



Momento  
CONFERENCE & EVENTS

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Momento<sup>★</sup>  
HOSPITALITY



# MOMENTO

## CONFERENCE & EVENTS

With a reputation built around quality and a professional service, here at Momento we continue to pride ourselves as The Hills Districts premier Conference venue, offering meeting and virtual office facilities.

Conveniently located in North Western Sydney and within easy access to all parts of Sydney via the M2 and M7, our central location is ideal for conferences and events.

Our rooms are equipped with Smart TV's, Projectors, Wifi, access to receptionist, Nespresso Machines, pens, pads and water.

Plenty of parking available onsite. Half & Full Day Catering packages are also available or we can tailor menus to suit your requirements.

Our Outdoor Terrace is the perfect space to escape to for breaks throughout the day.

# PORTOFINO

## Inclusions

Desks x 2 Stationery

Wifi

Receptionist

Power

Printing

Water & Mints

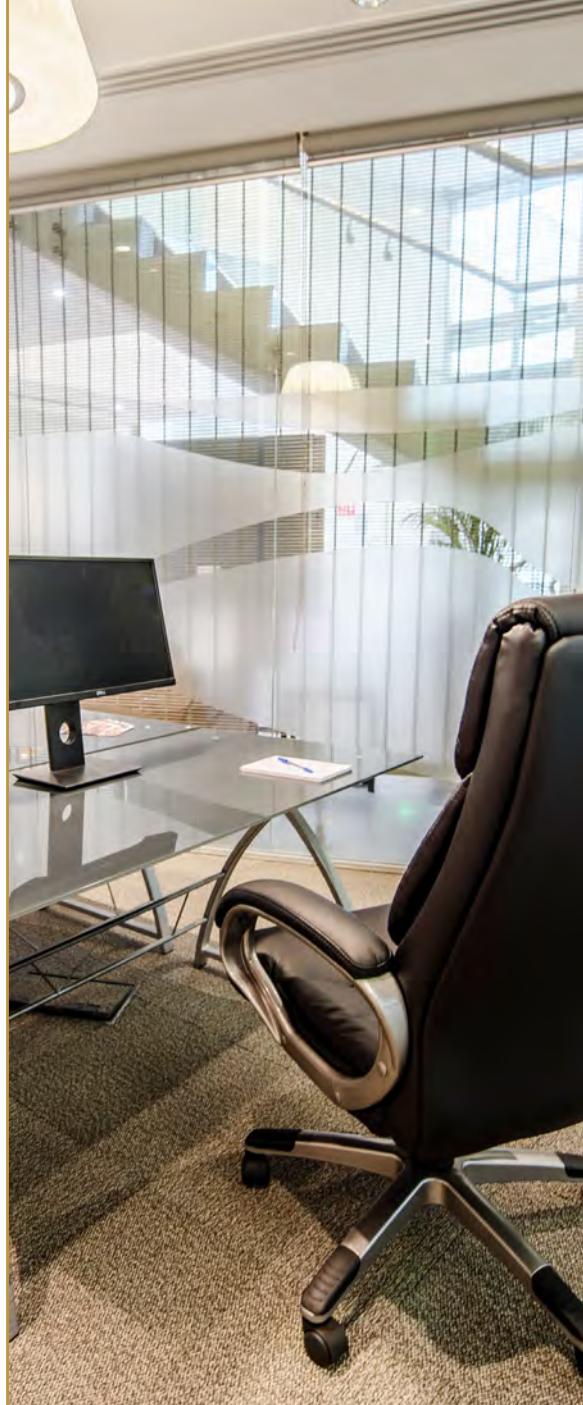
Coffee & tea

## Hire Fee

\$55 per hour  
(*minimum 2 hours*)

\$150 for half day  
(*up to 4 hours*)

\$300 all day  
(*up to 8 hours*)





## SIENA

### Room Dimensions

5.5m x 4.5m

### Inclusions

Projector & screen  
 Wifi  
 Nespresso machine

### Capacity

Boardroom ..... 8  
 U-Shape ..... 8  
 Theatre ..... 20

### Hire Fee

\$55 per hour (*minimum 2 hours*)  
 \$150 for half day (*up to 4 hours*)  
 \$300 all day (*up to 8 hours*)



## VERONA

### Room Dimensions

4.1m x 9.7m

### Inclusions

65" TV screen  
 Wifi  
 Nespresso machine

### Capacity

Boardroom ..... 16  
 Theatre ..... 25

### Hire Fee

\$300 for half day (*up to 4 hours*)  
 \$390 all day (*up to 8 hours*)





## FIRENZE

### Room Dimensions

8.15m x 6.3m

### Inclusions

65" TV screen  
 Wifi  
 Nespresso machine

### Capacity

Boardroom ..... 18  
 U-Shape ..... 18  
 Classroom ..... 4 Tables of 2  
 ..... 4 Tables of 3  
 Theatre ..... 38

### Hire Fee

\$300 for half day (*up to 4 hours*)  
 \$390 all day (*up to 8 hours*)

