



CONFERENCE
&
EVENTS

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CONFERENCES AT BEST WESTERN PLUS AMBASSADOR ORANGE

Thank you for your enquiry to hold your Conference or Event in 2025 at the BW Plus Ambassador Orange. We are delighted to be assisting you with the initial requirements and take pleasure in presenting the detailed proposal on the following pages.

BW Plus Ambassador Orange offers a large, modern conference facility that can accommodate up to 60 guests in a variety of configurations. We can also enlarge this room into the restaurant and provide a facility for larger functions of 100 guests. The function room is located next to the outdoor swimming pool, so your guests can enjoy the fresh air and great views in their breaks. The function room is fully equipped with a data projector, screen, lectern, and sound equipment.

Relish Restaurant Orange is a fully licensed restaurant offering a la carte dining from a menu which incorporates fresh modern Australian classics. Breakfast is available daily from 7am - 9am on weekdays and 8am till 10am on Sundays and Public Holidays and dinner bookings are available from 6pm. Relish Restaurant Orange is the perfect place for your guests to unwind with a refreshing drink from 5pm. Room Service is also available for both breakfast and dinner.

Our 50 accommodation rooms are created solely for the comfort and convenience of each guest. Each room offers an excellent standard of accommodation from standard rooms to executive rooms - all opening onto wide covered balconies offering views of the landscaped gardens. These can be ideal for Conference coordinators or clients who may have to travel for your Conference.

We offer various leisure facilities, such as an outdoor swimming pool, indoor gymnasium, and local walking tracks. BW Plus Ambassador Orange offers a reception service to assist with your administration needs.

We are open to discussion and can tailor a conference package around your exact requirements if this has not been met already.

Kim Bradbury, General Manager

+61 (2) 63937500 | manager@ambassador-orange.com.au | 174 Bathurst Rd, Orange, NSW



VENUE HIRE

ROOM HIRE

HALF DAY \$250 FULL DAY \$350

Best Western Plus Ambassador's conference room is fully air conditioned, the facility is located on the ground floor offering disable access. The conference room has a number of options for breakout areas, including the outdoor pool area. Variable light settings & full catering options are available. Your conference would be fully set with note pads, pens, chilled water & mints. The facility has the capacity to accommodate the following room settings:

Theatre 100 Guests

U Shape 15-20 Guests

Classroom 20-25 Guests

Cabaret / Workshop 40-50 Guests

Banquet / Wedding 100 Guests

Included in your venue hire is:

Data projector

Large professional wall mounted screen

Lectern, Wireless Microphone & PC Sound

Whiteboard

Flip chart x 1

FREE wireless internet

The conference room is equipped with bi folding doors, which allow the space to enlarge and accommodate the larger functions of 120+ guests.

For additional space the venue hire for half day is \$400 and full day \$500. Your conference would be fully set with note pads, pens, chilled water, and mints



DAY CATERING

FROM \$4.50PP

minimum 10 people



Refreshments

Arrival / per session Tea & Coffee \$4.50 per person

Continuous Tea & Coffee \$9.00 per person

Jugs of Soft drink and Juice \$4.00 per person

Morning or Afternoon Tea

\$4.50 per person choose one | \$9.00 per person choose two

Fresh Seasonal Fruit Platter

Sweet

Freshly baked Sweet Muffins

House made Scones with jam and cream

Carrot Cake slice with cream cheese

frosting

Chocolate Brownie Squares

Caramel Slice

Savoury

Sausage Rolls

Selection of Gourmet Mini Meat Pies

Light Lunch Mix - Option 1

\$22.00 per person

Assorted Sandwiches & Tortilla wraps equal to 1 round per person

Vegetable Frittata

Fresh Fruit Platter

Served with jugs of Juice and Water

DAY CATERING

Cold Lunch Buffet Mix - Option 2

\$27.00 per person

Three different salads (chef's choice)
Roast Chicken pieces
Cold Meat platter
Bread rolls
Condiments
Served with jugs of Juice and Water

