



Conference & Event Package



Make your conference or event an experience...



Thank you for choosing the International Hotel Wagga Wagga to host your next conference or event. We offer a variety of function rooms that can be arranged to suit both small & large groups.



We look forward to welcoming you to the International Hotel Wagga Wagga for your next conference or event.

 International Hotel Wagga Wagga

 internationalhotelwagga

Delegate Packages

Half Day Delegate Package \$56pp

MINIMUM 15 DELEGATES

- 4 hour room hire
- Standard equipment hire - data projector, screen & AV facilities with set up & support
- Continuous tea, coffee & chilled juice
- Morning or afternoon tea
 - Selection of two items from Morning & Afternoon Tea menu
- Working lunch
 - Chef's selection of sandwiches & wraps, served with a seasonal fresh fruit platter
 - Add a hot food platter for \$10.50pp
 - Add salads for \$6.50pp per salad selection

Full Day Delegate Package \$69pp

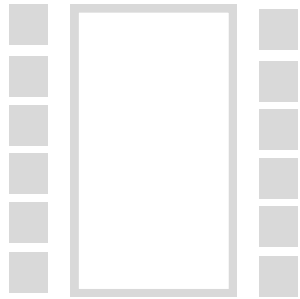
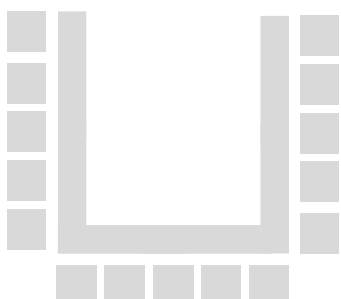
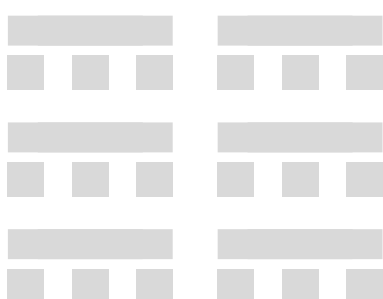
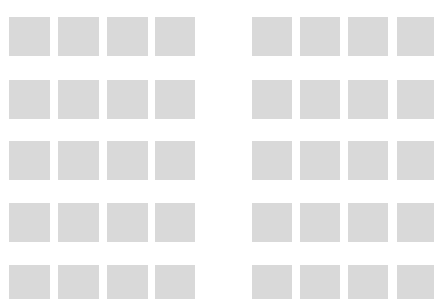
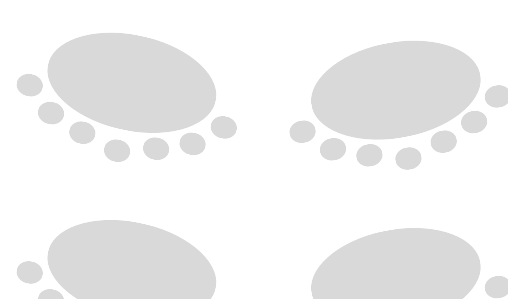
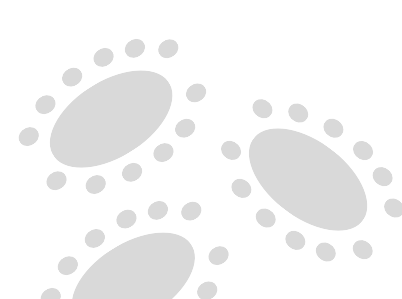
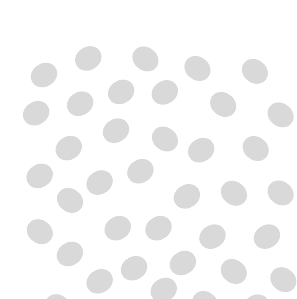
MINIMUM 15 DELEGATES

- 8 hour room hire
- Standard equipment hire - data projector, screen & AV facilities with set up & support
- Continuous tea, coffee & chilled juice
- Morning tea
 - Selection of two items from Morning & Afternoon Tea menu
- Working lunch
 - Chef's selection of sandwiches & wraps, served with a seasonal fresh fruit platter
 - Add a hot food platter for \$10.50pp
 - Add salads for \$6.50pp per salad selection
- Afternoon tea
 - Selection of two items from Morning & Afternoon Tea menu

Please note: if extra time is required, additional room hire fees may apply



Room Layout

	Boardroom	U-shape	Classroom	Theatre	Cabaret	Banquet	Cocktail
							
Avenue One	16	-	18	25	21	24	20
Avenue Two	20	18	18	35	24	24	30
Avenue One & Two	35	35	36	80	56	72	80
Avenue Three	35	35	36	80	56	72	80
Avenue Two & Three	35	42	54	120	105	96	120
Avenue Full	-	-	-	180	140	160	180
Restaurant	-	-	-	-	56	64	180



Our Rooms

Avenue One

Ideal for small boardroom style meetings, intimate dinners or focus groups for up to 25 people.

