



MELBOURNE
GLEN WAVERLEY

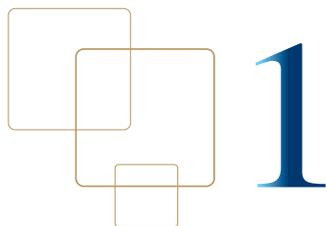


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VENUE AND MEETING ROOMS



200 ACCOMMODATION ROOMS, 6 MEETING ROOMS

Location and Facilities

Completing a multi-million dollar refurbishment program in 2012, the 4.5 star Novotel Melbourne Glen Waverley hotel offers a contemporary new design with new advances in in-room technology.

Offering 200 stylish accommodation rooms, Infusion Restaurant and Bar, Health Club including indoor heated pool and saunas, conference and exhibition space and secure on-site undercover car parking, the hotel is perfectly positioned for business or leisure.

Novotel Melbourne Glen Waverley is one of the most successful event, meeting and conference venues outside of the Melbourne CBD. The Conference Centre offers 7 multi-purpose meeting rooms, catering for up to 200 people for dinner, 250 people theatre style or 300 people for a cocktail party.

With direct access from the Ballroom to the outdoors, large event sets incorporating trade booths or even vehicles, are made easy by driving directly into the Conference Centre.

Refreshing breaks are enhanced with varied, balanced options, espresso pod-style coffee and quality tea selection. Take a break from the conference centre and relax over lunch in Infusion Restaurant.

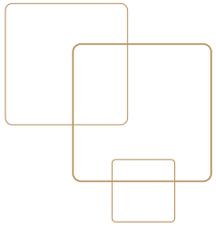
The hotel offers one of the best meeting venues in Melbourne, including state of the art audio visual equipment, pillar-less and divisible meeting rooms and a personalised event management team. Novotel Melbourne Glen Waverley Hotel is the perfect location for your next event.

Features

- Prime location at the gateway to the south east corridor
- Adjoining access to Century City Walk entertainment complex
- 200 modern and well appointed guest rooms
- 7 individual meeting rooms and total capacity for 300
- Personalised event management team
- All conference rooms feature pillarless design
- Broadband wireless and ISDN connections
- Dedicated audio visual company on site
- Large pre-function area
- Business Centre service available
- Complimentary use of heated pool, sauna and gymnasium
- Onsite undercover parking available
- External loading bay with direct access to Ballroom
- Ballroom with capacity to display a full sized car with ample meeting room space to spare



VENUE AND MEETING ROOMS



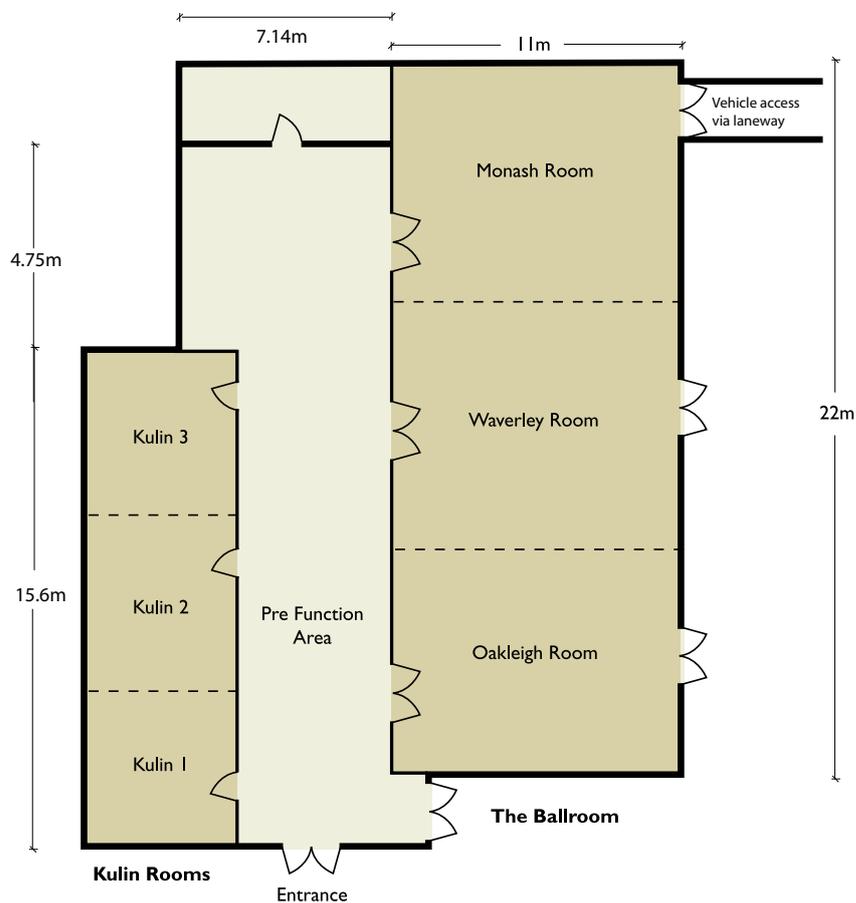
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CONFERENCE ROOM CAPACITY

