



**Tall Timbers**  
SMITHTON, TASMANIA

# Conference & Function Information Kit



Price to December 2023



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)



## Table of Contents

Venue Location	3
Travelling & Transport	3
Conference Facilities	4
Catering Options	5
Cocktail & Canapé Selections	6
BBQ Selections	7
Function Menu	8
Carvery Menu	9
Light Snack Selections	10
Accommodation	11
Facilities	12
Tall Timbers Experiences	13
Activities in the area	14
Additional Information	15
Room Hire & Equipment Costing Sheet	16
Meeting Confirmation Sheet	17
Room Hire & Equipment Request	18



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)





Tall Timbers Tasmania is located in Circular Head on the beautiful North West coast and gateway to the Tarkine Rainforest.

Tall Timbers provides a one stop destination for meetings, conferences and events with 4 star rated accommodation, choice of function rooms, business and conferencing facilities and dining options available to suit small or large groups.

Tall Timbers has everything for both business and leisure guests including gym, heated indoor swimming pool & spa, tennis courts, nationally branded bottle shop, bars and an award winning bistro with menus that celebrate the outstanding produce that Tasmania is known for complemented by a wide range of Tasmanian wines, beers and spirits.

Tall Timbers offers the perfect base for exploring the region's unique attractions including the Tarkine Wilderness and Edge of the World, the historic town of Stanley (and its 'Nut'), and the Cradle to Coast Tasting Trail.

The nearest airport is located at Burnie/Wynyard (BWT) less than an hour's drive from Tall Timbers and offering 3-4 daily direct flights to & from Melbourne with Regional Express Airlines & Qantas.

[www.rex.com.au](http://www.rex.com.au)      [www.qantas.com.au](http://www.qantas.com.au)

The Spirit of Tasmania terminal is located at Devonport approximately 90 minutes drive from Tall Timbers with overnight sailings to and from Melbourne. Day sailings are also offered during the Summer season.

[www.spiritoftasmania.com.au](http://www.spiritoftasmania.com.au)

Devonport Airport (DPO) is a 90 minute drive away and offers 4-5 daily direct flights to & from Melbourne with QantasLink.

[www.qantas.com.au](http://www.qantas.com.au)

Major airlines Virgin, Qantas & Jetstar also offer regular flights to & from Melbourne and other mainland centres to Launceston Airport (LST) a 2.5 hour drive and Hobart Airport (HBA) a 4.5 to 5 hour drive from Tall Timbers.

<http://www.virginaustralia.com.au>

[www.jetstar.com.au](http://www.jetstar.com.au)      [www.qantas.com.au](http://www.qantas.com.au)

Major hire car companies are located at the above airports, ferry terminal and major towns.



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)



### **Overall Property and Floor Plan**

Tall Timbers, located just out of Smithton on the North West coast of Tasmania, is situated on 165 acres of undulating farm land. Constructed almost entirely from local Tasmanian timbers the complex has a warm atmosphere that can be felt as soon as one enters the superb foyer area. Open log fires, quality meals and friendly efficient staff adds to the charm of the complex.

Tall Timbers offers a variety of accommodation across a range of 67 rooms. Room types Include:

- Standard Ensuite Rooms
- Self-Contained Apartments
- Lakeside Self-Contained Apartments
- Executive Lakeside Apartments
- Disabled Rooms

Tall Timbers also has a large parkland area available free of charge seasonally for fully self-contained Recreational Vehicles.

### **Britton's Function Centre**

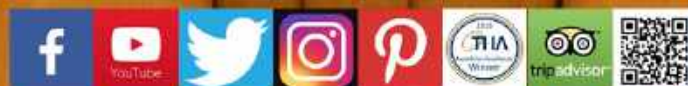
Named after one of the local pioneering timber families is a large private room suitable for function requirements. With no supporting pillars or columns the area is suitable for workshops, demonstrations trade shows etc. This area can be divided into smaller sections for individual workshops.

