

Conferences
by myhorizon

p 07 3824 7007
e events@myhorizon.org.au
w www.myhorizon.org.au



Brisbane Bayside's Newest Function Centre



ABOUT THE VENUE

Myhorizon's Events Centre is the ideal place to host your next conference or other business event.

Situated amongst native botanical gardens adjacent the Redlands Indigiscapes Centre, and architecturally designed to the highest building standards, our air-conditioned rooms and outdoor spaces blend in perfectly with the natural environment and come equipped with the latest audio-visual technology to ensure your event is a success. Combined with our abundant on-site parking for guests, our venue is suitable for everyone and every context.







OUR ROOMS AND SPACES

Myhorizon's conference rooms and spaces offer maximum flexibility, catering to all size events, budgets, and tastes.

Banksia and Rosella Rooms

Our Banksia and Rosella Rooms come complete with audio-visual capabilities, including projector, huge projector screen, surround sound, and fixed computer system – everything you need to pull off your next presentation without a hitch. Each room has capacity to host up to 50 people depending on the seating layout style selected.

Forest View Room

Banksia and Rosella Rooms combine to form our expansive Forest View Room which offers stunning views of the Redlands' native botanical gardens and capacity to host up to 180 people theatre style, and 100 people banquet style. Adjacent breakout spaces include

the Forest View Patio, Deck, and Courtyard, which together have capacity to host over 300 guests. This is the perfect venue for larger conference events.

Wattle and Pandanus Rooms

Our Wattle and Pandanus Rooms are suitable for more intimate business meetings, training days, and corporate retreats, with capacity to host up to eight people. Each room comes complete with whiteboard and markers, phone line, mini computer, and a large flat screen TV monitor that has been set up for computer access and display.

Eucalypt Room

Wattle and Pandanus Rooms combine to create our Eucalypt Room.

With sufficient space for up to 28 people, this room also offers breakout options, spilling out onto our Myrtle Courtyard which offers protection from the elements and overlooks our native gardens. The courtyard offers sufficient room for 74 people.

Dolphin Room

Our Dolphin Room is mid-sized to suit your training day, corporate retreat, and meeting requirements. It can host up to 30 people and comes equipped with phone line, projector and screen, large flat screen television, and mini computer.