Half day hire \$195 | Full day hire \$290

Avenue Two

For meetings that are slightly bigger or in need of a little more space. Arranged in theatre style, it can hold up to 35 people.

Half day hire \$210 | Full day hire \$310

Avenue One & Two / Avenue Three

Great for events requiring a U-shape or banquet style for up to 72 people.

Half day hire \$220 | Full day hire \$380

Avenue Two & Three

Ideal for bigger meetings or dinners of up to 96 people, with a maximum capacity of 120 in theatre style.

Half day hire \$290 | Full day hire \$480

Avenue Full

All three Avenue spaces combined creates a large function room, with seating for up to 160 people in banquet style.

Half day hire \$400 | Full day hire \$720

Pinnacle's Restaurant & Bar

Price available on enquiry.

Half day room hire is inclusive of up to 4 hours and full day is inclusive of up to 8 hours hire of the function space.

If extra time is required, additional fees may apply.





Equipment Hire

Data projector & screen \$100.00

Whiteboard \$50.00

Flip chart with paper & markers \$50.00

Microphone & lectern \$80.00

Laptop \$80.00

Stage pieces \$150.00 per piece

One additional cordless microphone \$80.00

Lapel microphone \$80.00

Clicker/laser pointer \$20.00



For any additional equipment needs, please speak to our team about outsourcing quotations.

Should you require AV support, please let our staff know.

Breakfast

Plated Breakfast

Minimum 15pax

Order either alternate drop or one choice for the group
\$26.00pp

Two fried eggs, bacon rashers, roasted herb tomato, garlic & thyme mushrooms, sausage, hash brown & Turkish bread

Smashed avocado on grilled Turkish bread, roasted field mushrooms, roasted cherry tomato, hash brown & bacon

Eggs benedict - poached eggs, bacon, wilted spinach & hollandaise sauce

All plated breakfasts include mini butter croissants, mini muffins & a seasonal fresh fruit platter.

Breakfast Platters

Minimum 15pax

Bacon & egg English muffins \$12.50pp

Ham & cheese croissants \$9.00pp

Seasonal fresh fruit platter \$6.50pp

Layered natural yoghurt with berries & granola \$8.50pp

Smashed avocado bruschetta on sourdough \$7.50pp

Banana bread with whipped honey and ricotta \$7.50pp





Morning & Afternoon Tea

Chef's Selection \$8.50 per person, per selection

Scones with strawberry jam & cream

Assorted muffins

Fruit platter

Assorted slices

Assorted cakes

Fresh fruit salad cup

Assorted Danish pastries

Yoghurt, berry & granola cups

Cookies of the day

Spring rolls with sweet chilli sauce

Banana bread with whipped honey & ricotta

Pakora (Indian vegetable fritters)

Cocktail pies & sausage rolls

Chocolate brownies

Mini quiches

Upgrade options available, please contact our team for pricing

Chef's selection of gourmet quiches

Chef's selection of filled croissants

Beef, chicken or pork sliders

Bacon & egg rolls

Beverages

All day T2 tea & coffee \$6.50 per person

All day T2 tea, coffee & juice \$9.00 per person

Bottled water 600ml \$4.00 each

Soft drink \$5.00 each

Bottled juice \$5.50 each

Barista coffee available upon request from \$5.50 each

Buffet Lunch & Dinner Options

Minimum 20pax

Adults \$65.00 per person (including dessert)

Adults \$60.00 per person (excluding dessert)

Children \$25.00 per person

Selection of two meats

Beef
Lamb
Pork
Chicken

Selection of two hot side dishes

Butter chicken & rice
Lasagne
Chef's selection of curry with rice
Cauliflower mornay
Potato bake

Selection of two salads

Potato salad
Coleslaw
Roast vegetable salad
Garden salad
Mediterranean couscous salad

Buffet is served with dinner rolls & chef's selection of roasted & steamed vegetables & condiments

Add soup selection for an additional \$10.00pp

Selection of three desserts

Carrot cake
Tiramisu
Selection of mousses: strawberry & chocolate
Chef's selection of cheesecake
Apple pie or apple crumble
Pavlova with whipped cream and fresh fruit

