

PARK REGIS GRIFFIN SUITES Conference Proposal



Thank you for your interest in considering the Park Regis Griffin Suites for your next event in 2019 / 2020.

Our conference kit outlines an array of services and options all designed to assist you in having a memorable event with us.

We believe in working with you to tailor an event exactly to your needs and working with you to ensure you and your guests receive the individual attention that you deserve.

As the entire hotel team is at your disposal we look forward to working with you on your next event.

I look forward to working with you and I can be contacted directly on gmprgs@parkregishotels.com.

Kind Regards

Anthony Phillips
General Manager
Park Regis Griffin Suites

PARK REGIS GRIFFIN SUITES

604 St Kilda Road, Melbourne, VIC 3004
Phone: +61 3 8530 1800 • Fax: +61 3 85301811
www.parkregisgriffinsuites.com.au



PARK REGIS
GRIFFIN SUITES • MELBOURNE

A BRAND OF StayWell HOSPITALITY GROUP

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Conference Proposal



Standard Day Delegate Package \$47.00 per person*

Package Inclusions

- Conference room from 8am – 5pm. *
- Room set to your requirements with conference stationary.
- Mints and chilled water replenished throughout the day.
- AV screen and projector
- One whiteboard, flip chart with markers.
- Food & beverage catering as outlined.

* This package is based on a minimum of 10 people. If numbers are below 10 people then room hire fee of \$150 per day will apply.

On Arrival

- Freshly brewed coffee and tea selection station.

Morning & Afternoon Break

Freshly brewed coffee and tea selection station with your choice of **one** of the following for each break.

- Banana bread
- Mini fruit muffins
- Mini baked quiche
- Sliced fruits
- Jam donuts

Working Lunch Buffet

Working lunch buffet consisting of

- Selection of fresh gourmet sandwiches and wraps
- Sliced fruits
- Juice selection

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Day Delegate Package Upgrades

Take the standard day delegate package and add the following upgrades.

- Hot individual bacon and egg muffins on arrival add \$5 per person.
- Seated buffet lunch in the restaurant consisting of three hot dishes, breads, steamed rice, two salads, fruit platter, cheese platter and juices add \$15 per person to the standard delegate package.

Non Packaged Events

Venue hire only

St Kilda Room \$150 full day

Albert Park Room \$150 full day

½ day available upon enquiry

Room Setup

Classroom Style

Boardroom

Cocktail Casual

U Shape Style

Theatre Style

Audio Visual Hire

Data Projector

CD Player

Additional Flip Chart

Additional Whiteboard

Conference Call Star Phone

included

\$25 per day

\$45 per day

\$35 per day

\$100 per day

Please note that we work in conjunction with an external audio visual supplier. We are happy to arrange quotes for any additional equipment that you may require upon request.