Forest View Room



Banksia Room



Wattle Room



Pandanus Room



Dolphin Room



Forest View Patio



Outdoor Deck Area



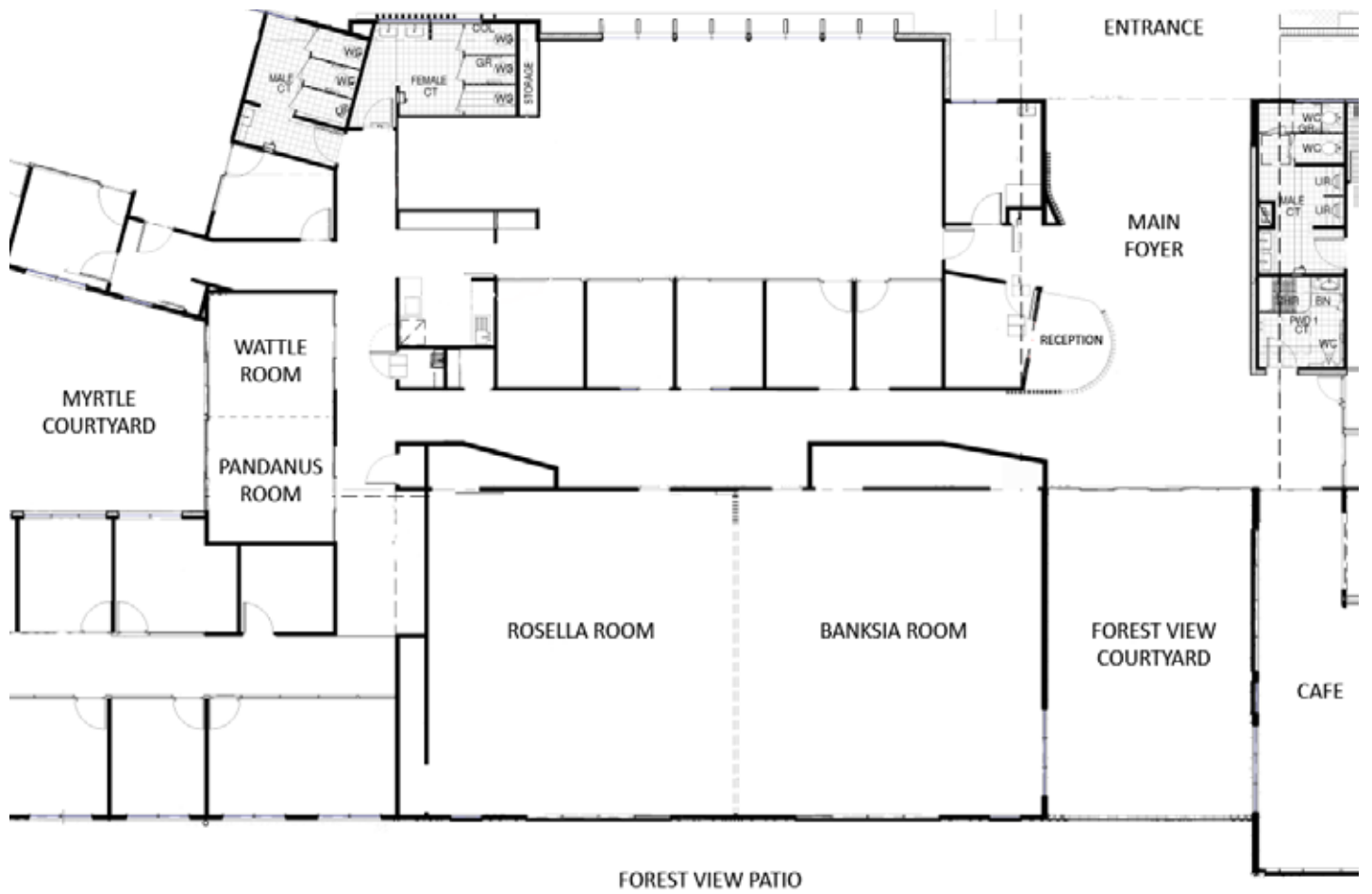
ROOM LAYOUTS AND SEATING CAPACITIES

Our rooms can be set up in a variety of different configurations to suit your event requirements and are available to hire at both hourly and full day rates.

Room details		Seating capacity per configuration style				Hourly rate (\$)*#	Full day rate (\$)*#
Name	Dimensions (m)	Theatre	Classroom	U Shape	Boardroom		
Rosella	9.5 x 10	50	40	24	28	50	350
Banksia	9.5 x 10	50	40	24	28	50	350
Forest View	19 x 10	100	80	48	n/a	80	550
Wattle	3.8 x 4	n/a	n/a	n/a	8	25	175
Pandanus	3.8 x 4	n/a	n/a	n/a	8	25	175
Eucalypt	7.6 x 4	28	n/a	n/a	16	35	275
Dolphin	6.8 x 5.9	30	n/a	n/a	16	35	275

Media equipment price list	
Standard whiteboard with markers	No charge
Flip chart, paper, and markers	No charge
Data projector and laptop	No charge
Projector screen	No charge

* Rates apply to bookings made Mon-Fri between the hours of 8am-4pm. Our full day rate includes eight hours of room hire. Bookings made outside of these standard business hours and on weekends will attract a surcharge. # Not-for-profit organisations may be eligible for special discounted rates - please enquire.





CATERING OPTIONS

Our mouth-watering conference food and beverage packages have been designed to suit all budgets and tastes. Our onsite catering specialist The Bush Pantry can cater to suit any dietary requirements and preferences. We are also fully licensed and are happy to work with you to develop the perfect food and beverage package for your event.

DAY PACKAGE 1 \$44 per person

On arrival

- ♦ Filter coffee
- ♦ Selection of specialty teas

Morning Tea

- ♦ Homemade scones served with whipped vanilla bean cream and assorted jams
- ♦ Chilled fruit juice, filtered coffee, specialty teas

Lunch

- ♦ Chilled fruit juice and bottled water

Choice of three from the following selection of hot platters:

- ♦ Marinated satay beef skewers
- ♦ Assorted savoury quiche
- ♦ BBQ pork and cashew wantons

- ♦ Mild spicy vegetable curry samosas
- ♦ Mini beef sausage rolls
- ♦ Thai chicken spring rolls served with sweet chilli sauce

Choice of three from the following selection of cold platters:

- ♦ Rolled ham and asparagus skewers
- ♦ Cocktail croissants with ham, cheese, tomato filling
- ♦ Selection of cheeses with crisp breads and crackers
- ♦ Assortment of rice paper rolls

Afternoon Tea

- ♦ Assortment of cafe cookies
- ♦ Filter coffee
- ♦ Selection of specialty teas

Complimentary jugs of iced water and mints provided throughout the day.