For Children

Ice cream with toppings

Option for a BBQ style buffet, please ask our team





Canapés

Minimum 20pax

Standard Canapé Selection - 4 savoury & 2 sweet options \$47.00pp

Premium Canapé Selection - 8 savoury & 3 sweet options \$65.00pp

Savoury Canapés

Caramelised onion & goat cheese tart
Seared beef & tomato salsa on sourdough
Salt & pepper calamari with tartare sauce
Olive bread, feta cheese & onion jam
Smoked salmon & crème fraiche blinis
Crispy pork belly with orange miso & wakame
Tomato, basil & feta tart
Mushroom arancini
Crispy chicken wings
Fish cakes with tartare sauce
Crispy chilli tofu
Vegetable quiche
Prawn cocktail
Bruschetta
Sliders - beef, chicken or pulled pork
Beetroot & chorizo skewers
Honey soy beef bao bun
Chicken skewers
Rockmelon & prosciutto skewers
Lamb curry puffs
Korean fried chicken with gochujang sauce

Sweet Canapés

Mini macarons	Chocolate brownie
Lemon meringue pie	Panna cotta
Strawberry cheesecake	Apple crumble
Tiramisu	Nutella tartlet

Platters

Minimum 20pax

Assorted sandwich & wrap platter

\$10.50pp

Hot food platter - accompanied with a range of sauces

\$12.50pp

Cocktail pies & sausage rolls

Spring rolls

Calamari

Arancini balls

Seasonal fresh fruit platter

\$6.50pp

Sweets platter

\$8.50pp

Cakes, slices & muffins

Scones with strawberry jam & whipped cream

\$7.50pp

Grazing Boards

Chef's selection of cured meats, hard & soft cheeses, crackers, fruits, nuts, dips, quince paste, sourdough, dried fruits, caramel popcorn & sweets

\$18.00pp



Dinner Menu

Dishes subject to seasonal availability

Two courses | \$75.00 per person

Three courses | \$85.00 per person

Cakeage | \$5.00 per person

Starter

Ciabatta rolls with extra virgin oil, aged balsamic & dukkah

Entrée

Cauliflower Soup | V & GFA
topped with truffle oil

Caramelised Onion Bruschetta | V & GFA
sweet caramelised onion, whipped fetta
& fresh thyme on roasted focaccia

Maple & Black Pepper Pork Belly | GF
slow-cooked pork belly glazed with maple,
apple, ginger & cracked black pepper

Roasted Carrots | VG & GF
vegan yoghurt, pickled dates & dukkah





Main

Chargrilled Chicken Supreme | GF
Mediterranean mash, wilted spinach & lemon jus

Roasted Lamb Rump | GF
warm potatoes tossed with salsa verde, peas
& baby onions

Beef Cheek | GF
pommes purée, roasted tomatoes, seasonal greens
& red wine jus

Atlantic Salmon Fillet | GF
potato rosti, seasonal greens & hollandaise sauce

Roasted Japanese Pumpkin | VG & GF
atop romesco, lentils, seasonal greens,
saltbush & toasted pepitas

Dessert

Bailey's Chocolate Delice | V & GFA

rich Bailey's chocolate delice, chocolate hazelnut crumble & whipped cream

Peaches & Cream | V & GFA

peaches, vanilla ice cream, whipped cream, white chocolate almond crumble & lemon

Sticky Date Pudding | V

caramel sauce, Corowa whisky & vanilla ice cream

Dietary Information

VG = Vegan | V = Vegetarian | GF = Gluten Free | GFA = Gluten Free Available | DFO = Dairy Free Option

Please advise our staff of any dietary requirements or allergies. Whilst every care is taken, we cannot guarantee the absence of allergens due to shared preparation & cooking areas.



Accommodation

Located just 2 minutes from the CBD and 10km from the Wagga Airport, the International Hotel Wagga Wagga boasts 83 stylish hotel rooms & suites and offers the highest standard of professional service. With an additional 6 apartments at the Mill Residence in the CBD.

Alongside our outstanding accommodation, guests can also enjoy breakfast, dinner & room service at our on-site restaurant, Pinnacle's Restaurant & Bar.

All rooms feature:

- Complimentary Fast Speed Internet
 - Smart TV
 - Mini bar
- Complimentary on-site parking, suitable for coaches & heavy vehicles
 - Ensuite bathroom
 - Tea & coffee making facilities
 - Heating & air conditioning
 - Complimentary toiletries

Please contact the hotel to discuss room rates & restaurant bookings

International Hotel Wagga Wagga



King Deluxe Suite



King Executive Suite



King Twin Suite



King Family Suite

Apartments by the International





Contact Us

To enquire about our prices & booking procedure for your next conference or event, please contact our team.

