



**The Victoria Hotel Melbourne**  
215 Little Collins Street, Melbourne, VIC. 3000  
Tel: +61 (0) 3 9669 0078  
Facsimile: +61 (0) 3 9669 0003  
E-mail: [conference@victoriahotel.com.au](mailto:conference@victoriahotel.com.au)



# Conference Rooms

## Swanston Room

Located near the Hotel's main Lobby area, this graceful room retains many art deco features. Popular and versatile as a venue for receptions, dinners, conferences or theme nights.

**Room Hire**

**\$600.00 per event (per day)**

## Collins Room

Ideal for small meetings, seminars, boardroom lunches or private dinners. The Collins Room seats up to 20 delegates boardroom style.

**Room Hire**

**\$350.00 per event (per day)**

## Room Dimensions

**Note:** The Capacity stated below is an estimate only. This is dependant on clients' requirement.

	Swanston Room	Collins Room
Square Metres	157	56
Dimension	20.4 X 8.02	13.1 X 4.08
Theatre Set Up	250	50
Class Room Set Up	100	20
U Shape Set Up	60	20
Board Room Set Up	60	20
Banquet Set Up	150	30
Dinner Dance	110	Not Available
Cocktail Function	300	50
Buffet Set Up	150	30

## Audio Visual Requirements

Any special Audio Visual requirements you may have, can be arranged. Prices charged on application.

## Wireless Internet Access

Both our conference rooms have wireless internet connections available for your convenience. Charges apply for Internet access.

# Day Delegate Package

(Minimum 20 delegates)

\$49.50 per person

All Inclusive of the following:

## \* Conference Room Hire

## \* Equipment Hire

Includes the use of Portable Screen, Flip Chart (paper and markers included), Whiteboard, Notepads, Pens, Iced Water and Mints.

## \* Welcome Tea & Coffee

## \* Morning Tea (Please choose one item)

Served with freshly brewed coffee and a selection of tea.

- Freshly baked assortment of scones served with fresh cream and jams.
- Selection of home baked cookies and muffins.
- Assortment of healthy muesli bars and fruit bars.
- Selection of sweet pastries, éclairs, turnovers and fruit tarts.
- Selection of mini danishes and croissants accompanied with a selection of Jams.
- Selection of freshly sliced and whole fruits.

## \* Working Lunch (Please choose one item)

Served with Fresh orange juice, lemon squash, freshly brewed coffee and selection of tea. Completed with a fresh platter of sliced fruits.

- Fresh sandwiches and rolls accompanied with a selection of freshly baked muffins.
- Selection of baguettes and bagels filled with a variety of fresh ingredients accompanied with mini sweet pastry swirls and danishes.
- Delicious selection of fresh baked baby quiches, meatballs, mini pizzas accompanied with a variety of cake slices.
- Freshly made ribbon sandwiches with Chef's selection of fillings accompanied by a platter of Australian cheeses and dried fruits.
- Selection of fresh bread rolls filled with a variety of toppings, along with a selection of freshly prepared sushi rolls accompanied with a platter of sweet pastries.

## \* Afternoon Tea

- Freshly brewed coffee and a selection of teas.
- Assortment of cream biscuits.

**Additional selection is available at \$3.00 per item per person.**

## Accommodation

Our Conference Accommodation rates in our Heritage Rooms start from \$120.00 per room, per night, room only or \$132.00 per room, per night with a full buffet breakfast included each morning in Alice's Restaurant. These rates are subject to availability and are not valid during peak Events.

# Catering Choices

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**Arrival Tea & Coffee** **\$3.50 per person**

**All Day Tea & Coffee** **\$9.50 per person**

**Tea, Coffee & Cream Biscuits** **\$5.50 per person**

**Refreshment (Please choose one item)** **\$12.00 per person**

Served with freshly brewed coffee and a selection of tea.