Size =	500 m <sup>2</sup> Total Area Size
Seating =	Theatre Style 320 guests
	Classroom 200 guests
	Banquet 170 guests
	Cocktail 300 guests

### **Grey's Function Room**

Also named after a local timber family this private room is ideal for small seminars or meetings. This room can also be used as an add-on room for conferences utilising Britton's.

Size =	80 m <sup>2</sup> Total Area Size
Seating =	Theatre Style 35 guests
	Classroom 16 guests
	Dinner functions 40 guests
	Cocktail 45 guests



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au





## **Tall Timbers Catering Options**

Tall Timbers offers a variety of menu and dining options to cater for all your function requirements.

### **Breakfast**

Group breakfasts are available in our Kauri Bistro for groups up to 150 people, the full buffet breakfast includes; bakery items cereals, fruits, juices, dairy products, spreads, eggs, bacon sausages, tomatoes, baked beans and hash browns. Freshly brewed tea and coffee are also available.

### **Morning & Afternoon Tea**

Freshly brewed tea and coffee served with your menu selections.

### **Lunch**

Finger food and light lunches selections are available as well as options from our function menus.

### **Dinner**

Dinner menu's are attached and a wide choice is available. We offer a set Function Menu and Carvery Menu.

### **Cocktail Events**

Canapés can also be selected from our chef's menu for Cocktail Parties, Welcome Functions or as a pre-dinner event.

### **Beverages**

A copy of our current wine list is available upon request. Beer and spirits sold during your conference/event will be at bar prices. Drink packages are available to suit your budget.

\*All beverages consumed on the premises must, under licensing laws, be supplied by Tall Timbers Tasmania.



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)



## Cocktail & Canapé Selections

Cocktail style events offer a sophisticated alternative to the traditional 'sit-down' affair. This style of event allows guests to move freely amongst themselves whilst sampling canapés and beverages presented by our friendly staff.

### Cocktail Party & Canapé Selections

**\$ 4.00 per choice per person**

#### COLD

Baby carrots, yoghurt & prawn floss (GF, NF)

Compressed watermelon, green olive & salmoriglio (GF, DF, NF, VEGAN)

Blue cow, pear gel, rocket en crouete (NF, VEG)

Air dried "Cape Grim" beef & kimchi (GF, NF, DF)

Salmon ceviche, salt n vinegar crisp, crème fraiche (GF, NF)

#### HOT

"King Island" smoked cheddar & dill croquettes with burnt apple vinegar (NF, VEG)

Pulled pork terrine with pickled cucumber (NF)

"Bass Strait" seafood arancini with lemon hollandaise (NF)

Seasonal heirloom vegetable tempura with harissa cashew crème (DF, VEGAN)

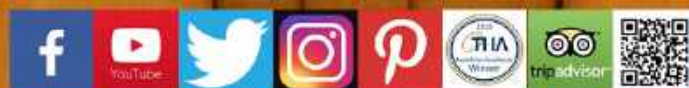
"Cape Grim" beef ragout open pies with Hellyer's Road Whisky BBQ sauce (NF) (GFO)

Panko crumbed scallops with Japanese mayo (NF) (GFO)

Tofu pad Thai spring rolls with fresh lime & tamari (GF, DF, VEGAN)

Crisp pressed lamb shoulder with pea puree & vino cotto (GF, NF)

**MENU PRICES ARE VALID UNTIL 30th June 2023**



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)



### **\$ 28.00 Per Person**

“Cape Grim” Beef Rissoles  
“Scottsdale” Pork Sausages  
Classic Potato Salad  
Barbecued Onion  
Coleslaw  
Fresh Baked Bread Rolls  
Condiments

### **Gourmet BBQ \$ 48.00 Per Person**

“Greenhams” Scotch Fillet  
Sumac Spiced Chicken Goujons  
“Scottsdale” Pork Sausages  
Barbecued Onions  
Garden Salad  
Classic Potato Salad  
Coleslaw  
Fresh Baked Bread Rolls  
Condiments

**MENU PRICES VALID UNTIL 30TH JUNE 2023**



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)