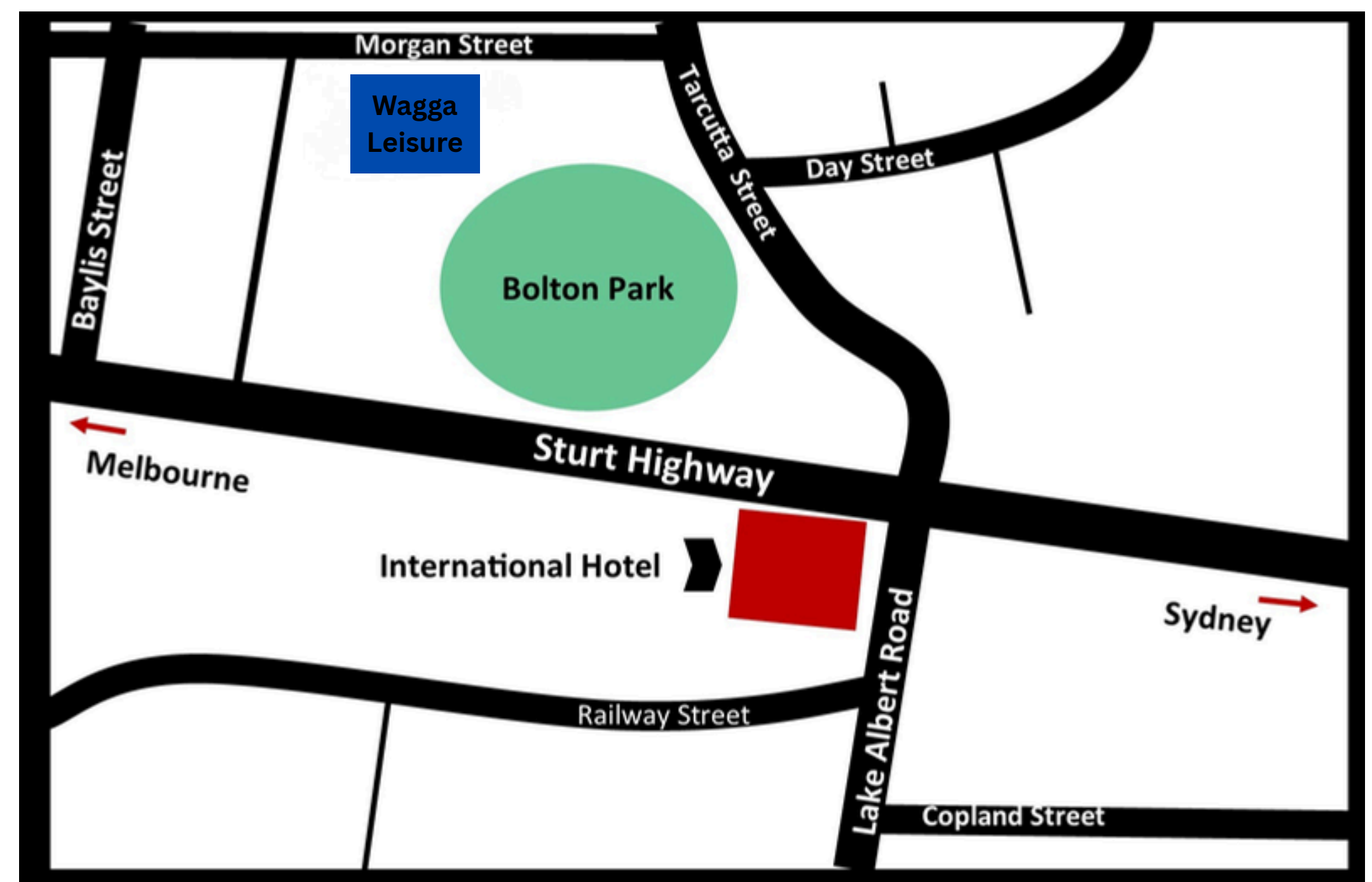
02 6971 7007

events@intlhotelwagga.com.au

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Wagga Wagga NSW 2650

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Terms & Conditions

Terms of Booking

In order to secure your booking, the signed booking confirmation, acceptance of these terms and conditions and the deposit must be received within five (5) business days of receipt of initial invoice. Your booking is NOT confirmed until we receive full payment of the deposit and the required signed documents. Management reserves the right to cancel any unconfirmed bookings and allocate the venue to another client.

