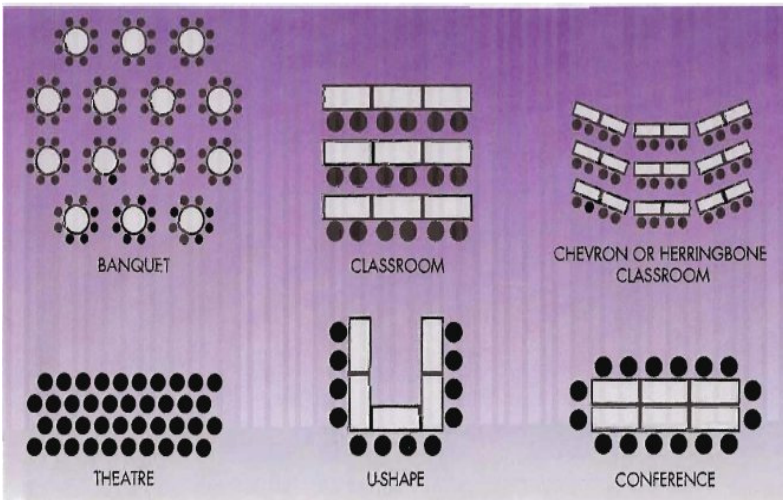
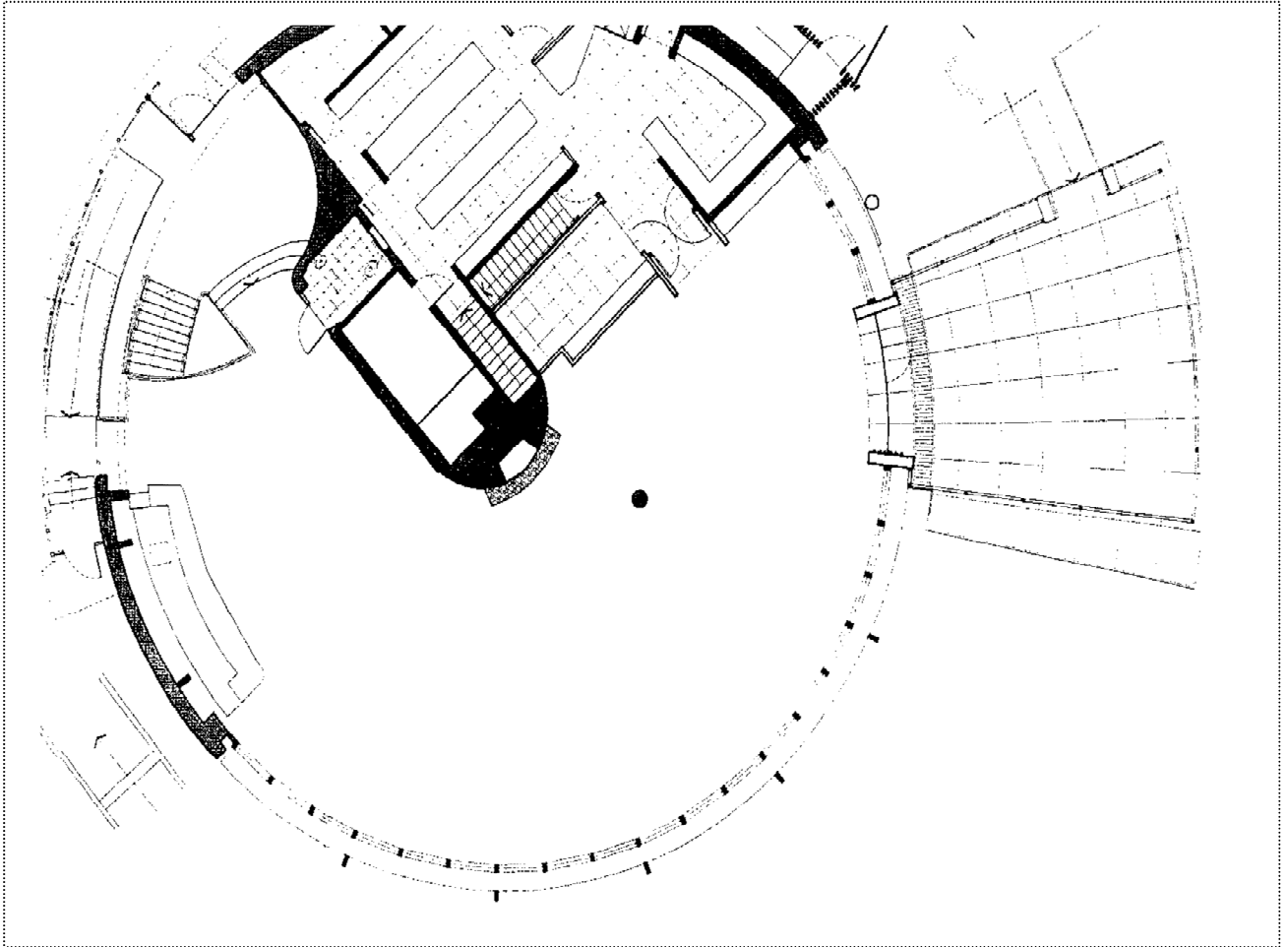