- Freshly baked assortment of scones served with fresh cream and jams.
- Selection of home baked cookies and muffins.
- Assortment of healthy muesli bars and fruit bars.
- Selection of sweet pastries, éclairs, turnovers and fruit tarts.
- Selection of mini danishes and croissants accompanied with a selection of Jams.
- Selection of freshly sliced and whole fruits.

**Additional selection is available at \$3.00 per item per person.**

**Working Lunch (Please choose one item)** **\$22.50 per person**

Served with Fresh orange juice, lemon squash, freshly brewed coffee and selection of tea.

Completed with a fresh platter of sliced fruits.

- Fresh sandwiches and rolls accompanied with a selection of freshly baked muffins.
- Selection of baguettes and bagels filled with a variety of fresh ingredients accompanied with mini sweet pastry swirls and danishes.
- Delicious selection of fresh baked baby quiches, meatballs, mini pizzas accompanied with a variety of cake slices.
- Freshly made ribbon sandwiches with Chef's selection of fillings accompanied by a platter of Australian cheeses and dried fruits.
- Selection of fresh bread rolls filled with a variety of toppings, along with a selection of freshly prepared sushi rolls accompanied with a platter of sweet pastries.

**Additional selection is available at \$3.00 per item per person.**

# Menu Selection

Two Course	Three Course	Buffet (Cold & Hot)	Kids Menu
\$34.00 per person	\$44.00 per person	\$47.00 per person	\$19.50 per person

## Includes:

- Bread rolls
- Freshly brewed coffee and tea

## Entrées

### Caldo Verde

Potato and green vegetable soup with garlic and chorizo

### Sweet Corn, Pumpkin and Coconut Milk Soup

### Chicken Quenelles and Watercress Soup

### Mushroom Soup with Barley and Wild Rice

a hearty soup with root vegetables, leek and herbs

### Shrimp and Okra Gumbo

authentic Cajun soup stew with vegetables, smoked sausage, rice and Cajun spices

### Potato Rösti, Smoked and Seared Salmon

With baby cress, dill and honey aioli

### Arrow Squid Fritters in a Lemon Pepper and Semolina Crust

with sweet chilli and kaffir lime mayo

### Tandoori Chicken and Vegetable Samosa

with mint yoghurt

### Lamb Spring Roll

with mint chilli yoghurt

### Suppli Misti

stuffed risotto ball with peas and cheese, breaded broccoli ball with cheese filling, and eggplant ball frittelle, served with sundried tomato aioli

### Lasagna Fiorentina

baked with spinach Alfredo, ricotta cheese and tomato basil sauce

### Frittata Primavera

vegetable frittata with orzo pasta, cheese and herbs

**Additional selection is available at \$4.00 per course, per person.  
Extra Course selections are served 50/50.**

# Mains

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## **Duo of Beef Mignonettes and Potato Galette**

fillet mignon wrapped in bacon with mixed mushroom sauce, braised beef cheek with Port Wine

## **Lamb Tenderloin Wellington**

wrapped in prosciutto with kidney and mushroom duxelles, cooked in puff pastry, served with port wine reduction

