepper Mushroom Cups
- * Fried Cajun spiced shrimps on toast
- * Tartlet w/ mushroom ragout (V)
- * Nutty beef rolls
- * Gourmet mini pizza w/ prawn & olives
- * Yakitori seafood dumplings
- * Minted chicken fillet w/ kalamatta olive
- * Asparagus & soy marinated beef
- * Empanadas w/ seafood
- * Salt & Pepper Calamari w/ Lemon Mayonnaise
- * Forrest Mushroom & Parmesan Risotto Balls



Cold canapés

- * Coriander flavoured crabmeat tartlet
- * Parma ham & asparagus
- * Herb scones w/ smoked trout
- * Smoked chicken & mustard omelette roll
- * Breadstick w/ basil & prosciutto
- * Rice paper wraps filled w/ vegetables & coriander (V)(GF)
- * Cauliflower, onion, caper & anchovy tarts
- * Sweet potato w/ crème fraîche & fried leek (V)

NOTE:

We are more than happy to tailor your menu to your needs and cater to all your dietary requirements

(V) vegetarian (GF) Gluten-Free



Silver Wedding Package

From: \$90 per person (minimum of 50 people)

Package includes the following:

- * Reception venue hire
- * Lectern for your speeches
- * Dance floor
- * Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- * 2 course set menu – your choice of entrée & main or main & dessert from our wedding menu
- * Wedding cake plated and served
- * 3 hour beverage package, featuring Australian sparkling wine, red and white wine, local and light beers and soft drink.
- * A night of luxury in a 2 bedroom apartment at the Quality Suites Clifton on Northbourne with sparkling wine and chocolates
- * Freshly brewed coffee, decaffeinated coffee and herbal teas
- * Hot breakfast served to the bride and groom in your suite the following morning
- * Special accommodation rates for your wedding guests
- * Menu tasting



Golden Wedding Package

From: \$105 per person (minimum of 50 people)

Package includes the following:

- * Reception venue hire
- * Lectern for your speeches
- * Dance floor
- * Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- * Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- * 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- * Wedding cake plated and served
- * 3 hour beverage package
- * Freshly brewed coffee, decaffeinated coffee and herbal teas
- * A night of luxury in a 2 bedroom apartment with sparkling wine and chocolates
- * Hot breakfast served to the bride and groom in your suite the following morning
- * Special accommodation rates for your wedding guests
- * Menu tasting



Platinum Wedding Package

From: \$115 per person (minimum of 50 people)

Package includes the following:

- * Reception venue hire
- * Lectern for your speeches
- * Dance floor
- * Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- * Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- * 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- * Wedding cake plated and served
- * 4 hour Beverage Package
- * Freshly brewed coffee, decaffeinated coffee and herbal teas
- * A night of luxury in a 2 bedroom apartment with sparkling wine and chocolates
- * Hot breakfast served to the bride and groom in your suite the following morning
- * Special accommodation rates for your wedding guests
- * Menu tasting



Ultimate Wedding Package

From: \$125 per person (minimum of 60 people)

Package includes the following:

- * Reception venue hire
- * Lectern for your speeches
- * Dance floor
- * Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to reception
- * Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- * 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- * 5 hour beverage package
- * Freshly brewed coffee, decaffeinated coffee and herbal teas
- * A night of luxury in a 2 bedroom apartment with sparkling wine and chocolates
- * Hot breakfast served to the bride and groom in your suite the following morning
- * Special accommodation rates for your wedding guests
- * Room decorations including an 8 arm canopy with fairy lights, white silk fabric & your choice of coloured ribbon, traditional or wave style
- * Bridal table decorated with organza & fairy lights
- * Cake table decorated with organza & fairy lights
- * Bridal backdrop with organza & fairy lights
- * All chair covers with your choice of coloured sashes
- * Wedding cake plated and served
- * Menu tasting



Room Decoration Packages



Room decoration – ELEGANT PACKAGE \$630.00

- * 8 arm canopy with fairy lights, white silk fabric and your choice of coloured ribbon, traditional or wave style
- * Bridal table decorated with organza and fairy lights
- * Cake table decorated with organza and fairy lights
- * Bridal tables(minimum of 10 people), chair covers and sashes