Lunch Mix - Option 3

\$29.00 per person

Assorted Sandwiches & Wraps equal to 1 round per person.
Variety Platter of hot Finger Food
Served with jugs of Juice and Water

All Day Workers Package

\$60.00 per person

Morning Tea- 2 options
Lunch (Choose lunch option 1,2 or 3)
Afternoon Tea- 1 option
Continuous Tea, Coffee. Soft drinks and Juice via Lunch only
Room hire and basic equipment provided

FROM \$27.00PP

minimum 10 people



SIT DOWN LUNCH

A selection of two dishes served set or alternate - 1 Course

Chicken Caesar Salad **gfo, df, vo**

Warm Thai Beef Salad **gfo, df**

Roast Pumpkin charred Mediterranean mixed grain Salad **v, df, gf**

Battered Fish, Salad and fries **df**

Steak, Salad and fries **dfo, gfo**

Pea and Mushroom Risotto, shaved parmesan **v**

Grilled Chicken Club sandwich with cranberry sauce and fries

Vegetarian Curry, Fragrant rice **gf, dfo, v**

Ginger and soy Beef Stir fry with rice noodles **df**

Chicken Schnitzel salad and fries

Lasagne and salad

Add jugs of Juice or Soft drink \$4.00 per person

Deluxe
FROM \$32.00PP
minimum 10 people



BUFFET LUNCH

Deluxe
FROM \$45.00PP

minimum 10 people

Sides

Choice of 2 - add \$4.50 per person for 3 choices

Greek Style Salad, roasted capsicum, tomato, feta, cucumber **gf, v**

Seasonal Garden Salad **gf, v, df**

Potato Salad with crisp bacon and chives **gf, vo**

Roasted Pumpkin, cous cous and baby spinach salad **df, v**

Caesar salad

Roasted Root Vegetables

Garlic breads

Hot Steamed Vegetables

Hot Dishes

Choice of 2 - add \$7.50 per person for 3 choices

Vegetarian Curry and fragrant rice **GF V**

Spaghetti Bolognese **DF**

Bacon and Mushroom penne Pasta **VO**

Potato bake **V**

Beef Bourguignon **DF GF**

Sweet and Sour Pork and fried rice **DF**

Chicken and Veg stir-fry. **DF VO**

Curried Sausages and mash **GF DFO**

Desserts

Choice of 1 - add \$3.50 per person for 2 choices

Fresh Fruit Platter

Assorted Sweet Slices

Passion fruit Cheesecake

Mini Pavlova's, whipped cream, berry coulis

Citrus Tarts

Vanilla Pannacotta, chantilly cream, grated chocolate



BASIC BUFFET STYLE

4 options per person - \$ 38.00 - 1 salad, 1 Hot, 1 Cold, 1 Dessert

5 options per person - \$48.00 - 1 Salad, 2 Hot, 1 Cold, 1 Dessert

6 options per person - \$58.00 - 2 Salad, 2 Hot, 1 Cold, 1 Dessert

Buffet includes dinner rolls and matching accompaniments accordingly

Salad Options

Greek salad
Mixed leaf salad
Potato salad
Pasta salad
Nicoise salad
Mediterranean cous cous salad
Roast pumpkin, spinach and pine nut,
honey mustard dressing

Hot Options

Beef stroganoff
Fried rice
Bolognese
Sweet and Sour Pork/Chicken
Ratatouille
Curry of the day
Roast Chicken pieces
Cottage pie
Pasta bake
Soup of the day
Beef and Red Wine Stew, mash potato
Bacon and Mushroom Penne

Cold Options

Ham off the bone
Cuts of roasted chicken
Mix of cold cuts

Desserts

Fresh Fruit Salad
Mini Pavlovas, chantilly cream and berries
Sticky Date Pudding
Chocolate Brownie
New York baked Cheesecake

