

Park Regis Griffin Suites Conference Proposal



Thank you for your recent enquiry and considering Park Regis Griffin Suites.

Please review the conference proposal attached for your upcoming function.

Furthermore join StayWell Rewards and receive a complimentary night stay with us when you spend \$800 or more on Meetings & Events at the Park Regis Griffin Suites – (Terms and Conditions apply).

If you have any questions in the interim please do not hesitate to contact me to discuss the proposal on **03 8530 1800** or email **functionsgriffin@parkregishotels.com**.

Kind regards,

James Meunier

Restaurant and Functions Manager
Park Regis Griffin Suites – 604 St. Kilda Rd, Melbourne.



Park Regis Griffin Suites

604 St Kilda Road, Melbourne VIC Phone: +61 3 8530 1800 Fax: +61 3 8530 1811
www.parkregishotels.com



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Standard Day Delegate Package \$45.50 per person

Date:

Time:

No. Delegates:

Package Inclusions:

- Conference room hire from 8.00am – 5.00pm (minimum 15 delegates)
- Conference room set with note pads & pens
- Conference stationery, mints & chilled water
- Projector screen & table
- One whiteboard & markers
- One flipchart & markers

On Arrival

Freshly brewed coffee & a selection of French teas

Arrival upgrade options

- Ham, cheese & tomato croissants or egg, bacon & cheese muffins additional \$3.00 per person
- Chilled orange and apple juices, seasonal fruit platter, freshly baked muffins, croissants and Danish pastries – additional \$10.00 per person

Morning & Afternoon Tea

Freshly brewed coffee & a selection of French teas served with **one** choice of the following:

- Banana bread
- Savoury muffins
- Low fat high fibre fruit loaf
- Vegetable crudité with dipping sauce
- Scones served with jam and cream
- Mini pies, sausage rolls & quiches – add \$1.00 pp
- Chocolate cake slices – additional \$1.00 pp
- Chef's selection of cookies
- Seasonal fresh fruit platter
- Danish pastries
- Fruit muffins
- Jam donuts

Working Lunch Buffet

- Working lunch consists of a selection of gourmet sandwiches & wraps, a tossed garden salad, fruit & cheese platter, orange juice, freshly brewed coffee and a selection of French teas.

Lunch upgrade option

- Optional Chef's hot dish of the day can be added for an extra \$5.50 per person

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Premium Day Delegate Package \$56.50 per person

Date:

Time:

No. Delegates:

Package Inclusions:

- Conference room hire from 8.00am – 5.00pm (minimum 15 delegates)
- Conference room set with note pads & pens
- Conference stationery, mints & chilled water
- Projector screen & table
- One whiteboard & markers
- One flipchart & markers

On Arrival

Chilled orange and apple juice, freshly brewed coffee & a selection of French teas with a fresh fruit basket and ham cheese and tomato croissants or egg and bacon muffins

Morning & Afternoon Tea

Freshly brewed coffee & a selection of French teas served with your choice of **one** of the following:

- Chef's selection of cookies
- Seasonal fresh fruit platter
- Danish pastries
- Fruit muffins
- Scones served with jam and cream
- Banana bread
- Savoury muffins
- Jam donuts
- Low fat high fibre fruit loaf
- Vegetable crudité's with dipping sauce
- Mini pies, sausage rolls & quiches
- Chocolate cake slices

Seated Lunch Buffet

Relax into one of our comfortable lounge chairs and enjoy a sumptuous buffet lunch in our Purple Café. The lunch buffet consists of your choice of three hot dishes served with bread rolls and steamed rice and two salads and a fruit and cheese platter served with crackers or individual Movenpick ice cream. Served with freshly ground coffee, a selection of French teas and apple and orange juices.

(selections on next page)

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Seated Lunch Buffet (continued)

Hot Dishes (Please select 3)

- Salt & pepper calamari
- Beef, lamb or chicken tagine
- Satay chicken skewers
- Lamb Rogan Josh
- Mini pizzas
- Beef Wellingtons
- Mini pies & sausage rolls
- Butter chicken
- Beef stir-fry
- Fettuccine matriciana
- Soup of the day
- Vegetarian stir-fry

Gourmet Salads (Please select 2)

- Garden salad
- Greek salad
- Niçoise salad
- Pasta salad
- Roasted pumpkin and rocket salad
- Traditional Caesar salad
- Baby spinach salad

Alternate room hire times are available on request – charges may apply
Prices are available on request for larger and smaller groups.

