

Park Regis Griffin Suites

604 St Kilda Road, Melbourne VIC 3004

Phone: (03) 8530 1820 Fax: (03) 8530 1811

Email: functionsgriffin@parkregishotels.com



Meetings &
EVENTS

www.parkregishotels.com

A brand of the **StayWell**
HOSPITALITY GROUP



Why Choose Park Regis Griffin Suites ?

Park Regis Griffin Suites is located on St Kilda Road—minutes from Melbourne's city centre. The hotel has two conference rooms both recently refurbished, accommodating boardroom meetings for 20 guests through to larger events up to 70 people.

St Kilda Room offers floor to ceiling windows and a larger balcony overlooking St Kilda Road. This room is ideal for presentations, workshops, executive meetings or dinner events.

Albert Park Room offers a longer room and is perfect for theatre style presentations, boardroom meetings or workshops.

We are a 4 star property and offer a range of modern and stylish hotel rooms and large modern one and two bedroom apartments. Apartments feature spacious living and dining areas. Undercover parking is also available subject to availability.

We look forward to welcoming you and your guests at Park Regis Griffin Suites—Melbourne.

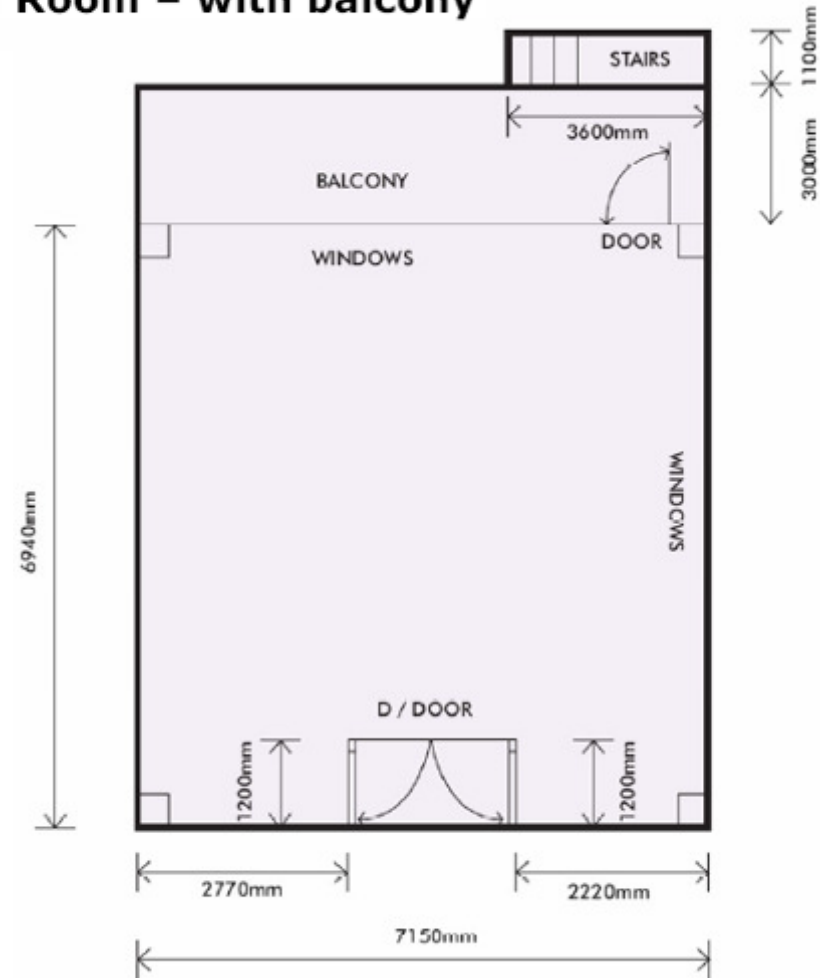
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Conference / Functions Capacities