Room Name	Height (m)	Area m ²	Theatre	Classroom	Banquet w/o Dance Floor	Banquet with Dance Floor	Cabaret	Boardroom*	U-Shape	Cocktail	Exhibition 2x2 Booths
1 Kulin Room	3.3	25	24	12	10	n/a	8	12	11	25	2
Kulin Room 1 & 2	3.3	50	50	18	30	n/a	24	22	20	50	4
Kulin Room 1, 2 & 3	3.3	75	72	36	50	40	40	40	35	70	9
Eureka Room	3.48	45	42	n/a	10	n/a	n/a	20	n/a	45	n/a
1/3 Ballroom	4.0	77	75	36	50	40	40	30	32	90	8
2/3 Ballroom	4.0	154	150	60	120	80	96	n/a	41	200	16
Ballroom	4.0	242	275	96	200	160	160	n/a	n/a	300	24

*Note: Open Boardroom setup - take off two capacities.
Ballroom loading bay with access via rear laneway is 2.14 metres wide and 2.41 metres high.

FLOOR PLANS





DAY DELEGATE PACKAGE



DAY DELEGATE PACKAGE

FROM \$80.00 PER PERSON (TUESDAY - THURSDAY)

FROM \$75.00 PER PERSON (MONDAY AND FRIDAY)

FROM \$65.00 PER PERSON (SATURDAY AND SUNDAY)

Inclusions

- Freshly brewed coffee and tea on arrival
- Morning tea including freshly brewed coffee and tea served with one choice of Danish pastries, muffins, lamingtons, jam donuts, muesli slice, sliced seasonal fruit or scones with jam and cream
- Chef's lunch selection served in Infusion Restaurant with freshly brewed coffee and tea, soft drink and juice
- Afternoon tea including freshly brewed coffee and tea served with a selection of gourmet biscuits, sliced seasonal fruit or brownies
- Function room set up, Novotel note pads, pens, iced water and mints
- 1 x whiteboard, 1 x flipchart and 1 x screen



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BREAKFAST MENUS

Breakfast is available every morning in our restaurant, Infusion. Any of the menus below can be served to your group in a private room.

Continental Breakfast \$25.00 per person

- Fresh fruit juices
- An assortment of cereals
- Toasted bircher muesli
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Freshly brewed tea and coffee

Full Australian Breakfast \$33.00 per person

- Fresh fruit juices
- An assortment of cereals
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Freshly brewed tea and coffee

And your choice of one of the following plated dishes:

- Scrambled eggs, bacon, breakfast sausages, sautéed mushrooms, grilled tomatoes and hash browns
- Smoked salmon with scrambled eggs served on an English muffin
- Spinach and cheese frittata served on white toast with sautéed mushrooms, grilled tomatoes and hash browns
- Scrambled eggs, spinach and hollandaise sauce on toasted vienna



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BREAKFAST MENUS - CONTINUED

Full Australian Breakfast \$30.00 per person

(Served Buffet Style - Minimum 30 people)

- Fresh fruit juices
- An assortment of cereals
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Bacon
- Sautéed mushrooms
- Grilled tomatoes
- Hash browns
- Scrambled eggs
- Freshly brewed tea and coffee

Healthy Choice Breakfast \$35.00 per person

(Maximum 30 people)

- Fresh fruit juices
- A platter of seasonal fruits
- Toasted bircher muesli
- Fruit yoghurt
- Dried fruit and nuts
- Fruit and honey smoothies
- An individually plated soft poached egg, wilted spinach, grilled mushrooms and roma tomatoes on light rye bread