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Conference Room Selection

Venue Hire Fee

If a day delegate package is chosen, venue hire would be **complimentary** based on a minimum of 15 pax.

St. Kilda Room \$225 full day
(50 square meters)

Albert Room \$200 full day
(40 square meters)

Room Setup

Classroom style
U Shape style
Boardroom style
Theatre style
Cocktail style

Audio Video Equipment Hire

(cost per day)

Data Projector	\$100.00
CD and iPod player	\$25.00
40" LCD TV & DVD player	\$150.00
DVD player	\$40.00
Electronic whiteboard and markers	\$200.00
Flipchart stand, paper and markers	\$45.00
Whiteboard and markers	\$35.00

Internet – Broadband or Wireless
24 hours \$17.00 / per computer
1 hour \$7.50 / per computer
Laptop computer \$75.00
Speaker phone \$55.00

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



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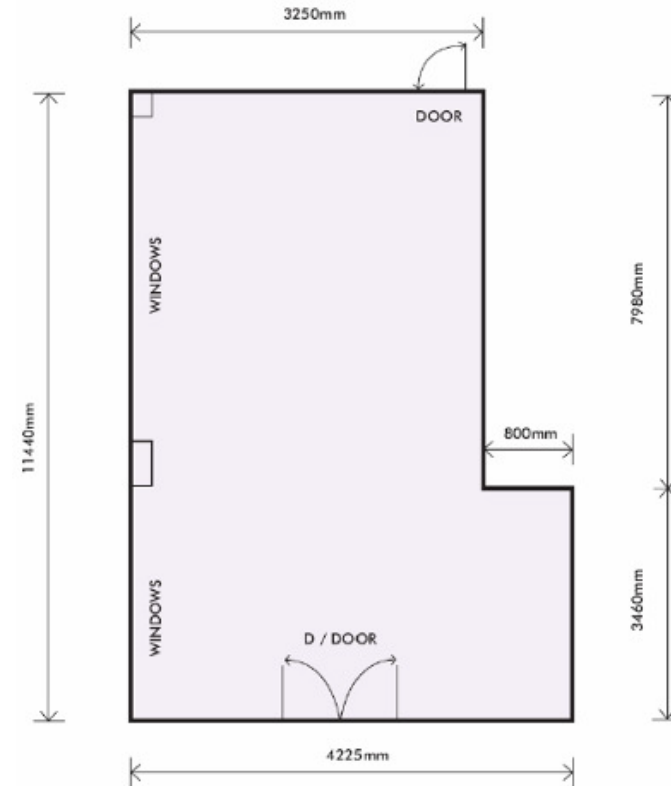
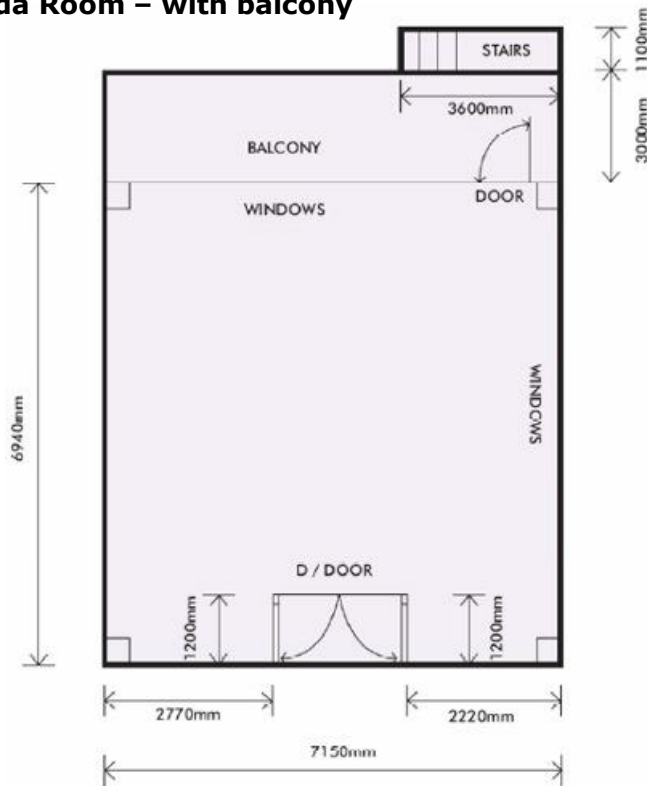