St Kilda Road Room – with balcony



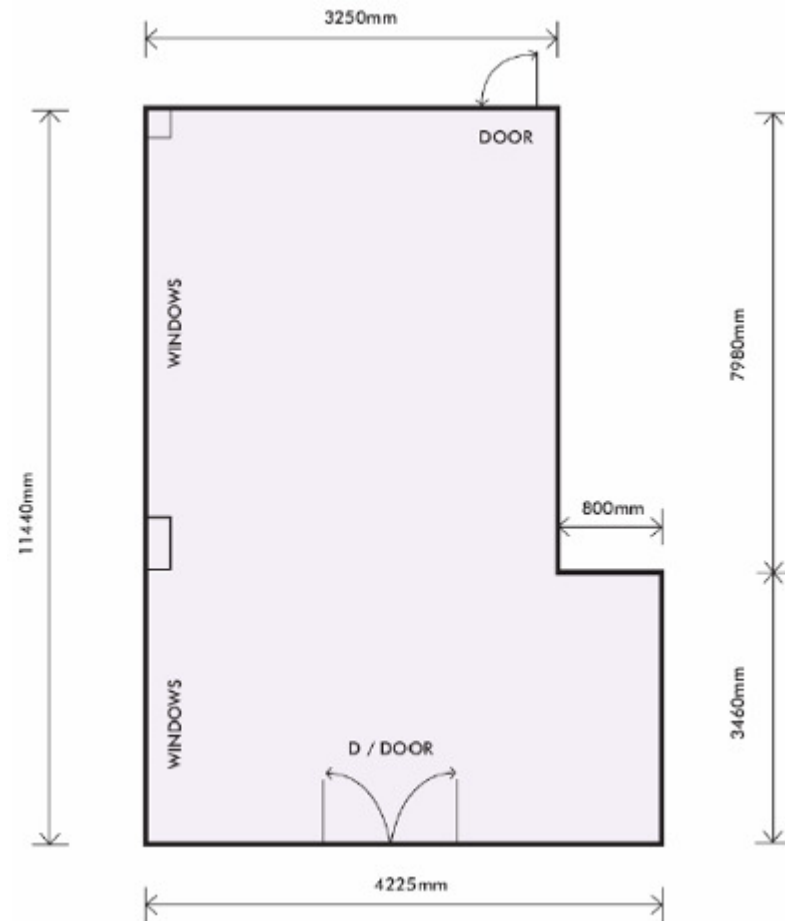
Sq Metres	Theatre	U-Shape	Boardroom	Classroom	Banquet	Cocktail
50	36	18	24	20	32	70



Conference / Functions Capacities



Albert Park Room



Sq Metres	Theatre	U-Shape	Boardroom	Classroom	Banquet	Cocktail
40	42	20	28	20	32	70





Travel Guideline

Walking

Albert Park 5 minutes

Driving

MCG 6 minutes

Crown Casino 6 minutes

Melbourne CBD 10 minutes

Melbourne Convention Centre 10 minutes

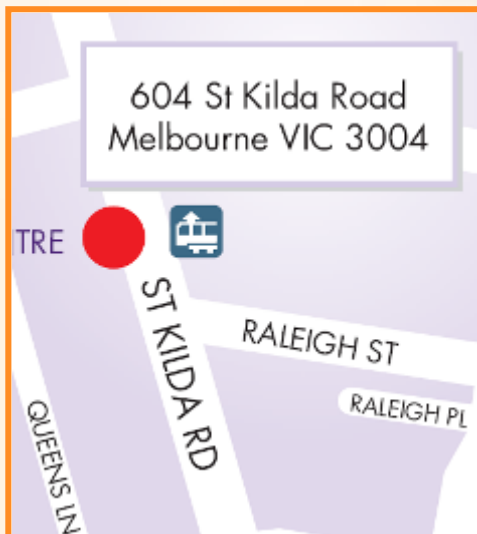
Melbourne Exhibition Centre 10 minutes

Etihad Stadium 15 minutes

Docklands 15 minutes

Hotel Location

Park Regis Griffin Suites—Melbourne is located just two kilometres along St Kilda Road and close to Albert Park with convenient access to the CBD via the tram stop at the front door.





Day Delegate Packages

Option 1 - \$26.50pp

Arrival tea and coffee.

Morning tea and coffee served with chef's selection of either fresh muffins, ham and cheese croissants or scones with preserves.

Working Lunch consisting of a selection wraps and sandwiches with assorted fillings, fruit platter and cheese platter, orange juice and tea and coffee selection.

Afternoon tea and coffee served with slices or freshly baked home made cookies.

Optional chef's hot dish of the day can be added for \$4.50 per person with 24 hours notice given.

Standard Inclusion in your package

- projection screen
- Standard white board and markers
- Flipchart and markers
- Conference stationery, chilled water and mints





Day Delegate Packages

Option 2- \$34.00pp

Arrival tea and coffee.

Morning tea and coffee served with chef's selection of either muffins ham and cheese croissants or scones with preserves.

Full hot and cold buffet lunch will be served in St Kilda or Albert Park Rooms comprising of 2 hot dishes with a choice of two salads, cheese and fruit platter, juice and tea and coffee.

Afternoon tea and coffee served with cakes, slices or freshly baked home made cookies.

