

BRISBANE MARRIOTT HOTEL

515 Queen Street | Brisbane | Queensland 4000

www.marriott.com.au

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All prices are inclusive of GST. June 2011

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Daily delegate packages minimum of 15 delegates

Executive Delegate

Freshly brewed coffee and tea on arrival and at each break

Use of a private meeting room from 8am to 5pm – based on a minimum food and beverage spend

Lectern, screen, whiteboard, flipchart, pads, pens, mints and chilled water

Explore Brisbane

The explore Brisbane package incorporates a shared morning / afternoon tea and lunch location

Available Monday to Friday only

Upon request this package can be served privately, however a \$200 labour charge will apply

Bookings

Once a tentative booking has been made a deposit, copy of the signed contract and credit card guarantee is required within 5 working days of your reservation to confirm your booking

Event management hand over

In order to ensure your booking details are proficiently implemented with care and attention to detail, our dedicated Coordinators will look after your event from the time of confirmation

Confirmation / cancellation

Confirmation of bookings must be made in writing together with the signed contract, requested room hire deposit and credit card guarantee within 5 working days of the original reservation. We reserve the right to cancel the booking and allocate the venue to another client if confirmation is not received

Should you need to cancel your function, the following conditions will apply:

- Notice of 90 days or more from your event: all monies refunded if venue is resold and a signed contract and deposit received
- Within 90 to 30 days prior to your event: 50% of all monies refunded, provided that the room is resold and a signed contract and deposit is received
- Notice of 30 days or less: due to costs incurred at this stage, unfortunately no refund can be made
- Notice of 7 days or less: unfortunately, no refund is available. Due to the costs incurred you are required to pay 75% of the catering costs and room hire associated with your event

Room hire

Our dedicated sales team are delighted to assist you with details of room hire and booking your event

We welcome you to contact us to enjoy a personal tour of the hotel

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Pricing

All prices are per person, unless otherwise stated, are inclusive of GST and are subject to change without notice

Payment

Payments are processed three working days prior to the event start time unless arranged otherwise. If payment is not received prior the hotel reserves the right to withhold services

Surcharges

Events held on a public holidays or Sundays will attract a 15% surcharge

The Brisbane Marriott Hotel may impose a penalty of up to \$1,000.00 for a booking that runs over the contract time and impacts the set up and start time of the event that follows in that venue.

Events that exceed midnight will incur an additional room hire charge of \$500 per hour or part thereof

The above charges will be administered to the account

Menus

An alternately served menu can be arranged at an additional cost of \$6 per person for all three courses or \$3 per person, per course

Our chef will be happy to cater for any dietary requirements. A minimum of 72 business hours notice is essential for dietary requirements and final numbers

Menu items marked with * represent a healthier and lighter option especially created by our Executive Chef for our day spa – The Dome Retreat

Beverages

As per the Liquor Act, 1992, the Brisbane Marriott Hotel practices Responsible Service of Alcohol. As per this policy, alcohol will not be served to guests under the age of 18 years

If there is a particular beverage you would like to complement your meal / event, we are happy to order this for you. Please allow 4 business days

Accommodation

Upon request we are delighted to arrange accommodation rates for your delegates in our elegantly appointed Deluxe, Executive rooms and Suites

Non Smoking Policy

In accordance to the Queensland State Law, the Brisbane Marriott Hotel is a non smoking venue