



PARK REGIS

GRIFFIN SUITES • MELBOURNE

**We promise to
DELIGHT YOU!**

EVENTS, CONFERENCES & CO-WORKING



MEETING ROOMS & CO-WORKING FACILITIES

Park Regis Griffin Suites is located on St Kilda Road, on the city fringe and close to all that Melbourne has to offer but in a more relaxed environment and with the benefit of secure undercover parking. The hotel offers two light-filled conference rooms, ideal for smaller meetings, conferences or workshops for up to 50 guests.

Park Regis Griffin Suites will surprise you with its comprehensive meeting, conference and co-working facilities. Our function rooms can accommodate events ranging from a boardroom style meeting through to theatre style for 50 guests.

Stylish, contemporary design and impeccable service combined with modern conferencing facilities including a projection system, AV screens and high speed wireless internet make Park Regis Griffin Suites a winning choice for your event.

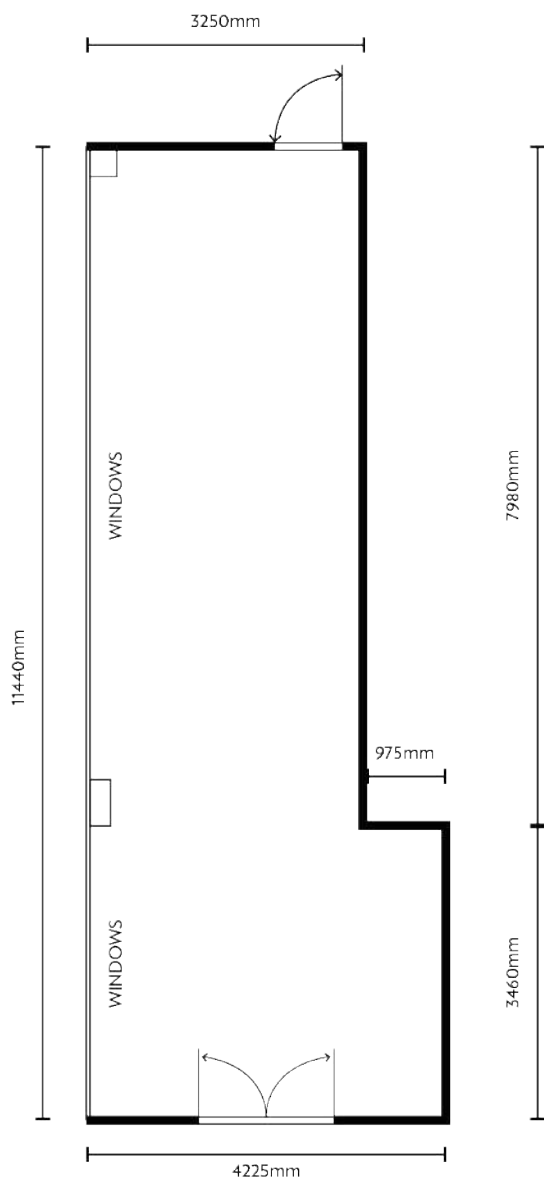
Offering a personalised approach to planning your event, our expert team can assist with every detail. Please do not hesitate to contact us for more information or to arrange a visit.

For enquires, please contact us at griffin@parkregishotels.com or call 03 8530 1800.

CAPACITY CHART

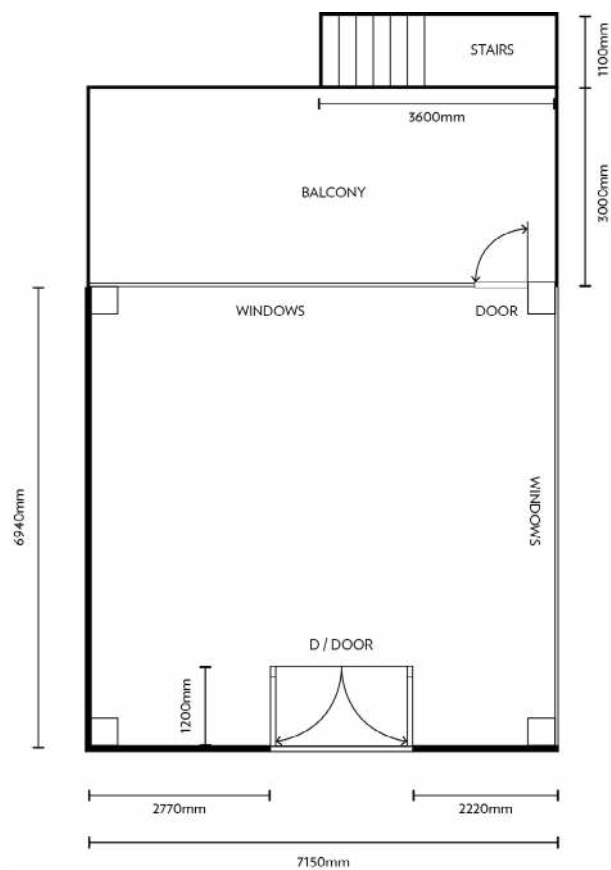
ALBERT PARK ROOM

FUNCTION/MEETING SPACE	
Classroom	16
Theatre	50
Boardroom	20



ST KILDA ROOM

FUNCTION/MEETING SPACE	
Classroom	12
Theatre	35
U-Shape	12
Boardroom	12
Cocktail	30



EVENT OPTIONS

CONFERENCES & MEETINGS

Specialists in conferences and meetings. Able to also accommodate residential conferences with group check-in and registration, break-out room & areas for formal dinners. Parking is also available.



