

DP Dear Investments Pty Ltd  
**The Tumbarumba Motel and Elms Restaurant**  
A.B.N. 53 642 621 609  
**Conference Room**

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Thank you for choosing The Tumbarumba Motel and Elm's Restaurant for your Conference.

Our conference room can comfortably fit 80 guests. The room hire price includes the set up of the conference centre with u-shape, theatre or classroom seating, table water and glasses.

We have a selection of equipment available for you to hire to ensure that you have everything you need to make your conference run as smoothly as possible.

Whilst we do not allow external catering to be bought into our conference room, we do have a great variety of options available for you.

We draw your attention to the booking conditions, price list and information form which is attached.

Please read information/pricing on pages 2-6 and fill out required services on pages 7-10.

If you have any queries, please don't hesitate to contact us.

Yours sincerely,  
Tumbarumba Motel

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## Conference Room

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### 2024 CONFERENCE CENTRE PRICES

\*Prices are GST Inclusive

All rates quoted are per day.

#### ROOM HIRE

Up to 40 people	\$225
More than 40 people	\$275

#### EQUIPMENT HIRE

Audio Equipment – including 2 x Speakers, 2 x Cordless microphones, Large Screen TV, Bluetooth & Aux Cable Input	\$40
Whiteboard with Markers	\$40
Flip Charts with Markers	\$60

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**2024 CONFERENCE CATERING**

Unless stated, all prices are per person, per day.  
Surcharge applies for public holidays and weekends.

**BREAKFAST**

Full Hot & Cold	\$36
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**MORNING TEA/AFTERNOON TEA**

Tea/Coffee Only	\$4.00
Tea/Coffee with 1 Biscuit	\$8.00
Tea/Coffee with Hot Pastry	\$8.00

\*This includes one item per person only. Additional items can be added as follows.

1 x Biscuit	\$4.00
1 x hot pastry	\$5.00

**LUNCH**

Sandwiches only	\$12.00
Packed Lunch, Bread Roll or sandwich, Juice	\$18.00
Soup, Bread Roll	\$16.00
Plate of Meat, Salad, Bread Roll	\$22.00
Pasta, Quiche, Salad (Hot Lunch)	\$25.00
Gourmet Pastries – 4 items	\$20.00
Fruit Platter	\$6.00

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#### **MORNING TEA/LUNCH/AFTERNOON TEA PACKAGE 1**

**\$35 per person**

<b>MORNING TEA</b>	Tea/coffee with biscuit
<b>LUNCH</b>	Sandwiches & fruit platter
<b>AFTERNOON TEA</b>	Tea/coffee with hot pastry

#### **MORNING TEA/LUNCH/AFTERNOON TEA PACKAGE 2**

**\$40 per person**

<b>MORNING TEA</b>	Tea/coffee with biscuit
<b>LUNCH</b>	Pasta, Quiche, and salad (Hot lunch)
<b>AFTERNOON TEA</b>	Tea/coffee with hot pastry

\*Both packages include one item per person only. Additional prices below.

1 x Biscuit	\$4.00
1 x hot pastry	\$5.00

#### **DINNER**

2 Courses from set menu – Entrée/Main or Main/Dessert	\$65
3 Courses from set menu – Entrée, Main and Dessert	\$85

#### **BEVERAGES p/person**

Bottled Water	\$5.00
Kona Brewed Coffee	\$12.00
Tea and coffee station	\$4.50
Juice Per Jug (Apple or Orange)	\$16.00 per jug
Juice Per Glass (Apple or Orange)	\$5.00 per glass
Other beverages at bar prices.	Please enquire

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**Unless stated, all prices are per person, per day.**

**FUNCTION STAFF**

Additional Staff	\$75/hr per staff member
Bar Service	\$75/hr per staff member

**ACCOMMODATION**

Our accommodation is well appointed with a total of 31 rooms available. Our rooms offer a variety of bedding configurations, including 1 spa room, 2 with baths, 2 disabled rooms and 2 rooms designed to allow your favourite pet to travel with you.

<b>Budget Room- single occupancy</b>	\$130/night
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<b>Standard Room- single occupancy</b>	\$150/night
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<b>Executive Room- single occupancy</b>	\$170/night
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**\*Each additional guest is an additional \$20 p/p per night**

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## **2024 CONFERENCE TERMS & CONDITIONS**

### **CONFIRMATION OF BOOKING**

Bookings must be confirmed in writing by no later than fourteen (14) business days prior to the date and a \$100.00 deposit paid.

