

Surfers Paradise Marriott Resort

Banquet Event Order

Account Name: Queensland Department of Premier and	Event Order #: 2697734	PM#
Contact Name: Rogash, Leah	Event Coordinator:	
Address: Level 29 1 William Street PO Box 15185 Brisbane 4000	Rooms Manager:	
Telephone:	Catering Status: DEF	
Fax:	Booking Name: Queensland Government Group Jan 2018	
	Represented by:	M-B7XYBRU

Tuesday, 30 January 2018					
Time	Room	Function	Set-up	Exp	Rental
19:30 - 22:30	Verandah Room	Dinner	Boardroom Style	18 / 0	

<i>Food</i>		<i>Beverage Service</i>	
Verandah Room Serving Times: 19:30 To 22:30 Plated Dinner Package 2 @ \$ 88.00 Per Person Exp 18 / Gtd Entree: Duck breast over wild rice, coconut and cranberry salad with pomegranate dressing Alternate Main Course: Beef eye fillet with Dauphinoise potato, asparagus spears, bearnaise sauce, red wine jus Oven baked salmon with gruyere cheese crust, pomme Anna, lemon caper butter Dessert: Table platters of dessert canapes, cakes and slices Freshly brewed coffee, tea & chocolates * Times are not set entree run when all seated followed with main and dessert at standard duration Dietary Requirements: 1 x no bacon 1 x pescatarian 1 x vegan 1 x allergic to shellfish and cucumber.	19:30 To 22:30	Verandah Room Beverages On Consumption Inclusive of: * Selection of beer and wine on offer - base to mid section brands	19:30 To 22:30
		<i>Venue Set Up</i>	
		Verandah Room Room Set Up * - one long boardroom if possible - white linen - hotel theme down centre - tea light candles - menus on table - 26 people - discrete service - light dinner music Food and drinks are to individual accounts. \$88.00 food consumption beverages guest must sign docket with name and room number - this will be charge to room accounts to be paid upon check out	19:30 To 22:30

I agree that all details herein are correct and that guaranteed catering numbers will be accepted no later than 12 noon two working days prior to the function. In the event that no guaranteed number is received, the guaranteed catering numbers will be confirmed as the number indicated on the Function Sheet. Please advise in writing your guaranteed number to your Event Planner by fax: 07 5592 9726 or by email.

I also agree that should there be any changes to the function room/s set up less than 24 hours prior to the event, that an additional labour fee surcharge will be incurred. This will be at the discretion of the Events Manager.

Unless a 24 hour block is made on the function space, the Resort reserves the right to dismantle the meeting room set up and allocate space to other clients during non use hours.

All deposit/s and payments must be received by the Resort as outlined in the Resort Agreement prior to the commencement of the event.

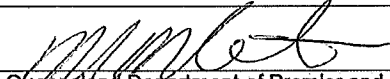
Final payment details must be confirmed prior to the event.

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Tuesday, 30 January 2018

		
Queensland Department of Premier and Organisation Authorised Signature	29/01/18	29/01/18 Director of Event Management

Released under RTI - DPC

Naomi Quirk

From: Madonna Morton
Sent: Wednesday, 24 January 2018 12:37 PM
To: Graham Fraine
Cc: Leah Rogash; Naomi Quirk; Ben Gordon; Elizabeth Philipson
Subject: ***PLEASE USE THIS VERSION: Email for Mr Barbagallo to send to Chiefs of Staff regarding Cabinet strategy session***

****PLEASE USE THIS VERSION INSTEAD AS WE UNDERSTAND ONE MINISTER IS VEGETARIAN SO HAVE ASKED FOR DIETARY REQUIREMENTS****

From: Madonna Morton
Sent: Wednesday, January 24, 2018 11:11 AM
To: Graham Fraine <graham.fraine@premiers.qld.gov.au>
Cc: Leah Rogash <leah.rogash@premiers.qld.gov.au>; Naomi Quirk <naomi.quirk@premiers.qld.gov.au>; Ben Gordon <Ben.Gordon@premiers.qld.gov.au>; Elizabeth Philipson <Elizabeth.Phippison@premiers.qld.gov.au>
Subject: Email for Mr Barbagallo to send to Chiefs of Staff regarding Cabinet strategy session.

Dear Graham

Please find below the email that can go to DB to send out to Chiefs of Staff regarding accommodation for the strategy session.

Leah: Thank you! I have tinkered a little bit.

Madonna

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TO: Chiefs of Staffs of Cabinet Ministers
Subject: Logistical details for Cabinet Strategy Session (30/31 January) and accommodation booking details

Dear Chiefs of Staff

Thank you for your Minister's participation in the

Exempt
Sch.3(2)(1)(b)
Cabinet
considerations

We looking forward to working through the outcomes of it with you at the Cabinet strategy session to be held next Tuesday (30 January) and Wednesday (31 January).

An agenda will be sent through shortly and any pre-reading materials will be provided on your Ministerial iPads.

In the meantime, key details are as follows:

- Please arrive on Tuesday at 8:45 a.m. for a prompt 9:00 a.m. start.
- The location is the Gold Coast Griffith University Campus, Leneen Forde Chancellery (G.34), Parklands Drive, Southport. Car parks have been arranged. Please refer to the map for its location (attached).
- The session will run over two days, and will conclude at approximately 3:00 p.m. on Wednesday.
- Some time on each day has been allocated for Ministerial duties. However, Ministers will be asked to hand in their mobiles for each morning session, to be returned to them by lunch time. Emergency contact numbers will be provided for you to use should you need to.

- Chiefs of Staff, Assistant Ministers and Directors-General and Commissioners will be invited to join the session on the afternoon of Day 2 (about 1:30 p.m. onwards).

Accommodation

A limited number of rooms for Ministers have been secured and held at the Marriott Resort, 158 Ferny Avenue, Surfers Paradise.

A discounted per night rate has been negotiated \$225 (room only), or \$250 (room including breakfast).

Your Office will need to ring Marriott reservations or book online and pay prior to 28 January 2018. Link: [Book your group rate for Queensland Government](#) or alternatively call the hotel directly on 5592 9800 to secure your booking.

Please note, that entering a company credit card into the online booking does not allow the Marriott to charge the card for full payment. A credit card authority form is still required (attached).

Dinner

A dinner for Ministers will be at 7:30 p.m. in the Elandra Lounge on Floor 27, Marriott Resort. The cost of dinner is \$88 per head (three courses); any drinks will be additional.

If you have any specific dietary requirements for catering purposes or any further questions about the logistics for this session, please contact Madonna Morton, Executive Director, Policy Division, DPC, on [REDACTED] or Madonna.Morton@premiers.qld.gov.au, or Naomi Quirk, Policy Officer, DPC on (07) 3003 9328 or Naomi.Quirk@premiers.qld.gov.au.

Regards
David

Released under RTI & DPC