FROM \$38.00PP

minimum 25 people



CANAPÉ MENU

FROM \$11.50PP

minimum 25 people

PRE-DINNER	3 pieces per person	\$11.50
1/2 HOUR	5 pieces per person	\$19.50
1 HOUR	8 pieces per person	\$26.50 (Max 4 selections)
1 1/2 HOURS	11 pieces per person	\$35.50 (Max 5 selections)
2 HOURS	14 pieces per person	\$42.50 (Max 5 selections)

Cold Selection

Smoked salmon blinis, dill crème fraiche

Chicken skewer, mango, chilli & lime salsa *gf*

Mini tartlets of caramelised onion and blue cheese, crispy pancetta *gf*

Nam jhim Marinated beef and vegetable rice paper roll *gf*

Caprese skewers, red wine syrup *gf*

Prosciutto wrapped melon and basil *gf*

Hot Selection

Mini beef and bacon mignons *gf*

Pumpkin spinach and pinenut arancini, Caramelised onion relish *v*

Spicy lamb kofta meatballs, minted yoghurt dressing *gf*

Thai chicken skewers, sweet chilli dipping sauce *gf*

Hot Selection (cont)

Shredded pork and potato croquettes, romesco sauce

Twice roasted pork belly *gf, df*

Spicy Thai prawn and fish cakes, nuoc cham *df*

Falafel, grilled capsicum tzatziki yoghurt *v, vegan opt*

Desserts

Petite chocolate brownie, chocolate ganache *gf on request*

Mini lemon and lime curd tartlets *gf*

Rich chocolate mousse shots *gf*

White chocolate & honey cheesecake cups *gf*

Chocolate and praline profiteroles



COCKTAIL PLATTERS

FROM \$65.00PP

Platters cater for 12 - 14 people

Hot Asian Style Mixed Platter

\$90.00

Mini beef dim sims, vegetarian spring rolls, vegetable samosas, vegetable money bags, vegetable gyoza, served with sticky soy and sweet chilli dipping sauces.

Dairy free on request, vegetarian on request

Sandwich & Wrap Platter

\$65.00

Selection of meat and vegetarian options.

Cheese Platter

\$90.00

Assorted selection of local cheese, with crostini, water crackers, fresh and dried fruits, and assorted condiments.

Gluten free on request

Slider Platter

\$90.00

Hickory BBQ Pulled beef and slaw and Crumbed chicken and avocado.

Gluten free on request



COCKTAIL PLATTERS

(cont)

Antipasto Platter

\$95.00

Marinated olives, feta, semi-dried tomatoes, roasted capsicum, eggplant and zucchini salad, cheddar cheese, sliced salami, crostini.

Hot Meat Platter

\$95.00

Mini chicken skewers, lamb kofta with Napoli sauce, chicken karaage, sticky pork belly bites
gf

Hot Seafood Platter

\$120.00

Fish goujons, Thai spiced fish cakes, salt and pepper calamari, panko crusted prawn cutlets and tempura battered tiger prawns.

Old Faves Platter

\$95.00

Pies, sausage rolls, home-made pizza squares, popcorn cauliflower, vegetable arancini balls.



DINNER MENU

FROM \$40.00PP

Set Menu Alternate Drop

Bronze - 1 Course (Main) \$40.00pp

Silver - 2 Courses (Starter and Main or Main and Dessert) \$55.00pp

Gold - 3 Courses (Starter, Main and Dessert) \$70.00pp

Starters

Soy and miso chicken rice noodle salad

Prosciutto bruschetta bites, red wine syrup

Truffle mushroom arancini, lemon thyme aioli

Lamb koftas, minted yoghurt crunchy salad

Crab cakes, Asian salad, coriander ginger and lime dressing

Roasted beet and goats cheese salad, walnuts and balsamic

Pork and leek potato croquette, roasted onion and garlic cream sauce

Baked gnocchi, roast pumpkin, spinach and pinenut red wine glaze

Mains

Eye fillet, roasted potatoes, baby carrots, beef jus

Bone in chicken breast supreme, broccolini, gratin, French onion cream

Braised pork belly, pumpkin and miso puree, sugar snaps, jus gras

Mains (cont)

