



*Welcome,*

*Thank you for considering the Atrium Hotel for your next function.*

*The Atrium Hotel Mandurah is a 3.5 star hotel and is the perfect place for any style of conference, seminar, function, cocktail party or dining experience. With 117 rooms and apartments, the hotel can offer a range of accommodation options to suit your requirements. The hotel offers a range of extensive facilities including Sunset Bar, Indoor Swimming Pool (Heated), Spa, Sauna, Tennis Courts (3 half court) and Electronic Games Room.*

*Situated just 75 kilometres south of Perth, the Atrium Hotel is ideally located for a short travel destination function venue, weekend getaway from the city, or as the gateway to the beautiful south-west.*

*You can choose from four different meeting or function room configurations, offering you outstanding versatility and ensuring that you can create the appropriate atmosphere. Our Groups & Conference Co-ordinator can organise all aspects of your conference and is experienced in ensuring all your needs are met. Our affordable prices, coupled with our excellent service, make the Atrium Hotel the perfect place for your next conference.*

*Our menus are written as an example; we would be more than happy to customise our menus to suit your requirements and budget.*

*May I take this opportunity to invite you to the Atrium Hotel to view our Function Rooms, at a more convenient time for you. To make an appointment please call (08) 9535 6633*

*Yours Sincerely*

A handwritten signature in black ink, appearing to read 'C/Anderson'.

*Cindy Anderson  
Assistant General Manager*

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# *Hotel Facilities & Services*

## ***Accommodation Facilities***

- ◇ *Studio, 1, 2 and 3 bedroom apartments*
- ◇ *3 Executive suites*
- ◇ *Apartments have kitchenette facilities*
- ◇ *Individually controlled air-conditioning and heating*
- ◇ *Remote control 81cm LCD screen colour television and 4 free in-house movie channels*
- ◇ *Interconnecting rooms available*
- ◇ *Private bathroom and shower*
- ◇ *Direct dial IDD/STD telephone*

## ***Conference Facilities***

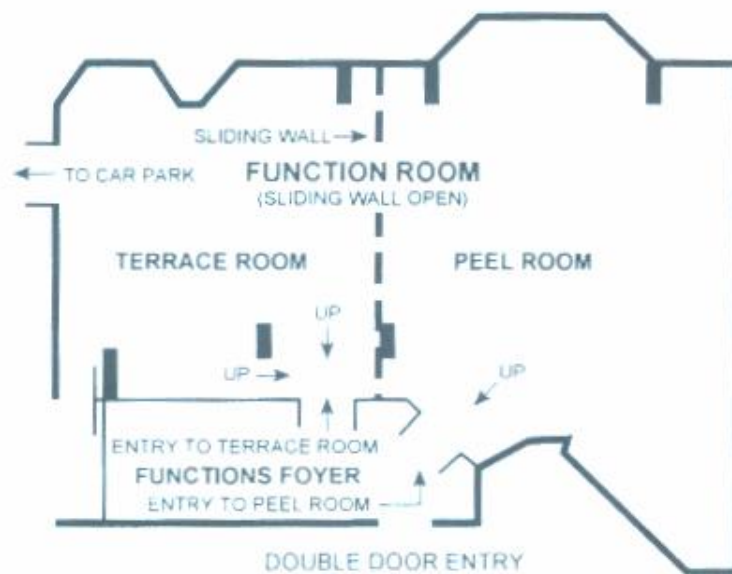
- ◇ *Function Rooms catering for up to 80 guests*
- ◇ *Executive Meeting Room catering for up to 10 guests*
- ◇ *Audio Visual Equipment available on request*

## ***Guest Services***

- ◇ *24 hour reception*
- ◇ *Guest laundry and dry cleaning service*
- ◇ *Free parking*
- ◇ *Secretarial service*
- ◇ *Safe deposit facilities*
- ◇ *Sunset Bar*
- ◇ *All major credit cards accepted*

## ***Guest Facilities***

- ◇ *Heated indoor pool and spa*
  - ◇ *Children's wading pool*
  - ◇ *Saunas*
  - ◇ *Tennis courts (3 half courts)*
  - ◇ *Video games room*
  - ◇ *Limited disabled amenities*
  - ◇ *Movie cinema complex and world class golf courses nearby*
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***MEETING ROOM CAPACITIES***

