

ASK THE  
EVENTS DEPARTMENT AT  
THE **BUCKINGHAM**  
**INTERNATIONAL**  
ABOUT OUR GREAT  
CONFERENCE  
OPTIONS

**\$69.00**  
**ALL DAY**  
**DELEGATE**  
**PACKAGE**

# CONFERENCE PACKAGE

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# **VENUES AND CONFERENCE ROOM**

## **Location, Services and Facilities**

*Best Western PLUS Buckingham International is ideally located only 20 minutes drive south east of Melbourne's CBD, next to Southland shopping centre and close to many of the well known golf courses in Australia.*

*Highett is centrally located in the south eastern business district with many multinational companies choosing to operate in the surrounding suburbs such Moorabbin and Cheltenham.*

*Enjoy our natural light, latest conferencing equipment and great location just outside the CBD, with free car parking and complimentary Wi-Fi.*

*The Buckingham offers total of 74 spacious accommodation rooms, suites and apartments, each peaceful space designed for natural living.*

### **Conference**

- *Four dedicated conference rooms*
- *Free Car parking*
- *Boasting natural light*
- *Business Centre*
- *Dedicated conference foyer*
- *Free WIFI*
- *Electronic signage for all events*
- *74 modern and well appointed guest accommodation rooms, suites and apartments*

### **Food and Beverage**

- *Busbys' Bar and Restaurant*
- *Creative and versatile menus tailored to suit all occasions*
- *Pool side Marquee & Open Courtyard for break times*

### **Business centre services available**

*Scanning, Printing from USB or internet*

*Photocopying Facsimile*

*24 hours reception*

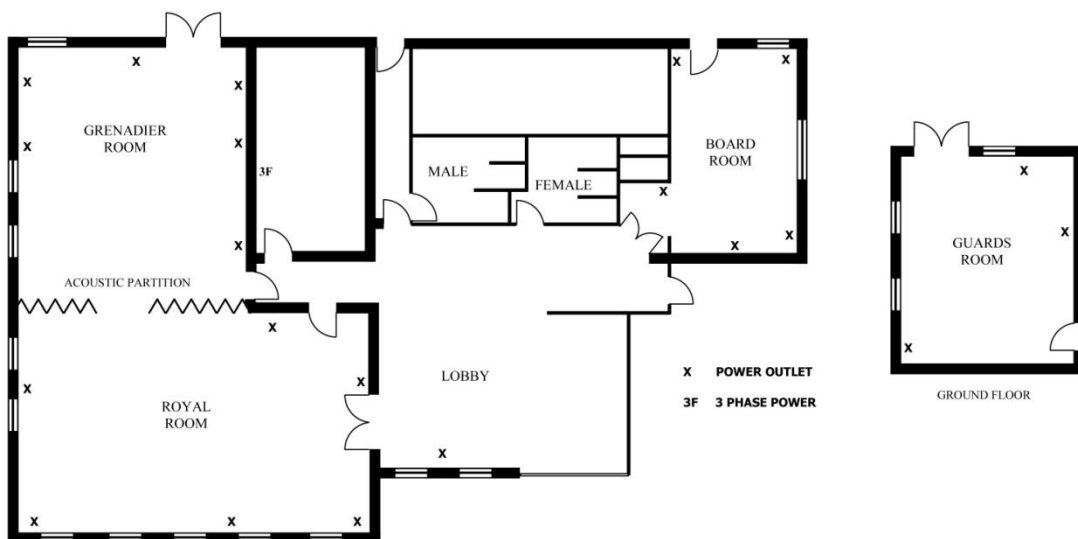
# CONFERENCE CAPACITY AND FLOOR PLAN

## CAPACITY

Room	Size (in metres)	Class room	Cabaret or Cluster	U Shape	Board Room	Theatre	Banquet	Buffet	Cocktail
<b>Royal Grenadier</b>	14.4 x 18	56	70	45	N/A	130	130	130	130
<b>Royal</b>	6.7 x 11	40	48	30	36	70	60	60	70
<b>Grenadier</b>	7.7 x 7	30	32	24	22	50	40	30	50
<b>Board</b>	4 x 6.5	12	N/A	10	12	20	12	12	N/A
<b>Guards</b>	6 x 6.4	16	24	16	20	40	30	20	30