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St. Kilda Room – with balcony



Albert Room



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Extra Refreshments

- Freshly brewed Tea & Coffee \$4.50 pp
- Freshly brewed tea & coffee with freshly baked cookies \$5.50 pp
- Freshly brewed Tea & Coffee with **either**
 - baked scones cream and preserves
 - assortment of slices or \$7.50 pp
 - assortment of freshly baked muffins
- 1 litre Juice selection \$10.50 per jug \$10.50 pp
- 500ml Bottled water \$5.00 per bottle \$5.00 pp
- 450ml Bottled soft drink \$4.50 per bottle \$4.50 pp

Lunch Selection

Working Sandwich Lunch \$27 pp
A buffet served in the room featuring a selection of:

- Gourmet sandwiches with deluxe fillings
- Selection of Australian farmhouse cheeses
- Coffee and tea with orange juice

Full Buffet Lunch \$34 pp
A buffet served in the restaurant featuring a selection of:

- Steamed vegetables
- Selection of 2 salads, condiments and dressing
- Selection of 3 hot dishes
- Bread rolls
- Steamed rice
- Freshly cut seasonal fruit or Movenpick ice cream
- Cakes and slices or a selection of Australian Farmhouse cheeses
- Coffee, tea and orange juice

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Canapes Selection

\$19.00 per person : Choose 2 hot and 2 cold dishes
(30 minute wait service)

\$22.50 per person : Choose 3 hot and 3 cold dishes
(60 minute wait service)

\$27.50 per person : Choose 4 hot and 4 cold dishes
(90 minute wait service)

\$31.50 per person : Choose 5 hot and 5 cold dishes
(120 minute wait service)

Cold Selection

- Smoked salmon with dill and cucumber bruschetta
- Smoked trout with horseradish cream
- Rare roast beef with tapenade
- Mini goat's cheese and caramelised onion tart (v)
- Tandoori chicken on crispy tortilla and mini riata
- Freshly shucked oysters
- Avocado and sun dried tomato tarts (v)
- Baked ricotta and onion jam parcels (v)
- Blue cheese tart with roasted cherry tomato (v)
- Salmon Blihini with mascarpone cheese
- Olive crostini with roasted capsicum and fetta (v)

Hot Selection

- Pea and ham croquets
- Mini vol-au-vents (v)
- Chicken wings
- Chicken and beef koftas
- Prawn and chive dumplings
- Mini hamburgers
- Rosemary and cream cheese mushrooms (v)
- Roast pumpkin & fetta fritters with tomato chutney (v)
- Thai chicken tenderloins with dipping sauce
- Beer and coconut battered prawns with lime aioli
- Saffron mussels with a chilli and onion jam
- Seared scallops on filo with chermoulla dressing

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Plated Lunch and Dinner Selection

Your choice of 2 courses served alternately \$48.00

Your choice of 3 courses served alternately \$55.50

Entrée

Roast pumpkin, Potato & leek or Minestrone soup

Individual leek and Gruyere tartlet

Beef, beetroot and goat's cheese salad

Roast beef roulade

Salmon and prawn salad

Greek lamb salad

Thai satay chicken salad

Marinated prawn skewers

Salt and pepper calamari

Mains

Atlantic salmon served on a potato, leek and corn fritter, wilted bok-choy and béarnaise sauce

Seafood and chilli pasta comprising of mussels, prawns calamari and fish served in a cream sauce

Marinated beef tenderloin resting on a sweet potato and spinach tartlet with roasted field mushrooms