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<b><i>Room</i></b>	<b><i>Theatre</i></b>	<b><i>Classroom</i></b>	<b><i>Boardroom</i></b>	<b><i>U-Shape</i></b>	<b><i>Banquet</i></b>
<i>Terrace</i>	25	15	15	12	-
<i>Peel</i>	50	25	30	20	50
<i>Function Centre</i>	80	40	-	-	80
<i>Syndicate Room (Midweek)</i>	20	-	10	-	-
<i>Executive Meeting Room</i>	-	-	8	-	-
<i>Sunset Room</i>	<i>Cocktail Style 137</i>				

*Venue hire price on application – dependant on conference requirements*

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# *Hire Equipment*

*The following equipment is available from the Hotel, subject to availability  
Additional equipment can be arranged*

<i>Standard whiteboard</i> .....	<i>\$10.00</i>
<i>Lectern</i> .....	<i>\$10.00</i>
<i>Flipcharts</i> .....	<i>\$10.00</i>
<i>Portable CD player</i> .....	<i>\$25.00</i>
<i>Screen</i> .....	<i>\$25.00</i>
<i>Portable Microphone and stand</i> .....	<i>\$50.00</i>
<i>Overhead projector and screen</i> .....	<i>\$60.00</i>
<i>Data Projector</i> .....	<i>\$275.00</i>
<i>Lapel microphone (Portable)</i> .....	<i>On Application</i>
<i>Electronic whiteboard</i> .....	<i>On Application</i>

# *Breakfast*

<i>Numbers (pax)</i>	<i>10- 30</i>	<i>31-60</i>	<i>61 &amp; above</i>
<i>Continental</i>	<i>N/A</i>	<i>\$12.50</i>	<i>\$11.00</i>
<i>Hot Buffet</i>	<i>\$19.00</i>	<i>\$18.00</i>	<i>\$16.50</i>
<i>Full Breakfast</i>	<i>\$24.50</i>	<i>\$23.50</i>	<i>\$22.00</i>

<b><i>Continental</i></b>
<i>Fresh Fruits &amp; Yogurts</i> <i>Cereals</i> <i>Toast &amp; Preserves</i> <i>Tea &amp; Coffee</i> <i>Juice available at \$9.50 per jug</i>

<b><i>Hot Buffet</i></b>
<i>Grilled Bacon</i> <i>Breakfast Sausages</i> <i>Pesto Grilled Tomatoes</i> <i>Baked Beans</i> <i>Scrambled Eggs</i> <i>Fried Eggs</i> <i>Toast &amp; Preserves</i> <i>Tea &amp; Coffee</i> <i>Juice available at \$9.50 per jug</i>

<b><i>Full Breakfast</i></b>
<i>Fresh Fruits &amp; Yogurts</i> <i>Cereals</i> <i>Toast &amp; Preserves</i> <i>Tea &amp; Coffee</i> <i>Grilled Bacon</i> <i>Breakfast Sausages</i> <i>Pesto Grilled Tomatoes</i> <i>Baked Beans</i> <i>Scrambled Eggs</i> <i>Fried Eggs</i> <i>Toast &amp; Preserves</i> <i>Tea &amp; Coffee</i> <i>Juice available at \$9.50 per jug</i>

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# *Tea & Coffee Packages*

<i>Morning or Afternoon Tea</i>
<p><i>please choose one:</i></p> <p><i>fresh fruit scones, jam &amp; cream</i></p> <p><i>assorted homemade cookies</i></p> <p><i>raspberry &amp; white chocolate muffins</i></p> <p><i>carrot &amp; walnut cake</i></p> <p><i>unlimited tea &amp; coffee</i></p> <p><i>\$11.00 per person</i></p>

*Note: Special dietary requests require 48 hours notice.  
Any dietary requests made on the day will incur a surcharge of \$10.00 per meal.*

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Prices include GST and are subject to change