Standard Inclusion in your package

- projection screen
- Standard white board and markers
- Flipchart and markers
- Conference stationery, chilled water and mints
- Minimum numbers may apply with this package





Day Delegate Packages

Option 3- \$42.00pp

Arrival tea and coffee.

Morning tea and coffee served with chef's selection of grilled cheese tortillas, egg and bacon wraps and muffins.

Full hot and cold buffet lunch served in our "Purple Café & Bar" comprising of 3 hot dishes served with a choice of two salads, cheese and fruit platter, juices and tea and coffee.

Afternoon tea and coffee served with slices or freshly baked home made cookies.

Standard Inclusion in your package

- projection screen
- Standard white board and markers
- Flipchart and markers
- Conference stationery, chilled water and mints
- Minimum numbers may apply with this package





Breakfast Selections

Continental Buffet Breakfast \$18 pp

- Selection of Juices
- Freshly cut seasonal fruits
- Selection of cereals
- Individual yoghurt tubs
- Croissants and muffins
- Selection of breads
- Tea and coffee

Full Buffet Breakfast \$25 pp

- Full range of above continental items
- Scrambled eggs
- Crispy bacon, Hash browns
- Breakfast sausages, tomatoes
- Coffee and Tea





Business Breakfast

Full Set Business Breakfast \$25 pp

- Juice selection
- Coffee and tea
- Freshly cut seasonal fruits
- Hot Plated Breakfast selected from one of the following
 - * Eggs Benedict served with bacon and grilled tomato
 - * Scrambled eggs with chives, sautéed mushroom and potato rosti
 - * Poached eggs on Vienna toast with wilted spinach and Hollandaise sauce and bacon

Gluten Free and Vegetarian options are available upon request .





Break Selections & Refreshments

- Freshly brewed tea & coffee \$4.50 pp
- Freshly brewed tea & coffee with freshly baked cookies \$5.50 pp
- Freshly brewed tea & coffee with either baked scones, cream and preserves or an assortment of slices or an assortment of freshly baked muffins \$7.50 pp

- 1 litre Juice selection \$10.50 per jug
- 600ml Bottled water \$4.00 per bottle
- 450ml Bottled soft drink \$4.00 per bottle

Gluten Free Delegates

We are happy to cater to individual delegates who may require a gluten free option. Throughout this kit gluten free is signified “**g/f**” and should be ordered when building your event and catering.





Lunch Selections

Working Sandwich Lunch

\$24 pp

A buffet served in the room featuring a selection of

- Gourmet sandwiches with deluxe fillings
- Selection of Australian farmhouse cheeses
- Coffee and tea with orange juice

Working Lunch Buffet

\$26 pp

A buffet served in the room featuring a selection of

- Gourmet sandwiches with deluxe fillings
- Fresh salad selection with dressings
- Chef's choice of 2 hot dishes
- Selection of Australian farmhouse cheeses
- Freshly cut seasonal fruit
- Coffee and tea with orange juice





Lunch Selections

Full Buffet Lunch

\$32 pp

A buffet served in the room featuring a selection of

- Gourmet fresh bread
- Selection of salads, condiments and dressings
- Daily pasta
- Hot dish or quiche
- Fresh steamed vegetables
- Fruit salad
- Cakes and slices
- Selection of Australian farmhouse cheeses
- Fresh fruit platter
- Coffee and tea with orange juice





Canape Selection

Choose 3 hot and 3 cold from \$12.50 pp per hour

Cold Selection

- Traditional bruschetta (v)
- Selection of dips (v)
- Sweet potato fritters with salmon and hollandaise
- Olive and roasted capsicum tart with pesto (v)
- Mango and chicken pappadums
- Smoked salmon wheel on pumpernickel
- Cherry tomato with pesto galettes (v)
- Tuna and dill mousse on cucumber rounds
- Roasted beef with beetroot and cream cheese

Hot Selection

- Vegetarian quiches (v)
- Mini pizza (v)
- Mini spring rolls (v)
- Samosas (v)
- Mini Pies / Sausage rolls
- Satay chicken skewers
- Arancini balls (v)
- Chicken goujons





Canape Selection

Choose 3 hot and 3 cold from \$17.50 pp per hour

Cold Selection

Smoked salmon with dill and cucumber bruschetta

Smoked trout with horseradish cream

Rare roast beef with tapenade

Mini goats cheese and caramelised onion tart (v)

Tandoori chicken on crispy tortilla and mini riat a

Fresh shucked oysters

Avocado and sun dried tomato tarts (v)

Baked ricotta and onion jam parcels (v)

Blue cheese tart with roasted cherry tomato (v)

Salmon blini with mascarpone cheese

Olive crostini with roasted capsicum and fetta (v)

