

the westin melbourne
meeting planner guide



the westin melbourne
victoria, australia



Modern, chic and elegantly understated, The Westin Melbourne's dramatic staircase, light filled lobby and renowned contemporary art collection sets the tone for one of Australia's leading hotels.

The Westin's award winning meeting facilities, intuitive service, acclaimed bars and restaurants and stylish accommodation is sure to inspire and energise your next meeting or event.

Whether you book the elegant Wine Room, where your guests are surrounded by premium wine or Westin III with private alfresco terraces and 180 degree views of the city's landmarks, The Westin's dedicated floor of function facilities provides a sophisticated setting in a commanding CBD location.

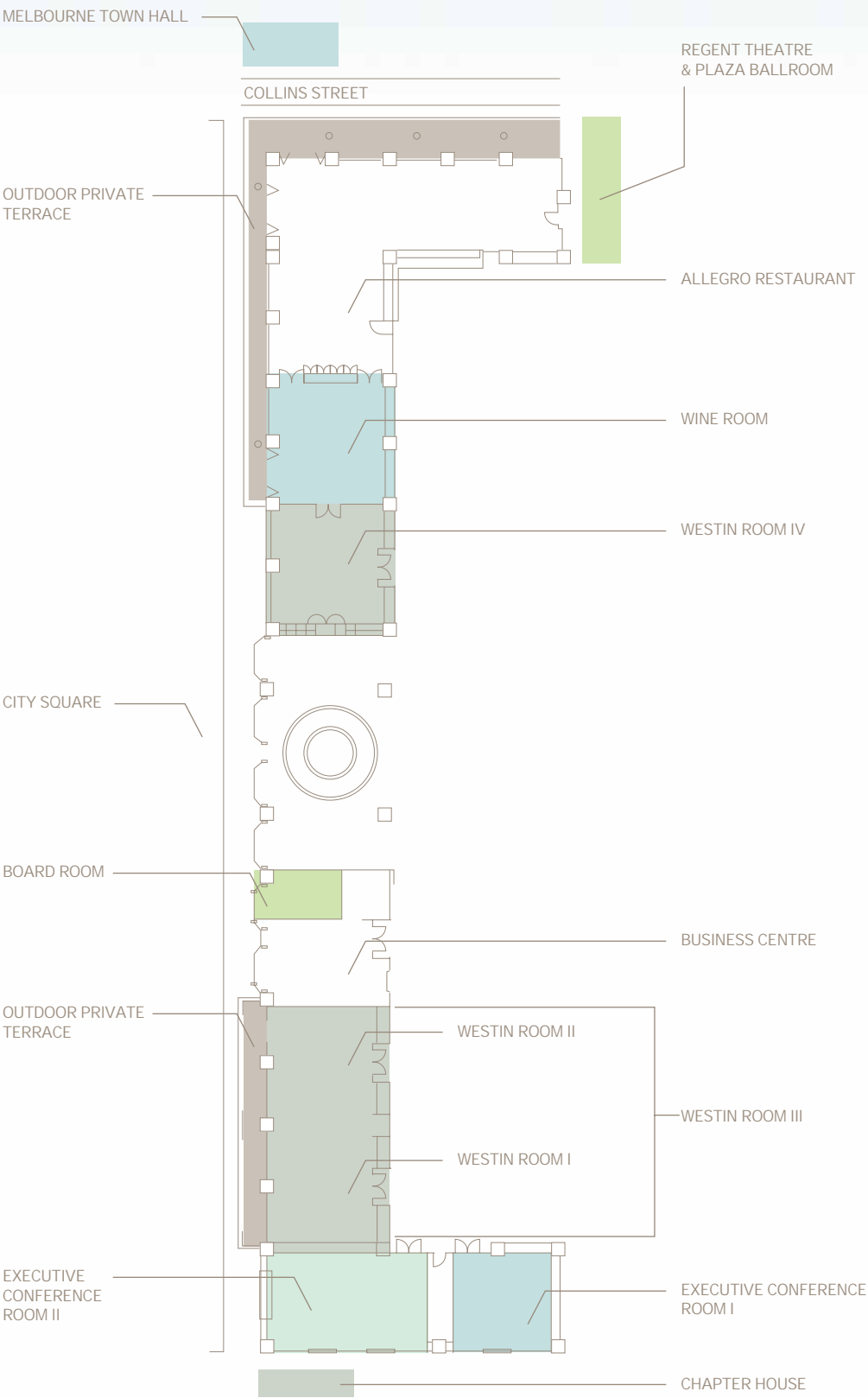


capacity charts

| ROOMS | SQ (M) | DIMENSIONS W X L (M) | HT (M) | THEATRE | CLASSROOM | COCKTAIL | BANQUET | U SHAPE |
|------------------------------|--------|----------------------|--------|---------|-----------|----------|---------|---------|
| WESTIN I | 66 | 8.7 X 8.5 | 3 | 60 | 35 | 70 | 40 | 24 |
| WESTIN II | 66 | 8.7 X 8.5 | 3 | 60 | 35 | 70 | 40 | 24 |
| WESTIN III | 131 | 8.7 X 17.1 | 3 | 150 | 70 | 160 | 100 | 50 |
| WESTIN IV | 66 | 8.7 X 9.3 | 3 | 60 | 35 | 70 | 40 | 24 |
| EXECUTIVE CONFERENCE ROOM I | 47 | 6.8 X 6.9 | 3 | 30 | 26 | 30 | 20 | 15 |
| EXECUTIVE CONFERENCE ROOM II | 76 | 7.8 X 11.1 | 3 | 75 | 50 | 90 | 50 | 26 |
| WINE ROOM | 66 | 8.2 X 8.45 | 3 | 50 | 35 | 70 | 40 | 22 |
| MARTINI BAR | 114 | 8.0 X 16.0 | 3.8 | - | - | 120 | - | - |
| BOARDROOM | 20 | 4.9 X 5.0 | 3 | - | - | - | - | 8 |



floor plans





