

EVENTS



VIEW
MELBOURNE

OVERVIEW

Overlooking Albert Park and the Melbourne city skyline along a tree lined boulevard 3km from the Melbourne CBD and 23km from Melbourne International Airport.

CONNECT VIA

Tullamarine Airport - 23kms
Avalon Airport - 57kms
St Kilda Beach - 2kms
Chapel Street - 2kms
City Centre - 3kms
Adjacent to Tram stops and Taxi Rank

NEARBY

Chapel Street Restaurants and Shopping
St Kilda Restaurants
Albert Park Lake & Golf Course
Federation Square
Southbank
MCG
Docklands/Etihad Stadium
Rod Laver Arena - Melbourne Park
Bridge Road Shopping
Arts Centre
Shrine of Remembrance
St Kilda Beach
Melbourne Aquarium
Melbourne Museum
Queen Victoria Market
National Gallery of Victoria
Melbourne Sports & Aquatic Centre

CONTACT

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www.viewhotels.com

HOTEL

206 Rooms
Conferencing, Restaurant and Beer Garden
Onsite
Room Service
Gym and Whirlpool
Onsite Car Parking
High Speed Wifi

KEY ROOM FEATURES

Spacious Rooms with Separate Dressing Area
Chrome Cast Streaming

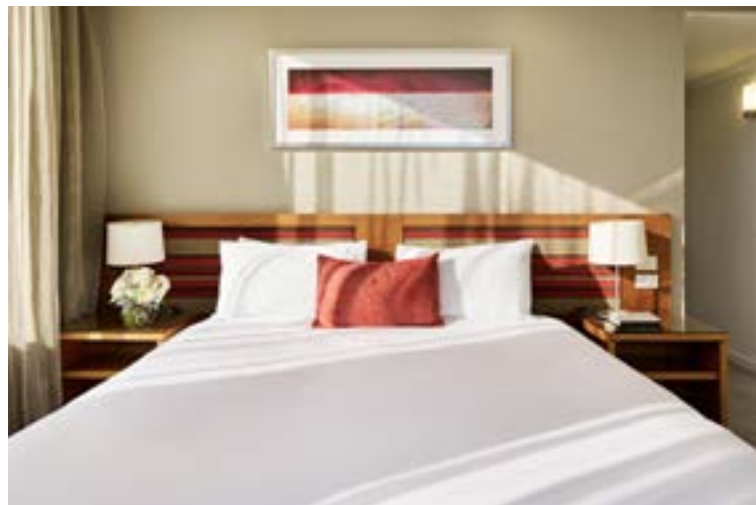
VENUE & LOCATION

perfectly positioned to enjoy the best of Melbourne

View Melbourne offers one of Melbourne's most flexible event venues. Whether its a business meeting, conference or social gathering View Melbourne is the ideal venue to host your next event.

Our team of highly experienced professionals are on hand to tailor an experience according to your party size, vision, and specifications. All of our meeting spaces have an abundance of natural light, opening windows for fresh air, modern technology, plus lighting and air conditioning controls at your fingertips. Surrounded by the greenery of Fawkner Park, Albert Park and the Albert Cricket Ground, ideal for outdoor group activities or training sessions. St Kilda Beach is only 2kms away, for groups looking to incorporate water based activities. Royal Botanic Gardens and the popular Tan running track are also close by.

View Melbourne is well located on St Kilda Road with easy access to the CBD, Chapel Street, St Kilda and Southbank. We are perfectly positioned to enjoy the best of Melbourne with many of Melbourne's entertainment, lifestyle and dining precincts just a short walk or quick tram ride away as well as being easily connected to Melbourne International Airport, a mere 25 minutes away.



ACCOMMODATION FACILITIES

- Deluxe, King, Twin & Triple Rooms available
- Working Desk
- Chromecast streaming
- HD LCD TV
- On Demand Movies
- Pillow Menu
- Bathrobe
- Mini Bar
- Tea & Coffee Facilities
- Walk in Robe
- FM Clock Radio/Alarm
- IDD Telephone
- In Room Wi-Fi
- 24 HR Room service

MEETING SPACE

THE BOULEVARD ROOMS

The 3 Boulevard Rooms can function as 3 separate spaces or can be opened up into one space ideal for larger events. Each room has floor to ceiling windows looking over to a private balcony, with breathtaking views of the city skyline. Audio points, lighting and air-conditioning control makes hosting events in this room easy.

