



MELBOURNE
ON COLLINS



Welcome to Novotel Melbourne on Collins, where organising your function has never been easier. We offer extensive and versatile conference facilities in a stylish, central location. No event is too challenging and we are pleased to provide you with the services and resources detailed in this kit to ensure your event is a memorable one.

Our Meeting, Conference and Special Events brochure includes the following:

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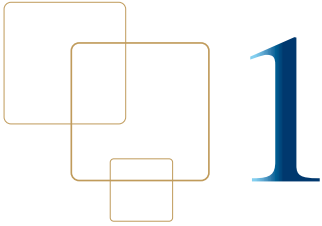
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VENUE AND MEETING ROOMS



LOCATION AND FACILITIES

380 ACCOMMODATION ROOMS, 9 CONFERENCE ROOMS

Novotel Melbourne on Collins is Melbourne's most centrally located hotel and conference centre, situated on prestigious Collins Street and surrounded by the best Melbourne has to offer.

Our newly refurbished conference centre has 9 versatile rooms including a pillarless ballroom boasting natural light for unimpeded, open and spacious presentations, catering for up to 380 guests. With upgraded audio visual equipment installed in all rooms and onsite audio visual management, you will have efficient connectivity for all your presentations.

With a dedicated team of experienced conference organisers and technical experts available, enjoy the success of your next conference, meeting or event in the heart of Melbourne.

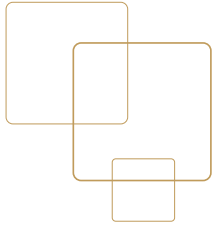
Novotel Melbourne on Collins boasts 380 spacious accommodation rooms including 65 newly built Premier rooms launched in mid 2010. Tucked away in an exclusive private wing, our stylish and contemporary Premier rooms will guarantee a great night's sleep for all delegates.

Features

- Prime location in the heart of Melbourne
- 9 dedicated conference rooms
- 380 modern and well appointed guest rooms
- All conference spaces feature pillarless design
- Our ballroom boasts natural light
- Dedicated conference foyer
- On-site audio visual and technical support
- Business centre service available
- Creative and versatile menus tailored to suit all occasions
- Personalised event management team
- Broadband wireless connection
- Valet parking