## **Brochette of Veal with Prosciutto and Sage**

Served on mushroom wild rice mix and lemon sage sauce

## **Rack of Lamb, Tuscan Sausage and Pumpkin Risotto Cake**

served with wilted baby spinach and rosemary lamb jus

## **Roast Pork Scotch Fillet with Five Spices**

wok-fried green beans and roast kumara

## **Grilled Chicken Breast with Prosciutto and Parmesan**

scant napped with Napoli sauce and polenta gnocchi

## **Stuffed Breast of Chicken with Nuts and Fruity Couscous**

baked and served on a bed of stuffing and vegetables

## **Oven-baked Lamb Fillet and Rosemary & Honey Sauce**

encrusted with cashew nut, served with carrot and beetroot jam

## **Moroccan Chicken Breast with Dukkah**

pan fried and served with Chaka couscous

## **Roast Pork Loin with Sichuan Pepper and Apple Relish**

accompanied with Inca quinoa

## **Mediterranean Yellow Fin Tuna with Citrus Beurre Blanc**

lightly pan fried with herbs, served with chives and cream cheese mash

## **Lightly Roasted Atlantic Salmon Teriyaki**

served with mizuna and orzo cake

## **Baked Atlantic Salmon with Zucchini & Wasabi Potato Cake**

with balsamic beurre blanc

**Additional selection is available at \$4.00 per course, per person.  
Extra Course selections are served 50/50.**

# Desserts

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## **Crema Catalana and Strawberry & Cheese Friands**

Spanish crème brulée topped with burned sugar

## **Tiramisu Freddo**

Savoardi with a filling of chocolate, espresso and mascarpone cheese

## **Silky Lemon and Honey Cream Pot with Pastry twists**

## **Coffee Crème Brulée**

with almond biscotti

## **Quenelles of Date, Plum & Apricot**

Fried potato dumplings with stone fruits filling and white wine sabayon

## **Orange and Almond Bavaroise**

Bavarian cream with chocolate sauce

## **Soft-centred Chocolate Pudding**

with pistachio Ice Cream

## **Sticky Date cheesecake slice**

with caramel fudge sauce

## **Poached Pear and Frangipane Tart**

with chocolate sauce

## **Bread & Butter Cheese pudding**

baked with sliced croissants in Philly cheese custard

## **Mango Trifle**

layered with pastry cream and Savoardi

## **Baked Vanilla Ricotta, Ginger & Figs Turkish Delight**

with honey sauce

**Additional selection is available at \$4.00 per course, per person.  
Extra Course selections are served 50/50.**

# Kids Menu

Children aged 3 to 12

Please choose one Main and one Dessert

## Mains

Fish, Chips and Salad  
Spaghetti Bolognaise  
Open Hamburger and Fries  
Vegetable Spring rolls with Fried Rice

## Desserts

Ice cream with chocolate topping  
Frog in a pond  
Mini pavlova with fruit  
Fruit salad

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Whatever the Occasion, our team of Chefs are prepared to make your occasion a memorable one. Our Chefs are able to cater to any dietary requirements such as vegan, vegetarian, sugar free or gluten free meal options.

If you do require special dietary requirements, please discuss them with our friendly Catering staff.



# Beverages

We can offer a number of beverage packages to suit all budgets starting from \$16.00 per person.

## Beverage Package Includes:

- \* Bancroft Bridge Chardonnay
- \* Bancroft Bridge Riesling
- \* Carlton Draught
- \* Orange Juice
- \* Bancroft Bridge Shiraz Cabernet
- \* Bancroft Bridge Brut N.V.
- \* Hanh Premium Light
- \* Variety of Schweppes Soft Drinks

<b>1 Hour Package</b>	<b>\$16.00 per person</b>
<b>2 Hour Package</b>	<b>\$24.50 per person</b>
<b>3 Hour Package</b>	<b>\$29.50 per person</b>
<b>4 Hour Package</b>	<b>\$33.50 per person</b>
<b>5 Hour Package</b>	<b>\$37.50 per person</b>

Aperitifs, spirits and liqueurs are available upon request and charged on a consumption basis only. We are also able to offer a selection of delicious and fun cocktails for that special celebration. All cocktails are charged on a consumption basis with prices on application.