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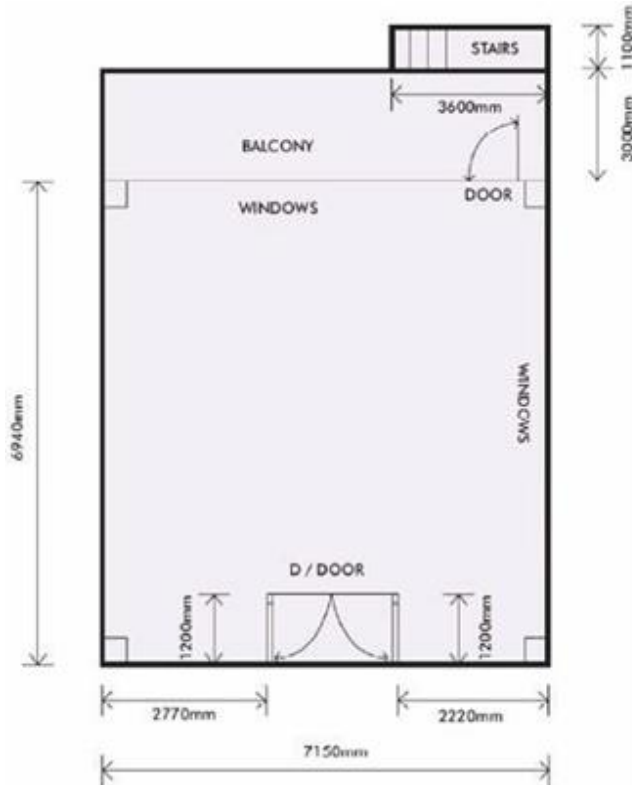
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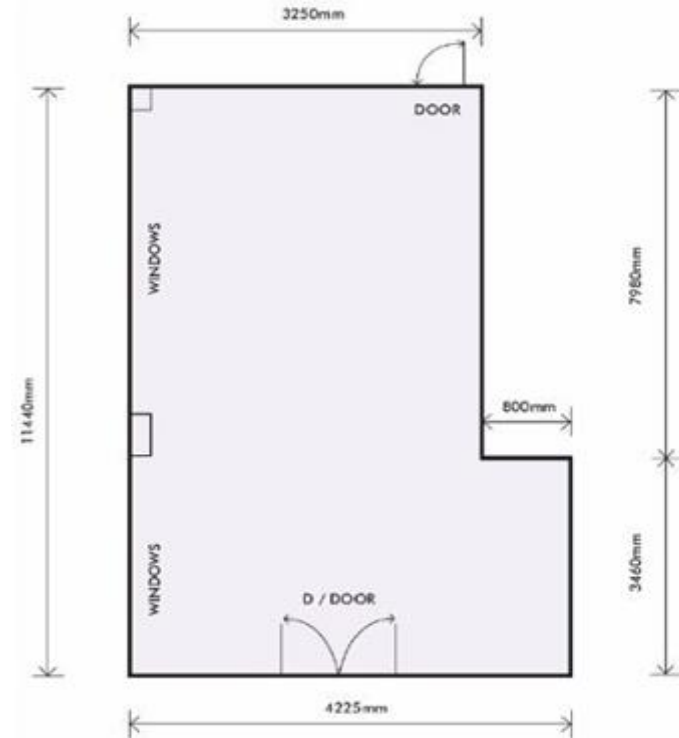


St Kilda Room



Theatre Style 50, Boardroom 20, Classroom 12, U-shape 11

Albert Park Room



Theatre Style 55, Boardroom 24, Classroom 15

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Cocktail Party Business Breakfast Canapes Private Lunch Private Dinner

Held in the hotels café or in the comfort of your private meeting room, drinks, canapes, a private dinner or business breakfast is great for team building, general business or to conclude your working day or week.

Standard Beverage Package

House wines, local beers, soft drinks & juices

One hour \$19 per person

Two hours \$29 per person

Three hours \$35 per person

Private Business Breakfast

A plated hot breakfast with platters of mini muffins, juices and tea or coffee start from \$29 per person.

Private Canape Networking Event

A private canape and drinks networking function can be organised and tailored to your exact needs. The hotel has an extensive menu of hot and cold canapes from \$19 per person.

Private Lunch or Dinner

A menu can be tailored to your exact requirements and budget be it a small private buffet, Chinese banquet or plated 1 or 2 course meal.



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Terms and Conditions

Dietary Disclaimer All dietary requests should be made with the hotel at least four business days prior to your event. We will take all reasonable care to prepare food for your guests in light of their requests but do not guarantee product to be allergen free. This is due to the hotel using external suppliers in terms of both fresh and prepared product.

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 event of licensing laws and to display diligent focus at the event in the behavior of all attendees. Our house policy is displayed in Purple Café and available when booking an event.

Car Parking is based on a first come first serve basis at \$20 per day. Parking is limited in the hotel and additional parking is utilized at Wilson's parking next to the hotel.

Final Numbers are required five (5) business days prior to your event.

Menu's must be finalised five (5) business days before your event.

Confirmation and Payment Full payment is required at the time of booking for all room hire only meetings in order to secure the event and space with the hotel. Meetings and events involving catering must be paid in full five (5) business days prior to your event. Park Regis Griffin Suites reserves the right to cancel your booking if payment is not made and further reserves the right to re-allocate you to another function room if your numbers are reduced and the original room is required by the hotel due to business demands.

Credit Card Surcharges will apply if settling your account with a credit card. Please check the information on your event order / invoice for the % charge in bank processing fees.

Cancellation The deposit is fully refundable if written notification of cancellation is received within 10 days prior to the commencement of your event. If the event is cancelled within 5 days notice the full amount will be charged. The ability to transfer an event to a date forward is available and subject to mutual agreement

Event Order / Invoice The event order / invoice serves as both the event order and payment invoice.

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