



Made-to-measure meetings

Because when did one size ever fit all?



Refreshingly Simple meeting packages

With all of our experience of organising successful meetings and conferences we know one thing for sure, two are never the same.

Speak to us today about how we can help cater to your specific needs.

Why not pop over to see the spaces we have and talk through all of our options?

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BENEFITS

Book your next event with TFE Hotels and enjoy a host of reward options for both the company and for the booker.

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Hotel Highlights

Travelodge Hurstville Sydney brings together convenience, modern facilities, and friendly service to make your next conference or event a success.

Located in the heart of one of Sydney's most vibrant multicultural suburbs, the hotel is just 22 km from the CBD and 7 km from Sydney Airport, offering easy access without the city hustle. You'll be steps away from Westfield Hurstville, Event Cinemas, and Club Central Hurstville, which boasts exceptional dining, entertainment, and additional conference spaces. Nearby attractions include Brighton-Le-Sands Beach, Jubilee Oval, and the stunning Royal National Park, perfect for unwinding after a busy day. The hotel features modern, comfortable rooms with free WiFi, air conditioning, and kitchenettes, as well as 24-hour reception, on-site parking and convenient transport links close by.

When it comes to hosting, Travelodge Hurstville Sydney delivers, with four versatile meeting rooms, and a space that opens across two rooms for larger events.

Features

- Close to public transport
- Parking \$20 per day
- Flexible and fresh catering options

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Travelodge Hurstville Sydney

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Venue Capacity

Meeting Room	Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
Meeting Room 1	24	24	10	12	8	14
Meeting Room 2	15	8	5	-	4	-
Meeting Room 3	15	-	4	-	-	-
Meeting Room 4	30	-	13	-	-	-
Meeting Room 5 (Room 1+2)	39	32	15	16	12	-



Meeting Rooms



Meeting Room 1

Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
24	24	10	12	8	14

A spacious and well-lit meeting room designed for a variety of professional events, including workshops, team briefings, training sessions, and presentations. The room provides a comfortable environment that encourages engagement and collaboration, making it suitable for both interactive sessions and speaker-led presentations.

With 24 sqm of space, the room can accommodate up to 24 guests in theatre style and can also be configured for boardroom, banquet, classroom, or U-shape layouts depending on your event needs. Its flexible setup makes it an excellent choice for groups that require adaptable seating arrangements.

Room Inclusions & Features

- Complimentary Wi-Fi
- Video Conferencing devices with Microsoft Teams
 - Logi Tech Rally 4K Cam + Logi Tech Tap IP controller (\$20.00 per hire sessions)
 - 75" 4K UHD Smart TV (\$20.00 per hire sessions)
- Assistive Listening Devices (ALDs)
- Room setup as requested
- Notepads, Pens, Mints
- On site supervisor for assistance
- Filtered Still & Sparkling water
- Self-serve Unlimited Sweet, Tea & Coffee Station throughout the sessions
- Add On \$40.00 per sessions - 700 x 1000mm Mobile Whiteboard & Flipchart



Meeting Room 2

Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
15	8	5	-	4	-

Meeting Room 2 is a compact and practical space ideal for smaller meetings, interviews, breakout sessions, or focused discussions. The room offers a quiet and professional atmosphere that supports productive conversations and small group collaboration.

Spanning 15 sqm, the room can comfortably host up to 8 guests in theatre style or 5 guests in a boardroom setup. It can also be arranged in a classroom configuration for small training sessions or briefings.

Room Inclusions & Features

- Complimentary Wi-Fi
- Video Conferencing devices with Microsoft Teams
 - Logi Tech Rally Bar Mini + Logi Tech Tap IP controller (\$10.00 per hire sessions)
 - 55" 4K Smart TV (\$10.00 per hire sessions)
- Assistive Listening Devices (ALDs)
- Room setup as requested
- Notepads, Pens, Mints
- On site supervisor for assistance
- Filtered Still & Sparkling water
- Self-serve Unlimited Sweet, Tea & Coffee Station throughout the sessions
- Add On \$40.00 per sessions - 700 x 1000mm Mobile Whiteboard & Flipchart



Meeting Room 3

Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
15	-	4	-	-	-

This private meeting space is well suited for small boardroom discussions, executive meetings, or one-on-one consultations. The room provides a comfortable and professional setting for focused conversations and decision-making.