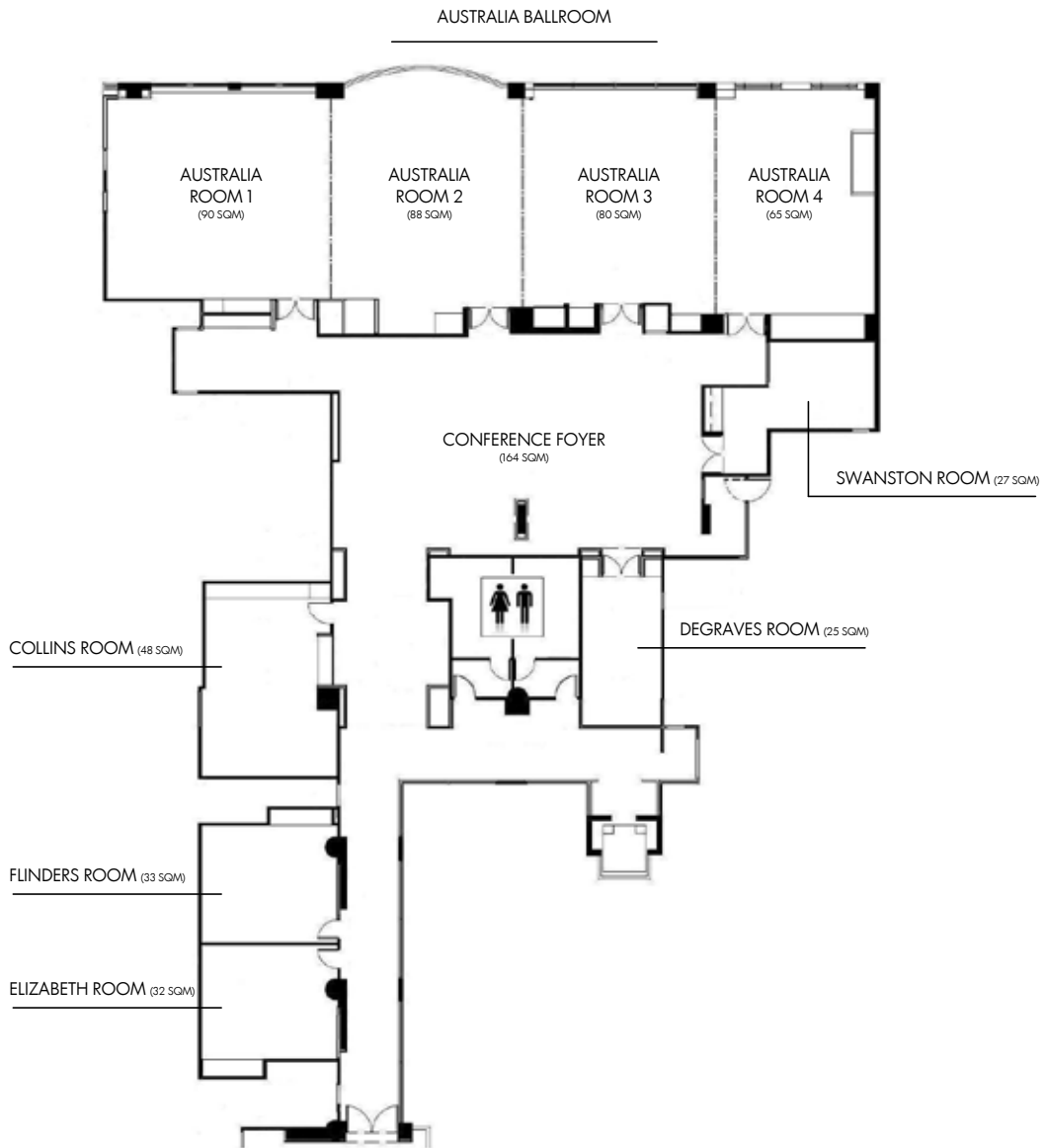


VENUE AND MEETING ROOMS



1

FLOOR PLANS





VENUE AND MEETING ROOMS

1

CONFERENCE ROOM CAPACITY

Room Name	Height	Area m2	Theatre	Boardroom	Classroom	Banquet w/o dance floor	Banquet with dance floor*	Cabaret	U Shape	Cocktail
Australia Room 1	2.9	90	120	30	60	60	-	50	30	100
Australia Room 2	2.9	88	100	30	60	50	-	40	30	100
Australia Room 3	2.9	80	100	30	60	50	-	40	30	100
Australia Room 4	2.9	65	70	25	30	40	-	32	22	70
Australia Room 1 + 2	2.9	178	220	-	120	120	90	100	-	240
Australia Room 2 + 3	2.9	168	200	-	120	100	70	90	-	220
Australia Room 3 + 4	2.9	145	180	-	90	90	60	80	-	200
Australia Room 1 + 2 + 3	2.9	258	320	-	180	180	150	150	-	340
Australia Room 2 + 3 + 4	2.9	233	280	-	150	180	150	120	-	300
Australia Ballroom	2.9	323	400	-	210	230	200	180	-	450
Elizabeth Room	2.9	32	25	15	15	-	-	-	15	-
Flinders Room	2.9	33	25	15	15	-	-	-	15	-
Collins Room	2.9	48	50	18	24	30	-	24	20	50
Degraves Boardroom	2.9	25	-	12	-	-	-	-	15	-
Swanston Boardroom	2.9	27	-	8	-	-	-	-	-	-
Conference Foyer	2.9	164	-	-	-	-	-	-	-	120