endless possibilities

As you begin the planning of your meeting or special occasion, we hope you will consider partnering with us to transform your vision into reality. Your event is as important to us as it is to you. Whether you are hosting 25 friends or 160 conference attendees, our seasoned meeting specialists will assist you with every detail, ensuring your event is a success and that all of your guests leave feeling better than when they arrived.

As part of the Starwood family of hotels and resorts, Westin offers a variety of innovative tools to simplify and enhance the planning process. Book single day meetings for up to 50 guests in a few simple steps with Starwood Meetings in a Moment™. Or create a customized website for your event with Star Groups. Designed with the meeting planner in mind, our personalized services allow you to effortlessly create a memorable experience for each and every invitee.

STARWOOD PREFERRED PLANNER®

Enjoy the rewards and recognition of a Starwood Preferred Planner. Meeting planners are automatically enrolled in the STARWOOD PREFERRED GUEST PROGRAM®, the most flexible and rewarding frequent guest program in the industry. Whether you plan a meeting, a wedding or any other event, you will earn one Starpoint® for every three U.S. dollars of eligible group revenue.*

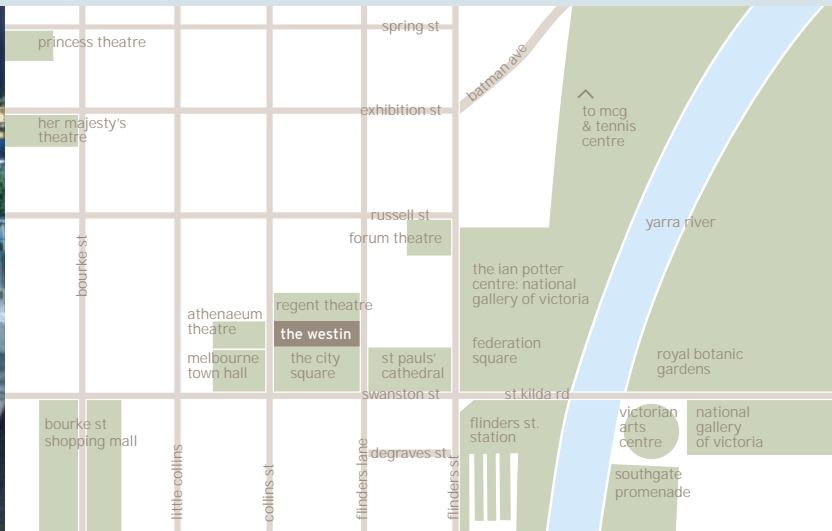
Your guests can also enroll in the program and earn Starpoints during their stay. Starpoints can be redeemed for free stays or upgrades with us, or with Four Points® by Sheraton, Sheraton®, W®, Le Meridien®, St Regis®, and The Luxury Collection® Hotels & Resorts with no black out dates on Free Night Awards.