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# *Lunches*

<i>Numbers (pax)</i>	<i>10-30</i>	<i>31-60</i>	<i>61 &amp; above</i>
<i>Working Lunch 1</i>	<i>\$27.50</i>	<i>\$24.50</i>	<i>\$20.00</i>
<i>Working Lunch 2</i>	<i>\$29.00</i>	<i>\$25.50</i>	<i>\$21.00</i>

## ***Working Lunch 1***

*assorted open gourmet sandwiches  
german potato salad, crisp bacon, mustard seeded dressing  
classic coleslaw  
fresh fruit & cheese platter  
  
tea & coffee*

## ***Working Lunch 2***

*assorted gourmet finger sandwiches  
char-grilled vegetable & fetta quiche  
garden salads  
fresh fruit & cheese platters  
  
tea & coffee*

*Note: Special dietary requests require 48 hours notice.  
Any dietary requests made on the day will incur a surcharge of \$10.00 per meal.*

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# Set Dinners

<i>Numbers (pax)</i>	<i>10-30</i>	<i>31-60</i>	<i>61 &amp; above</i>
<i>Set Menu Choice</i>	<i>\$75.00</i>	<i>\$69.50</i>	<i>\$64.00</i>
<i>Set Menu 1</i>	<i>\$68.50</i>	<i>\$60.50</i>	<i>\$52.80</i>
<i>Set Menu 2</i>	<i>\$68.50</i>	<i>\$60.50</i>	<i>\$52.80</i>

## *Choice Set Menu*

*Entrée – please choose one*

*char-grilled prawn, pumpkin blue cheese risotto, balsamic syrup*  
*cream of broccoli soup, parmesan croutons*  
*poached pear, brie & sweet potato tart, rocket salad*  
*honey soy chicken, mango avocado & baby spinach salad*  
*thai fish cakes, asian salad, nuoc cham dressing*  
*pumpkin & ginger soup, chive sour cream*

*Mains – please choose two for alternate drop*

*baby beef fillets*  
*∞ gratin potatoes, field mushrooms, béarnaise sauce*  
*char-grilled chicken breast*  
*∞ pumpkin & potato stack, champagne cream*  
*braised lamb shanks*  
*∞ parmesan mash, steamed greens, balsamic jus*  
*fresh saltwater grilled barramundi*  
*∞ sea-salted roasted wedges, aioli*  
*hazelnut crusted pork loin*  
*∞ sweet potato smash, char-grilled pesto zucchini, calvados jus*

*Desserts – please choose one*

*Sticky date pudding*  
*∞ caramel sauce, vanilla bean ice cream*  
*citron brulee tart*  
*∞ king island cream, boysenberry coulis*  
*warmed cinnamon poached pears*  
*∞ vanilla crème anglaise*  
*classic pecan pie*  
*∞ fresh cream, strawberries*

<b>Set Menu 1</b>
<i>Entrée</i>
<b>poached pear, brie &amp; sweet potato tart,</b> <i>∞ rocket salad</i>
<i>Mains</i>
<i>fresh bread rolls ∞ butter portions</i>
<b>char-grilled chicken breast</b> <i>∞ pumpkin &amp; potato stack, champagne cream</i>
<i>Desserts</i>
<b>citron brulee tart</b> <i>∞ king island cream, boysenberry coulis</i>

<b>Set Menu 2</b>
<i>Entrée</i>
<b>finger food</b> <i>local mandurah leader prawns, hollandaise</i> <b>poached pear &amp; blue cheese tartlets, caramelized onions</b> <i>classic roma tomato bruschetta</i>
<i>Mains</i>
<i>gourmet breads &amp; butter</i>
<b>char-grilled sirloin of beef</b> <i>∞ gratin potatoes, steamed greens, roasted red peppers,</i> <i>cab sav jus</i>
<i>Desserts</i>
<b>sticky date pudding</b> <i>∞ caramel sauce, vanilla bean ice cream</i>

*Note: Special dietary requests require 48 hours notice.  
Any dietary requests made on the day will incur a surcharge of \$10.00 per meal.*

Prices include GST and are subject to change

# *Buffet Dinner*

<i>Numbers (pax)</i>	<i>10-30</i>	<i>31-60</i>	<i>61 &amp; above</i>
<i>Buffet 1</i>	\$53.00	\$49.50	\$45.50
<i>Buffet 2</i>	\$64.00	\$58.50	\$53.00
<i>Buffet 3</i>	N/A	\$82.50	\$75.00

