



Conference Package

www.ambassador-orange.com.au



Conferences at Best Western Plus Ambassador Orange

Thank you for your enquiry to hold your Conference in 2022 at the BW Plus Ambassador Orange. We are delighted to be assisting you with the initial requirements and take pleasure in presenting the detailed proposal on the following pages.

BW Plus Ambassador Orange offers a large, modern conference facility that can accommodate up to 60 guests in a variety of configurations. We can also enlarge this room into the restaurant and provide a facility for larger functions of 100 guests. The function room is located next to the outdoor swimming pool, so your guests can enjoy the fresh air and great views in their breaks.

The function room is fully equipped with a data projector, screen, lectern, and sound equipment.

Relish Restaurant Orange is a fully licensed restaurant offering a la carte dining from a menu which incorporates fresh modern Australian classics. Breakfast is available daily from 700am - 9am on weekdays and dinner bookings are available from 6pm. Relish Restaurant Orange is the perfect place for your guests to unwind with a refreshing drink from 5pm. Room Service is also available for both breakfast and dinner.

Our 50 accommodation rooms are created solely for the comfort and convenience of each guest. Each room offers an excellent standard of accommodation from standard rooms to executive rooms - all opening onto wide covered balconies offering views of the landscaped gardens. These can be ideal for Conference coordinators or clients who may have to travel for your Conference.

We offer various leisure facilities, such as an outdoor swimming pool, indoor gymnasium, and local walking tracks. BW Plus Ambassador Orange offers a reception service to assist with your administration needs.

We are open to discussion and can tailor a conference package around your exact requirements if this has not been met already.

Ben and Renee Cullis
Property Managers

+61 (2) 63937500

manager@ambassador-orange.com.au
174 Bathurst Rd, Orange, NSW, 2800



Venue Hire

Room Hire | Full Day \$250

Best Western Plus Ambassador's conference room is fully air conditioned, the facility is located on the ground floor offering disable access. The conference room has a number of options for breakout areas, including the outdoor pool area. Variable light settings & full catering options are available.

Your conference would be fully set with note pads, pens, chilled water & mints.

The facility has the capacity to accommodate the following room settings:

Theatre 100 Guests

U Shape 30-40 Guests

Classroom 40 Guests

Cabaret / Workshop 40-50 Guests

Banquet / Wedding 100 Guests

Included in your venue hire is:

Data projector

Large professional wall mounted screen

Lectern, Wireless Microphone & PC Sound

Whiteboard

Flip chart x 1

FREE wireless internet

The conference room is equipped with bi folding doors, which allow the space to enlarge and accommodate the larger functions of 120+ guests.

For additional space the venue hire starts from \$550.

Your conference would be fully set with note pads, pens, chilled water, and mints.



Catering options

Arrival | \$3.50 per person
Tea & Coffee

Morning Tea | \$7.50 per person
Served with Chefs Bakery Item

Working Lunch | \$17.50 per person
Selection of Gourmet Sandwiches / Wraps
Bowl of Fruit
Tea, Coffee & Juice

Buffet Luncheon | \$27.50 per person
Slice Champagne ham & roasted chicken pieces
Potato Salad & Greek Salad or Garden Salad
Assorted Bread Rolls
Tea, Coffee & Juice

Afternoon Tea
Served with Chefs Bakery Item | \$7.50 per person
Canapes - 60 serves per platter | \$120.00 per platter

**** Dietary Requirements are catered for (Gluten Free, Dairy Free, Vegetarian, Nut Allergy)*

Canapes

Platters \$120 per platter (60 pieces)

Hot selections

Prawn Twisters | Honey BBQ Chicken Wings
Pork Balls with house made BBQ sauce (GF- no sauce) | Pies
Spring rolls (V) | Dim Sims | Sausage rolls | Calamari rings
Wedges (V) | Mini Quiches | Satay Chicken Skewers | Stuffed Mushroom (V)

Cold selections

Bruschetta Toasts (V) | Spinach and pumpkin frittata (V,GF)
Mini Caesar salad spoons | Roast Lamb Toasts | Fruit platter
Rice Paper Rolls (GF, V, Vegan) | Prawn Cocktails Spoons (GF)
Smoked Salmon Toasts with Dill & Lemon Cream Cheese

Menu

Lunch or Dinner - Alternative Serve Option

Please select 2 choices per course to be served alternate

Two Course \$42 | Three Course \$54

Entrée (served alternate)