CONFERENCE PACKAGES



CONFERENCE DAY PACKAGE

Packages from \$80.00 per person

Room Hire

- Room set up (Cabaret/Classroom/U-Shape/Boardroom/Theatre style)
- Notepads and pens
- Filtered water and mints

Catering

- On arrival – Espresso coffee and a selection of flavoured and herbal teas
- Morning tea – Chef's selection of sumptuous sweet or savoury items with espresso coffee and a selection of herbal teas
- Lunch – Chef's selection of either hot buffet lunch served in Michel's Restaurant or Working Lunch served in our conference foyer
- Afternoon tea - Chef's selection of sumptuous sweet or savoury items as well as a refreshing beverage

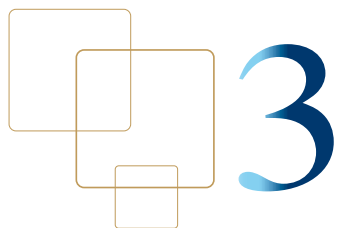
Audio Visual

- Whiteboard
- Flipchart
- Screen

Minimum numbers apply. Should final numbers fall below the minimum, a daily room hire fee may be charged.



CATERING MENUS AND SPECIAL EVENTS



BREAKFAST SELECTIONS

Breakfast is available every morning in Michel's Restaurant. Any of the menus below can be served to your group in a private room.

Stand Up Breakfast

\$26.00 per person

- Selection of petites quiches
- Ham, cheese and tomato mini croissants
- Spinach and ricotta rolls (GF)
- Freshly baked Danish pastries and muffins
- Sliced seasonal fruit platter
- Freshly brewed coffee with a selection of flavoured and herbal teas
- Orange juice

Minimum 20 guests

Continental Breakfast

\$24.00 per person

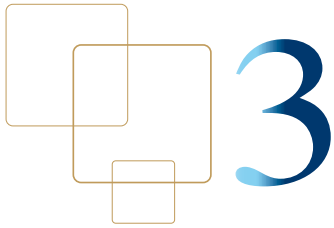
- Bircher muesli
- Natural yoghurt with berry compote
- Freshly baked Danish pastries and muffins
- Ham, cheese and tomato mini croissants
- Seasonal sliced fruit platter
- Freshly brewed coffee with a selection of flavoured and herbal teas
- Orange juice

Minimum 15 guests

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CATERING MENUS AND SPECIAL EVENTS



BREAKFAST SELECTIONS (CONTINUED)

Plated Breakfast

\$34.00 per person

Please select one of the following plated breakfast options accompanied by the Continental Breakfast menu served in the centre of each delegate table:

- Fluffy scrambled eggs on sour dough with hash browns, grilled bacon, sautéed mushrooms and roast tomato
- Eggs Benedict or Florentine on toasted English muffins served with hollandaise sauce, roast tomato and hash browns
- Smoked salmon and poached eggs served on potato roesti with wilted wild rocket sauced with a tomato hollandaise
- Eggs baked in mild spiced tomato and bean Cassoulet accompanied by warm Turkish flat bread
- Traditional pancake stack, served with hazelnut praline and maple syrup

Minimum 30 guests

Full Buffet Breakfast

\$38.00 per person

- An assortment of cereals and Bircher muesli
- Freshly baked Danish pastries and muffins
- Fresh croissants
- Selection of preserves, honey and spreads
- Seasonal sliced fruit platter
- Scrambled eggs
- Grilled bacon
- Your choice of pork or chicken sausages
- Roasted tomatoes
- Hash browns
- Sautéed mushrooms
- Freshly brewed coffee with a selection of flavoured and herbal teas
- Orange Juice

Minimum 30 guests



CATERING MENUS AND SPECIAL EVENTS



COFFEE BREAKS

Espresso Coffee **\$7.00 per person**

- Espresso coffee with a selection of flavoured and herbal teas

(Served on arrival or during morning and afternoon tea breaks)

Continuous Coffee **Half Day (4 Hours)** **\$10.00 per person**

Full Day (8 Hours) **\$15.00 per person**

- Continuous espresso coffee with a selection of flavoured and herbal teas served throughout the day

UPGRADE your Espresso or Continuous Coffee selection with the following delicious treats and healthy options served during your designated break.