Deposit

A deposit (based on your estimated total spend) is required at time of booking to confirm your event. If accommodation has been reserved, an additional deposit will be required. Please speak with our event staff to confirm the amount required.

Payments

Unless otherwise determined by International Hotel Wagga Wagga, an initial minimum non-refundable deposit (determined by event staff) is required in order to secure your confirmation of booking. Any and all additional costs or charges must be paid by cash or credit card on the day of, immediately after the conclusion of the event unless otherwise authorised by the event team. A credit card surcharge applies to all credit card payments (1.5% Visa & Mastercard or 3% American Express).

Cancellations

We realise that circumstances can occasionally make cancellations necessary. If you cancel your booking the deposit will be non-refundable. If you have changed the date of the event and not cancelled it, all or part of the deposit may be transferable at the discretion of International Hotel Wagga Wagga. Within thirty (30) days or less prior to the event, the deposit and one hundred percent (100%) of the minimum spend shall be forfeited to International Hotel Wagga Wagga.

Guaranteed Numbers

It is required that guaranteed number of guests attending the event be provided to the International Hotel Wagga Wagga at least seven (7) working days, or such other period as agreed upon between all parties, prior to the event. After this time, no downward adjustments in the total catering cost are possible. Charges will be based on the guaranteed numbers or the final head count (as recorded by International Hotel Wagga Wagga), whichever is greater. An additional charge may be payable by the client if catering numbers are significantly more than estimated.

Event Details

All final details, menus, beverages, entertainment, audio visual requirements, room setup and starting and finishing times must be advised in writing by the client to the International Hotel Wagga Wagga no less than fourteen (14) working days, or such other period as agreed upon in writing by all parties, prior to the event. If these details are not provided within this time period, availability of the premises is not guaranteed. If any guests have any special dietary, access or other needs/requirements the client must advise International Hotel Wagga Wagga no less than fourteen (14) working days prior to the event.

Function Times

The client must begin the event and vacate the premises at the agreed start and finish times. If an event should go beyond the agreed finishing time, the International Hotel Wagga Wagga reserves the right to impose an additional charge for each hour and/or part hour in which the premises is occupied thereafter. Subject to agreed access start and end times in relation to your event, International Hotel Wagga Wagga reserves the right to book other events in the premises up to 1 hour before the event commencement time and 1 hour after the scheduled finishing time.

Terms & Conditions

Catering

No food or beverages may be brought onto the premises for consumption during the event, unless otherwise arranged with the International Hotel Wagga Wagga. If beverages are permitted, International Hotel Wagga Wagga will charge a corkage fee. Said fee does not form part of the minimum food and beverage cost. All special dietary requirements can be catered for.

Decorations

Clients are welcome to provide their own room decorations to be fitted by the organisers. The fixing method of any decorations needs to be approved by the events team prior to the commencement of the event. Confetti, rice, table scatters, etc. are not permitted to be used within the venue. Under no circumstances is anything to be stuck or adhered to the walls. All decorations must be removed by the client at the completion of the event, otherwise they will be discarded by the events team.

Marketing

The International Hotel Wagga Wagga reserves the right to use any photos taken of the event setup for marketing purposes.

Liquor Licence Policy

The event shall be conducted in an orderly manner and in accordance with the International Hotel Wagga Wagga's liquor licence.

Refusal of Service

The International Hotel Wagga Wagga reserves the right to refuse service to or eject any and all objectable persons from premises without liability. If any person refuses to leave the premises upon request, the authorities will be notified.

Smoking

No smoking is permitted inside the International Hotel Wagga Wagga. Guests are permitted to smoke outside in the car park away from entrances.

Indemnity of Damages

The client is responsible for any and all damages caused during the event by any of their guests, contractors, entertainers or any other persons attending the event, including but not limited to: property damage, personal injury, loss of profits and indirect or consequential loss, except to the extent such that damages are caused by the acts or omissions of International Hotel Wagga Wagga, its employees, contractors or agents. It is the client's responsibility to obtain their own insurance for all items belonging to them, their guests and their contractors for the time those items or persons are within any and all locations in or adjacent to the premises. International Hotel Wagga Wagga will take all reasonable care, but will not accept any responsibility for damage to or loss of personal effects, merchandise or exhibits within any and all locations in or adjacent to the premises. Charges for any and all damages payable by the client will be assessed as soon as practicable after the event and payment must be made by the client within 5 days upon presentation of the invoice by International Hotel Wagga Wagga to the client.