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LUNCH MENUS

Option 1 - Working Lunch **\$30.00 per person**

(Served in the Pre-Function Area)

- An assortment of mini rolls and finger sandwiches
- Chef's selection of one salad
- Potato wedges served with sour cream
- Sliced seasonal fruit and cheese platters
- Chilled fresh fruit juices and soft drinks
- Freshly brewed coffee and tea

Option 2 - Ploughman's Lunch **\$39.00 per person**

(Served in Infusion Restaurant - Maximum 25 people)

- Starter – A selection of antipasto and cured meats
- Ploughman's style lunch which may include the following:
 - Beef and chicken
 - Fish and beef
 - Fish and chicken
- Selection of salads and sides
- Selection of fruit and dessert platters
- Chilled fresh fruit juices, soft drinks and freshly brewed coffee and tea

Option 3 - Buffet Lunch **\$39.00 per person**

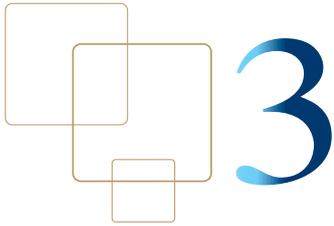
(Served in Infusion Restaurant - Minimum 25 people)

Chefs selection of the below:

- 2 x hot meat dishes
- 1 x vegetarian dish
- Potatoes/rice
- Steamed vegetables
- 2 x assorted salads and dressing
- Cold meats platter
- Cheese and fruit platter
- Mixed desserts
- Chilled fresh fruit juices, soft drinks
- Freshly brewed coffee and tea



CATERING MENUS



COFFEE BREAKS

Coffee and Tea **\$4.50 per person**

- Kick start the day with a cup of freshly brewed coffee or tea

Coffee and Tea and Gourmet Biscuits **\$8.00 per person**

- Freshly brewed coffee and tea served with a selection of gourmet biscuits

Continuous Coffee and Tea **\$10.00 per person (half day)**

\$16.00 per person (full day)

- Freshly brewed continuous coffee and tea for a half day or full day

Morning or Afternoon Tea **\$9.50 per person**

- Freshly brewed coffee and tea served with **one choice** of Danish pastries, muffins, lamingtons, jam donuts, muesli slice, sliced seasonal fruit or scones with jam and cream

Light Snacks **\$15.00 per person**

- Freshly brewed coffee and tea served with a platter of assorted sandwiches

\$20.00 per person

- Freshly brewed coffee and tea served with a platter of assorted sandwiches and platter of sliced seasonal fruit



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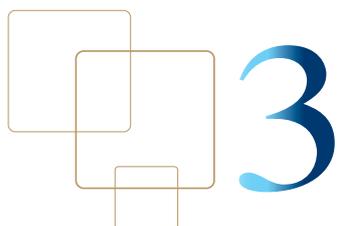
LUNCH, DINNER AND COCKTAIL MENUS

For food as good as it looks, our versatile dinner menus are designed to satisfy even the fussiest eater in any group. We have begged, borrowed and stolen some of the best “tried and tested” dishes from our hotels from all around the world. So if you want to sit down for a gala dinner or stand up for dinner we have a menu to suit you.

- Pre Selected Menus
- Lunch and Dinner Menus
- Buffet Menus
- Cocktail Parties
- Beverage List

Tips for Perfect Dinners, Product Launches and Special Events

- Arrive a little early for pre-dinner drinks. Relax at the bar for some pre-dinner or post-conference drinks. A great way to unwind following a day of conferencing.
- A Creative use of canapés. Canapés make the perfect stand-up entree. 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 beverage budget. 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.
- All menus can be served in Infusion Restaurant. Don't overlook our restaurant for your special function, which has great ambience and is ideal for small to medium sized groups.



LUNCH AND DINNER MENUS

Make your own menu from the list below. Please choose two dishes from each course to be served alternatively.

\$53.00 per person (2 Courses)

\$63.00 per person (3 Courses)

Pre-Select your Function Menu from the following Entrees, Main Courses and Desserts.

*Prices do not include beverages.