Selection of 1 item **\$4.00 per person**

Selection of 2 items **\$7.50 per person**

Sweet

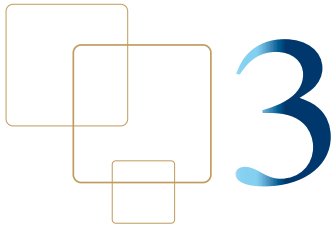
- Assortment of oven baked cookies
- 'Churros' Spanish doughnuts served with dipping sauce
- Double choc chip muffins
- A selection of baked mini sponge bars with assorted toppings
- Orange and almond loaf (DF and GF)
- Chocolate brownie
- Banana and walnut loaf (DF)
- Chocolate and vanilla éclairs
- Freshly baked scones served with jam and cream
- Berry and almond friands (GL)

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DF = Dairy Free, GF = Gluten Free



CATERING MENUS AND SPECIAL EVENTS



COFFEE BREAKS (CONTINUED)

Savoury

- Spinach and ricotta fillos with raita dipping sauce
- Selection of petites quiches
- Ham and cheese croissants
- Smoked salmon and cream cheese mini bagels
- Sweet potato and cashew empanada

Healthy

- Bircher muesli
- Steamed vegetable and water chestnut Chai Gow dumplings
- Natural yoghurt with fruit coulis
- Sliced fresh seasonal fruit platter
- Low fat raspberry muffins



CATERING MENUS AND SPECIAL EVENTS

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LUNCH SELECTIONS

Premier Light Lunch

\$25.00 per person

Served within your conference boardroom

- Assortment of wraps, bagels and Turkish breads with gourmet fillings
- Seasonal sliced fruit platter
- Orange juice
- Espresso coffee with a selection of flavoured and herbal teas

Maximum of 30 guests applies.

Premier Lunch

\$33.00 per person

Served within your conference boardroom

- Assortment of wraps, bagels and Turkish breads with gourmet fillings
- Selection of petits fours
- Seasonal sliced fruit platter
- Selection of Australian cheeses served with lavosh, crackers and dried fruit
- Orange Juice
- Espresso coffee with a selection of flavoured and herbal teas

Maximum of 30 guests applies.



CATERING MENUS AND SPECIAL EVENTS



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LUNCH SELECTIONS (CONTINUED)

Premier Working Lunch

\$39.00 per person

Served within the conference foyer

Client selection of 2 items from the following:

- Selection of gourmet mini quiches and pies
- Toasted foccacias with assorted fillings
- Savoury vegetable roll (GF and DF)
- Vietnamese rice paper rolls and dipping sauce
- Turkish pide filled with spiced lamb, tomato and pinenuts
- Turkish pide filled with spinach and fetta
- Chicken skewers served with satay sauce

Served with:

- Assorted California rolls with wasabi and soy
- Chef's selection of 2 gourmet salads
- Selection of decadent desserts
- Seasonal sliced fruit platter
- Selection of Australian cheeses served with lavosh, crackers and dried fruit
- Orange juice
- Espresso coffee with a selection of flavoured and herbal teas

Maximum of 30 guests applies.

DF = Dairy Free, GF = Gluten Free



CATERING MENUS AND SPECIAL EVENTS

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LUNCH SELECTIONS (CONTINUED)

Buffet Lunch in Michel's Restaurant

\$50.00 per person

Quality healthy option lunches are available as a standard option for all conference day packages. Menu items include low GI and low-carbohydrate options.