## Function Menu

2 Main Courses  
2 Desserts  
Tea and Coffee  
**\$ 44.00 per person**

2 Entrées  
2 Main Courses  
2 Desserts  
Tea and Coffee  
**\$ 52.00 per person**

### 2 Course Alternate Drop

2 Main Courses  
2 Desserts  
Tea and Coffee  
**\$ 42.00 per person**

### 3 Course Alternate Drop

2 Entrées  
2 Main Courses  
2 Desserts  
Tea and Coffee  
**\$ 50.00 per person**

**House Baked Bread Rolls  
accompany all meal selections  
MENU PRICES VALID UNTIL  
30TH JUNE 2023**

### Entrée

**Soup** - spiced pumpkin bisque with crayfish oil & fried sage (GF, NF, DF)  
**Soup**—cauliflower & almond with Tasmanian black truffle oil (GF, DF, VEGAN)  
**"Edge of the W" Gin Cured Salmon**, orldblood orange & chili glaze, petit herbs, rosemary salmon bark (GF, NF, DF)  
**Barbecued Lamb** – chilli dipping sauce, cucumber & mint (GF, DF)  
**Pepper Berry Dusted Chicken** – millet, Persian fetta, green pea & mint salad (GF, NF)  
**"Cape Grim" Beef Tartare** – rosemary bark, hills farm pub mustard (NF)  
**Twice Baked Tasmanian Scallop Souffle** – fennel & radish slaw  
**Pan-fried Potato Gnocchi** – wild mushrooms, cashew

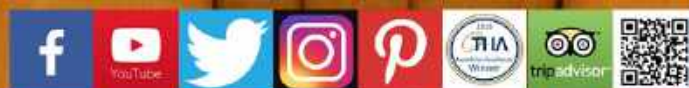
### Main Course

**Slow Roasted "Cape Grim" Beef Short Rib** – with hand cut fries, charred sweet corn & pan jus (GF, NF)  
**"Bass Strait" market fresh seafood risotto** – mussels, tiger prawns, scallops, trumpeter folded gently into a creamy garlic & white wine risotto, petit herbs & grana pandano (GF, NF)  
**Hay Smoked Broccoli** – miso hummus, sumac coconut yoghurt, sea salt almond brittle (GF, DF, VEGAN)  
**Pan Roasted Chicken Breast** – salmoriglio, buttermilk polenta, forest mushroom jus (GF, NF)  
**Tasmanian Salmon Darne** – leatherwood honey glazed parsnips, onion soubise, beetroot gel & petit greens (GF, NF)  
**Twice Cooked Pork Belly** - roast cabbage, cauliflower, apple & chili salad (GF, NF)  
**Beetroot & Red Onion Tarte Tatin** – garden salad, tomato jam & petit herbs (NF, DF, VEGAN)  
**Pressed Lamb Shoulder** – preserved lemon chat potatoes, harissa spiced beans, minted yoghurt (GF, NF)

### Dessert

**Fresh Fruit Salad** - Served with Fresh Whipped Cream  
**Anvers Chocolate Brownie** – blackberry coulis, "Van Diemen's" maple & walnut ice-cream  
**Peanut Butter Fudge** – coconut yoghurt, "Van Diemen's" salted lime sorbet (GF, DF, VEGAN)  
**Tasmanian Cheese Board** – three local cheeses, crisps, vino cotto, walnuts & grapes  
**Star Anise Poached Pear** – "Van Diemen's" blood orange sorbet, pistachio (GF, DF, VEGAN)  
**Torched Lemon Curd Tart** – raspberry coulis, baked meringue  
**Sticky Date Pudding** - With a rich butterscotch sauce

**Freshly brewed tea & coffee is available at the end of every meal  
All function menus are for a minimum of 20 people, any numbers  
over 30 must be alternate drop.**