THE ALBERT ROOMS

The Albert Rooms offer a great venue for meetings, training sessions or for use as breakout rooms when utilising the Boulevard Rooms as your main venue. These rooms offer natural light, opening windows, audio points, air-conditioning & lighting control in each room. This space has the ability to be utilised as one large room or can be separated into three individual rooms.

BANKSIA WATTLE ROOM

The Banksia Wattle Room is ideal for training sessions, small meetings, or breakout sessions. Located on the second floor this room offers natural light, opening windows and can be divided into two individual rooms if required.

BOARDROOM

Our Boardroom is located on the ninth floor and is ideal for small meetings. The permanent boardroom table can seat up to eight people in luxury boardroom chairs and a 40" plasma screen with laptop connectivity for presentations.

FROM BUSINESS GATHERINGS
TO NIGHTLONG CELEBRATIONS,
YOUR NEXT EVENT WILL COME
ALIVE WITHIN THE WALLS OF
OUR VENUES.



EVENT & FUNCTION SPACE

THE MEZZ

The Mezz is the mezzanine level of the hotel, with direct access to the ground floor and level one Conference & Events Centre. The Mezz can be utilised for a variety of purposes including cocktail functions, lunches and dinners. This area has its own private bar and can comfortably accommodate 50 guests.

HOP GARDEN

Hop Garden brings the beauty of the outdoors to you, providing both indoor and outdoor experiences. Open for breakfast, lunch and dinner with traditional favourites, fine local wines, local boutique tap beer, and an American-style BBQ menu. Hop Garden is the perfect venue to host a cocktail event for up to 100 people.

WOODS BAR & LOUNGE

Woods Bar and Lounge is a relaxed location to enjoy that post conference drink, sit by the fireplace or watch the latest sport in the Bar. With a comprehensive wine list, cocktails and both local and imported beers. The Lounge is great meeting area during the day and can be used as a private function space.

WOODS CAFE & RESTAURANT

Woods Café offers a great location to enjoy a casual breakfast or lunch. With an abundance of natural light and most importantly, that great coffee Melbourne is renowned for. It also features a communal table for groups. Woods Restaurant is open for breakfast and in the evening takes on a more formal setting to ensure a relaxed evening meal.



AT VIEW MELBOURNE, WE
MAKE CONFERENCING EASY.

WE PUT FREEDOM AND
FLEXIBILITY AT THE TOP OF
MIND TO CREATE A ONE-OF-
A-KIND EVENT MADE JUST
FOR YOU.

EVENT OPTIONS

RESIDENTIAL CONFERENCES

View Melbourne specialises in small to medium sized residential conferences with group check-in and registration, multiple break-out rooms & areas for formal dinners. Coach parking is also available. Twin & triple share accommodation, with the ability to close out an entire floor for groups offering additional privacy.

SOCIAL EVENTS

Our experienced event teams work hand in hand with theming companies to ensure that your event is a hit. The Mezz has a private bar and can comfortably accommodate 100 guests for a cocktail function.