Lunch Selections

Chef's selection of buffet lunch offerings include:

- Soup of the day
- Platter of assorted cold cuts and antipasto
- Chef's selection of 4 seasonal salads with assorted dressings
- Chef's daily hot fork dish
- Chef's daily vegetarian dish
- Steamed seasonal vegetables
- Chefs selection of farinaceous accompaniment (rice, noodles, potato or cous-cous)
- Selection of assorted cakes and tarts
- Seasonal sliced fruit platter
- Selection of Australian cheeses served with lavosh, crackers and dried fruit
- Orange juice
- Freshly brewed coffee with a selection of flavoured and herbal teas

Minimum 30 guests applies.



CATERING MENUS AND SPECIAL EVENTS

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DINNER SELECTIONS

For food as good as it looks, our versatile cocktail, plated and buffet menus are designed to satisfy everyone. We have begged, borrowed and stolen some of the best “tried and tested” dishes from our hotels all around the world. So if you want to sit down for a Gala Dinner or stand up for canapés we have a menu to suit you.

- Cocktail Parties
- Plated 2 + 3 Course Menus
- Buffet Menus
- Beverage List

Tips for Perfect Dinners, Product Launches and Special Events

- Relax at the bar for some pre-dinner or conference foyer. A great way to unwind following a day of conferencing.
- Canapés make the perfect stand-up entrée. Quiet those rumbling stomachs with some canapés and move inside for your main course. A great way to start the night with pre-dinner drinks. Allow 4 canapés per person per hour.
- A beverage package takes the worry out of your drinks cost. One thing people like to do at a function is have a drink, but how much will they drink and what will it cost? A beverage package is the perfect solution if you are facing this problem. You simply pay a set price per person for a set time.
- Don't overlook Michel's Restaurant for your special function, which has great ambience and is ideal for small to medium sized groups.



CATERING MENUS AND SPECIAL EVENTS

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COCKTAIL FOOD AND CANAPÉS

Cocktail Parties

Client's selection of 4 canapés per person	\$23.00 per person
Client's selection of 6 canapés per person	\$29.00 per person
Client's selection of 8 canapés per person	\$34.00 per person
Client's selection of 10 canapés per person	\$39.00 per person

Minimum 25 guests.

Hot Canapés

- Petites quiches
- Spicy chorizo involtinis
- Mini spring rolls with Asian dipping sauce
- Mushroom and pecorino cheese arancini (V)
- Char siew pork puffs
- Kaffiti prawns with sweet chilli sauce
- Peking duck and apple wontons with plum sauce
- Lamb kofta and raita
- Potato bonda and tomato relish (V)
- Chicken and tarragon filo parcels with garlic aioli
- Haloumi and pancetta rolls
- Marinated chicken skewers (GF)
- Prawn skewers with dipping sauce (GF)

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V = Vegetarian, GF = Gluten Free



CATERING MENUS AND SPECIAL EVENTS

3

COCKTAIL FOOD AND CANAPÉS (CONTINUED)

Cold Canapés

- California rolls with soy and wasabi (GF)
- Vietnamese vegetarian rice paper rolls (V)
- Scallop and prawn crêpes
- Bruschetta of tomato and pesto (V)
- Smoked salmon tartar accompanied with an olive flute (GF version available)
- Cranberry and goat's cheese tarts (V)
- Vegetable terrine (GF) (V)
- Semi dried tomato, basil and fetta frittata (GF) (V)

Sweet Canapés

- Selection of tarts
- Selection of petits fours

Substantial Canapés

Upgrade your cocktail event to one of the following more substantial options.