Seared scallops on filo with chermoulla dressing





Canape Selection

Choose 3 hot and 3 cold from \$17.50 pp per hour

Hot Selection

Pea and ham croquets

Mini vol au vents (v)

Chicken wings

Chicken and beef koftas

Chicken and shiitaki dumplings

Mini hamburgers

Rosemary and cream cheese mushrooms (v)

Roast pumpkin & fetta fritters with tomato chutney (v)

Thai chicken tenderloins with dipping sauce

Beer and coconut battered prawns with lime aioli

Saffron mussels with chilli and onion jam

Seared scallops on filo with chermoulla dressing





Plated Lunch & Dinner Selections

Your choice of 2 courses **\$38.50**

Your choice of 3 courses **\$49.50**

Entrée

Roast pumpkin, Potato & leek or Minestrone soup

Individual leek and Gruyere tartlet

Beef, beetroot and goats cheese salad

Roast beef roulade

Salmon and prawn salad

Greek lamb salad

Thai satay chicken salad

Marinated prawn skewers

Salt and pepper calamari

Mains

Atlantic salmon served on a potato, leek and corn fritter, wilted bok choy and béarnaise sauce

Seafood and chilli pasta comprising of mussels, prawns calamari and fish served in a cream sauce





Plated Lunch & Dinner Selections

Mains continued

Marinated beef tenderloin resting on a sweet potato and spinach tartlet with roasted field mushrooms

Lamb Shanks served with creamy mash potato and market vegetables

Chorizo and asparagus risotto comprising of pan fried chorizo, asparagus, spring onion and parmesan

Pan fried skinned barramundi served with celeriac, fennel, asparagus and a light orange and dill sauce

Crispy skin duck served with roast pumpkin and beetroot in a light orange reduction

Lamb rack on creamy mash potato with seasonal greens and rosemary jus

Prosciutto wrapped chicken on fresh pasta with a shiitake, choy sum and Thai basil sauce

Rib eye of beef with char grilled roasted kipfler potatoes, parsnip and snow peas





Plated Lunch & Dinner Selections

Desserts

Chocolate and Caramel tartlet with double cream

Apple and Cinnamon Crumble served with ice cream and strawberry coulis

Tiramisu with vanilla anglaise

Orange Pudding with a warm Cointreau sauce

Baked Chocolate Cheesecake with blood orange and vanilla compote

Chocolate Marquis with berry compote

Lemon Meringue with fresh berries

Raspberry Bavarois served with white chocolate and mango sauce

Chocolate Pudding with chocolate and orange sauce

Strawberry Cheesecake served with raspberry coulis and anglaise





Beverage Selections

Beverage options

Light Beer	from \$6.00
Heavy Beer	from \$7.00
Premium Beers	from \$7.50
Imported Beers	from \$8.00
750ml Bottled House Wine	\$25.00
Glass House Wine	\$7.00
Spirits	from \$7.00
Premium Spirits	from \$7.50
Soft Drinks 1 litre Jug	\$8.00
450ml Bottles	\$3.50
Juice 250ml Bottle	\$3.50





Beverage Packages

Standard Package

Selection of red and white wine, sparkling, local light and heavy beers with soft drinks and juices

1 hour	\$18 pp
2 hours	\$27 pp
3 hours	\$36 pp

Premium package

Selection of premium red and white wines, Australian beers, soft drinks and juices

1 hour	\$25 pp
2 hours	\$34 pp
3 hours	\$42 pp

The hotel does promote responsible service of alcohol and does not permit alcoholic service to any minor on premises





Room Hire & Audio Visual

The following hire fees only apply if you are not purchasing any day delegate packages.

St Kilda Room

From \$200 full day

Albert Park Room

From \$150 full day

The events team are happy to hire in any audio visual equipment you may need for your event. We only use "Myles Audio Visual" who are based in Melbourne. They specialise in this field and are very prompt and professional.





Services

- * meeting and event planning service
- * themeing and entertainment
- * telephone conferencing services
- * pre and post conference activities
- * corporate team building retreat planning service
- * last minutes secretariat services

Hotel Services

- * 24 hour reception
- * dry cleaning service
- * daily housekeeping service
- * undercover limited parking
- * Wi Fi in all meeting rooms
- * hotel restaurant and bar
- * internet cafe





Dietary Disclaimer

These guests are required to identify themselves to the supervisor on duty on arrival at the event.