THEMED PARTIES & TEAM BUILDING

Whether you prefer a traditional dinner or casual gathering, there are a variety of options to meet your requirements. Ideal for your end of year Christmas party, be it a sit down meal or cocktail party. Let us take the stress out of your celebrations.



CO-WORKING SPACES

Change doesn't need to be difficult, bring in your laptop and start your productive day from our specially curated working spaces. Park Regis Griffin Suites can be your home away from home.



EVENT OPTIONS

PACKAGES

VENUE ONLY **\$199**

(9:00AM TO 5:00PM)

Stationary
Bottled Water & Mints
Whiteboard
AV Screen
Projector

Chargeable Add Ons:

Flip Chart
Tea & Coffee
Snack Station

CO-WORKING SPACES **\$50PP**

Key Card Access
Private Work Area
Breakout Room
Unlimited WIFI
Unlimited Tea & Coffee
Fruit & Snack Station
On-Site Café
Printing
Concierge Service
Car Parking on Availability

AFTER WORK DRINKS **\$50PP**

(MINIMUM 10 GUESTS)

24 Beers
3 Bottles of Red Wine
3 Bottles of White Wine
Orange Juice
Bottled Water
Tacos & Nachos Platter
Snack Station

CELEBRATIONS **\$55PP**

(MINIMUM 20 GUESTS)

Themed Decor
Drinks Reception on Patio
Bluetooth Speaker
Grazing Platters



CATERING OPTIONS

PACKAGES

GRAB & GO* \$49.00

Coffee & Tea
Fruit Basket
Breakfast Box

Assorted Sandwich Platter
Coffee & Tea
Sweet Box

HEALTH & GOODNESS* \$79.00

Coffee & Tea
Fruit Basket
*Chia Seed Pudding
*Homemade Granola
*Vegan Bagel

**Vegan Poke Bowl
**Chicken Noodle Box
**Roast Chicken & Salad
**Cured Salmon or Grilled
Chicken Salad

Coffee & Tea
Juice
Assorted Healthy Snacks

CLASSIC* \$69.00

Coffee & Tea
Fruit Basket
Assorted Mini Quiches

Assorted Wraps

Coffee & Tea
Juice
Assorted Danish & Pastries

PREMIUM* \$89.00

Coffee & Tea
Fruit Basket
*Egg & Bacon Croissant
*Salmon Bagel
*Cheese & Tomato Toastie
Banana Bread

**Fish & Chips
**Chicken Parmigiana
**Roasted Pumpkin Soup
**Cured Salmon or Grilled
Chicken Salad

Coffee & Tea
Juice
Assorted Pastries

INCLUSIONS

*Conference Room, AV Screen, Data Projector, Whiteboard, Unlimited WIFI, Stationary, Bottled Water, Snack Station and Free Parking for Presenter.

BEVERAGE OPTIONS

RED

Taylors One Small Step Shiraz	\$22.00
Taylors Estate Merlot	\$22.00

ROSÉ

Jacobs Creek Moscato Bianco	\$24.00
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WHITE

Taylors One Small Step Chardonnay	\$22.00
Summerhouse Sauvignon Blanc	\$22.00

BEER

Corona	\$8.50
Heineken	\$8.50
Asahi	\$8.00
Somersby Apple Cider	\$8.50

NON-ALCOHOLIC

Water	\$3.00
Soft Drinks	\$4.50
Juice	\$5.50



WE PROMISE TO DELIGHT YOU!

Park Regis Griffin Suites offers spacious and stylish Hotels Rooms. From Studio style to One and Two bedroom apartments that afford comfort. We tailor a room depending on the requirements of your stay with a choice of queen, king, or twin rooms

Our friendly team members have the utmost professionalism and eye to detail and will ensure that your conference or event is tailored to your requirements. We offer two quality conference rooms, great service, on-site parking and great value to ensure you achieve a successful conference within your budget.



TERMS AND CONDITIONS

GRAB & GO

Includes all day tea & coffee. Fruit basket consists of seasonal whole fruits

BREAKFAST BOX CONSISTS OF:

- KELLOGG'S CEREAL DEVONDALE MILK
- JUST JUICE 100% ORANGE JUICE
- SPRINGHILL FARM LEMON & YOGHURT SLICE
- ORANGE & POPPY SEED MUFFIN
- OPTIONAL BOWL & SPOON

SWEET BOX CONSISTS OF:

- SPRINGHILL FARM COOKIES & CREAM SLICE
- MALTESERS
- MARS BAR
- LOACKER WAFER

PREMIUM

*Clients to select two options from the choices given for Breakfast

**Each individual attendee to select one option from the choices given for Lunch Includes all day tea & coffee. Fruit basket consists of seasonal whole fruits.