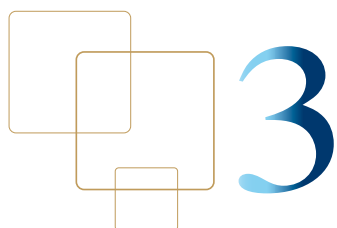
\$12.50 per person per item

- Singapore noodles
- Fish and chips with tartare sauce
- Chicken korma and steamed jasmine rice
- Hearty beef ragout served atop a creamy mash with a crispy crouton

V = Vegetarian, GF = Gluten Free



CATERING MENUS AND SPECIAL EVENTS



PLATED MENUS - 2 AND 3 COURSE

Two course set menu	\$55.00 per person
Two course alternating menu	\$60.00 per person
Three course set menu	\$70.00 per person
Three course alternating menu	\$75.00 per person

Entrée

- Creamy pumpkin and sage soup served with white sour dough roll
- Spiced duck salad with fresh Asian vegetables, presented in a crisp noodle basket accompanied by a plum sauce
- Chicken and pistachio roulade on a watercress, goat's curd and cranberry salad drizzled with pomegranate dressing
- Country pork and veal terrine served with green mango chutney and grilled brioche
- Sumac spiced lamb accompanied with baba ganoush and couscous salad
- Blue cheese and fig compote tart paired with radicchio and micro herb salad, dressed with sherry vinaigrette
- Marinated scallops salad with crisp radish, celery, onion and herbs drizzled with a lime aioli

Mains

- Supreme of chicken stuffed with ricotta and herbs served on a chorizo and eggplant risotto cake finished with capsicum coulis and basil pesto
- Fillet of beef with roasted root vegetables and garlic potato roesti finished with red wine jus
- Lamb fillets, wild mushrooms and bacon wrapped in golden puff pastry accompanied by creamy potato mash and tarragon jus
- Grilled barramundi on a bed of Israeli couscous mixed with saffron, broad beans, tomato and fresh herbs, accompanied by a mint yoghurt sauce.
- Greek style vegetable moussaka (GF) (V)
- Roast pork belly seasoned with herb salt served along side potato gratin and sautéed asparagus finished with red wine jus and honey glazed apple
- Potato gnocchi served with capers, semi dried tomato and basil, creamy tomato sauce and topped with olive tapenade (V)

(V) = Vegetarian, (GF) = Gluten Free



CATERING MENUS AND SPECIAL EVENTS

3

PLATED MENUS - 2 AND 3 COURSE - (CONTINUED)

Dessert

- Pecan pie with butterscotch filling accompanied by crème fraiche and fresh strawberries
- Cherry coconut cake with berry compote and calvados anglaise
- Crème brûlée with Movenpick raspberry sorbet and almond crisp bread
- Triple chocolate mousse served with berry compote
- Lemon meringue tart served with a strawberry cream chantilly
- Selection of Australian cheese with lavosh, crackers and dried fruit
- Fresh fruit plate



CATERING MENUS AND SPECIAL EVENTS

3

BUFFET

Buffet Dinner

\$65.00 per person

Including:

- Soup of the day
- Platter of assorted cold cuts and antipasto
- Chef's selection of 3 seasonal salads with assorted dressings
- Atlantic salmon with a beurre blanc sauce and salsa verde
- Roast beef with a mustard crust, red wine jus
- Sautéed chicken ragout with capsicum, onions and mushroom
- Baked herb and garlic potatoes
- Panache of vegetables
- Spinach and ricotta ravioli in a creamy tomato sauce
- Selection of assorted cakes and tarts
- Seasonal fruit platter
- Selection of Australian cheeses served with lavosh, crackers and dried fruit
- Orange juice
- Freshly brewed coffee with a selection of flavoured and herbal teas

Add an additional seafood option to your buffet:

- 100gm smoked salmon \$8.00 per person
- 100gm Asian style calamari \$8.00 per person
- 4 x oysters \$10.00 per person
- 125gm cooked prawns \$12.00 per person

Or a selection of seafood:

- 60gm cooked prawns, 2 x oysters, 50gm smoked salmon \$14.00 per person

Minimum numbers of 30 guests apply



CATERING MENUS AND SPECIAL EVENTS

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BEVERAGE PACKAGES

Classic Beverage Package

Includes: Bancroft Bridge Brut, Bancroft Bridge Chardonnay, Bancroft Bridge Shiraz Cabernet, Hahn Premium, Hahn Premium Light, orange juice, mineral water and soft drink.

