



The Victoria Hotel Melbourne, an All Seasons Hotel
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



2009

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 in 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)

\$49.00 per person

All Inclusive of the following:

* **Conference Room Hire**

* **Equipment Hire**

Includes 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.

Residential Package

Residential packages start from \$115.00 per room, per night. The package includes a full buffet breakfast each morning in Alice's Restaurant.

Catering Choices

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
\$32.00 per person	\$42.00 per person	\$45.00 per person	\$17.50 per person

Includes:

- Bread rolls
- Freshly brewed coffee and tea

Entrée

Thai curried Pumpkin Soup

Curried Zucchini and Sweet Potato Soup

Moroccan Spiced Chickpea and Roasted Pumpkin Soup

Minestrone with Pesto

Tuscan Chicken Panzanella

Marinated chicken breast with olive pesto set upon a tomato salad with cucumber, red onion, cracked wheat and rocket

Salt 'n' Lemon Pepper Calamari

Served with chilli and kaffir lime aioli set on a wild roquette salad

Tandoori Chicken Salad

Tossed with tomato, cucumber, roasted red onion and a light mint yoghurt dressing

Seafood Hors D'oeuvre

Smoked salmon, gulf prawn cocktail and baby octopus with dill & honey panna cotta

Roasted Duck and Shiitake Spring Rolls

Served with wild roquette & pear salad and chilli plum dipping

Seared Salmon Miso on Green Tea Noodle

Served with wasabi and seaweed dashi sauce

Crispy Wonton Prawns with Pawpaw and coriander salsa

Served on Mizune salad and Tomato date chilli jam

Trio Cheese Torta

Served with Caramelised Onion & Roasted Pumpkin and Sweet Potato

Pumpkin Ravioli

Tossed with roasted capsicum, rocket, pine nuts and roasted pumpkin broth

Lasagna alla Fiorentina

Baked with spinach alfredo, ricotta cheese and tomato basil sauce

Lamb Salata

Marinated lamb pieces with mint yogurt and baba ghanoush atop mixed salad with cos lettuce, tomato, cucumber, croutons, and lemon dressing

Prawn in Rice Paper Rolls

Filled with Vietnamese herbs, shaved roasted pork and Asian vegetables, served with a spicy peanut dipping

Thai Pork Salad

Pork scotch fillet marinated with lemon grass and mint, grilled and set on fresh pineapple, served with cucumber salad and lime chilli dressing

Mains

Mignonettes of Beef Fillet

Beef cheek jus served with Leek & potato gratinée

Pan fried Cajun Chicken Breast

Served with Melon Salsa, lime yogurt and spicy potato wedges

Involtini Siciliana

Veal scaloppini rolled with prosciutto, pine nut and sultana, flamed with Marsala, served with linguini and fresh tomato salsa

Mediterranean Lamb

Tender leg pieces slowly cooked with Mediterranean vegetables, herbs, olives and fetta, served with risotto risi bisi cake

Pork Fillet in pastry

Served with a filling of brie and mushroom duxelle, served with port wine reduction

Oven-baked Tandoori Rack of Lamb

Served with spicy du puy lentils, roasted pumpkin and sweet potato

Braised Beef Cheeks with Peppered Bread dumpling

Slowly cooked with vegetables herbs, port and red wine

Royal Salmon in Filo Pastry

Baked Atlantic salmon with a filling of chive and garlic aioli, served with lime beurre blanc and julienne of vegetables blanched in white wine

Chicken Breast Stuffed with Trio Mushrooms, Brie and Walnuts

Served with leek and potato ragoût and Vincotto

Roasted Yellowfin Tuna Steak Chermoula

Served with vegetables tagine and Jumbo couscous

Grilled Chicken Breast Chermula

Marinated in mild Moroccan spices and lemon juice, seasoned with dukkah, served with vegetables tagine and jumbo couscous

Chicken Mediterranean

Oven roasted breast of chicken filled with ricotta, sun-dried tomato, spinach and pine nuts, served with potato and leek ragout, medley of seasonal vegetables

Pot-Roasted Leg of Lamb

Slowly cooked in red wine and Asian spices, accompanied with spinach and red lentil dhal, medley of seasonal vegetables