<b><i>BUFFET 1</i></b>
<i>Entree</i>
<i>soup of the day, crusty bread &amp; butter</i>
<i>Main</i>
<i>Roast leg of pork, apple calvados jus</i> <i>Pumpkin &amp; spinach ravioli, tomato &amp; basil salsa</i> <i>Coconut crumbed snapper, lime mayo</i>
<i>Accompaniments</i>
<i>Potatoes roasted with fresh herbs</i> <i>Steamed greens</i> <i>Roast butternut pumpkin</i> <i>Gourmet tossed salad w̄ dressing</i> <i>Assorted condiments</i>
<i>Dessert</i>
<i>Fresh berry cheesecake, cream</i> <i>Pavlova, fresh fruit &amp; king island cream</i>
<i>To Finish</i>
<i>Tea &amp; Coffee</i>

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# *Buffet Dinner cont..*

<b><i>BUFFET 2</i></b>
<i>Entree</i>
<i>soup of the day, crusty bread &amp; butter</i>
<i>Cold Selection</i>
<i>Assorted continental meats, champagne ham olives, relishes, chutneys, mustards Gourmet tossed salad Classic Greek salad Asian ginger noodle salad</i>
<i>Hot Selection</i>
<i>Roast beef, red wine gravy Honey &amp; soy roasted chicken pieces Grilled fresh snapper, shallot &amp; champagne cream Roasted rosemary potatoes Steamed greens Cauliflower cheese</i>
<i>Dessert</i>
<i>Citron brulee tart Tiramisu shots Pecan pie Fresh cream, boysenberry coulis</i>
<i>To Finish</i>
<i>Tea &amp; Coffee</i>

*Note: Special dietary requests require 48 hours notice.  
Any dietary requests made on the day will incur a surcharge of \$10.00 per meal.*

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***BUFFET 3***

*Entree*

*soup of the day, crusty bread & butter  
fresh local leader prawns, aioli  
fresh ceduna oysters, lime & sea-salt  
thai beef noodle salad, nuoc cham sweet chilli*

*Buffet Main*

*organic roast lamb, pear & saffron jus  
slow roasted chicken, baby beetroot risotto  
harissa spiced snapper, moroccan cous cous  
char-grilled vegetable escabeche, red basil pesto  
leek, mozzarella & broccoli frittata, rocket  
roasted rosemary potatoes, caramelized onions  
buttered french beans, scorched almonds  
cauliflower gratin  
baby spinach, pine-nut, mango & avocado salad  
assorted crusty loaves & butter portions*

*Dessert*

*kaffir lime crème brulee  
king island cream, blackberry coulis  
white chocolate & blueberry cheesecake  
candied strawberries  
individual pavlovas  
fresh pineapple, honey coated pistachios, fresh cream  
king island classic black cheddar wax  
chilli olives, fruit bread, strawberries, apple chips*

*To Finish*

*Tea & Coffee*

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# Cocktail Menus

<i>Numbers (pax)</i>	<i>10-30</i>	<i>31-60</i>	<i>61 &amp; above</i>
<i>Menu 1</i>	<i>\$37.50</i>	<i>\$35.50</i>	<i>\$31.00</i>
<i>Menu 2</i>	<i>\$46.50</i>	<i>\$42.00</i>	<i>\$37.50</i>
<i>Menu 3</i>	<i>\$53.00</i>	<i>\$49.50</i>	<i>\$46.50</i>

*All food is hand made with fresh produce and cooked @ venue to ensure a first-class dining experience*