Lamb Shanks served with creamy mash potato and market vegetables

Chorizo and asparagus risotto comprising of pan fried chorizo, asparagus, spring onion and parmesan

Pan fried skinned barramundi served with celeriac, fennel, asparagus and a light orange and dill sauce

Crispy skin duck served with roast pumpkin and beet root in a light orange reduction

Rib eye of beef with char grilled roasted kipfler potatoes, parsnip and snow peas

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Desserts

- Chocolate and Caramel tart let with double cream
- Apple and Cinnamon Crumble served with ice cream and strawberry coulis
- Tiramisu with vanilla Anglaise
- Orange Pudding with a warm Cointreau sauce
- Baked Chocolate Cheesecake with blood orange and vanilla compote
- Chocolate Marquis with berry compote
- Lemon Meringue with fresh berries
- Raspberry Bavarois served with white chocolate and mango sauce
- Chocolate Pudding with chocolate and orange sauce
- Strawberry Cheesecake served with raspberry coulis and Anglaise

Beverage Selections

Light beer from	\$6.00
Heavy beer from	\$7.00
Premium beer from	\$7.50
Imported beer from	\$8.00
Wine by the bottle from	\$33.00
Wine by the glass	\$7.00
Spirits from	\$7.00
Premium spirit from	\$7.50
Soft drink by the jug	\$8.00
Bottled soft drink 450ml	\$4.50
Bottled juice 250ml	\$3.50

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Dietary Disclaimer

Guests with special dietary needs are required to identify themselves to the supervisor on duty on arrival at the event.

Important notice: You have advised us that certain guests attending your event have food allergies. We will take all reasonable care to prepare food for these guests in light of these allergies. The guests should appreciate however that our kitchens do produce a wide variety of foods, and we unfortunately cannot guarantee that foods prepared for the guests will be completely free of offending ingredients.

To the extent permitted by law, we disclaim all responsibility for any loss or damage of any nature whatsoever which may be suffered by any person as a result of any of the ingredients being found in food at the hotel.

Minors

Under Victorian Liquor Licensing Laws, we are unable to serve alcohol to a minor or to allow a minor to consume alcohol on hotel premises. We expect the organiser to inform all persons attending the function of liquor licensing laws and to display diligent focus at the event to the behaviour of all attendees. Our house policy is displayed in Purple Café and available when booking an event.

Car Parking

Secure undercover car parking is available for delegates via entry at the rear of the hotel on Queens Lane. Car parking incurs an additional \$15 per car per day with unlimited entry. The hotel has limited parking bays and is subject to availability on the day. Unfortunately the hotel is unable to pre book your parking spot.

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Terms & Conditions

Final Numbers - Final numbers for catering are required three (3) working days prior to the event. Any cancellations after this time will result in full payment of original quoted numbers. Menus must be finalised (14) days prior to your function date.

Liquor licensing laws and hotel policy prohibit the sale or consumption of alcoholic beverages on the premises, except those supplied by Park Regis Griffin Suites.

Price Variation - Every effort is made to maintain prices as printed, however these may be subject to increase to cover unforeseen rises in costs.

Confirmation and Payment - Confirmation of a booking must be made in writing by the outlined date on the quote. A deposit equivalent to 50% of the total estimated function charges or \$2000 which ever is less will be required to confirm the function space. If not, Park Regis Griffin Suites reserves the right to cancel the booking and re-allocate the function space.

Credit Card Surcharges - If you are settling your account with a credit card, please note that a credit card transaction fee will apply. Currently the fee is 1.5% for Visa, MasterCard and 3.5% for AMEX and Diners. Please note these rates may be subject to change without notice.

Labour charges - To cover increased staff costs after midnight, an hourly fee of \$500 per hour, or part there of will apply.

Security responsibility and damages - If the hotel has reason to believe that a function will affect the smooth running of the hotel's business, security or reputation, it reserves the right to cancel the function without liability.

Cancellation - The deposit is fully refundable if written notification of cancellation is received within (28) days prior to the commencement of the event, subject to the space being resold. If an event is cancelled with less than (28) days notice the deposit will not be refunded. If the event is cancelled within (5) days notice the full amount will be charged.

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