## MILANO

### Room Dimensions

8.15m x 6.3m

### Inclusions

65" TV screen  
 Wifi  
 Nespresso machine

### Capacity

U-Shape ..... 18  
 Classroom ..... 9 Tables of 2  
 ..... 9 Tables of 3  
 Theatre ..... 45

### Hire Fee

\$300 for half day (*up to 4 hours*)  
 \$390 all day (*up to 8 hours*)



## CATANIA

### Room Dimensions

7.4m x 6.3m

### Inclusions

65" TV screen

Wifi

Nespresso machine

### Capacity

Boardroom ..... 10

U-Shape ..... 15

Classroom ..... 4 Tables of 2

..... 4 Tables of 3

Theatre ..... 30

### Hire Fee

\$300 for half day (*up to 4 hours*)

\$390 all day (*up to 8 hours*)



## FIRENZE & MILANO OR MILANO & CATANIA

### Room Dimensions

16m x 6.3m

### Inclusions

2 x 65" TV screens

Wifi

Nespresso machine

### Capacity

Boardroom ..... 36

Classroom ..... 8 Tables of 2

..... 8 Tables of 3

Theatre ..... 80

### Hire Fee

\$500 for half day (*up to 4 hours*)

\$600 all day (*up to 8 hours*)



## FIRENZE, MILANO & CATANIA

### Room Dimensions

24m x 6.3m

### Inclusions

3 x 65" TV screens

Wifi

Nespresso machine

### Capacity

Boardroom ..... 60

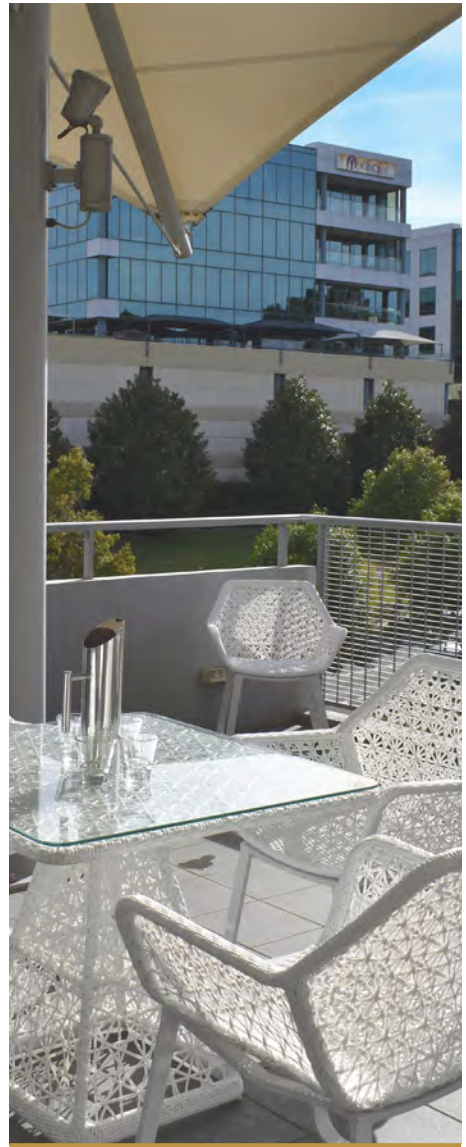
Cocktail ..... 120

Theatre ..... 120

### Hire Fee

\$600 for half day (*up to 4 hours*)

\$700 all day (*up to 8 hours*)



## TERRACE

Our Outdoor Terrace is the perfect space to escape for breaks throughout the day.



# MOMENTO CATERING

Our catering options are designed with quality and convenience. Impress your team or guests with our freshly made menu.

Menus can be tailored to meet your every requirement and all considerations are made including dietary needs and service options. For a tailored package our dedicated event coordinators will guide you through all the steps.

## Half-day delegate package

\$49 per person

Minimum 5 guests Includes

Morning tea & Lunch OR

Lunch & Afternoon Tea

## Full day delegate package

\$69 per person

Minimum 5 guests

Includes Morning Tea, Afternoon  
Tea & Lunch

## Morning Tea Options

Choice of two from the following:

Pastry Platter

Brownie Platter

Fruit Platter

## Lunch Options

Choice of one from the following:

Baguette & Salad

Pizza & Salad

Pasta and Salad

## Afternoon Tea Options

Choice of two from the following:

Sweet Platter

Brownie Platter

Cheese Platter

Salumi Platter

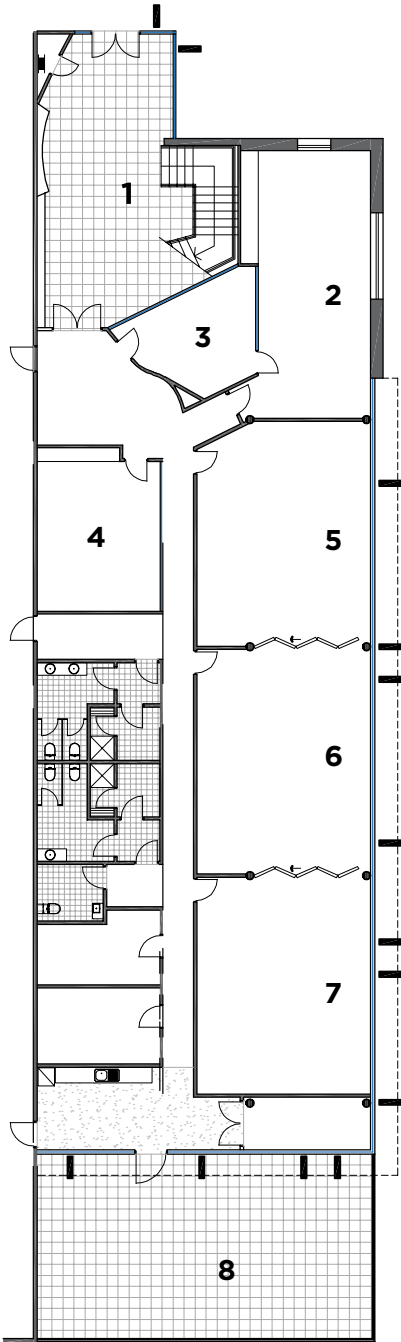
Savoury Platter



# FLOOR PLAN

**KEY:**

- 1. Reception
- 2. Verona
- 3. Portofino
- 4. Siena
- 5. Firenze
- 6. Milano
- 7. Catania
- 8. Terrace



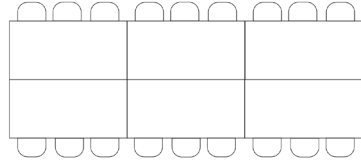
LEXINGTON DRIVE

# Room SETUP

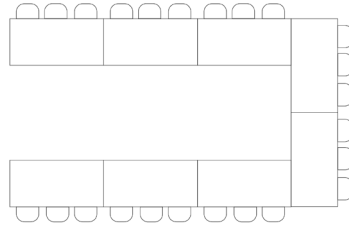
Each boardroom offers the following layout options:

\*Please note these are not to scale and varies depending on the dimensions of the room

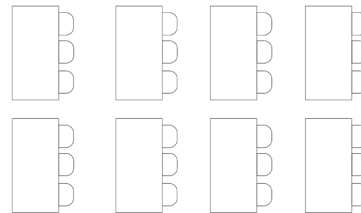
## BOARDROOM



## U-SHAPE



## CLASSROOM



## THEATRE



# Terms & CONDITIONS

## TENTATIVE AND CONFIRMED FUNCTION BOOKINGS

Tentative bookings will be held for seven (7) days and are not guaranteed. Should the booking confirmation form not be received within seven (7) days, Momento Hospitality reserves the right to

cancel the tentative booking at any time, without further notice. A signed booking form with valid credit cards details is required to secure your chosen function date and area.



## PAYMENT

Full payment of room hire and catering is due prior to your function. All prices are inclusive of GST. Large scale events may be required to pay a 10% deposit upon confirmation of function. Any extras will need to be paid at the conclusion of your function.

- **BANK**

Transfer must be received five (5) working days prior to your function date. Bank details can be provided on request.

- **CREDIT/DEBIT CARD**

payments will be processed on the Wednesday prior to your function. This will be from your nominated credit card on your booking form and will incur a surcharge.

## WEEKEND BOOKINGS

Will incur an additional surcharge of \$50.00 per hour.

## REFUNDS AND CANCELLATIONS

Any cancellations must be made in writing to your function coordinator seven (7) days to five (5) days prior to your function date, to avoid being charged. Cancellations inside seven (7) days to five (5) days will be charged for full room hire. Non-appearance without said notification will not be applicable for a refund. Full function payments are non-refundable and are not transferrable for any other products or services.

## DELIVERY AND COLLECTION OF GOODS

Momento Hospitality Venues will only accept delivery of goods on the day of the function; all goods must be collected on the same day unless prior arrangements have been made. Any goods delivered to our venues must be fully labelled with event details and organisers contact information.

## RESPONSIBLE SERVICE OF ALCOHOL

Momento Hospitality and its venues practice the Responsible Service of Alcohol. Whilst we encourage guests to enjoy themselves, we will not allow guests to drink to excess and place themselves and other guests at risk. Venue staff members are instructed to check ID's, not serve alcoholic beverages to guests under the age of 18 years, or to guests perceived to be close to or in a state of intoxication. All minors must be in the immediate presence of their legal guardian at all times in our venues. Please be aware management will support staff who refuse service to intoxicated, underage, quarrelsome, unruly or offensive guests. Such guests will be asked to remove themselves from the venue immediately. Alcohol of any type cannot be brought into the venue at any time. This includes all alcohol given as gifts. Gifts containing alcohol must not be brought into the venue and cannot be stored for you, you will be asked to remove them from the venue.

## RESPONSIBILITY

Momento Hospitality and its venues does not accept responsibility for damage or loss of any guest's property left on the premises. Function organisers are financially responsible for any damages sustained to our venues property, fittings or equipment. Credit card details are taken as a precaution before your function and any damages will be charged if applicable.