Hot options

- Pumpkin ravioli served with a creamy sauce
- Chicken satay skewers accompanied with rice and a creamy satay sauce
 - Creamy garlic prawns served on a bed of fragrant rice
 - Creamy Pumpkin Soup

Cold options

- Chicken Caesar salad, mixed lettuce, bacon, parmesan cheese and freshly baked croutons served with a homemade Caesar dressing
- Thai beef salad. Marinated in a ginger, garlic, chilli and fresh coriander, served with mixed lettuce, crunchy noodles and a cucumber mint Tzatziki
 - Vegetarian frittata

Main Course (served alternate)

All served with the choice of Mashed Potato & Veg OR Chips & Salad

- Porterhouse Steak cooked medium, served w/ a Red Wine Jus
 - Grilled Barramundi served with a Lemon Butter Sauce
 - Slow braised Lamb shank in a Rosemary and Tomato Sauce
 - Vegetable lasagne
 - Pork cutlet served with apple sauce
 - Chicken Kiev served with a creamy Garlic Sauce
- Chicken Breast wrapped in Prosciutto served with a creamy Semi Dried Tomato Sauce

Dessert Course (served alternate)

- Poached Pears, full pears that have been slowly poached in red wine and served with vanilla ice cream
 - Sticky date pudding served with Butterscotch sauce and ice cream
 - Warm Chocolate Brownie served with vanilla ice cream
- Individual Pavlovas served with fresh double cream and seasonal fruit
 - Vanilla Pannacotta with a citrus and berry syrup
 - White Chocolate Cheesecake served with vanilla ice cream
 - Chocolate Mousse served with fresh seasonal fruit

Buffet Option

(Lunch or Dinner)

\$35 per person

Your Buffet will include the following:

- 2 x Hot Dishes (see below for selections)
- 1 x Starch Dish (eg. Rice, Potato or Pasta)
- 1 x Garden Salad or Potato Salad
- Condiments (gravies and sauce) and Bread Rolls

Hot Dishes include a choice of (only two selections permitted):

Roast Chicken pieces | Curry Chicken or Beef | Beef Bourguignon
Cottage Pie | Lasagne | Chicken Cacciatore
Creamy Chicken and Mushroom Irish Stew | Vegetable Bake | Vegetable Medley

A beverage and wine list can be organised on a consumption basis.



Terms & Conditions

**Thank you for choosing The Best Western Plus Ambassador Orange as the venue for your Conference.
To ensure the success of your function:**

1. Confirmation of Booking: Confirmation of booking is secured by payment of a non-refundable deposit which will be the room hire fee, tentative bookings are NOT taken.
2. Menus: Your menu selection should be advised seven (7) days prior to your event. Due to seasonal changes, our menu may vary and prices are subject to variation.
3. Final numbers: The minimum number of guests attending the event is required seven (7) days prior to the event. This will be regarded as the minimum number for catering purposes. From this date, numbers may only be increased. The BW Plus Ambassador Orange 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 old.
4. Payment: Final payment is required on the day or before the event. Payment must be made by bank cheque, cash, Credit card or Bank Card. Any payment by credit card will attract a surcharge of 1.3% for American Express and Diners Club NO Qantas Frequent Flyer cards or Best Western charge/points cards will be accepted.
5. Cancellation: Non Refundable Deposit will be charged on all cancellations within the (14) day cancellation period.
6. Damage: Clients are financially liable for any damage or loss sustained to Hotel property whether by their own action or through the action of their guests. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, or other surface or part of the property, as you will be responsible for any damage to painted surfaces. The use of naked flame candles is not permitted unless the flame of the candle is enclosed. Confetti and small glitter is not permitted. Cleaning charges may apply.

CREDIT CARD CHARGE AUTHORITY

Iauthorise the Best Western Plus Ambassador Orange
to charge my credit card for charges incurred byduring conference
from to
(Please include a photocopy of the front & back of credit card with this form otherwise this authority will not be accepted.)

I authorise charges for (please tick the appropriate option)

- All Charges
- Meals (includes canapés)
- Function Room Hire
- Bar or Alcohol Charges
- Other (Please Specify)

To the amount of \$

Please charge my (please tick the appropriate option)

- Visa
- MasterCard
- Bankcard
- Diners Card
- American Express

Card Number

Expiry / (Cardholder's Signature)

Please note: The signature above must be that of an authorised signatory for the named credit card.

Please send a copy of the account to the attention of:

Name.....

Company Name.....

Address or Email Address.....