- 1 Hour service	\$20.00 per person
- 2 Hour service	\$25.00 per person
- 3 Hour service	\$30.00 per person
- 4 Hour service	\$35.00 per person
- 5 Hour service	\$40.00 per person

Silver Beverage Package

Includes: The Hill Cuvée Brut, The Hill Sauvignon Blanc, The Hill Cabernet Shiraz, James Boags Premium, James Boags Premium Light, orange juice, mineral water and soft drink.

- 1 Hour service	\$24.00 per person
- 2 Hour service	\$30.00 per person
- 3 Hour service	\$38.00 per person
- 4 Hour service	\$42.00 per person
- 5 Hour service	\$46.00 per person

Premier Beverage Package

Includes: Jacob's Creek Sparkling Chardonnay Pinot Noir, Jacob's Creek Chardonnay, Jacob's Creek Riesling, Jacob's Creek Merlot, Heineken, James Boags Premium, James Boags Premium Light, orange juice, mineral water and soft drink.

- 1 Hour service	\$29.00 per person
- 2 Hour service	\$34.00 per person
- 3 Hour service	\$39.00 per person
- 4 Hour service	\$44.00 per person
- 5 Hour service	\$50.00 per person

Responsible service of alcohol - All Accor hotels and resorts are committed to the responsible service of alcohol and our function staff have received specific training in this area.



CATERING MENUS AND SPECIAL EVENTS

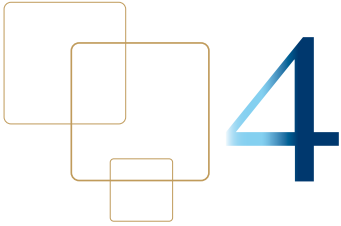


BEVERAGE PACKAGES - (CONTINUED)

The Soft Drink Package

Includes: Pepsi, Pepsi Max, lemonade, lemon squash, soda water, ginger ale, orange juice

- 1 hour service	\$12.00 per person
- 2 hour service	\$15.00 per person
- 3 hour service	\$18.00 per person
- 4 hour service	\$21.00 per person
- 5 hour service	\$24.00 per person



AUDIO VISUAL, TECHNICAL AND CREATIVE SERVICES

Audio Visual and Technical Services

Our in-house Audio Visual and Technical Services team will be delighted to assist with your audio visual and technical requirements.

The following are examples of audio visual equipment available from our partner, Audio Visual Dynamics:

Ceiling mounted projectors and screens

Plasma Displays

Laptops (inc office 2007)

Wireless slide advancers

Lecterns with microphones

Lapel and handheld microphones

Head table microphones

PA Sound systems

DVD/CD players

Professional Video Cameras

Conference telephones

Staging

Stage Lighting

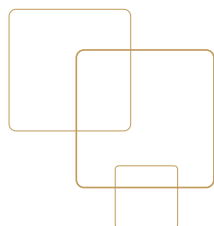
Banner Lighting

Coloured and moving lights

Draping

AV technical operators

Basic audio equipment, additional items and pricing available on request. A set-up surcharge and weekend and/or late order charge may apply on equipment. Prices are subject to change without notice.



4

BROADBAND INTERNET SERVICES

Cabled broadband and wireless internet access is available in all conference, accommodation rooms and public areas throughout the hotel at the following costs:

24 hour access	\$27.50
4 hour access	\$20.00
1 hour access	\$12.00



4

THEMING AND EVENTS

Conferences, Events, Product Launches and More

We can tailor any package to meet your requirements and budget so please feel free to contact us when planning your next event and we will be happy to assist with theming and decorating.