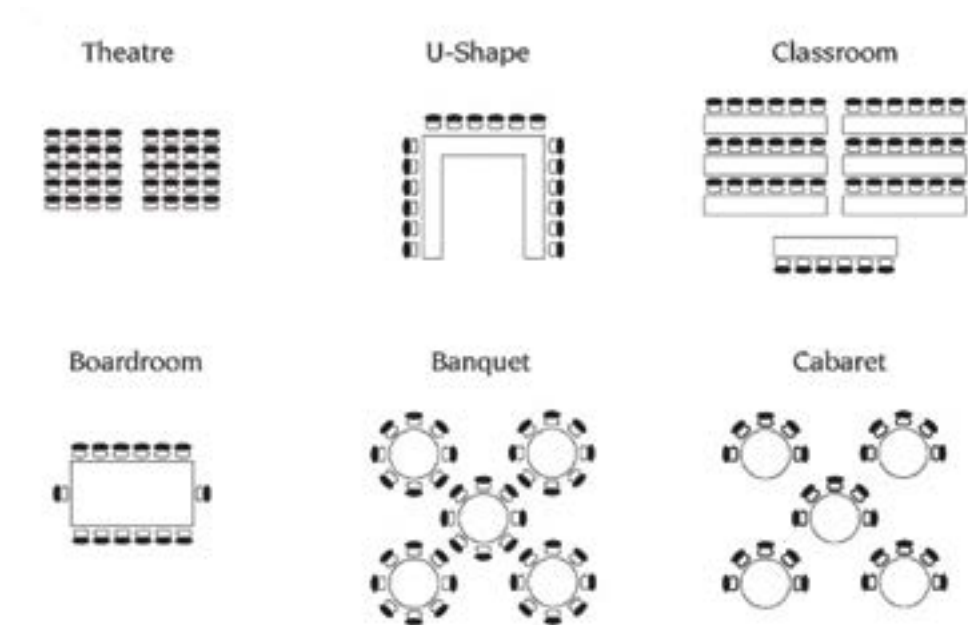
CORPORATE EVENTS

Whether its a business meeting, conference or social gathering View Melbourne is the ideal venue to host your next event. Comprising a collection of stylish rooms that offer versatility, modern technology, and an abundance of natural day light.

CAPACITIES

ROOM TYPE	SIZE (m ²)	THEATRE	CLASSROOM	U-SHAPE	BOARDROOM	COCKTAIL	BANQUET	CABARET
Boulevard 1	84	80	45	21	20	100	50	40
Boulevard 2	56	30	27	18	20	60	20	20
Boulevard 3	56	30	21	15	20	40	30	20
Boulevard 1 & 2	141	130	78	39	44	130	80	72
Boulevard 2 & 3	112	90	52	33	40	100	70	56
Boulevard 1,2 & 3	196	220	120	60	64	160	120	96
Albert 1	50	44	24	10	15	50	-	28
Albert 2	40	25	18	15	12	35	-	16
Albert 3	45	25	18	15	14	35	-	16
Albert 1 & 2	90	90	45	33	35	80	60	48
Albert 2 & 3	85	60	39	24	32	70	48	40
Albert 1,2 & 3	165	110	66	42	49	120	96	72
Banksia	85	20	9	9	12	45	-	16
Wattle	52	44	36	18	14	35	-	32
Oak	52	44	36	18	14	35	-	32
Banksia & Wattle	85	81	45	27	26	75	50	40
The Mezzanine	142	-	-	-	-	100	50	-
Hop Garden	112	-	-	-	-	100	-	-
Meeting Room 901	15	15	-	-	-	6	-	-

SEATING ARRANGEMENTS





CONFERENCE PACKAGES & MENUS

All of our day packages include conference room hire, room set with notes, pads, pens, water & mints, screen, one whiteboard with markers, one flipchart stand with paper & markers and complimentary Wi-Fi.

“
THANK YOU FOR ALL THE
ARRANGEMENTS FOR OUR
WORKSHOP. THE STAFF WAS
AMAZING AND SUPER HELPFUL.

- ilze, haddenham healthcare

”



CONFERENCE DAY PACKAGE

If there is something that you would like to serve but don't see it on our menu options, please talk to the Events Team who will happily speak to the Executive Chef.

STANDARD DAY DELEGATE PACKAGE

Minimum of 20 guests.

Morning tea

Tea, coffee, juice, fruit bowl and selection from morning tea menu

Lunch

Selection of sandwiches, wraps, baguettes, assorted fillings, two salads (can be set in the room as a working style lunch) with soft drinks and juice

Afternoon tea

Tea, coffee, juice and cookies

CLASSIC DAY DELEGATE PACKAGE

Minimum of 20 guests.

Morning tea

Tea, coffee, juice, fruit platter and selection from morning tea menu

Buffet Lunch

Daily changing buffet served in Woods restaurant (Lunch may be served in your conference room upon request)

Afternoon tea

Tea, coffee, juice, fruit platter and a selection from afternoon tea menu

CHEF'S PREMIUM DAY DELEGATE PACKAGE

Minimum of 20 guests.

Morning tea

Tea, coffee, juice, fruit platter and selection from morning tea menu

Lunch

Shared style two course lunch service set in the middle of the table

Afternoon tea

Tea, coffee, juice, fruit platter and a selection from afternoon tea menu

* Please advise our events team of any particular dietary requirements on booking.