## Drinks List on Consumption

<b>Beers</b>	Carlton Draught	\$5.60	
	Victoria Bitter	\$5.60	
	Pure Blonde	\$6.50	
	Crown Lager	\$7.50	
	James Boags Premium	\$7.50	
	Toohey's Extra Dry	\$7.00	
	Corona	\$8.00	
	Heineken	\$8.00	
	Bulmers Cider Original	\$6.00	
	Hanh Premium Light	\$4.50	
<b>Spirits</b>	House Spirits	\$6.50	
	Premium Spirits	\$7.50	
	Liqueur	\$7.00	
<b>Soft Beverage</b>	Soft Drinks	\$2.50	
	Orange Juice	\$3.50	
	Lemon Lime & Bitters	\$3.50	
<b>White Wines</b>	Bancroft Bridge Chardonnay	\$5.00 glass	\$22.00 bottle
	Bancroft Bridge Riesling	\$5.00 glass	\$22.00 bottle
	3 Tales 2008 Marlborough Sauv Blanc	\$7.50 glass	\$30.00 bottle
	Windy Peak Chardonnay	\$7.00 glass	\$28.50 bottle
<b>Red Wines</b>	Bancroft Bridge Shiraz Cabernet	\$5.00 glass	\$22.00 bottle
	Deen De Bortoli Vat 9 Cabernet Sauv	\$6.50 glass	\$28.00 bottle
	Windy Peak Cabernet Merlot	\$7.00 glass	\$28.50 bottle
	Penfolds Koonunga Hill Shiraz Cab		\$32.00 bottle
<b>Sparkling</b>	Bancroft Bridge Brut N.V.	\$5.00 glass	\$22.00 bottle

# Canapé Selection

Whatever the occasion, The Victoria Hotel will make your special event a memorable one. Select from a delicious range of platters or choose from our set menu options.

Cold Canapé	Hot Canapé	Asian Canapé
\$30.00 per platter	\$27.00 per platter	\$37.50 per platter

## Cold Canapé (25 pieces per platter)

Nori Rolls  
 Rare Roast Beef with Mustard  
 Vegetable Crudités with a Variety of Dips  
 Spicy Chicken in a Pastry Cup

Chicken & Mango Salsa  
 Brie & Sun Dried Tomato  
 Bruschetta

## Hot Canapé (25 pieces per platter)

Mini Spring Rolls  
 Spicy Meatballs & Chilli Sauce  
 Spinach & Ricotta Triangles  
 Chicken Drumettes with Honey Soy Dip  
 Beef Satay Skewers

Mini Dim Sims  
 Samosas  
 Assorted Mini Quiche's  
 Cocktail Frankfurts  
 Chicken Satay Skewers

## Asian Canapé (25 pieces per platter)

Thai Chicken & Mushroom Tarts  
 Vegetable Spring Rolls  
 Crumbed Prawn Cutlets  
 Fish Cakes

Money Bags  
 Curry Puffs  
 Spicy Chicken Wings  
 Satay Skewers

## Packages

Canapé set menus require a minimum of 40 people.

Six Items	Eight Items	Ten Items
\$15.50 per person	\$19.50 per person	\$22.50 per person

# Terms and Conditions

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To enable us to maintain high quality service and to ensure the satisfaction of all of the Hotel's guests, the following terms and conditions are applicable to your event. Please read these carefully and if you have any questions please contact one of our representatives.

In these terms and conditions the following definitions apply.

- Event Order** means the event order attached to these terms and conditions setting out the details of your event.
- Deposit** means the amount specified in the Event Order or if no amount is specified then 20% of the Estimated Event Charge including all accommodation, food and beverage and associated charges.
- Event Charge** means the total of the room hire, food and beverage account, delegate and organiser accommodation, any surcharges applicable and any other amounts payable arising from the event.
- Event Date** means the time and date of your event specified in the event order.

## Security

For the safety of all functions guests, Security is compulsory for functions held at the Victoria Hotel, where alcohol is served.

Security is booked on your behalf and charged at \$35.00 per hour, per guard. The ratio for security is two guards for the first 100 guests and then one guard for every 100 guests thereafter.

Security charges apply for the whole duration of the function and an additional half an hour after the function finish time.