The Conference and Events department thrives on offering the best personal service to ensure the success of your event, so don't forget to ask us about:

- Theming
- Entertainment
- Special linen



4

ACCOMMODATION

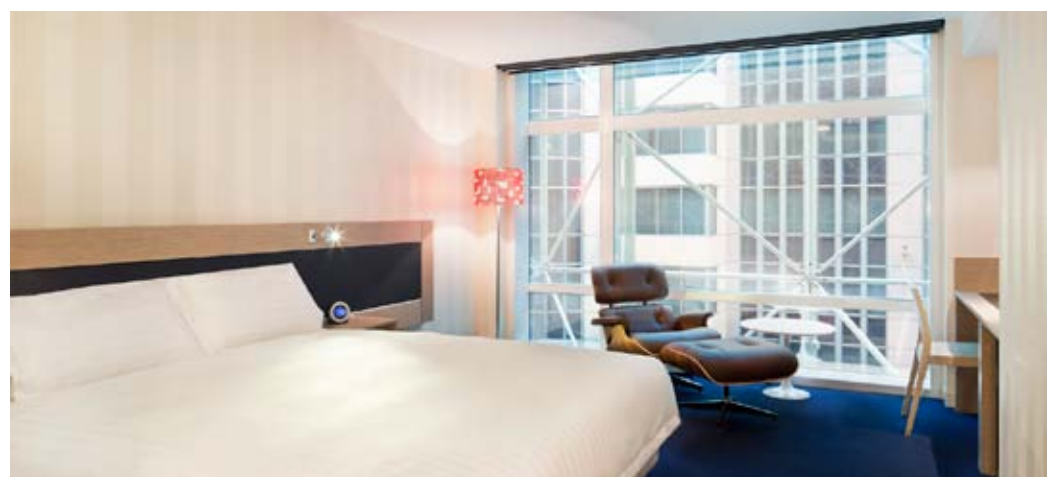
Conference Accommodation Packages

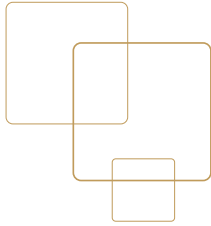
A preferred location for business and leisure travellers, Novotel Melbourne on Collins offers a choice of 380 contemporary and stylish guest rooms and suites. With large work desk, WIFI access, LCD TV, choice of in-house movies, 24 hour room service, mini-bar, tea and coffee-making facilities, iron and iron-board, every modern convenience is on hand to ensure you have an enjoyable stay.

All rates are subject to availability and prices are available upon request. Buffet breakfast is served in Michel's Restaurant for an additional cost per person on top of your room only rate if pre-booked.

Features include

- 4.5 star business class hotel
- Group bookings available
- Non-smoking rooms
- Check-in: 2:00pm and Check-out: 11:00am
- Room rate, either room only or bed and breakfast rates may be requested





4

CAR PARKING

Valet

Novotel Melbourne on Collins provides valet car parking for two vehicles during your event at a rate of \$35.00 per car, per day. This must be pre-booked through the conference department prior to the event.

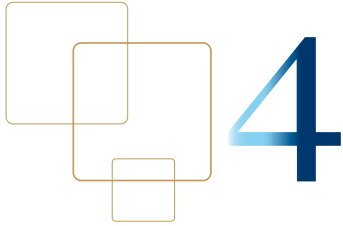
Alternatively, there are several public car parks within close proximity to the hotel should you wish to make your own arrangements.

Terms and Conditions

Novotel Melbourne on Collins reserves the right to modify the present document. All pricing in this document is quoted in Australian dollars including taxes. Credit card surcharges apply. Valid to 31 December 2011 unless modified. Please note that this document is not a quote or agreement. Please contact our conference and events department for a full quote or contract. Conference and accommodation rooms are only held once a deposit had been paid in full and signed contract received.



ADDITIONAL INFORMATION



CONTACT DETAILS

Conference Contact

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