SkyHigh Mount Dandenong

"Spectacular by Day, Stunning by Night"



Area (sq/m)	
Ceiling	2.5metre

Room setup Style	Numbers
Theatre	180
Classroom	120
Dining	200
Cocktail	250
U-Shape	40

26 Observatory Road, Mount Dandenong 3767. Postal Address: PO Box 190, Kalorama 3766 Victoria.
 Phone: (03) 9751 0443 Fax: (03) 9751 0442 Web: www.skyhighmtdandenong.com.au

SkyHigh Victoria Trading as: Sky High Mount Dandenong ABN 66 022 629 302

SkyHigh Mount Dandenong

“Spectacular by Day, Stunning by Night”

Event/Conference/Product launch Package

Minimum 20 people

Room hire charge for full day of \$500.00 or \$250.00 half day if minimum numbers are not reached

Venue: SkyHigh Function centre,
Function Pricing: \$ 30.00 per delegate per day (excludes food options)
\$ 20.00 per delegate half day (excludes food options)
Inclusive: All natural Light in the Conference venue

- ✓ Use of internal P.A System
- ✓ Lectern
- ✓ All table configurations
- ✓ Whiteboard & Markers
- ✓ Flipchart -pens & paper
- ✓ Projector Screen (data projector table only with power)
- ✓ Iced water & mints refreshed during each break
- ✓ Complimentary on site parking
- ✓ Room Hire (providing delegates exceed 20 people)
- ✓ Bottomless Tea & Coffee

Audio Visual: Arrangements can be made for any audio visual equipment you may require or you may wish to organise your own.

Entertainment: We are happy to assist in the arrangement of entertainment or special guest presenters for your function, or you may wish to organise your own,

Surcharges: Events held on Saturdays, Sundays and public holidays incur a surcharge of \$5 per person.

* * *

SkyHigh Mount Dandenong

"Spectacular by Day, Stunning by Night"

Conference Facilities

Venue: SkyHigh Function centre,
An alternative option for outdoor activities include our gazebo garden, maze and lawn areas

Room Hire: Full day hire - 8 hours \$ 500.00 (if minimum numbers are not reached)
Half day hire - 4 hours \$ 250.00 (if minimum numbers are not reached)
Hour add on - Per hour \$ 100.00

Inclusive: Table configuration of your choice
– *U shape, classroom style, theatre style, boardroom style, cabaret style* -
Water & mints
Paper and pens per participant
Complimentary on-site parking
Bottomless Tea & Coffee

Secretarial Services: Facsimile (out going) domestic \$.50 per page
Interstate \$ 1.00 per page
International \$ 2.50 per page
All incoming \$.30 per page

Equipment: We are happy to assist in the arrangement of any extra equipment for your event, or you may wish to organise your own.

Accommodation: We would be happy to help arrange any accommodation required for you and your participants with any of the exceptional nearby accommodation facilities. With accommodation ranging through all standards, we are sure to find one to suit your requirements.

Transport: Complimentary on site car parking for all delegates, SkyHigh Mount Dandenong can help arrange coach transfers, and pickups.

Group Activities: With the vast range of activities available in and around Mount Dandenong there is very little that can not be arranged to entertain and amuse your delegates, for example...

- ✓ Golf Days
- ✓ Wine Tours
- ✓ Paint balling
- ✓ Train rides
- ✓ Garden Tours
- ✓ Trail riding
- ✓ Ballooning

SkyHigh Mount Dandenong

"Spectacular by Day, Stunning by Night"

Event/Conference/Product launch -Catering:

Banquet Breakfast – *min 40 pax* \$ 25.00 per person

Continental buffet including bircher style muesli, natural yoghurt, fresh fruit, muffins, Danish pastries & croissants,

Add to your banquet breakfast – *min 40 pax* \$ 15.00 per person

Including continental buffet, Scrambled egg, sausages & bacon, hash brown, baked beans, mushrooms, sausages and herb tomato.

Morning Tea \$ 8.50 per person

With a choice of one of the following – assorted muffins, assorted Danish pastry, scones with jam and cream, sliced seasonal fruit, assorted sweet mixed slices.