Cabaret

## Floor Plan



# CATERING MENUS

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## **Tea and Coffee on arrival**

*Freshly brewed coffee, a variety of teas and herbal infusions served with assorted biscuits.*

## **Morning tea served with tea & coffee**

Choose **one** of the following options to be served during breaks:

- *Freshly baked sweet muffins*
- *Homemade warm scones jam and whipped cream*
- *Danish pastries*
- *Mini chocolate croissants*
- *Almond and chocolate fudge slices*
- *Freshly cut seasonal fruit platters*
- *Passion fruit tartlet*
- *Orange and poppy seed cake*
- *Australian cheese and dried fruit platter (Extra **\$2.00** per person)*

## **Stand up working Lunch**

Choose **two** of the following stand-up buffet lunches to be served in the foyer, courtyard or pool side marquee:

### **1: Sandwiches**

*Gourmet Finger sandwiches*

### **2: Wraps**

*Assorted whole meal and multigrain wraps with crisp salad, sliced meats*

### **3: Mini burger lunch**

*Sesame bun burgers, homemade patties and traditional fillings*

### **4: Petite roll lunch**

*Mini baguettes filled with gourmet fillings*

### **5: Noodles**

*Stir fried succulent chicken Hokkien noodles with Asian greens*

**Served with** the following:

- *Chef's selection of warm finger food*
- *Greek salad or Garden Salad with semi dried tomatoes, toasted walnut and balsamic vinaigrette*
- *Seasonal sliced fresh fruit*

*Lunch beverage*

- *Chilled orange juice and soft drinks*
- *Freshly brewed coffee, a variety of teas and herbal infusions*

## **Afternoon tea**

Choose **one** of the following options to be served during breaks:

- *Roasted pumpkin bruschetta*
- *Scones – herb or traditional*
- *Spinach and cheese frittata*
- *Mini paprika meat pie*
- *Ham and cheddar croissants*
- *Pork sausage roll with sage*
- *Mini smoked salmon quiches*
- *Herb & bacon muffins*

## **AUDIO VISUAL**

*Best Western PLUS Buckingham International offers all the latest technical support to ensure the success of your event. Choose from the following:*

<i>Overhead Screen</i>	<i>\$15</i>
<i>Overhead Data Projector</i>	<i>\$100</i>
<i>Laptop Computer</i>	<i>\$50</i>
<i>White board</i>	<i>\$15</i>
<i>Electronic white board</i>	<i>\$50</i>
<i>Flip chart stand &amp; paper</i>	<i>\$50</i>
<i>Lectern</i>	<i>No charge</i>
<i>Lectern with microphone</i>	<i>\$50</i>
<i>TV monitor &amp; DVD/Video</i>	<i>\$50</i>
<i>Microphone/ Hand held</i>	<i>\$50</i>
<i>PA system</i>	<i>\$50</i>
<i>Computer Speakers/ Surround sound</i>	<i>\$50</i>

# ACCOMMODATION

*Best Western PLUS Buckingham International is an ideal venue for both business and leisure clients which offers a range of services. The 74 room hotel accompanies the onsite restaurant Busbys Bar and Restaurant, outdoor pool.*

*We are highly recognized on Trip Advisor for providing exceptional customer service and our desire to make your experience memorable and enjoyable. You can expect the best modern features in our rooms at an affordable price.*

## **Features:**

*24 hour reception and room service*

*Accessible room available*

*Free WIFI Internet access*

*Bar and restaurant*

*Free car parking*

*Clock radio and alarm*

*Hair dryer*

*Individually controlled*

*air-conditioning and heating*

*Mini bar and refrigerator*

*In room coffee tea making facilities*

*Laundry and dry cleaning*

*Iron and ironing board*

*In room safe*

*STD/ISD phone*

*Complimentary Foxtel channels*