At 15 sqm, Meeting Room 3 is designed for intimate gatherings and can accommodate up to 4 guests in a boardroom configuration, making it perfect for strategy meetings, interviews, or small team discussions.

Room Inclusions & Features

- Complimentary Wi-Fi
- Video Conferencing devices with Microsoft Teams
 - Logi Tech Rally Bar Mini + Logi Tech Tap IP controller (\$10.00 per hire sessions)
 - 43" 4K Smart TV (\$10.00 per hire sessions)
- Assistive Listening Devices (ALDs)
- Room setup as requested
- Notepads, Pens, Mints
- On site supervisor for assistance
- Filtered Still & Sparkling water
- Self-serve Unlimited Sweet, Tea & Coffee Station throughout the sessions
- Add On \$40.00 per sessions - 700 x 1000mm Mobile Whiteboard & Flipchart



Meeting Room 4

Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
30	-	13	-	-	-

Meeting Room 4 offers a larger, professional setting ideal for board meetings, leadership discussions, and small group workshops. The space is designed to provide a comfortable and productive environment for teams who require a dedicated meeting area.

With 30 sqm of space, the room comfortably seats up to 13 guests in a boardroom layout, providing ample room for discussion, presentations, and collaborative sessions.

Room Inclusions & Features

- Complimentary Wi-Fi
- Video Conferencing devices with Microsoft Teams
 - Logi Tech Rally 4K Cam + Logi Tech Tap IP controller (\$15.00 per hire sessions)
 - Rally Mic Pods (included)
 - 55" 4K Smart TV (\$15.00 per hire sessions)
- Assistive Listening Devices (ALDs)
- Room setup as requested
- Notepads, Pens, Mints
- On site supervisor for assistance
- Filtered Still & Sparkling water
- Self-serve Unlimited Sweet, Tea & Coffee Station throughout the sessions
- Wall mounted whiteboard
- Add On \$40.00 per sessions - 700 x 1000mm Mobile Whiteboard & Flipchart



Meeting Room 5 (Room 1+2)

Area (sqm)	Theatre	Boardroom	Banquet	Classroom	U-Style
39	32	15	16	12	-

Meeting Room 5 is created by combining Meeting Rooms 1 and 2, forming a larger and more adaptable event space suited for workshops, training sessions, presentations, and networking events. The expanded layout provides a comfortable and professional environment for groups that require additional space while maintaining a productive meeting atmosphere.

With a total area of 39 sqm, this flexible room can be arranged in a variety of seating styles including theatre, boardroom, banquet, and classroom layouts. Its adaptable configuration makes it ideal for both presentation-style events and interactive sessions that require space for collaboration and discussion.

Room Inclusions & Features

- Complimentary Wi-Fi
- Video Conferencing devices with Microsoft Teams
 - Logi Tech Rally 4K Cam + Logi Tech Tap IP controller (\$20.00 per hire sessions)
 - Logi Tech Rally Bar Mini + Tap IP controller (included)
 - 75" 4K UHD Smart TV, and 55" 4K Smart TV (\$30.00 per hire sessions)
- Assistive Listening Devices (ALDs)
- Room setup as requested
- Notepads, Pens, Mints
- On site supervisor for assistance
- Filtered Still & Sparkling water
- Self-serve Unlimited Sweet, Tea & Coffee Station throughout the sessions
- Add On \$40.00 per sessions - 700 x 1000mm Mobile Whiteboard & Flipchart





Menu Inclusions - Platters

Savoury Platters (min. 10 pax)



Signature Roll Box:

Chef's selection pf wraps with spinach, tomato and flour tortillas.



