



Meet in Tamworth

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**DELEGATE  
PACKAGE**

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Best Western Sanctuary Inn



# MEET IN TAMWORTH

Best Western Sanctuary Inn is Tamworth's premier meeting and event centre offering a variety of function spaces, the latest audio visual equipment, delicious cuisine and personalised five-star service, all minutes from Tamworth CBD.

Best Western Sanctuary Inn proudly delivers memorable conferences and functions tailored to your individual needs and requirements. Whether you're organising an exhibition, corporate Christmas party or multi-day conference with accommodation, our team works with you to bring your event to life from the initial proposal to the closing moments of your event.

[sanctuaryinn.com.au](http://sanctuaryinn.com.au)





## STAY IN TAMWORTH

A great base from which to explore both the town and surrounding suburbs, our 4-star hotel offers 60 bright and airy guest rooms in close proximity to Tamworth's attractions. Choose from a range of elegant rooms or indulge in one of Tamworth's most luxurious suites, the Executive Spa Suite.

Relish in an unforgettable dining experience at Riviera Bar & Grill or call in a delicious meal from our in-room dining menu. Enjoy a range of facilities including salt water swimming pool and access to gym. All rooms are non-smoking. Connecting and accessible rooms available.

Other features include high speed Wi-Fi, mini bar stocked with a range of gourmet treats and beverages, thoughtful amenities, cable television, bathrobes, hairdryer, iron and ironing board, and air conditioning.

We look forward to welcoming you to Best Western Sanctuary Inn.

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## DAY PACKAGE INCLUSIONS

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- Delegate refreshments including mints and bottled water
- Stationery including note pads and pens
- Standard audio visual equipment (lectern, microphone, flipchart, and whiteboard)
- Wireless internet connection
- Event room signage displaying your company name
- Complimentary registration table
- Complete table settings including white or black linen
- An experienced event producer for all your event needs





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## WORKING MENU

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Our culinary team have created the following working menu when selecting a Day Delegate package.





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## BEVERAGE PACKAGES

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Expertly crafted coffee by Caffe Aurora, selection of tea and herbal infusions by Twinings on arrival with registration  
\$4.50 per person

Continuous expertly crafted coffee by Caffe Aurora, selection of tea and herbal infusions by Twinings  
\$7.70 per person

Handcrafted coffee made to order by private barista  
\$5.00 per coffee

Sparkling and still water, soft drinks and juices  
\$4.50 per drink



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## MORNING + AFTERNOON TEA

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For all our menus,  
we source  
ingredients locally  
where possible, with  
the emphasis on  
fresh and natural  
produce.

Please select one item for  
your morning and afternoon  
tea break. \$8.80 per person  
per break.

- Natural scones, chantilly cream, jam
- Freshly baked muffins
- Danish pastries
- Freshly baked cookies
- Buttered croissants with ham and cheese
- Chocolate brownies
- Spinach and fetta filo pastry
- Bacon and cheese muffins
- Spring roll, sweet chilli sauce
- Traditional vegetable samosa, herb yoghurt
- Consider a seasonal fruit plate at an additional cost

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## WORKING LUNCH

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Whatever the scale or theme of your meeting, we use our culinary know-how to create authentic and unique lunches, coffee breaks and dinners.

Choose from gourmet bread rolls, sandwiches or wraps  
\$16.50 per person (rolls or sandwiches)  
\$17.50 per person (wraps)

Our sandwiches are made fresh in-house and prepared with bread from local bakeries.

Choose two gourmet chefs salads | one side  
\$18.50 per person

\*Full menu selections available on booking. Your personalised booking agreement will have your relevant menu package.



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## WORKING BUFFET LUNCH

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Looking for a more substantial break, select from one of our tailored buffet lunch menus to meet your needs.

### DIY Sandwich Bar

Choose from a selection of quality meat and chicken with baked potato, fresh and healthy salads, condiments and bread rolls

\$27.50 per person

### Working Buffet Lunch

Two hot dishes | one gourmet chefs salad | one dessert

55.00 per person

\*Consider a seasonal fruit plate at an additional cost

\*Full menu selections available on booking. Your personalised booking agreement will have your relevant menu package.

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## **WORKING PLATED LUNCH**

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Allow our culinary team to create a menu to taste.

Plated Lunch (alternate serve)

Two course meal

Entree, main or main and dessert  
\$55.00 per person

Three course meal

Entree, main and dessert or swap a course for a succulent platter  
\$65.00 per person

\*Full menu selections available on booking. Your personalised booking agreement will have your relevant menu package.



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## WORKING PLATED DINNER

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Relax and dine in elegance with our highly crafted menu for your next celebration, function or event.

Plated Dinner (alternate serve)

Two course meal

Entree, main or main and dessert

\$55.00 per person

Three course meal

Entree, main and dessert or swap a course for a succulent platter

\$65.00 per person

\*Full menu selections available on booking. Your personalised booking agreement will have your relevant menu package.



At Best Western Sanctuary Inn, we know the importance of having a beverage selection to match all your needs. We have taken the hard work out of selecting with the creation of our classic package.

Sparkling white wine, bottled red and white wines from the cellars of Sanctuary Inn, full strength and light beer, soft drinks and juice

1 hour \$16.50  
2 hour \$28.00  
3 hour \$36.00  
4 hour \$44.00  
5 hour \$52.00  
per person

For those occasions when you wish to select on consumption or match beverages to your event, our deluxe beverage list is ideal.

\*minimum numbers





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# DAWSON ROOM

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The Dawson room can be set up in theatre, classroom, u-shape or boardroom style.

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## EVENT SPACES

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The Gallery can be sectioned into two or three spaces. Whether you're hosting a cocktail function, conference seminar or seated dinner, this option for small to large numbers still provides your event the continued warmth that the Gallery showcases for your event. The Gallery can be set up in theatre, u-shape, classroom, cabaret, cocktail or boardroom style.

01

The Balcony room is our second largest dedicated function room, located on the first floor. The Balcony room can be set up in theatre, u-shape, classroom, cabaret, cocktail or boardroom style.

02

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## EVENT SPACES

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A smart space, the Dawson room is often used to complement adjacent Balcony room, as an additional space for a buffet setup or as a breakout, and is also ideal for small to medium meetings. The Dawson room can be set up in theatre, u-shape, classroom or boardroom style.

03

Our pre-event foyer offers access to all function spaces, with close proximity to the bathrooms. This space is ideal for festive drinks, exhibition spaces or for a breakout area, with full bar setup.

04





## EVENT STYLIST

With a 10-plus year heritage in the events business, our long established connections with the best services in the industry means we can recommend vendors we know and trust. Your personal event coordinator will also work beside you in the lead up to your event, sharing their expertise and paying close attention to every detail involved in the planning and execution of your event.



## TO BOOK YOUR EVENT

To confirm your booking, please contact your Event Producer, who will create a booking agreement for you, outlining your agreed date, event room, timings, price per head, minimum numbers and package inclusions, as well as our full terms and conditions. Your Booking Fee and signed Booking Agreement must be returned to secure your event. The deposit amount is determined by the event room you are booking, which will be outlined in your Booking Agreement.