Room decoration - MAJESTIC PACKAGE \$1,380.00 (based on 80 people)

- * 8 arm canopy with fairy lights, white silk fabric & your choice of coloured ribbon, traditional or wave style
- * Bridal table decorated with organza & fairy lights
- * Cake table decorated with organza & fairy lights
- * Bridal backdrop with organza & fairy lights
- * All chair covers and your choice of coloured sashes

Individual room decoration options

* Draped chair covers with sash	\$8.50
* Fitted chair covers with sash	\$7.50
* Satin stripe cotton fitted chair covers	\$7.50 with sash \$8.50
* Wide range of Sashes (satin, organza, organza shimmer & taffeta)	\$2.60
* Table runners	\$6
* Bridal arch with roses, tulle & fairy lights	\$120
* Red carpets (6m or 9m)	\$60 / \$80
* Wishing wells, treasure chests	\$70
* Bridal table decorated with organza and fairy lights	\$220
* Cake table decorated with organza and fairy lights	\$60
* Bridal backdrop decorated with organza and fairy lights	\$350
* Wedding cake cut and bagged	\$3
* Wedding cake cut and plated	\$7.50

Wedding Set Menu

Entrée

Assorted Artisan Breads with Butter & Oil (V)
Roma tomato soup w/ potato gnocchi & parmesan crisps (V)
Goats cheese tart w/ roast capsicum & arugula (V)
Roasted sweet potato, fetta ravioli w/ artichoke, parmesan puree & basil oil (V)
Smoked Tasmanian salmon w/ root vegetable salad, horseradish cream & keta caviar (GF)
Soft cured ocean trout w/a radish, fennel & seaweed salad, w/sour cream & keta caviar (GF)
Rare peppered roast beef tenderloin on ratatouille, w/ basil pesto & parmesan (GF)
Cumin chicken tenderloins w/ vegetable couscous, herbs & lemon olive oil
Pumpkin risotto w/ five spiced roasted duck breast & rocket (GF)
Salt & pepper prawns w/ capsicum, tomato, bean sprouts & coriander (GF)
Char grilled vegetable & goats cheese roulade w/ selected greens & balsamic reduction (GF) (V)
Reggiano polenta cake w/ caramelized endive & prosciutto ham (GF) (V)

Vegetarian

Field mushroom & Persian feta on puff pastry w/rocket & shaved parmesan
Eggplant filled w/ roast vegetables & herbs in filo pastry w/a light tomato sauce
Pumpkin risotto cake, dill cream sauce, portobello mushroom & tomato chutney

Fish

Steamed barramundi fillet, w/ ratatouille, creamed potatoes & glazed young carrots (GF)
Roasted barramundi fillet on vegetable risotto w/ coriander pesto (GF)
Lemon, herb crusted salmon fillet, w/ warm kipfler & olive salad & Vermouth butter sauce (GF)
Seared salmon fillet w/ Riesling veloute, roasted fennel, spinach & saffron risotto (GF)
Salmon steak w/ roasted peppers, eggplant, onion, zucchini, basil, olives & red pepper jus (GF)

Poultry

Char grilled chicken supreme on rosemary & pecorino polenta & crushed tomatoes (GF)
Grilled chicken supreme on kumara mash, English spinach, broccolini, onion & fennel jam w/ mustard jus (GF)
Roast chicken breast, filled w/lemon, goat's cheese & parsley, w/a pumpkin mash, garden peas & mint jus (GF)
Honey roast duck breast w/ duck and pistachio sausage, fried duck dumpling & broccolini (GF)

Meat

Pancetta wrapped veal loin w/ caramelized vegetables, roasted olives & red wine reduction (GF)
Braised lamb rump w/ blue cheese polenta, green beans & red current jus (GF)
Eye fillet of beef w/ mushroom ragout, garlic potato mash, honey carrots & red wine sauce (GF)
Braised lamb shoulder on sautéed spinach w/ cauliflower puree, honey roasted Dutch carrots & braising jus (GF)
Roasted strip loin of beef w/ shallot green beans, gratin potatoes & cabernet red wine sauce (GF)
Roast pork strip loin w/ adobo rub, creamy mush potatoes, roast shallots & green beans & bacon. (GF)