RECHARGE YOUR
DELEGATES WITH OUR
DELICIOUS MORNING
& AFTERNOON TEA
SELECTIONS.



MORNING & AFTERNOON TEA SELECTION

included in Day Delegate Package

Select one from below per break

- Lamingtons
- Scones with roasted nut butter and whipped cream
- Banana bread with maple butter
- Vanilla crème slice
- Zucchini chia bread
- Passionfruit lemon slice
- Assorted croissant and fruit danish
- Mini ham & cheese quiche
- Cheese & tomato croissant
- Jelly slice
- Muesli slice

* Please advise our events team of any particular dietary requirements on booking.



BREAKFAST MENUS

BREAKFAST ARRIVAL OPTIONS

- Ham & cheese croissant
- Breakky sliders - spiced sausage patties with egg, cheese and HP sauce
- Bircher muesli & yoghurt pots
- Strawberry kebabs with lemon & maple sauce

CONTINENTAL BREAKFAST

Minimum of 20 guests.

- Chilled orange juice and apple juices
- Natural and fruit flavoured yoghurts
- Bircher muesli
- Toast with a selection of preserves and butter
- Assorted pastries
- Seasonal fruit platter
- Freshly brewed coffee and a selection of teas

HOT BUFFET BREAKFAST

Minimum of 20 guests.

- Chilled orange and apple juices
- Natural and fruit yoghurts
- Bircher muesli
- Toast with a selection of preserves and butter
- Assorted pastries
- Sliced fruit platter
- Scrambled eggs
- Grilled bacon and tomato
- Hash browns
- Selection of sausages
- Pancakes with maple syrup
- Freshly brewed coffee and a selection of teas

Should you have any dietary requirements or special requests, please discuss these with the Events Team.

DINNER MENU

Dinner menu is served with dinner rolls on arrival and selection of petit fours after the last course.



CREATE YOUR OWN DINNER MENU

Select two dishes per course. Minimum of 20 guests.

Entrée

- Tomato, basil & feta bruschetta drizzled with aged balsamic glaze (v)
- Mushroom tartare with truffle oil and tapioca crisps (v)
- Pulled chicken mojo tostada with black beans and grilled pineapple salsa
- Crispy pork with aji verde and salsa criolla

Main Course

- Slow braised lamb rosette on spiced cous cous with pomegranate molasses
- Zaatar roasted chicken maryland served on roasted kabocha puree w tahini yoghurt and coriander salsa
- Blackened atlantic salmon fillet, fried black beans, and Caribbean salsa
- Marinated tempeh on edamame salad with ginger & miso dressing (v)

Dessert (v)

- Nutella ganache, Biscuit crumb, Macerated strawberries, candied oats
- Peruvian bread pudding served with caramel sauce and cream
- Australian cheese, served with crackers, grissini, and quince paste
- Smashed pavlova with whipped cream, passionfruit, and berry coulis

* Additional vegetarian options available on request. Please note room hire charges may apply to these menus. Menus subject to change. All price inclusive of GST should you have any dietary requirements or special requests, please discuss with the event team

(v) vegetarian

CANAPÉ MENUS

CHEF'S SELECTION

Minimum of 20 guests.

OR

YOUR CHOICE OF:

6 different canapés, for 30 minute service

8 different canapés, for 1 hour service

10 different canapés, for 1.5 hour service

12 different canapés, for 2 hour service

Cold Canapés

- Vietnamese vegetarian rice paper rolls (V)
- Assorted sushi rolls with pickled ginger, wasabi and soy sauce
- Tomato brushchetta tart (V)
- Pulled chicken tostada
- Whipped goats' cheese, quince & almond tart (V)
- Caper cream cheese and smoked salmon puff pastry bite (V)
- Tequila cured salmon with lime sour cream taco
- Thai marinated prawn lettuce cup

Hot Canapés

- Vegetarian dumpling with sriracha mayo (V)
- Tandoori chicken skewers with mint yoghurt
- Cocktail vegetarian spring rolls with sweet chilli (V)
- Vegetarian arancini with basil pesto aioli (V)
- Assorted mini quiche
- Assorted mini pies
- Cheeseburgers sliders
- Cocktail samosa
- Macaroni and cheese bites
- Cheese and truffle toasties

Sweet Canapés (V)

- Assorted truffles
- Funfetti mille feuille
- Strawberry shortcake tart
- Nutella fudge bites
- Mini eclairs





BEVERAGE PACKAGES

BEVERAGE PACKAGE OPTIONS

Minimum of 20 guests.