**Scotchtown Rd, Smithton, Tasmania 7330**

**www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au**





## Carvery Style Menu

### Two Course

2 Meats (served with Vegetables)  
2 Desserts  
Tea & Coffee  
**\$ 42.00 per person**

### Three Course

2 Entrees  
2 Meats (served with Vegetables)  
2 Desserts  
Tea & Coffee  
**\$ 50.00 per person**

### Three Course

3 Entrees  
3 Meats (served with Vegetables)  
3 Desserts  
Tea & Coffee  
**\$ 55.00 per person**

**House Baked Bread Rolls accompany all meal selections**

**MENU PRICES VALID UNTIL  
30TH JUNE 2023**

### Entrée

**Soup** - spiced pumpkin bisque with crayfish oil & fried sage (GF, NF, DF)

**Soup**—cauliflower & almond with Tasmanian black truffle oil (GF, DF, VEGAN)

**“Edge of the World” Gin Cured Salmon**, blood orange & chili glaze, petit herbs, rosemary salmon bark (GF, NF, DF)

**Barbecued Lamb** – chilli dipping sauce, cucumber & mint (GF, DF)

**Pepper Berry Dusted Chicken** – millet, Persian fetta, green pea & mint salad (GF, NF)

**“Cape Grim” Beef Tartare** – rosemary bark, hills farm pub mustard (NF)

**Twice Baked Tasmanian Scallop Souffle** – fennel & radish slaw

**Pan-fried Potato Gnocchi** – wild mushrooms, cashew

### Please choose from the following meats for your Carvery:

**Bourbon Glazed Baked Ham**

**Slow Roasted “Greenhams” Scotch Fillet**

**Roast “Wild Clover” Lamb**

**Roast “Scottsdale” Pork**

**Roast “Nichols” Chicken**

### All Carvery meals are served with

**Rosemary Potatoes**

**Cauliflower Gratin**

**Carrots with Rosemary**

**Spiced Pumpkin**

**Minted Peas**

**Rich Gravy & Condiments**

### Dessert

**Fresh Fruit Salad** - Served with Fresh Whipped Cream

**Tasmanian Cheese Board** – three local cheeses, crisps, vino cotto, walnuts & grapes

**Star Anise Poached Pear** – “Van Diemen’s” blood orange sorbet, pistachio (GF, DF, VEGAN)

**Torched Lemon Curd Tart** – raspberry coulis, baked meringue

**Sticky Date Pudding** - with a rich butterscotch sauce

**Freshly brewed tea & coffee is available at the end of every meal  
All carvery's are for a minimum of 30 people, however, numbers under this amount may have a menu designed to their requirements.**



**Scotchtown Rd, Smithton, Tasmania 7330**

**www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au**



## Light Snack Selections

### Morning/Afternoon Tea

Tea & Coffee  
**\$3.00 per person**

Tea, Coffee & Cake or Biscuit  
**\$ 6.00 per person**

Tea, Coffee, Cake & Biscuit  
**\$ 8.00 per person**

Tea, Coffee, Scones, Jam & Cream or  
selection of Muffins  
**\$ 10.00 per person**

**These prices are per person**

### Platters

#### **Cheese**

3 Local Tasmanian Cheeses  
**\$ 120.00 per 10 people**

#### **Fruit**

A Fine Selection of Seasonal Fruit  
**\$ 45.00 per 10 people**

## Light Snack Selections

Petit Quiche Loraine

Mixed point sandwiches

“Cape Grim” Beef sausage rolls with Zartar  
spice

**\$ 16.00 per person**

Petit Quiche Loraine

Chefs’ selection of gourmet sandwiches  
& wraps

Variety of Pizzas

Selection of Gourmet Pies

**\$ 25.00 per person**

Petit Quiche Loraine

Ham & Cheese mini croissants

Chefs’ selection of gourmet wraps & baguettes

Variety of Pizzas

“Cape Grim” beef sausage rolls with Zartar  
spice

Selection of Gourmet Pies

**\$ 35.00 per person**

Tea and Coffee

**\$3.00 per person**

Orange Juice

**MENU PRICES VALID UNTIL 30TH JUNE 2023**



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au





## Accommodation

Tall Timbers offers a selection of accommodation across a range of 67 rooms to suit your needs. Room types include:

### 55 Standard Ensuite Rooms

Standard King Ensuite rooms  
Queen + Single standard rooms  
Triple Rooms

### 2 Disabled Rooms

Each room contains a Queen size bed and Single bed

### Single/Double/ Twin

**\$180.00**

### Triple

**\$230.00**

### 2 Self-Contained Apartments

**\$240.00**

Two bedroom apartments with the first room containing a Queen size bed and the second room containing two single beds

### 5 Lakeside Self-Contained Apartments \$300.00

Two bedroom, Two bathroom apartments containing a Queen size bed in one room and King (split) size bed and single bed in the second bedroom

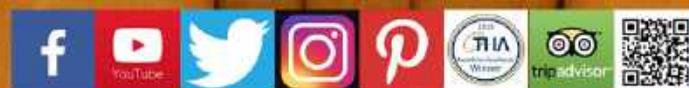
### 3 Executive Lakeside Apartments

**\$275.00**

One bedroom Executive suites with a King size bed in each apartment



**PRICES VALID UNTIL 31ST DECEMBER 2023**



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au



**Tall Timbers Facilities**



**Equipment**

Video Conferencing, Television & DVD, overhead projector & screen, 16mm slide projector, white board, lectern and amplified sound system are all available within the facilities at Tall Timbers.

Tall Timbers offers FREE Wi-Fi for guests with email internet and computer facilities available within the reception area of the property.

**Outdoor Areas**

Tall Timbers offers a picturesque garden setting with expansive grounds offering ample area available for your party, meeting or even a casual walk to relax you after a long day's work. Our BBQ Area has the capacity to seat up to 30 people and is located next to the tennis courts and recreation complex.



**Pool & Gym**

Those who enjoy a swim in the pool or work out at the gym, can utilise the heated 15 metre swimming pool, spa and well equipped gym located in our recreation building.



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au





**Tall Timbers Tarkine  
Wilderness 4WD  
Adventure Tours**

Tall Timbers operates a unique experience for guests & visitors to explore the nearby Tarkine Wilderness region. Tall Timbers 4WD Adventure Tours provide a range of experiences for guests to unlock the mysteries of the Tarkine Wilderness, the largest cool climate rainforest in the southern hemisphere.

Tours include the rugged coastline of Tasmania's West Coast to the magical Arthur River, Julius River Reserve and Sumac Lookout. The Tarkine is a region of breathtaking wilderness, rugged coastlines and button grass plains, complemented with pristine beaches. All tours include commentary by our expert guide, luxury 4WD travel and a range of different catering options.

**Tours available**

**Premium Full Day Wilderness Tour or Tasmanian Tiger Country Tour** includes morning tea, gourmet lunch, wine, beer & non alcoholic drinks. A minimum of two (2) passengers required

**Low Cost Wilderness Tour:** includes a boxed snack lunch and beverages. A minimum of four (4) passengers required

**Balfour Mysterious Mining Town Tour:** includes a boxed snack lunch and beverages. A minimum of four (4) passengers required

**West Coast Aboriginal Heritage Tour:** includes morning tea and a full gourmet lunch and beverages. A minimum of two (2) passengers required



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au



**Activities in the area** Tall Timbers staff are happy to assist groups arrange visits to local attractions in the region throughout your event as well as offering pre and post touring options. A variety of attractions in the area provide appeal for all audiences.

- **Arthur River Cruise:** Enjoy a day cruising on the Arthur River aboard M.V George Robinson or Reflections. You will see untouched pristine Tasmanian wilderness as you cruise 14km upstream in to the rainforest.
- **Woolnorth Tours:** Experience the Woolnorth property home to Tasmania's largest wind farm. Wander through Cookhouse Cottage and step back in time as you hear history of the property and the Van Diemen's Land Company. Tours of the Wind farm and Cape Grim are available by prior arrangement.
- **The Nut at Stanley:** Stanley is known for one of Tasmania's truly iconic attractions "The Nut" which is a volcanic plug deposited millions of years ago. Visitors can ride the chairlift to the top or follow the path to the top of this stunning geological feature.
- **Highfield House:** Highfield House is an elegant 1830's homestead of the Van Diemen's Land Company. The property is complete with stables, stock yards outbuildings, workers cottage and an old chapel marks the birth place of European settlement in Tasmania.