Dessert

Soft entered chocolate pudding w/ vanilla Ice-cream & chocolate sauce (V)
Passion fruit Brulee Tart w/ mixed Berries & Cream (V)
White chocolate mousse in a dark chocolate basket w/raspberry puree (GF)
Citrus crème brulee w/ pineapple confit & sorbet (GF)
Lemon tart w/ double cream & raspberry coulis
Chocolate dipped & vanilla cream filled profiteroles
Flourless chocolate cake w/ chocolate sauce & cream (GF)
Tiramisu, mocha Anglaise & chocolate shavings
Grapefruit Panna Cotta w/ almond tuile, candied fruit
Australian cheese (Tasmanian Blue, Tasmanian Brie, Top Paddock Cheddar) w/ dried fruit & crackers

NOTE:

We are more than happy to tailor your menu to your needs
and cater to all your dietary requirements

(V) vegetarian (GF) Gluten-Free



Beverage Packages

Minimum of 20 people

House Package

Carlton Draught
Stoney Peak Sparkling Wine
Barren Jack Shiraz
Juice

From: \$15 per person

From: \$19 per person

From: \$26 per person

From: \$32 per person

From: \$38 per person

From: \$42 per person

Cascade Light
Barren Jack Semillion Chardonnay
Softdrink

Juice & Softdrinks Only

1 hour Beverage

2 hour Beverage

3 hour Beverage

4 hour Beverage

5 hour Beverage

Premium Package

Crown Lager
Premium Red Wine
Sparkling Wine
Juice

From: \$27 per person

From: \$34 per person

From: \$48 per person

From: \$51 per person

From: \$53 per person

Cascade Light
Premium White Wine
Soft drink

1 hour Beverage

2 hour Beverage

3 hour Beverage

4 hour Beverage

5 hour Beverage

Bar Tabs:

Your choice of beverages from the hotel beverage list. Beverages are charged to the bar tab on consumption up to your specified amount.

WEDDING CHECKLIST

On announcement of engagement & setting the date

- Contact Minister, Priest, Rabbi, Registrar or Marriage Celebrant and discuss preferred date, style of service.
- Discuss the format and budget of your wedding reception.
- Draft a guest list.
- Call Quality Suites Clifton on Northbourne and book your reception venue and accommodation.
- Choose your bridesmaids, best man, groomsmen and ushers.
- Decide where to spend your honeymoon and make bookings well in advance. For overseas travellers check passports, visas and inoculations.
- Book hire cars.
- Book photographer and/or video.
- Book musical entertainment.
- Decide on style of wedding dress, bridesmaid's dresses, shoes and groom's attire and start looking. Decide on the options of hire/buy and/or dressmaker.

3 – 6 Months Prior

- Choose wedding rings.
- Choose a cake decorator, style and type of cake.
- Discuss floral arrangements for your reception and church, bouquets for bride and bridesmaids, buttonholes for groomsmen.
- Organise stationary requirements – invitations, place cards, cake bags etc.
- Choose your Master of Ceremonies.
- Confirm ceremony details, hymns, singers and music for the church.

2 Months Prior

- Finalise guest list and mail invitations.
- Purchase gifts for bridesmaids, best man and groomsmen.
- Reconfirm honeymoon arrangements – passports, visas, and travel insurance.
- Collect and engrave wedding rings.
- Choose music for reception, cutting of the cake and bridal waltz.
- Confirm menus and timings with Quality Suites Clifton on Northbourne.

6 Weeks Prior

- Discuss hairstyle with your hairdresser and try the style, and then make an appointment for your wedding day.
- Check that your fiancée has himself, his groomsmen and ushers have organised suits.
- Final fitting for Bridal Party.

2-3 Weeks Prior

- Confirm all acceptances and inabilities as they arrive.
- Confirm all transport arrangements.
- Reconfirm all details for the wedding and reception.