Important notice: You have advised us that certain guests attending your conference have food allergies. We will take all reasonable care to prepare food for these guests in light of these allergies. The guests should appreciate however that our kitchens do produce a wide variety of foods, and we unfortunately cannot guarantee that foods prepared for the guests will be completely free of offending ingredients. To the extent permitted by law, we disclaim all responsibility for any loss or damage of any nature whatsoever which may be suffered by any person as a result of any of the ingredients being found in food at the hotel.

Minors

Under Victorian Liquor Licensing Laws, we are unable to serve alcohol to a minor or to allow a minor to consume alcohol on hotel premises. We expect the organiser to inform all persons attending the function of liquor licensing laws and to display diligent focus at the event to the behaviour of all attendees. Our house policy is displayed in Purple Café and Bar and available when booking your event.





Terms & Conditions

Final Numbers—Final numbers for catering are required three (3) working days prior to the event. Any cancellations after this time will result in full payment of original quoted numbers. Menus must be finalised (14) days prior to your function date

Liquor licensing laws and hotel policy prohibit the sale or consumption of alcoholic beverages on the premises, except those supplied by Park Regis Griffin Suites.

Parking—Parking is available on site—contact the hotel for more information

Price Variation—Every effort is made to maintain prices as printed, however these may be subject to increase to cover unforeseen rises in cost

Confirmation and Payment—Confirmation of a booking must be made in writing by the outlined date on the quote. A deposit equivalent to 30% of the total estimated function charges or \$2000 which ever is less will be required to confirm the function space. If not, Park Regis Griffin Suites reserves the right to cancel the booking and re-allocate the function space.

Credit Card Surcharges—If you are settling your account with a credit card, please note that a credit card transaction fee will apply. Currently the fee is 1.5% for Visa, MasterCard and 3.5% for AMEX and Diners. Please note these rates may be subject to change without notice.

Labour charges—To cover increased staff costs after midnight, an hourly fee of \$500 per hour, or part there of will apply.





Credit Schedule—Full payment of charges is required prior to the event, 50% deposit is required even with credit established and accepted by Park Regis Griffin Suites. If credit facilities have been established, the remaining balance of the event must be paid within (14) days upon receipt of an invoice. Alternatively a credit card may be provided for payment. It should be noted that full authorisation for the full amount will be obtained (3) working days prior to the function start date.

Cancellation— The deposit is fully refundable if written notification of cancellation is received within (28) days prior to the commencement of the event., subject to the space being resold. If an event is cancelled with less than (21) days notice the deposit will not be refunded.

Client Responsibility—Park Regis Griffin Suites does not accept responsibility for damage or loss of any goods brought to the hotel before, during or after an event. It is the organisers responsibility to arrange adequate insurance to cover such potential damage.

Room Allocation— Park Regis Griffin Suites reserves the right to re-assign the function to another function room should it deem appropriate due to business requirements. The organiser will be notified of such changes.

Security—If the hotel has reason to believe that a function will affect the smooth running of the hotel's business, security or reputation, it reserves the right to cancel the function without liability. The hotel reserves the right to remove any disruptive guests from a function when the hotel considers the individuals behaviour objectionable. The hotel reserves the right to hire security if the function is over 100 people and on charge this back onto the client.

If terms and conditions are not signed and returned before the start date the function will not go ahead.





Make your next event a rewarding one!

Every conference or function you book and pay for at Park Regis Griffin Suites will earn you up to \$75 worth of points. Not only that, Stay Well Rewards will also reward you on your own time. Earn points every time you stay a night, dine in one of our restaurants or use any of our services. Reward points can be used as dollars off future visits to participating hotels.

Event Value	Points Value
\$250-449	\$10
\$500-749	\$25
\$750-999	\$50
\$1000 and up	Capped at \$75

We will reward you for up to 5 events per month. To find out more about Stay Well Rewards, visit us at www.staywellrewards.com

Membership is free!

www.parkregishotels.com





For the Planet

StayWell Hospitality Group and Park Regis Griffin Suites is dedicated to giving back to the environment through our Green Program. Each hotel in the group has a responsibility to ensure that its operations take into account the actual and potential impact on the environment.

Corporate Objectives

- To educate and train staff to become more energy conscious and improve their awareness on their impact on the environment.
- To be a good green corporate citizen
- To improve energy, water and waste management

Here at Park Regis Griffin Suites in the Food & Beverage Department we are focused on our commitment to sustainable development. We have implemented the following initiatives:

- waste sorting and recycling
- ECO—gentle cleaning products
- Use of recycled paper
- Organic products available
- Water savings

Please refer to our web site for further case studies and talk to our conference co-ordinator to see how we can assist you in being green next time you hold an event at Park Regis Griffin Suites.

www.parkregishotels.com