## **FINGER FOOD 1**

*Spinach & fetta filo triangles*

*Star anise pork belly ribs, honey soy glaze*

*Chicken satays, peanut ginger sauce*

*Thai fish cakes, nouc cham*

*Persian fetta & roma tomato bruschetta, w olive tapanade*

*Vegetarian spring rolls, sweet chilli dip*

*Beer battered flathead, lime caper mayo*

## **FINGER FOOD 2**

*Loin of veal w béarnaise sauce on tomato & olive bread*

*Field mushroom & pine nut filo bags*

*Tandori chicken, baby pappadums, yogurt smoothie*

*Leader prawns, parmesan cream*

*Asparagus, basil, red peppers, wrapped in prosciutto*

*Coconut coated snapper goujons, aioli*

*Beef satays, peanut ginger dip*

*Persian fetta, roma tomato bruschetta, w olive tapanade*

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## *Cocktail Menus cont..*

<i>FINGER FOOD 3</i>
<i>Shiraz poached pear, blue cheese &amp; caramelized onion tartlets</i>
<i>Peking duck wrapped in coriander pancakes</i>
<i>Lemon grass skewered thai fish cakes, nouc cham</i>
<i>Margaret River beef fillet w béarnaise sauce on tomato fig &amp; walnut panini</i>
<i>Indian buttered chicken, coriander naan, yogurt raita</i>
<i>Wild mushroom , roasted pine nut &amp; persian fetta filo</i>
<i>Seared baby lamb cutlets, mango rosemary relish</i>
<i>Char grilled leader prawns, lime mayo</i>

*Note: Special dietary requests require 48 hours notice.  
Any dietary requests made on the day will incur a surcharge of \$10.00 per meal.*

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# Beverages

## Tap Beer Options

Middy	from \$4.50
Pint	from \$7.00
Jug	from \$14.00

## Light/Mid Strength Selection

Carlton Mid Strength

## Full Strength Selection

Carlton Draught or Pure Blonde

## Australian Beers

Local Beers from \$ 6.00

## Boutique Beers

Bottles from \$ 7.80

## Imported Beers

Bottles from \$ 8.00

## Spirits

Standard (30ml) with mix	\$ 7.00
Top Shelf (30ml) with mix	\$ 8.00
Liqueurs	from \$ 8.50
Ports	from \$ 5.00
Cognacs & Premium Spirits	from \$ 9.80

## Other

Soft drinks (per jug)	\$ 9.00
Soft drinks (per carafe)	\$ 8.50
Soft drinks (per glass)	\$ 3.00
Orange juice (per jug)	\$ 9.50
Orange juice (per carafe)	\$ 9.00
Orange juice (per glass)	\$ 3.50
Lemon, lime & bitters (per glass)	\$ 3.50
Lemon, lime & bitters (per carafe)	\$ 9.00
Lemon, lime & bitters (per jug)	\$ 9.50
Sparkling Mineral Water	\$ 3.50

## Wine Selection

### Sparkling Wine

Hardys Sparkling	\$22.00
Asti Riccadonna Spumante	\$38.00
Moet Chandon N/V	\$125.00

### White Wine

Hardys Colombard Chardonnay	\$22.00
Hardys Late Harvest Riesling	\$22.00
Houghton's White Stripe SBS	\$27.00
Monkey Bay Sauvignon Blanc	\$29.00
Brown Brothers Crouchen Riesling	\$29.00
Goundrey Unwooded Chardonnay	\$30.00
Amberley Chimney Brush Chenin	\$32.00

### Red Wine

Hardys Shiraz	\$22.00
Houghtons Cabernet Sauvignon	\$27.00
Stonefish Merlot	\$29.00
Goundrey Homestead Shiraz	\$30.00
Forester Cabernet Merlot	\$32.00
Madfish Premium Red	\$35.00

\* Extensive range available on request

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# ***In and around Mandurah***

*The Peel and the South West Region of Western Australia are famous for their magnificent natural features and world standard tourist attractions. Below is a selection of activities your conference delegates may be interested in.*

## ***Waterways and Beaches***

*Enjoy one of the largest inland waterways in Australia ideal for boating, fishing, yachting, and windsurfing or just relaxing. The estuary scenic drive takes in the beaches of the Peel inlet and Harvey estuary and runs close to the water past historic sites and attractive modern homes. The Murray and Serpentine rivers also offer a majestic river system to explore. There are over 75 kilometres of safe, pristine beaches to choose from in the local area. For those who enjoy surfing, there are a number of breaks in the Peel region.*

## ***Adventures***

*There are a variety of high quality adventure tours, outdoor courses and facilities available in the vicinity of Mandurah to excite and challenge every visitor to the area. Activities include rock climbing, low and high rope courses, bush craft survival and teambuilding courses, white water rafting, abseiling, canoeing, caving, sea kayaking and navigational exercises. Boat cruises also available from the Mandurah foreshore daily.*