1 Week Prior

- Arrange rehearsal of ceremony with all attendants of the wedding party.
- Collect all wedding attire.
- Confirm cake delivery arrangements.
- Confirm with Quality Suites Clifton on Northbourne final numbers for the reception.
- Complete a guest list, arrange place cards and table seating, pick up bonbonniere and give to Quality Suites Clifton on Northbourne.
- Final check on photographer, video and musical entertainment.
- Arrange final meeting with Quality Suites Clifton on Northbourne including the menu tasting

Terms & Conditions

CONFIRMATION

A \$1,000.00 deposit is required at time of booking along with a signed confirmation contract including terms and conditions and payment authorisation. By signing the confirmation the client hereby acknowledges that he/she has read and understood the terms and conditions of the booking. If the hotel has not received the confirmation within 48 hours, the Management of the hotel reserves the right to cancel the booking and allocate the space to another client. Payments are to be delivered during normal business hours 9am - 5pm. Cash, bank cheque and credit cards are accepted.

FUNCTION DETAILS

All function details, VIP guests, seating plans, dietary requirements and any special instructions must be advised in writing to the hotel at least fourteen (14) working days prior to the event.

ATTENDANCE NUMBERS

Any decrease in catering numbers in excess of 20% of the original quotation, less than thirty (30) days prior to the event, will incur a slippage charge. This will be calculated as follows:

Decrease in catering attendance numbers in excess of 20%: Any calculations or reductions in attendance will incur a cancellation fee (calculated on that portion over 20%) of 50% of anticipated food and beverage lost.

Final attendance numbers must be notified 5 working days prior to functions arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contract amount. Should a guaranteed number not be received in time, the attendance indicated on the quotation will be taken as final numbers.

FINAL PAYMENT

Final payment of the reception must be paid to the hotel 72 hours prior to the event.

CANCELLATION

We would be disappointed if your reception was to be cancelled. All cancellations must be advised in writing.

If the reception is cancelled, the following conditions will apply:-

NOTICE OF MORE THAN 90 DAYS

50% of your deposit is payable

NOTICE OF 90 - 60 DAYS

100% of your deposit is payable

NOTICE OF 60 DAYS OR LESS

Due to the costs incurred, a cancellation fee of 100% of your deposit plus a further 20% of the total value of the event, will be payable immediately upon request. Quality Suites Clifton on Northbourne (ABN 83 415 326 358) is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

NOTICE OF 30 DAYS OR LESS

In the event of a cancellation made within 30 working days of the event, 50% of the total cost of the event will be charged.

NOTICE OF 72 HOURS OR LESS

In the event of a cancellation made as late as 72 hours (i.e. three working days) prior to the function date, the organiser will be 100% of the total cost of the event.

EXTENDED HOURS & SURCHARGES

Your function room is booked until 11pm however should your event run later than a charge of \$350.00 per hour applies for every 1 staff members allocated to the event. A 20% surcharge is applicable on Sundays and Public holidays.

CHANGE OF DATE

We understand that you may need to change the date of your reception. We will attempt to fit in with any changes of date where space is available. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

PREVENTING DAMAGE

The patron is financially responsible and agrees to indemnify Quality Suites Clifton on Northbourne for all damage sustained to the Hotel and its grounds during an event as an action of invitees and or guests of the organiser. This also applies to any damage caused during the event staying overnight in the Hotel.

Although accidents often happen, damage to our function rooms can easily be prevented by good communication between your guests and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or velcro are permitted on our walls.

INSURANCE

Quality Suites Clifton on Northbourne (ABN 83 415 326 358) takes all care with the security and protection of property and guests however, we are unable to accept any responsibility for damage or loss of property left in the Hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

ROOM ASSIGNMENT

If the room or rooms reserved herein cannot be made available to the Patron for causes beyond the control of the Hotel, the Hotel reserves the right to substitute similar or comparable accommodation for the event, which shall be deemed by the Patron as full performance of the Hotels obligations under the agreement. This applies to Accommodation and Banquet Rooms. Please note that event space reserved during the days is subjected to reletting for the evening functions, unless alternate arrangements have been made.

CONDUCT OF EVENT

The Patron agrees to begin its Event at the Scheduled time and agrees to have its guests, invitees and other persons vacate the designated event space at 11pm. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the Hotel business, its security or reputation, the Management reserves the right to cancel the Event or any part of it at its discretion and without notice or liability. The Event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Hotels Licences granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

BRIDE & GROOM'S ACKNOWLEDGEMENT & ACCEPTANCE:

Contact Name: _____ Date of Reception: _____

Wedding Reception of:

Address:

Telephone:

Signature: _____ Date: _____