Artisan Cheese and Charcuterie Box:

Combination of cured meats, selection of Australian & international cheeses, grissini, Lavosh, grapes, figs and quince paste.



Finger Sandwich Box:

Chef's selection of assorted finger sandwiches on rye, white and wholemeal bread.



Combination Bao Bun Box:

Mixture of Asian inspired filled Bao Buns.



Crudite, dips, Mediterranean grilled veggies box:

Selection of raw, cooked vegetables, house made dips, crackers and grissini.

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Menu Inclusions - Platters

Sweet Platters (min. 10 pax)



Coffee Break Box:

Selection of danishes, croissants, scrolls, banana bread, with whipped mascarpone and Lescure butter.



Mini Eclair Box:

Assorted variety of mini-French eclairs.



Seasonal Tropical Fruit Box:

Mixture of seasonal and tropical fruits.



Sweet Treat Box:

Mixture of in-house baked sweets, tarts, slices, mousses, cheesecakes.



Day Delegate Packages

Room Inclusions: Room setup as requested integrated AV system, notepads, pens, mints, filtered still & sparkling water, self-serve unlimited tea & coffee throughout the sessions. Minimum delegate numbers apply (Minimum 10 pax). Where minimum numbers are not met, an additional room hire fee will apply.

Full Day Packages

- Morning tea with selection of ONE box type from the Sweet Platter menu options
- Afternoon tea with selection of ONE box type from the Sweet Platter menu options
- Lunch with selection of TWO box types from the Savoury Platter menu options
- Lunch Beverages with selection of TWO juice flavours
OR open mini bar

Half Day Package

- Morning tea OR Afternoon tea with selection of ONE box type from the Sweet Platter menu options
- Lunch with selection of TWO box types from the Savoury Platter menu options
- Lunch Beverages with selection of TWO juice flavours
OR open mini bar

Full Tea Packages Only

- Morning tea AND Afternoon tea with selection of ONE from the Sweet Platter Box menu options

We cater for specific dietary requirements on request.

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Boxes Catering Only Options

Extra Add-on Boxes (min 10 pax)

Artisan cheese and charcuterie box	\$195
Combination bao bun box	\$185
Crudite, dips, mediterranean grilled veggies box	\$130
Signature roll box	\$145
Finger sandwiches box	\$110
Coffee break box	\$110
Seasonal tropical fruit box	\$110
Mini eclair box	\$140
Sweet treat box	\$165



Booking Terms and Conditions

1. Confirmation

Your booking is not confirmed until a full copy of the event agreement is completed and returned to the hotel and acknowledgment of receipt and processing has been issued from the hotel. Customers have up to five (5) working days from the issuing of an event agreement to complete this process, after this time, event agreements are null and void. Once confirmation is received the booking is subject to full terms and conditions. Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client if the deposit is not received within the specified time frame.

2. Payment

DEPOSIT – All function accounts require a 20% deposit to be paid within five (5) working days of the booking date. The deposit amount will be deducted from the final account. **FINAL PAYMENT** – Payment can be made by credit card, bank transfer or by pre-approved TFE Hotels Credit Arrangements. Please note that for all credit card transactions, a surcharge of 1.2% applies. Accommodation guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee. All prices quoted are inclusive of Goods and Services Tax. **CREDIT CARD** – Bookings that select credit card as their payment method will have full prepayment taken for the event two (2) working days prior to the event commencing. **BANK TRANSFER** – Bookings that select bank transfer as their payment method will require a credit card on file and full payment will be due by bank transfer five (5) working days prior. It is required that remittance is sent to the Hotel for all payments made by bank transfer. Any additional payments required after final bank transfer will be processed to the credit card on file. **CHEQUE** – Bookings that select cheque as their payment method will require a credit card on file and full payment will be due by bank transfer ten (10) working days prior. It is required that email notification is sent to the Hotel once cheque payment is sent. Any additional payments required after final bank transfer will be processed to the credit card on file. **TFE HOTEL CREDIT FACILITY** – Bookings that have pre-approved TFE Hotel Credit Arrangements are required to pay a 10% deposit on confirmation of booking. All approved credit arrangements require full payment as per your approved application after the function. Events that exceed a total cost of \$5000 are required to ensure that no more than \$5000 is outstanding at the conclusion of the event date. Payment process must be approved by the hotel.