## ***International Class Golf***

*A range of golf courses are available in the Peel/Mandurah region.*

## ***Wineries***

*There are a number of unique boutique wineries a short distance from the Hotel.*

## ***Fishing and Diving***

*Since the opening of the Dawesville Channel, fishing for tailor, herring and small salmon has also become popular. There are many great diving sites around Mandurah with a myriad of marine life to discover.*

## ***Movies and Arts Centre***

*There are six cinemas at the nearby Readings Cinema complex, all featuring digital sound, comfortable stadium seating with perfect sightlines, huge screens and the latest movies. The Mandurah Performing Arts Centre provides live entertainment in a well designed and built theatre complex.*

## ***Climate***

*The Mandurah region enjoys a Mediterranean climate with warm dry summers, cold wet winters, and receives most of its rainfall between June and August. The average summer temperature is 29°C, and the average winter temperature is 15°C.*

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# Hotel Terms & Conditions

To ensure the success of your function, we would appreciate your attention to the following details:

## **Confirmation**

Signed confirmation of the booking must be received within ten working days of the original booking being made, along with a deposit of 25% of the estimated total unless other arrangements have been made. The Hotel reserves the right to cancel the booking and reallocate the function room to another client if these requirements are not met. Please note all menus' and prices are subject to change.

## **Final Numbers**

A minimum number of guests attending the function are required by close of business, 14 days prior to the function. Charges will be based on these minimum numbers or the actual attendance whichever is greater.

## **Payment**

Full payment is due 14 days prior to the function. If payment is made by American Express or Diners, a 3% surcharge will apply.

## **Cancellation**

In the event of the function being cancelled within two months of the event being held, a refund of the deposit will be subject to the function venue being resold. If cancellation is received within one month of the event, the deposit is non-refundable. Cancellation received within ten days of the event, the Hotel will charge 50% of the expected revenue as penalty. For cancellation with less than seven days notice, the Hotel will charge 100% of expected revenue.

## **Liquor Licensing Act 1988**

This Act prevents the Hotel from selling, supplying or allowing a drunken person to consume liquor. Penalties are imposed on the licensee, staff and anyone aiding a drunken person to obtain more liquor. Organisers are required to aid the management of the hotel to ensure that any person who is noticeably drunk is not permitted to be served more liquor.

## **Juveniles on Licensed Property**

The main stipulation under the Liquor Licensing Act is that persons under the age of 18 must be accompanied by their legal guardian or an adult family member to be allowed on the premises and they must not consume alcohol at any time.

## **Liability**

If the Hotel has reason to believe that the function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability. The Hotel reserves the right to exclude or eject any and all objectionable persons from the function or Hotel premises without liability.

## **Room Occupancy**

The organiser agrees to begin the function and vacate the room at the scheduled times. In the event that the function should continue beyond the agreed finishing time and the following client is inconvenienced, the Hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of the next function. The organiser will be issued with a key to the function venue, please ensure the room is locked at all times when vacated. Failure to return the key will impose a \$100 penalty.

## **Room Allocation**

The Hotel reserves the right to assign another room for the organised function- dependant on function final numbers.

## **Display and Signage**

No items are to be nailed, screwed, stapled or adhered to any wall, door, window or other surface or part of the building. The hanging of banners must be approved by the Hotel prior to the function.

## **Responsibility**

The Hotel is not liable to the organiser for damages to, or loss of, merchandise or equipment left in the Hotel or function area prior to, during or after the function as per the liquor licensing act 1988. Organisers should arrange their own insurance and/or security. Organisers are financially responsible for any damages sustained to the Hotel by the organiser, organiser's guests, invitees or other persons attending the function, whether in the area reserved or another part of the Hotel. Please advise your guests that as a courtesy to our other guests no excessive noise is permitted after 10:00pm. Should a house guest become disgruntled and leave the premises you will be liable to cover their accommodation costs, should we have to refund or discount. No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function.

I understand these terms and conditions, and agree to abide by them:

Signed .....

Name.....

Date.....

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