HEALTH & GOODNESS

*Clients to select two options from the choices given for Breakfast

**Each individual attendee to select one option from the choices given for Lunch Includes all day tea & coffee. Fruit basket consists of seasonal whole fruits. Assorted healthy snacks consists of protein balls, peanut butter cookies and fruit skewers.

CO-WORKING SPACES

Includes all day tea & coffee. Fruit basket consists of seasonal whole fruit. Room will be set up Boardroom style. Full day hire from 8am - 5pm.

AFTER WORK DRINKS

A maximum of 3 hours will be allowed. Choice of beer and wine as per hotel availability. A minimum of 10 guests are required.

CELEBRATIONS

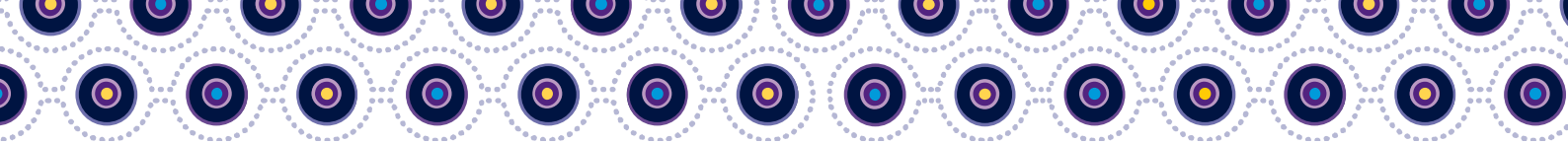
A maximum of 1 hour food service and a maximum venue hire of 5 hours will be allowed with a 10pm close. A minimum of 20 guests are required.

FINAL NUMBER AND MENU

Has to be finalised 2 business days prior to the event, including dietary requirements. We will take reasonable care to prepare food for your guests but do not guarantee to be allergen free. This is due to the hotel using external suppliers. The hotel doesn't allow external catering arrangements by the guest and is not responsible or liable in any way.

MINORS

Under the 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 event of licensing laws and to display diligent focus at the event in the behaviour of all attendees. Our house policy is available when booking your function or event.



TERMS AND CONDITIONS

CONFIRMATION AND PAYMENT

50% deposit required to secure the event and space.

100% payment must be paid three (3) days prior to the event. No changes to catering or numbers will be permitted.

The Hotel has the right to move your event and reallocate space based on the needs of the hotel.

CAR PARKING

Is limited and based on first come first serve basis at \$21 per day.

CANCELLATION

28+ days - Fully refundable.

3-27 days - Deposit will be withheld.

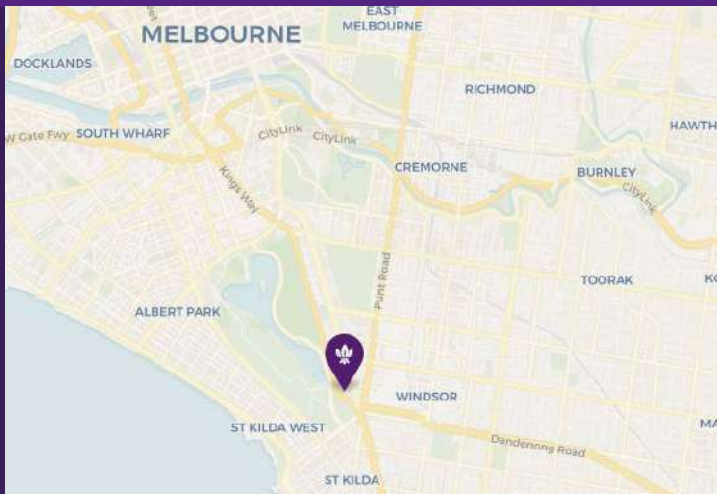
0-3 days - 100% will be withheld.

MAP AND DIRECTIONS

Park Regis Griffin Suites is centrally located 5 minutes from St Kilda and 7 minutes from iconic Melbourne Shopping district Chapel Street. A tram stop number 27 is located directly opposite the hotel and provides easy access to popular Melbourne attractions including Crown Casino, and Melbourne Cricket Ground (MCG), both within 12 minutes' drive.

GETTING TO PARK REGIS

Park Regis Griffin Suites is situated in the between Melbourne City Centre and popular St Kilda Beach. The hotel is easily accessible by road, tram, rail and air. With Nearby Tram stop on the St Kilda Road providing direct access to City Centre and St Kilda Beach. Melbourne International Airport is 29.6 Km drive by car or taxi.



GET IN TOUCH

Park Regis Griffin Suites, Melbourne

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www.parkregisgriffinsuites.com.au