Jamaican Jerk Pork

Pork fillet marinated with mild spice rub, barbecued and glazed with honey mustard, served with kumara puree and black bean mojos

Salmon Atlantica

Lightly roasted, served with salsa verde, champ and seasonal vegetables

Roast Prime Porterhouse

Marinated with wholegrain mustard, served with bubble and squeak, caramelised onion and shiraz reduction

Fillet of Beef Wellington

Wrapped with prosciutto and mushroom pate duxelle, served with mushroom sauce, potato with greens stoemp and seasonal vegetables

Vegetable Green Curry with Tofu

Served with coconut jasmine rice and vegetable spring rolls

Desserts

Orange and Macadamia nut Pudding

Served with Caramel sauce

Peach and Mixed Berry Tartlet

With almond custard filling and strawberry coulis

Apple and Blueberry Crumble

Served with Walnut Maple Cream

Cheese Cake

Served with Macerated Berries

Crème Brûlée tart with Blueberries

Served with a golden sugar crust on the top

Ballerina Pavlova

Served with passionfruit curd, yoghurt cream and seasonal fruits

Strawberry Sandwich

Layered with almost shortbread, marinated strawberries, kirsch cream and strawberry sauce

Choc Orange Mousse Tart

Served with caramelized orange

Coconut Pancakes

Rolled pancakes with a coconut and palm sugar filling

Ricotta Blintzes with Orange Blossom Honey Sauce

Baked crepe parcels with ricotta, honey and sultana filling, sprinkled with pine nuts

Peanut Butter and Chocolate Brownie

Served with vanilla ice cream

Vanilla Panna Cotta with Exotic Fruit Salad and Mango Coulis

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

Mains

Fish, Chips and Salad
Spaghetti Bolognese
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

Whatever the Occasion, our team of Chefs are prepared to make your occasion a memorable one. Chef is 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 \$15.00 per person.

Beverage Package Includes:

- * Bancroft Bridge Chardonnay
- * Bancroft Bridge Riesling
- * Toohey's New
- * Orange Juice
- * Bancroft Bridge Shiraz Cabernet
- * Bancroft Bridge Brut N.V.
- * Hanh Premium Light
- * Variety of Schweppes Soft Drinks

1 Hour Package	\$16.00 per person
2 Hour Package	\$19.50 per person
3 Hour Package	\$24.50 per person
4 Hour Package	\$28.50 per person
5 Hour Package	\$32.50 per person

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

Beers

Carlton Draught	\$5.50
Victoria Bitter	\$5.50
Crown Lager	\$7.00
James Boags Premium	\$7.00
Toohey's Extra Dry	\$7.00
Becks	\$7.50
Corona	\$7.50
Heineken	\$7.50
Strongbow (Original or Sweet)	\$5.00
Hanh Premium Light	\$4.50

Spirits

House Spirits	\$6.50
Premium Spirits	\$7.50
Liqueur	\$7.00

Soft Beverage

Soft Drinks	\$2.50
Orange Juice	\$3.50
Lemon Lime & Bitters	\$3.50

White Wines

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

Red Wines

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	\$32.00 bottle
Penfolds Koonunga Hill Shiraz Cab		\$32.00 bottle

Sparkling

Bancroft Bridge Brut N.V.	\$5.00 glass	\$22.00 bottle
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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

Term and Conditions

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.

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, 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 if 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:

Less than 30 days notice	Unless otherwise stated in the event order the deposit shall be forfeited.
Between 30 and 7 days	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.
Less than 7 days	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 indemnity 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

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



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Payment Method

Please complete and return to the Victoria Hotel for processing.

Payment Method: Please tick box / fill out Amount: 20% deposit: () or Full Payment: () Credit Card: <input type="checkbox"/> Cheque: <input type="checkbox"/> Direct Deposit: <input type="checkbox"/>
Credit Card Details: M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DIN <input type="checkbox"/> B/C <input type="checkbox"/> Exp: _____ / _____ Credit Card No: _____ Credit Card Holder Name: _____ Credit Card Holder Signature: _____
Cheque Details: Cheque Number: _____
Direct Deposit: Please call on 03 9669 0036 for Bank Account details

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

Please fax this completed form to 03 9669 0003



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