### **CONFIRMATION OF NUMBERS**

To ensure maximum efficiency confirmation of final numbers attending must be received by no later than ten (10) business days prior to the event. This will be regarded as a minimum number of guests and charges will be made accordingly. No refund will be forthcoming if numbers decrease.

### **CANCELLATION**

Cancellations received within 14 days of the scheduled event will result in a cancellation fee at a minimum of 50% of the final invoice. Cancellations received within 48 hours of the scheduled event will result in a cancellation fee at a minimum of 100% of the final invoice.

### **PAYMENT DETAILS**

Full and final payment is required upon confirmation of final numbers, namely ten (10) working days prior to event.

An invoice will be issued for payments.

Bank details for direct deposit are as follows:

Account Name: DP Dear Investments Pty Ltd

Financial Institution: Commonwealth Bank of Australia

BSB: 062 600

Account Number: 1080 6383

Please provide a receipt or remittance advice at the time of payment.

### **CONSUMPTION**

No food or beverage of any kind will be permitted to be brought into The Elms Restaurant or Function Centre by the organisers, guests, invitees, or persons attending the function unless prior, written confirmation has been received from Management.

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**LIABILITY**

If Management has reason to believe that the Function will affect the smooth running of the business, the security or reputation, it reserves the right to cancel the Function without liability.

**INCIDENTALS**

The Event Organiser will be held responsible for all incidental charges accrued during the function. Including but not limited to telephone, fax, mini bar, beverages, meals, room service, accommodation, laundry, additional cleaning, smoke damage, property damage and theft.

**INSURANCE**

The Tumbarumba Motel & Elms Restaurant will take all reasonable care but accepts no responsibility for damage or loss of merchandise left at the Property prior to, during or following your function.

**DAMAGE TO FACILITIES OR EQUIPMENT**

Damage to facilities, loss of property or wilful misconduct is the responsibility financially or otherwise of the Event Organiser.

\*Prices are subject to change prior to deposit being received

Please sign and return to the email listed below.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**CONFERENCE BOOKING INFORMATION**

Please complete and return to the below email address.  
@administration@tmotel.com.au

**Company:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Dates required:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Number of people attending:** \_\_\_\_\_

**ACCOMMODATION REQUIRED: YES / NO**

**NUMBER OF ROOMS.....**

**CATERING REQUIRED: YES / NO**

If catering is required, please complete the additional catering form, and return it.

**EQUIPMENT HIRE  
CONFIGURATION**

**ROOM**

Audio equipment

U-Shape

Whiteboard and markers

Theatre

Flip charts with markers

Classroom

TV

Other \_\_\_\_\_

**Once all forms have been completed and returned, you will receive a summary of your selections and your invoice.**

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**CONFERENCE ROOM CATERING FORM**



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**BREAKFAST (only)**

- Full hot and cold

**MORNING TEA/AFTERNOON TEA PACKAGE**

- Coffee/Tea Only  
 Coffee/Tea with biscuit  
 Coffee/Tea with Hot Pastry

**LUNCH (only)**

- Sandwiches only  
 Packed lunch  
 Soup, bread roll  
 Plate of meat, salad, bread roll  
 Pasta, quiche, salad (hot lunch)  
 Gourmet finger food  
 Fruit Platter

**MORNING TEA/LUNCH/AFTERNOON TEA PACKAGE 1**

(Tea&coffee w/ biscuit/sandwiches & fruit platter/Tea&coffee w/ hot pastry)

**MORNING TEA/LUNCH/AFTERNOON TEA PACKAGE 2**

(Tea&coffee w/ biscuit/pasta, quiche, and salad/Tea&coffee w/ hot pastry)

**DINNER**

- 2 courses
- Entrée/Main **or** Main/Dessert (please circle)
- 3 courses
- Entrée, Main & Dessert

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**ADDITIONAL BEVERAGES**

- Bottled water
- Kona Brewed coffee
- Tea and coffee station
- Jug of juice
  - Apple       Orange
- Juice per glass
  - Apple       Orange

**ADDITIONAL MORNING TEA ITEMS**

- Hot pastry  
Number required: \_\_\_\_\_
- Biscuit  
Number required: \_\_\_\_\_

**Food intolerance/allergies:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any additional information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_