DAY PACKAGE 2 \$48 per person

On arrival

- ♦ Filter Coffee
- ♦ Selection of specialty teas

Morning Tea

- ♦ Assorted macarons
- ♦ Freshly baked mini muffins
- ♦ Cocktail gourmet beef sausage rolls
- ♦ Chilled fruit juice, filtered coffee, specialty teas

Lunch

Choice of Option A or B

Option A

- ♦ Selection of sliced meats
- ♦ Three gourmet salads
- ♦ Crispy bread and rolls
- ♦ Seasonal fresh fruit platter
- ♦ Fresh juice and bottled water

Option B

- ♦ Baguettes and wraps with assorted fillings
- ♦ Three gourmet salads
- ♦ Seasonal fresh fruit platter
- ♦ Fresh juice and bottled water

Afternoon Tea

- ♦ Selection of Australian cheeses with quince paste, nuts, and crackers
- ♦ Assortment of café cookies
- ♦ Filter Coffee
- ♦ Selection of specialty teas

Complimentary jugs of iced water and mints provided throughout the day.

DAY PACKAGE 3 \$52 per person

On arrival

- ♦ Filter coffee
- ♦ Selection of specialty teas

Morning Tea

- ♦ Mini danishes and pastries
- ♦ Cocktail croissants with assorted fillings
- ♦ Café cookies
- ♦ Chilled fruit juice, filtered coffee, specialty teas

Lunch

Choice of two from the following hot meals:

- ♦ Thai green chicken curry with basmati rice

- ♦ Teriyaki stir fry with asian vegetables served with rice noodles
- ♦ Beef stroganoff with sour cream, roasted peppers served with creamy herbed mashed potatoes
- ♦ Lamb rogan josh served on fragrant jasmine rice
- ♦ Traditional lasagne with bolognese sauce

All meals served with Chef's garden salad and freshly baked rolls; Chilled fruit juice and bottled water

Afternoon Tea

- ♦ Seasonal fresh fruit platter
- ♦ Assortment of mini muffins
- ♦ Filter coffee
- ♦ Selection of specialty teas

Complimentary jugs of iced water and mints provided throughout the day.





MORNING OR AFTERNOON TEA PACKAGES - \$14 per person

Option 1

- ◆ Freshly brewed coffee
- ◆ Selection of specialty teas and chilled fruit juice
- ◆ Assorted cafe cookies, tea cakes, and fresh fruit

Option 2

- ◆ Freshly brewed coffee
- ◆ Selection of specialty teas and chilled fruit juice
- ◆ Homemade scones with chantilly cream with jams, mini muffins, and pastries

Option 3

- ◆ Freshly brewed coffee
- ◆ Selection of specialty teas and chilled fruit juice
- ◆ Mini sundried tomato and olive quiche
- ◆ Cocktail gourmet beef sausage rolls
- ◆ Cafe cookies

Please note: Minimum numbers apply for all catering packages. Contact us for details.



BOOK A CONFERENCE ROOM

To book a conference room or to enquire please contact Tim Walton, Events Centre Manager, or Ellen Riddle, Food Services Manager, on events@myhorizon.org.au or phone **07 3824 7007**.

WHAT OTHERS SAY ABOUT MYHORIZON EVENTS CENTRE

"Our Rotary Club Changeover Dinner was one of the very first formal events held at the wonderful Myhorizon facilities, and all of our guests were greatly impressed by the quality of meals and willing service of all the Myhorizon staff – nothing was too much trouble. The IT facilities worked a treat and the function room dressed up very nicely. And all at a very reasonable price. It's great to have such a venue in our community."

- Cleveland Rotary

"Our functions at Myhorizon have all been well organised, catering is great and the facilities are excellent. The staff are very accommodating with last minute changes and any special requests that we may have. We are more than happy to recommend Myhorizon as a function centre."

- Darwalla Group

"Our company booked our last quarterly awards breakfast at Myhorizon Conference Centre and we were very impressed. The premises were very clean, tidy and the setting is so peaceful and welcoming. Tim & Ellen helped plan our breakfast during the weeks prior and they were fantastic. Nothing was too difficult and even on the day Tim, Ellen & all the staff there were only too happy to help if we had any questions."

- RE/MAX Bayside Properties



Conferences by myhorizon



Myhorizon

1-15A Runnymede Road Capalaba Qld 4157

PO Box 118 Capalaba Qld 4157

Abn 14 260 253 412 **e** events@myhorizon.org.au

p 07 3824 7007 **w** www.myhorizon.org.au