Entrees

- Prawn and calamari on green papaya, cucumber and coriander salad served with Asian dressing
- Classic caesar salad with crispy bacon, shaved parmesan, croutons, cos lettuce, boiled egg and our signature caesar dressing
- Roasted pumpkin and thyme soup
- Roasted honey and macadamia nut chicken, pumpkin and roquette leaf salad
- Smoked salmon tartare on an olive crouton and served with saffron mayonnaise and mixed green salad
- Rare roast beef served with horseradish cream and roquette leaf salad
- Seared lamb loin and Mediterranean salad with basil pesto and capsicum puree
- Yarra Valley tasting plate – selection of antipasto, cold meats, olives, feta and crusty bread
- Thai beef salad with Asian greens garnished with fresh coriander leaves
- Spinach and ricotta ravioli with pumpkin and spinach sauce, garnished with roquette and parmesan crumble
- Mediterranean roast vegetable stack with crumbled ricotta and basil pesto (layers of vegetables with puff pastry)
- Homemade fresh gnocchi served with seasonal vegetables, garnished with parmesan shavings and micro basil (V)



LUNCH AND DINNER MENUS - CONTINUED

Make your own menu from the list of courses below. Please choose one or two dishes from each course.

Main Courses

- Roasted chicken breast on parmesan and roasted capsicum polenta, seasonal greens and a light cream sauce
- Mushroom and basil stuffed chicken breast, crushed potatoes, wilted greens with a light sage jus
- Paprika spiced chicken breast with roasted chat potatoes, served with mint yoghurt labne
- Sous vide Mount Leura lamb rump with confit potato, ratatouille and mint infused rosemary jus
- Braised lamb shanks, creamy potato mash, crispy sweet potato chip and rosemary jus
- Oven baked eye fillet of beef on potato gratin, paysanne of root vegetables and rich red wine jus
- Confit duck Maryland on wilted bok choy and broccolini with star anise jus
- Grilled sirloin of beef on trio of roasted oregano potato with green peppercorn jus
- Grilled Atlantic salmon on niçoise salad with homemade tomato relish
- Snapper wrapped in a banana leaf parcel served on seasonal greens and coconut sauce
- Soy infused and fried baby barramundi on Thai styled slaw and nam jim dressing
- Grilled polenta, roasted Mediterranean vegetables and roquet leaves (V)
- Vine ripened cherry tomatoes roasted zucchini and baby basil with fresh cut fettuccini (V)



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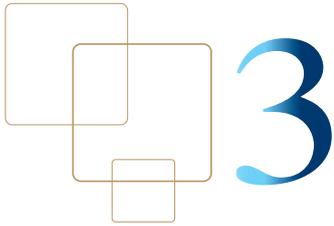
LUNCH AND DINNER MENUS - CONTINUED

Desserts

- Chocolate and hazelnut tart with vanilla bean ice cream
- Lemon meringue with passionfruit and mango sorbet
- Individual pavlova served with summer berries
- Apple crumble with brandy custard
- Berry swirl cheesecake with fruit coulis and double cream
- Rhubarb and apple tart with double cream
- Crème caramel with double cream
- Vanilla panna cotta with coconut and lemongrass coulis
- Tiramisu with fresh cream
- Banana and caramel tart served with vanilla bean ice cream
- Sticky-date pudding, served warm with vanilla bean ice cream and butterscotch sauce
- Chocolate marquise served with citrus and raspberry coulis
- Steamed chocolate pudding served with rich chocolate sauce and cream

Complemented with:

- Fresh roasted bean coffee and Dilmah T-series tea



LUNCH AND DINNER BUFFET MENUS

Buffet Menu

\$59.00 per person

- A selection of antipasto
- A basket of crusty rolls and loaves
- Soup of the day
- A selection of four salads with dressings

Pre-select any **one** roast dish from the following list:

- Roast leg of lamb with rosemary jus
- Roast sirloin with a mustard crust
- Glazed leg of ham
- Roasted turkey breast with cranberry sauce
- Roast loin of pork with crackling and apple sauce

PLUS Pre-select any **two** dishes from the following list:

- Thai green chicken curry
- Beef and red wine casserole
- Veal ragout in lemon myrtle and thyme
- Pork cassoulet
- Lamb stroganoff
- Beef in black bean sauce
- Chicken cacciatore
- Fillets of fish in sweet soy and ginger
- Spinach and ricotta tortellini in a rich Napoli sauce

(All of the above are served with rice, potatoes and sautéed mixed vegetables)

- Chefs selection of desserts, coffee and tea served buffet style

Optional Buffet Upgrades

Additional Hot Meal

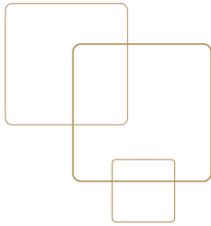
\$6.00 per person, per item

Selection of Cheeses

\$9.00 per person

A Selection of Australian Seafood **\$6.00 per person, per item**

- Chilled king prawns
- Freshly shucked oysters
- Marinated mussels
- Asian style calamari salad
- Whole baked fish
- Platters of smoked and cured seafood



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COCKTAIL PARTY MENU

Planning a cocktail party? Our range of canapés are perfect for your event. Choose as many items as you like or allow our chef to make the selection for you.