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)





Please refer to the following pages for meeting costing sheets and conference confirmation sheet.

- At the time of booking, the confirmation sheet must be completed and returned within 7 days.
- We require exact numbers for your event no later than 7 days prior to your function.
- Check-in time is 2pm with check-out time 10am the day of departure.
- Group check-ins are welcome and we recommend a room list be sent prior to arrival to allow for a speedy check-in.
- Guests can park directly outside units and for guests arriving via coach we offer portorage service free of charge upon arrival.
- Dietary requirements can be catered for by letting us know before hand which will assist in the smooth running of your function.
- All food items consumed on the premises must, under food safety laws, be supplied by Tall Timbers. No outside food items can be served on the premises. (Note this excludes Celebration Cakes)
- In the event of a cancellation the following policy will apply:
  - Cancellation 3 months or more from the date of the function - full refund of the Room Hire
  - Cancellation outside 1 month from the date of the function - 50% refund of the Room Hire
  - Cancellation inside 2 weeks from the date of the function - no refund of the Room Hire
- Payment of room hire fee will be charged to your account on the day of your function. Tall Timbers requires that final payment of food, beverages, room hire, incidentals and extras, be made on the day of the function.
- Tall Timbers does not accept the responsibility for damage or loss of property during your stay and/or function. Clients must make their own insurance arrangements.



Scotchtown Rd, Smithton, Tasmania 7330

[www.talltimbershotel.com.au](http://www.talltimbershotel.com.au) P: 1800 628 476 [enquiries@talltimbershotel.com.au](mailto:enquiries@talltimbershotel.com.au)

### Room Hire:

Britton's Function Room (Includes Room Set-up)	Half Day (Max 4 hours)	<b>\$ 150.00</b>
	Full Day	<b>\$ 300.00</b>

Greys Function Room (Includes Room Set-up)	Half Day (Max 4 hours)	<b>\$ 90.00</b>
	Full Day	<b>\$ 150.00</b>

### Equipment Hire:

Audio		
Data Projector will project data & video)		<b>\$100.00</b>
Laptop (Office, Windows 10 Professional)		<b>\$100.00</b>

A4 Overhead Projector	<b>\$ 30.00</b>
16mm Movie Projector x 2	<b>\$ 30.00</b>
Sound System (mixer & speakers)	<b>\$ 50.00</b>
CD Player	<b>\$ 30.00</b>
Television	<b>\$ 10.00</b>

Radio Microphone x 1 (lapel/hand held with stand)	<b>\$ 40.00</b>
Stand Microphone x 2	<b>\$ 20.00</b>

<b>Screens</b>	1 x 1500mm x 1400mm (Portable)	<b>\$ 20.00</b>
	1 x 2200mm x 2000mm (Fixed Britton's Room)	<b>\$ 20.00</b>

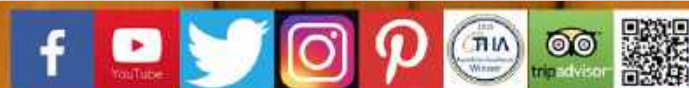
<b>Video Conferencing Per Hour</b>	<b>\$55.00</b>
------------------------------------	----------------

Whiteboards	1 x Large (1200mm x 800mm)	<b>\$ 20.00</b>
	1 x Small (900mm x 600mm)	<b>\$ 15.00</b>

Flip Chart (one only includes Paper)	<b>\$ 25.00</b>
Notice Boards 900mm x 900mm (Pin Boards x 3)	<b>\$ 10.00 each</b>
Lectern	<b>\$ 20.00</b>
Spot Lighting (Per spot Light max. 4)	<b>\$ 10.00 each</b>

**Additional equipment, lighting, audio visual, data, screens etc are available from an outside company with cost applicable at the time of request.**

**PRICES VALID UNTIL 30TH JUNE 2023**



**Scotchtown Rd, Smithton, Tasmania 7330**

**www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au**



# Meeting Confirmation Sheet

To confirm your booking complete this form and return together with the appropriate fees within 7 days after holding the date for your function.