House Package

Sunset Terrace Pinot Grigio
Sunset Terrace Cabernet Merlot
Sunset Terrace Brut
Cascade Light
Lager
Soft drinks
Juice

Boutique Package

821 South Sauvignon Blanc
Bittern Estate Chardonnay
Motley Cru Pinot Noir
St Hallet Black Clay Shiraz
Croser NV Sparkling
Victorian Pale Ale by Bad Shepherd
Hazy IPA by Bad Shepherd
Soft Drinks
Juice

Champagne Package

Taittinger Prestige Cuvee
NV Champagne
821 South Sauvignon Blanc
Lethbridge Pinot Grigio
Henschke Shiraz Mataro
Motley Cru Pinot Noir
Asahi Super Dry
Peroni
Napaleone & Co Apple Cider
Soft Drinks
Juice



EXTRAS

AUDIO VISUAL

Wireless internet
Data projector
Lapel or hand held microphone with hotel sound system
55' LCD TV
65' LCD TV
75' LCD TV
Portable speaker w/ hand-held mic
Lectern (with microphone)
Audio mixer
Short throw projector
Logitech video conferencing unit
2.4m x 1.2m stage and skirt
Delivery charge

Please note we work in conjunction with an external audio visual supplier. We are happy to arrange quotes for any additional equipment requirements you may have. If you require a dedicated onsite technician, there will be a charge per technician per hour with a minimum call out of three hours.

TERMS & CONDITIONS

To assist us in ensuring the success of your function, we would appreciate your attention to the following details.

Confirmation

Tentative bookings will be held for 7 days and will be confirmed once a deposit of 30% of the estimated value of your function is received, along with signed registration form and terms & conditions. This deposit will be credited to your final account. The deposit is required to be prepaid irrespective of whether you have a company account with the hotel. Should the hotel not receive confirmation and deposit within 7 days, every effort will be made to contact the client prior to releasing the booking, which the hotel reserves the right to do. In the event delegate numbers decrease less than 30 days prior to the event to the extent that ancillary or breakout rooms are released, a cancellation fee equal to the full value of the daily room hire may apply. Bookings made within 7 days of the function will require full prepayment of the estimated total to confirm the booking.

Final Numbers

An estimated total number of guests is required one week prior to the event date with the guaranteed minimum number of guests attending the function required by 11.00am, two working days prior to the function. Charges will be based on these minimum numbers or the actual attendance, whichever is greater. Should your final attendance reduce by 25% or more from the original estimated attendance, additional charges may apply.

Reduction in Event Numbers

If catering numbers decrease by 25% or more from the original number booked one week prior to the event, a penalty fee equal to 50% of the per person price may apply.

Function Schedule

To ensure your requirements are met, it is necessary to have at least 14 days notice of your function schedule and menu selection with any additional changes by two working days prior. This also includes floor plans and designs for exhibitions or display space. Should last minute changes be required an additional fee may be charged.

Room Hire

Room hire is subject to the period required, number of guests in attendance, and overall catering requirements. Our conference & event staff will discuss room hire along with your requirements.

Final Payment

Full payment must be made 7 days prior to the function with additional charges being settled at the conclusion of the function. Credit accounts are to be settled within 7 days of receipt of the invoice. Please note that cheques will not be

accepted less than nine days prior to your function without prior approval, unless an account is in place.

Function Cancellation

In the case of a function being cancelled, or the date changed, the following terms are applicable:

- Over 60 days written notice - the deposit will be refunded in full.

- 30-60 days written notice - 25% of the estimated value of the function will be charged.

- 8-29 days written notice - 50% of the estimated value of the function will be charged.

- Within 7 days written notice - 100% of the estimated value of the function will be charged.