3. Non Performance Of Contract

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function. If an event is confirmed and then changes dates, it is treated as a cancellation.

Notification 60+ calendar days prior to function date

10% of total expected cost will apply

Notification 30 – 59 calendar days or more prior to function date

25% of the expected cost will apply

Notification 14 – 29 calendar days prior to function date

50% of the expected cost will apply

Notification less than 14 calendar days prior to function date

100% of the expected cost will apply

4. Final Details

To ensure your requirements are met it is necessary to receive details in writing of your function schedule and menu selection seven (7) working days prior to your event. This will include details such as floor-plans and designs for exhibition and display space. A guaranteed number of guests attending is required a minimum of three (3) full working days prior to the event commencing. It is the responsibility of the client to contact the hotel regarding final numbers. Should a guarantee number not be received, the minimum number of attendees as indicated on the event contract will be taken as final. The above quoted rate has been calculated on your current food and beverage requirements. If the number of delegates changes drastically, please understand that we will need to re-quote on room hire and your food and beverage requirements.

5. Commencement And Vacating Of Rooms

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that a function should go beyond agreed finishing time we reserve the right to charge additional costs reasonably incurred to ensure the smooth operation of that function. Should the room be allocated subsequently for any reason, the hotel reserves the right to vacate your function from the room.

6. Set Up And Delivery Of Equipment

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised in writing and agreed upon with the Hotel. Deliveries should be sent no earlier than 48 hours prior to the function and must be marked with the name and date of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. The hotel will take all due care, but accepts no responsibility for the damage or loss of merchandise left in the hotel prior, during or after events. All items must be removed immediately following the conclusion of the event. Goods left in the Hotel without prior arrangement will be deemed abandoned and therefore will be discarded by the hotel.

7. AV Requirements

The Hotel uses an in-house AV company to supply all AV requirements. Data Projectors and Laptops can be supplied by the client if you choose however all other AV equipment is to be supplied by the Hotel. Approval in writing must be sought from the Hotel if another AV company is to be used.

8. Consumption

Clients are not permitted to supply their own food of any kind. Beverages, if supplied by a sponsor or client, will incur a corkage fee. Under no circumstances will the hotel allow any event to bring in food or beverage to the hotel without prior written permission from the Hotel's General Manager. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.



9. Displays And Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audio visual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved in writing by the Hotel.

10. Room Allocation

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

11. Compliance

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to – maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

12. Damages

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include, however is not limited to, extra cleaning charges, cost to repair damaged furniture etc.

13. Responsibility

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security if required.

14. Security

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability. Security guards may be required for functions and this is to be determined by Management of the Hotel's discretion. Security will be organised by the Hotel and must be paid by the client. The Hotel is intent on ensuring the safety of both function and hotel guests. If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

15. Basis Of Agreement

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

16. Accommodation Block – Cancellation Policy

All reservations or cancellations must be advised in writing. The following penalties will apply as per the release schedule:

45 days prior to arrival	100% of remaining rooms can be cancelled without charges.
Within 31 days to arrival	50% of remaining block can be cancelled without charges.
30 – 0 days to arrival	Full charges will be incurred.

All reservations must be accompanied by a valid credit card. If bank transfer is the nominated method of payment, this is due ten (10) working days prior to check-in.

Accepted By The Client

Name of company: _____

Name of responsible party: _____

Signature of responsible party: _____ Date: _____