Day & Date of Event:.....

Contact Name: .....

Postal Address: .....

Email: .....

Phone: ..... Fax: .....

Mobile: .....

Function Type: .....

Additional Information: .....

.....

Room Required: .....

Approximate Numbers: .....

**I have read the attached Terms and Conditions and hereby agree and understand all the requirements stated within this package.**

Signed: .....

Name: .....

Date: .....

### Office Use

Fee Amount: \$..... Payment By: Cash / Eftpos / Credit Card

Payment Date: ..... Received By: .....



Scotchtown Rd, Smithton, Tasmania 7330

www.talldtimbershotel.com.au P: 1800 628 476 enquiries@talldtimbershotel.com.au

## Room Hire:

## Tick Box

Britton's Function Room (Includes Room Set-up)	Half Day (Max 1 to 4 hours)	\$ 150.00	<input type="checkbox"/>
	Full Day (4 to 8 hours)	\$ 300.00	<input type="checkbox"/>

Greys Function Room (Includes Room Set-up)	Half Day (Max 1 to 4 hours)	\$ 90.00	<input type="checkbox"/>
	Full Day (4 to 8 hours)	\$ 150.00	<input type="checkbox"/>

## Equipment Hire:

### Audio

Data Projector (will project data & video)	\$50.00	<input type="checkbox"/>
--	---------	--------------------------

Laptop (Office, Windows 10)	\$50.00	<input type="checkbox"/>
-----------------------------	---------	--------------------------

A4 Overhead Projector	\$30.00	<input type="checkbox"/>
-----------------------	---------	--------------------------

16mm Movie Projector x 2	\$30.00	<input type="checkbox"/>
--------------------------	---------	--------------------------

Sound System (mixer & speakers)	\$50.00	<input type="checkbox"/>
---------------------------------	---------	--------------------------

60 inch Television & Stand	\$20.00	<input type="checkbox"/>
----------------------------	---------	--------------------------

Radio Microphone x 1 (lapel/hand held with stand)	\$20.00	<input type="checkbox"/>
---	---------	--------------------------

Stand Microphone x 2	\$20.00	<input type="checkbox"/>
----------------------	---------	--------------------------

<b>Screens</b> 1 x 1500mm x 1400mm (Portable)	\$20.00	<input type="checkbox"/>
---	---------	--------------------------

1 x 2200mm x 2000mm (Fixed Britton's Room)	\$20.00	<input type="checkbox"/>
--	---------	--------------------------

<b>Video Conferencing Per Hour</b>	\$55.00	<input type="checkbox"/>
------------------------------------	---------	--------------------------

<b>Whiteboards</b> 1 x Large (1200mm x 800mm)	\$20.00	<input type="checkbox"/>
---	---------	--------------------------

1 x Small (900mm x 600mm)	\$15.00	<input type="checkbox"/>
---------------------------	---------	--------------------------

Flip Chart (1 only includes paper)	\$25.00	<input type="checkbox"/>
------------------------------------	---------	--------------------------

Notice Boards 900mm x 900mm (Pin Boards x 3)	\$10.00 each	<input type="checkbox"/>
--	--------------	--------------------------

Lectern	\$20.00	<input type="checkbox"/>
---------	---------	--------------------------

Spot Lighting (Per spotlight max 4)	\$10.00 each	<input type="checkbox"/>
-------------------------------------	--------------	--------------------------

Number.

**Additional equipment, lighting, audio visual, data, screens etc are available from an outside company with cost applicable at the time of request.**



Scotchtown Rd, Smithton, Tasmania 7330

www.talltimbershotel.com.au P: 1800 628 476 enquiries@talltimbershotel.com.au