## Booking and Deposit

The Hotel will provide the details of your booking in writing with all applicable charges highlighted for your perusal. To confirm your booking, you must provide a valid Credit Card details and a deposit equal to 20% of the event charge, inclusive of all accommodation, food and beverage, room and equipment hire costs must be paid to the Hotel within 30 days of your proposed event. You must also return the signed event order and a signed copy of these Terms and Conditions to the Hotel.

The Hotel may request full payment of the total anticipated cost of the event and associated accommodation for larger events, or events booked during various periods of high demand.

## Payment

You must pay the estimated event charge in full five (5) business days prior the event. Any outstanding amounts must be paid at the start of the functions on the event date. Any other charges incurred during the course of the event will be charged to your account. Any outstanding balances should be paid prior to you vacating the function room, unless prior arrangements have been made.

The Hotel may extend a credit arrangement to you but you should apply for such an arrangement at the time of booking. The Hotel reserves the right to refuse credit to any organisation or individual. If the Hotel approves the credit application, an invoice will be provided to you at the end of your event or mailed out to you. The invoice must be paid within 14 days of receipt of the invoice as per any credit arrangement. If the Hotel accepts a credit arrangement, you will be required to provide a signed unlimited credit card authorisation or other form of security acceptable to the Hotel to cover the full amount of the event charge. If the invoice for the event charge is not paid within 14 days of receipt of the invoice, the event charge will be debited to the credit facility you have provided to us.

## Refunds

Any refunds will be processed by our accounts department and returned to you within 14 days.

## Charges and GST

The event charge will be based on the rates quoted on the event order, unless you require changes to your event. In which case the Hotel will advise you of any changes to the event charges.

All rates are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods and Services) Tax Act 1999. In any additional or increased taxes or levies are introduced after the event order has been presented and signed by you or your representative, the Hotel reserves the right to ensure payment of any further or increased State or Commonwealth legislated taxes.

## Surcharges

Additional surcharge costs may apply to your event. If applicable, these will be detailed in your event order.

1.5% surcharge applies to all Credit Card transactions.

## Function Cancellation

All deposits paid are non refundable if cancellation of the event is less than thirty (30) days from the agreed date of the event. In addition, the following cancellation fees will apply if cancel the event:

<b>Less than 30 days notice</b>	Unless otherwise stated in the event order the deposit shall be forfeited.
<b>Between 30 and 7 days</b>	In addition to the deposit (which will be forfeited) you will pay an additional 20% of the estimated function charge. Unless the function room is rebooked, in which case the hotel may waive whole or part of the cancellation fee.
<b>Less than 7 days</b>	In addition to the deposit (which will be forfeited) you must pay the hotel the total balance of these estimated event charge. Unless the function room is rebooked, in which the hotel may waive whole or part of the cancellation fee.

## **Rooming Lists, guest numbers and charges for reduced numbers**

1. The Hotel will state the expected number of guest and number of hotel rooms booked in the event order.
2. Once the booking is confirmed by your deposit, the Hotel allows a reduction of up to 20% of the number originally booked guests and accommodation detailed in the event order to occur without penalty. Any reduction in excess of 20% of the original booking will be treated in the same manner as cancellations as described above and charged accordingly unless special arrangements have been made in advance with the hotel.

## **Function Detail**

Preliminary event details, including accommodation will be outlined in the event order. You need to confirm all details as soon as possible, but no later than 30 days prior to the event. The hotel will complete a final event order and detailed rooming list and forward it to you in no less than fourteen (14) days prior to the event date. You need to sign and return this sheet to the hotel as final confirmation of all event details within 7 days receipt or 7 days prior to the event, whichever is the earliest.