Luncheon selections

Sandwich buffet including club sandwich, gourmet roll, wrap & open sandwiches and ham and cheese croissant, potato wedges and sour cream, fruit platter \$17.50 per person

Antipasto & continental meat platters with home made chutneys rolls with butter, Selection of garden salads fresh fruit & cheese platters \$ 22.00 per person

All luncheon selections served with orange juice, soft drinks, coffee & assorted teas

Hot luncheon selections \$ 35.00 per person

Mixed pizzas, antipasto platter, roasted pumpkin and goats cheese rocket salad, potato gnocchi, tomato basil sauce, mixed mini cakes

Mixed tray pizzas, pasta salad, ham and cheese croissant, spinach ricotta ravioli, pumpkin sauce, fresh fruit, cheese platters

All luncheon selections served with orange juice, soft drinks, Coffee & Assorted Teas

Afternoon Tea \$ 8.50 per person

With the choice of one of the following – Assorted Danish pastry, scones with jam and cream, sliced seasonal fruit, Turkish bread pizzas, sausage rolls with tomato dipping sauce, seasoned wedges with sour cream and sweet chili or mini Turkish bread sandwiches.

SkyHigh Mount Dandenong

"Spectacular by Day, Stunning by Night"

Event/Function Package

Minimum 50 people

Room hire fee of \$500.00 if minimum numbers not reached

Venue: SkyHigh Function centre,

Function Pricing:

50 / 50 Plated Menu

Soup & Main \$ 40.00 per person

Entrée & Main \$ 45.00 per person

Main & Dessert \$ 45.00 per person

Soup, Main & Dessert \$ 52.00 per person

Entree, Main & Dessert \$ 55.00 per person

All including coffee & tea

Time:

Evening function bookings are for 5 hours, commencing from the time food & beverage service begins

Luncheon function bookings are for 4 hours, commencing from the time food & beverage service begins

Time extensions may be possible with prior arrangements

Inclusive:

* Centrepieces - *If requested*

* All table linen

* Use of internal P.A System

* Lectern and cordless microphone

Entertainment:

We are happy to assist in the arrangement of entertainment for your function, or you may wish to organise your own.

Accommodation:

We would be happy to assist you with any accommodation required for you and your guests at a number of the nearby Bed & Breakfast cottages.

Surcharges:

Events held on Saturdays, Sundays and public holidays incur a surcharge of \$5 per person.

Please see our functions package for the full menu.

SkyHigh Mount Dandenong

"Spectacular by Day, Stunning by Night"

This outlines the responsibilities of the client & the provision of services & charges of Sky High Mount Dandenong

Tentative Bookings

We are pleased to place a tentative booking for the date you require, this date will be held for initial period of 14 days. This date will be released after 14 days if we have not received your deposit.

Confirmation and Deposit

To confirm your tentative booking a **deposit of \$500.00** is required. The date your deposit is received becomes your deposit date.

Cancellation

We would be disappointed if the function were cancelled, however we realise that circumstances occasionally make this necessary.

- ✓ Less than 30 days from deposit date - We will be happy to refund your full deposit
- ✓ 30-60 days from deposit date - 50% of the full deposit monies will be charged as a cancellation fee
- ✓ More than 60 days from deposit date - The full deposit monies will be charged as a cancellation fee

Attendance numbers

Reconfirmation of the number of guests attending and final numbers are required **14 days** prior to the date of the function. All charges will be based on these numbers or the actual attendance, whichever is greatest. If minimum numbers are not reached then a room hire charge may apply.
Please note children are not included in the minimum numbers

Final payment

Final Payment is required **14 days** prior to the date of your function. Late payment may incur a late payment fee. Payment by American Express incurs a surcharge of 3%. There are no refunds once payment has been made.

Function Times

The client is responsible to comply with the agreed time of hire. Extension times are subject to additional fees & labour charges.

Entertainment

We are happy to assist in the arrangement of entertainment for your function, or you may wish to organise your own, providing they contact the Function Manager prior to the function date to organise set up, breakdown times and performance times.

Smoking

The Bistro & Function Facilities at Sky High Mount Dandenong are totally smoke free. Smoking is permitted outside the main entry to the function room (not on the terrace), providing butts are disposed of responsibly.

Personal Belongings

Our staff will take care of your needs and will endeavour to look after your possessions; however we cannot take responsibility for the loss or damage of items, before, during or after the function. No personal belongings are to be left over night.

Responsible service of Alcohol

We are committed to the guidelines of responsible service of alcohol. House policy dictates that we encourage alcoholic consumption in moderation and by law will refuse to serve alcoholic beverages to persons under the age of eighteen years, or have incorrect or insufficient age identification, and to any person/s that seem to be intoxicated.

Preventing Damage

Although accidents occasionally occur, you are responsible for damage caused by your guests, agents, or contractors etc. prior, during /or after the function. Depending on the scope of the damage, repair or replacement charges may be passed onto the client.

Responsibility to inform

It is your responsibility to inform your guests, agents, or contractors etc of these terms and conditions

Goods & services tax

All prices quoted include a goods & services tax.

Children

Children are welcome at Sky High Mount Dandenong, providing there is strict parental supervision at all times.

Food & Beverage Provision

Sky High Mount Dandenong will provide all food, beverage and services for your function. Function clients are to ensure that their guests are not to bring in or consume any food or beverage from any source other than provided by Sky High Mount Dandenong.