To begin planning your next Westin event, please visit www.starwood.com/meetings

* up to a maximum of 20 000 Starpoints per meeting/event.

All promotions associated with the Starwood Preferred Guest program are subject to the terms and conditions of the Starwood Preferred Guest program which are subject to change and can be found at www.SPG.com.





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facts at a glance

LOCATION

- With a most commanding location in the heart of the city, The Westin places you amongst Melbourne's best boutiques, theatres, galleries and Federation Square.
- Melbourne's iconic trams link you to world class sporting facilities and events including the MCG, Tennis Centre, Grand Prix Circuit and Spring Racing Carnival venues.
- Just an hour away, some of Australia's most spectacular coastlines, wineries, wildlife reserves, temperate rainforests, beaches and historic townships are waiting to be explored.
- The Westin Melbourne is only 25kms from Melbourne Airport and an approximate 30 minute drive.

GUEST ACCOMMODATIONS

- The Westin's 262 guest rooms are designed to help you renew – with the signature Heavenly Bed®, luxurious bathrooms featuring separate Heavenly Baths® and showers, generous work desks, high speed internet access, refreshment centre and in-room movies.
- Natural light floods through full length windows providing views to Melbourne's historic landmarks. Some rooms offer Juliet balconies opening to fresh air while others feature spa baths.
- Westin offers guests a 100% smoke free environment.

FINE DINING

- Refuel at Allegro – where stylish, yet informal dining awaits in the restaurant or alfresco on the Collins Street terrace.
- See and be seen in the chic Martini Bar where a sophisticated atmosphere combines with an extensive cocktail list. Martinis are of course a specialty.
- Enjoy the hotel's evening ritual of Unwind in the Lobby Lounge – or unwind any time by the fireplace, the library or outdoor terrace. The Lobby Lounge is a restful haven to unite for drinks and canapés.
- The hotel also offers 24 hour in-room dining.

FACILITIES AND SERVICES

- Restore the body in the tranquility of our Wellness Centre, with lap pool, spa, sauna, steam room and 24 hour Westin WORKOUT™ gymnasium. Relax with a soothing treatment in the Wellness Centre or in the privacy of your own guest room with a decadent In-Room Spa service.
- Other facilities include fully equipped Business Centre complete with secretarial services and private lounge while wireless internet connections in public areas and meeting rooms keep guests connected.
- Hotel services include Service Express®, concierge services, valet and self parking, and the Westin Kids Club® offering fun activities, amenities and programs for young guests from age four to 12.

MEETINGS AND SPECIAL EVENTS

- The Westin Melbourne offers a dedicated floor of function facilities with seven stylish meeting rooms accommodating up to 160 guests.
- Stand out features include the elegant Wine Room, private outdoor terraces with sweeping city views, floor to ceiling windows providing floods of natural light, ergonomic chairs and chic décor that showcases contemporary artworks by some of the country's leading photographic artists, painters and print makers.
- The hotel's meetings team offer experience and resources to add sophisticated touches and personalised services to help you create exceptional events. Here to assist with every detail from tailored menus and unique themeing to special meeting and residential conference packages. Technical support is provided by an in-house audio visual supplier, including web-casting and teleconferencing.
- The Westin also collaborates with neighbouring venues to cater for larger events and conferences. You can combine accommodation at The Westin Melbourne with the history and elegance of landmark venues including The Melbourne Town Hall, Chapter House and the Plaza Ballroom.