Cold Canapés

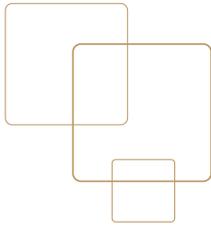
- Peppered salmon mousse with balsamic glaze
- Selection of Californian rolls and sushi with soy sauce
- Freshly shucked oysters
- Homemade gazpacho in shot glasses
- Marinated artichoke and roasted capsicum bruschetta
- Roasted beef, gruyere and potato rosti with horseradish mayo
- Assorted vegetarian tartlets
- Vietnamese spring rolls with mild dipping sauce

Hot Canapés

- Chicken or beef satay with spicy peanut sauce
- Haloumi and pancetta rolls with rosemary and garlic aioli
- Pumpkin and feta pide
- Moroccan lamb with tzatziki
- Spinach and feta filo
- Prawns wrapped in kataifi pastry
- Assorted mini wellingtons with star anise and tomato relish
- Pan seared scallops with lemon and lime

Dessert Canapés

- Chocolate and banana tart
- White chocolate tiramisu
- Assorted macaroons
- Lemon meringue tartlets
- Selection of petit fours
- Black forest gateaux



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COCKTAIL PARTY MENU - CONTINUED

Cocktail Menu #1 @ \$30.00 per person

With your selection of two cold and four hot canapés

(Approx. 9 pieces per person)

Cocktail Menu #2 @ \$35.00 per person

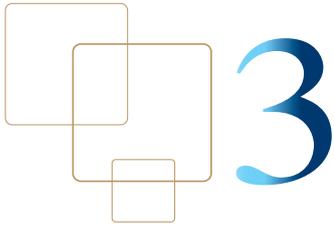
With your selection of three cold and five hot canapés

(Approx. 12 pieces per person)

Cocktail Menu #3 @ \$40.00 per person

With your selection of four cold and six hot canapés

(Approx. 15 pieces per person)



STAND UP DINNER MENU

Looking for something a little informal yet lots of FUN? Our hot box menu is perfect for those informal functions where mingling is the name of the game. Seating capacity is no longer an issue.

Main Courses

\$14.50 per item per person

Noodle Boxes filled with some great Asian and continental food. Each container comes with a set of chopsticks to add to the fun... forks are available of course. We recommend at least 2 hot boxes per person if you are having canapés first.

- Stir fried hokkien noodles with Asian vegetables, chilli and oyster sauce
- Pork and peanut salad on rice vermicelli
- Thai green curry on jasmine rice
- Fish and chips
- Thai beef salad with coriander and fried shallots
- Beef stroganoff with steamed jasmine rice
- Vegetarian fried rice
- Chicken cacciatore and Mediterranean couscous
- Red curried lamb on coconut rice
- Chicken pad Thai with crushed cashew nuts

Desserts, Coffee and Tea

\$16.00 per person

- Desserts, coffee and tea served buffet style



BEVERAGE PACKAGES

Our Beverage Packages give you a set price per person for a period of 1 to 5 hours. This is a perfect option in order for you to stick to your budget. Remember, these packages are also available in Infusion Bar either before or after conference drinks. Ask your conference co-ordinator to design a package that suits you.