## **The prior approval of the Hotel is required for the following:**

- All plans and designs for any exhibitions or displays that you propose to stage or present during your event, which must be provided to the hotel for approval at least 10 business days before your event.
- Displays of any kind intended to be located outside the designated event room.
- Attaching anything by nails, screws or adhesive in any way to any wall, door or other part of the hotel.
- Advertising in relation to the event which includes references to the hotel.
- The use of some machines, special balloon effects and or pyrotechnics due to the effect on the hotel smoke detectors. Should the fire brigade respond to an alarm in the function room, which has been set off by an unauthorized use of smoke machine, special balloon and or pyrotechnics, you will be liable for any charges incurred by the Hotel.
- You are responsible for costs involved in ensuring set up and breakdown time of the event room. All deliveries to the Hotel must be advised to the hotel prior to delivery. All deliveries should be clearly marked with your details and the event date.

## **Conduct of the Function**

Unless otherwise agreed by the Hotel, your event must be finished at the time specified in the Event Order. Your event must be conducted in an orderly and lawful manner. The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner. The Hotel has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hotel's termination of your event. The Hotel may remove or deny entry to anybody being disruptive or acting in a disorderly manner. No food or beverages of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel. The Hotel practices principles of responsible service of alcohol. Intoxicated person will not be served alcohol and may be removed from the premises. You are not permitted to exceed any noise levels, which in the opinion of the Hotel, may disturb other guests of the Hotel or disrupt the normal operations of the Hotel. You must ensure that you and your guests and invitees at your event do not breach any statutes, by-laws, or regulations including the Hotel's liquor licence and fire regulations.

## **Substitution of Function Room**

The hotel may assign an alternative function room for your event if the appointed function room is unavailable for any reason or the Hotel believes the appointed function room is no longer appropriate. The Hotel will, where possible, consult with you before making any changes.

## **Circumstances beyond the control of the Hotel**

If the Hotel is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages or expenses that you may suffer or incur.

## **No Responsibility**

The Hotel is not to be held responsible for:

- The theft, damage or loss of any goods brought into the hotel; or
- Any introduction of food into the event and the effect of it afterwards

The preferred car park of the Hotel is a public car park. The Hotel is not responsible for any theft, damage or loss to any goods that may occur within this car park.

## **Indemnity**

You are responsible for any must indemnify the Hotel for:

- Loss or damage to the Hotel arising out of your use, or any person attending the event and/or room accommodation.
- Any additional cleaning requirements, which the hotel considers to be in excess of general cleaning; and
- Claims by any person for loss, injury death or damage of any kind arising from your use, or persons attending the event and/or room accommodation, which is caused by your negligence or that of persons attending the event.

## **Agency**

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for payment of the event. If the event is being booked by an agent on behalf of a third party, the third party must also sign these terms and conditions. Alternatively, the agent must provide to the hotel written authorization from the third party which;

- Confirms the agent is authorised to sign these terms and conditions;
- Confirms the third party will be liable to the Hotel, in addition to the agent, for payment of the event, including any cancellation fees, notwithstanding that they have not personally signed these terms and conditions; and
- Acknowledges that a commission or incentive or fee may be payable or being paid by the Hotel to the agent.

# Important Note

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Please read these terms and conditions carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative.

If you have read these terms and conditions set out above and accept them, please sign the terms. In signing the terms, they are binding upon you.

**These Terms and Conditions are accepted.**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please fax this completed form to 03 9669 0003**



# Method of Payment

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Valid Credit Card details must be provided to confirm your booking.

Please circle one of the following:

Credit Card

Cheque

Direct Deposit

Amount to be paid: \$ \_\_\_\_\_

## For Credit Card Payment:

Please note that 1.5% surcharge applies to all Credit Card transactions.

Credit Card Type: \_\_\_\_\_

Credit Card Holder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Expiry Date: \_\_\_\_\_

Credit Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Cheque Payment:

Cheques must be made payable to "The Victoria Hotel Melbourne"

Address: The Victoria Hotel Melbourne

215 Lt. Collins Street

Melbourne, Vic. 3000

## For Direct Deposit Payment:

Please call The Victoria Hotel's Accounts Department on 03 9669 0036 to request for the Hotel's Bank Account details.

Please fax this completed form to 03 9669 0003