- Should the hotel be able to re-sell the conference space we will charge any outstanding amount between the functions as a cancellation fee. Accommodation. A 30% deposit of the estimated accommodation rooms value is required within 30 days of confirmation or 30 days prior to arrival (whichever date is first). Rooming list and balance of payment is due 14 days prior to arrival. Rooming lists and cancellations need to be provided in writing via email to: reservations.melbourne@viewhotels.com. In the case of accommodation rooms being cancelled, or postponed, the following terms are applicable;

- Over 60 days written notice prior to arrival

- the deposit will be refunded in full.

- 30-60 days written notice prior to arrival

- postponement or cancellation of the entire block booking will incur a cancellation fee equivalent to 25% of the value of the rooms held.

- 15-29 days written notice prior to arrival

- 50% of the value of the rooms cancelled or postponed will be charged.

- Within 14 days written notice prior to arrival - 100% of the value of the rooms cancelled or postponed will be charged.

- Should the hotel be able to re-sell the accommodation rooms we will charge 100% of the value of any outstanding rooms not sold as a cancellation fee. Check-in time is from 2.00pm. Check-out time is 11.00am.

Commencement and Conclusion of the Function

The organiser agrees to begin the function and vacate the room at the schedule times. In the event that the function should continue beyond the agreed finishing time and the following client is inconvenienced, the hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of that next

function.

Extended Hours/Timing

An additional labour charge will apply if your event continues after the agreed completion time.

Food and Beverage

No food and beverage is permitted to be brought onto the premises without the approval of the hotel.

Insurance

The hotel will take all reasonable care to protect the property of guests, but will accept no responsibility or liability for the loss or damage of items left in the hotel prior to, during, or after the function. We suggest that organisers arrange their own insurance and/or security for valuable items.

Loss or Damage

Loss or damage to any part of the hotel or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the hotel prior to the function.

Advertising and Endorsement

The client must first obtain written permission from hotel management before using the name or trademark of the hotel in any manner.

Photography/Recording of the Event

Prior permission is required for photography, sound or video recording of events or guests in the hotel's facilities.

Room Allocation

In the event of unforeseen circumstances or any alteration to numbers, the hotel reserves the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the organiser in advance.

Security

Arrangements for additional security requirements over and above the existing service provided by the hotel can be made upon request with the cost charged to your account.

Menus and Prices

The prices are current at the time of quotation but may be subject to change at management discretion to meet rising costs. Upon receipt of written confirmation and deposit, fixed prices will be confirmed in writing.

Other Functions

The hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time. Additionally, the hotel reserves the right to book another function in the adjoining rooms at any time.

Pre-Function Area/Mezzanine Level

As the pre-function area is open plan, no client has the sole right to the total pre-function area and each client is limited to the pre-function area designated to them.

Surcharges

A Surcharge may apply on Sunday's or Public Holidays which will be provided in our quotation if applicable.

Credit Card payments incur a 1.5% Surcharge.

Special Effects

Smoke machines, special balloon effects and/or pyrotechnics cannot be operated without prior authority from hotel management, due to the effect on the hotel smoke detectors. Three working days notice in writing is required. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the client will be liable for any charges incurred by the hotel.

Noise Clause

Should your function be deemed to be creating excess noise and affecting other Hotel guests - you will be requested to reduce the noise immediately. Failure to do so will result in a fee being charged to your final invoice.

Car Parking

Car parking is subject to availability at a cost of \$15.00 per car per day, which is to be paid at reception or the concierge desk prior to leaving the hotel.

Deliveries

The conference & event department must be notified in advance of any deliveries to the hotel. All items should be marked for the attention of the conference & event department with the function name, date and number of items being delivered. The hotel will not accept responsibility for items left in the hotel more than 48 hours prior to, or at the conclusion of, the function without prior arrangement.

Content of the Event

If the hotel has reason to believe that a function will affect the smooth running of the hotel's business, security or reputation, the management reserves the right to cancel at its discretion, and without notice or liability.

Compliance

Clients will be responsible to ensure the orderly behaviour of their guests and the hotel reserves the right to intervene where it sees fit.

Responsible Service of Alcohol

Under the Liquor Licensing Laws our conference and event staff are under obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is your responsibility to ensure that all attendees behave in an orderly manner during the event and do not breach our obligations. Age restrictions may apply to certain areas.

Cleaning

General and normal cleaning is included in the cost of the room hire. You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Additional Service

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment etc. A charge may be incurred for some services. If the event is cancelled such service charges will be your responsibility.