Standard Beverage Package

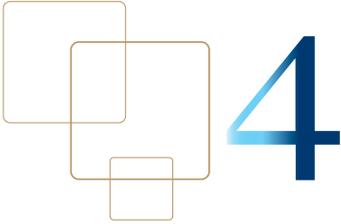
- Local beers, bottled house wines, juices and soft drinks
- 1 Hour service \$19.00 per person
- 2 Hour service \$26.00 per person
- 3 Hour service \$31.00 per person
- 4 Hour service \$36.00 per person
- 5 Hour service \$41.00 per person

Premium Beverage Package

- Premium beers, premium wines, juices and soft drinks
- 1 Hour service \$23.00 per person
- 2 Hour service \$30.00 per person
- 3 Hour service \$35.00 per person
- 4 Hour service \$40.00 per person
- 5 Hour service \$45.00 per person

Non-Alcoholic Beverage Package

- Juices and soft drinks
- 1 Hour service \$9.00 per person
- 2 Hour service \$12.00 per person
- 3 Hour service \$15.00 per person
- 4 Hour service \$18.00 per person
- 5 Hour service \$21.00 per person



4

OTHER SERVICES

WiFi Technology

Stay in touch whilst at Novotel Melbourne Glen Waverley with our wireless internet access available throughout the hotel; from the lobby to our conference rooms, even within the comfort of your guest room.

Audio Visual Equipment

Our onsite - in house audio visual team are able to organise a wide range of state of the art audio visual equipment and technicians to ensure your event is a complete success.

Monitors and DVD's

- 32" presenters vision fold back monitor
- 50" plasma monitors and stand
- DVD players

Multimedia Data Projector

- Panasonic WXGA 4000 ANSI Lumens projectors (Ballroom)
- Panasonic WXGA 3000 ANSI Lumens projectors (Kulin Rooms)
- Sanyo WXGA 5500 ANSI Lumens projectors (Eureka Room)

(All projectors are mounted to the ceiling with VGA connection to the wall)

Computer Accessories

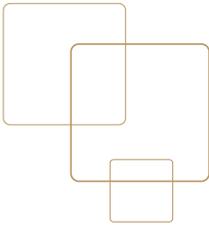
- Notebook computer
- Cordless remote presenters with laser pointer
- VGA data cables

Projection Screens

- 94" 16:10 motorised screen (Kulin rooms)
- 130" 16:10 motorised screen (Ballroom)
- 130" 16:10 motorised screen (Eureka)

(All motorised screens are mounted in the ceiling and include the use of a remote control)

Continued next page...



4

OTHER SERVICES - CONTINUED

Audio Visual Equipment - Continued

Conference Equipment

- 5ft x 4ft whiteboard, markers and erasers
- Flipchart, paper and markers

Audio Systems

- Centralised PA system
- In ceiling mounted speakers in all rooms
- Larger high quality sound systems can also be arranged for particular audio specifications to suit each function.

OtherAudio

- DI box for PC audio/iPod connection to audio systems
- Audio racks including: mixer, graphic equalization and CD player
- Stand alone audio consoles

Microphones

- Shure digital wireless microphone system for lapels and hand held's
- Lectern with Shure micro-flex microphone
- Conference microphone systems with chairman microphone
- Head table microphones

Lighting and Draping Equipment

- Stage wash lighting with dimming capability
- LED par can – standalone and programmed DMX capability
- Moving lights for room ambience and/or product launches
- Haze and smoke machines (recommended when using moving lights)
- DMX special lighting control consoles
- Lighting truss and stands
- Stage and room draping



4

OTHER SERVICES - CONTINUED

Accommodation Packages

If you're conferencing with us for the day or perhaps you are having a dinner here, why not stay the night? If guests are travelling to or from your conference they may like to stay the evening prior, or following your function.

You'll enjoy a luxurious bed dressed in a dream feather duvet with feather pillows for the ultimate night's sleep, generous bath sheets, a dedicated workspace with large desk for work days that continue into the night and amenities at your fingertips. For work or relaxation, Novotel Melbourne Glen Waverley's guestrooms are always a pleasure.

For accommodation package pricing please speak with your conference co-ordinator.

Sustainable Development

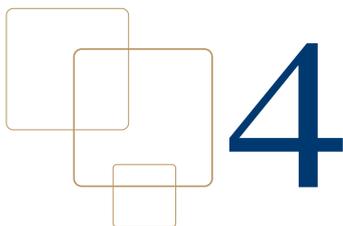
With Planet 21, we have made 21 commitments in favour of sustainable development. Health, nature, carbon, innovation, local development, employment and dialog: 21 commitments for the well-being of our world. In all our hotels, we work with employees, guests and partners to reinvent hotels – sustainably.

For further information, please visit

www.accor.com/en/sustainable-development.html

Terms and Conditions

Novotel Melbourne Glen Waverley 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 2014 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.



CONTACT DETAILS

Conference and Events Department

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