Pan seared reef fish, fish cream, mixed greens, pickled radish

Lamb shank, herb polenta, glazed carrots

Flash roasted puttanesca with spaghetti and herbs

Roasted vegetable stack with fresh basil and sugo napoli

Potato gnocchi with burnt butter and sage

Desserts

Sticky date pudding, butterscotch, fresh strawberries, vanilla ice cream

Eton mess, mascarpone, fresh berries, meringue

Apple and rhubarb crumble, vanilla bean anglaise

Chocolate brownie, berry compote, Ice cream

White chocolate pannacotta, raspberry gel, chocolate soil

Dark chocolate tart, macadamia praline, stabilised mascarpone, blackberries.



BEVERAGES

Packages

\$32 per person | 1 hour

\$44 per person | 2 hours

\$60 per person | 3 hours

\$72 per person | 4 hours

Unlimited service of House Beverages:

Wine – Sparkling, White Wine, Red Wine

Beer – A selection of standard beers (standard and light)

Soft drinks and juices

Cash Bar

Speak to our team if you would like a cash bar for guests to purchase drinks at their leisure.

On Consumption

Arrange a tab limit with our events coordinator to cover the duration of your event.

*Team will follow all RSA guidelines



TERMS & CONDITIONS

Thank you for choosing The Best Western Plus Ambassador Orange as the venue for your Conference. To ensure the success of your function:

- 1. Confirmation of Booking:** Confirmation of booking is by written acceptance by Management, as set out in the Conference / Events Contract. Deposit for event is due within 7 days from acceptance. Failure to pay deposit by this time may result in cancellation.
- 2. Menus:** Your final menu selection should be advised seven (7) days prior to your event. Due to seasonal changes, our menu may vary and prices are subject to variation.
- 3. Final numbers:** An estimated number of attendees must be given at the time of booking, a guaranteed minimum number of guests attending the event is required fourteen (14) days prior to the event. This will be regarded as the minimum number for catering purposes and will become the minimum number charged to your account. From this date, numbers may only be increased. A child is considered to be under the age of twelve (12) years old.
- 4. Payment:** Final payment is required 7 days prior to the event unless prior arrangements have been made with Management. Payment must be made by cash, Credit card / Bank Card or Direct Deposit. Any payment by credit card will attract a surcharge of 1.1% NO Qantas Frequent Flyer cards or Best Western charge/points cards will be accepted.
- 5. Cancellation:** In the event of a function/conference being cancelled following confirmation, the organiser shall request of Management forward the following cancellation fees as applicable. Cancellation charges prior to the event date will be applied as detailed - More than 30 days prior to the event date 100% refund / 21 to 30 days prior to the event 75% refund / 14 to 21 days prior 50% refund / less than 14 days nil refund with 100% of the estimated charges payable
- 6. Damage:** Clients are financially liable for any damage or loss sustained to Hotel property whether by their own action or through the action of their guests. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, or other surface or part of the property, as you will be responsible for any damage to painted surfaces. The use of naked flame candles is not permitted unless the flame of the candle is enclosed. Confetti and small glitter is not permitted. Cleaning charges may apply

CREDIT CARD CHARGE AUTHORITY

Iauthorise the Best Western Plus Ambassador Orange
to charge my credit card for charges incurred byduring conference
from to
(Please include a photocopy of the front & back of credit card with this form otherwise this authority will not be accepted.)

I authorise charges for (please tick the appropriate option)

- All Charges
- Meals (includes canapés)
- Function Room Hire
- Bar or Alcohol Charges
- Other (Please Specify)

To the amount of \$

Please charge my (please tick the appropriate option)

- Visa
- MasterCard
- Bankcard
- Diners Card
- American Express

Card Number

Expiry /

(Cardholder's Signature)

Please note: The signature above must be that of an authorised signatory for the named credit card.

Please send a copy of the account to the attention of:

Name.....

Company Name.....

Address or Email Address.....