



SIMPLY DELIGHTFUL

# SCHEDULE A MEETING THAT REALLY WORKS



# OUR VENUES

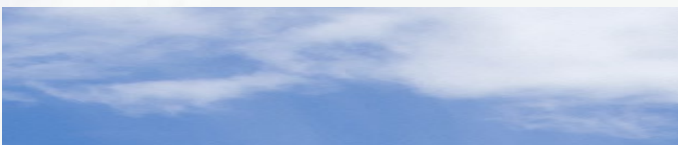
## TO HOST YOUR MEETING OR EVENT

Radisson on Flagstaff Gardens is located on William Street in the legal district with easy access to all that Melbourne has to offer.

Whether your event is small or large, a meeting manager is appointed to advise on and manage all of your event's needs, delivering a consistent and satisfying experience.

On offer are a variety of catering options ranging from working lunches to dining in our restaurant, HQ's Restaurant and Bar, where our Executive Chef, Leigh Robbins, works with local producers to ensure all ingredients are sourced fresh daily. Being next door to the Queen Victoria Market and an abundance of great food regions throughout Victoria, there is no excuse for not showcasing the finest food on our menus.

The dedicated conference area is conveniently located on the first floor, comprising of 3 versatile meeting rooms, a pre-function lounge and caters for up to 160 delegates. The Parkview Room is converted from a guest room on Level 1 and provides an additional boardroom option with natural light and delightful park views. Boasting 184 contemporary accommodation rooms, this 4.5 star hotel provides complimentary internet and is the ideal venue for corporate gatherings, meetings or events.



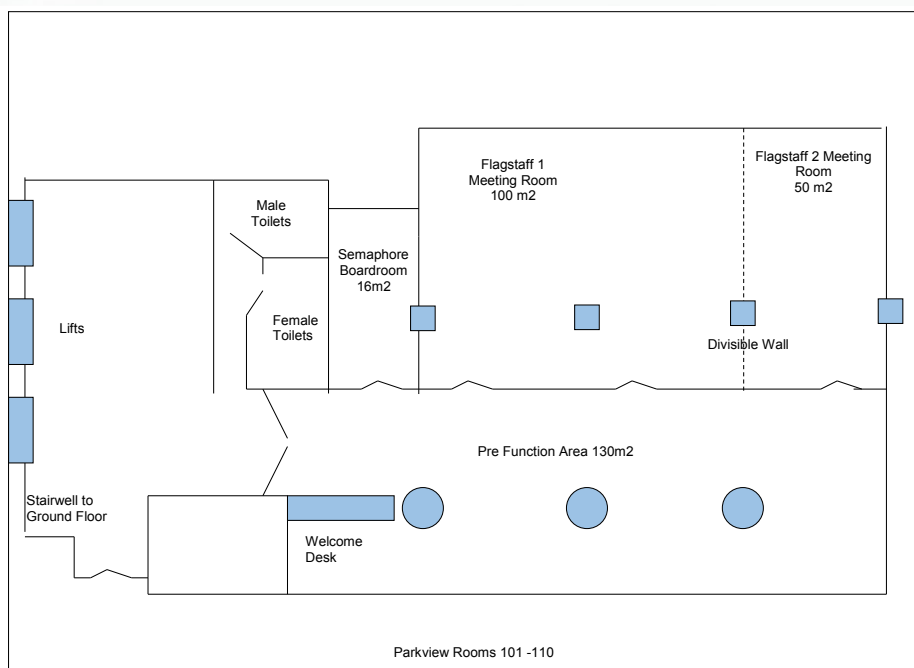
**RADISSON ON FLAGSTAFF GARDENS**  
380 William Street, Melbourne, Victoria, 3000  
[www.radisson.com/melbourne](http://www.radisson.com/melbourne)

**Radisson**  
ON FLAGSTAFF  
GARDENS MELBOURNE

# RADISSON AT WORK

## MAKING YOUR MEETING A SUCCESS

Function Room	Dimensions			Maximum Suggested Seating Style Capacity						
	Floor area (m2)	Room size (m)	Ceiling height (m)	Board-room	Theatre Style	Dinner/Banquet	Cocktail	Class-room	U-Shape	Cabaret (8 per table)
Semaphore Room	16	3x5.3	2.7	8	-	-	-	-	-	-
Flagstaff 1	100	12x8	3.4	20	80	60	120	36	24	48
Flagstaff 2	50	6x8	3.4	20	50	30	50	18	19	16
Flagstaff 1 and 2	150	18x8	3.4	-	120	90	200	54	-	72
Pre-Function Area	130	3	-	-	-	-	-	-	-	-
Parkview Room	20	-	2.7	12	14	10	-	-	12	8
Lawn Bowls	200	10x20	-	54	150	150	250	54	54	96
HQ's Restaurant	250	-	-	-	-	90	150	-	-	-



# YOUR REWARD FOR BOOKING

## RADISSON REWARDS™ FOR BUSINESS

### Rewards for Meeting & Event Planners

You can earn valuable rewards for booking your next meeting or event at the Radisson on Flagstaff Gardens. Radisson Rewards for Business™ is a unique hotel rewards program exclusively for meeting and event planners. Whether you're planning large or small corporate events, or you're a special events planner arranging dinners and weddings, you can earn 5 points per U.S. dollar spent with Radisson Rewards for Business™ when you book your event at more than 1,100 participating Radisson Hotel Group hotel's worldwide.



### Redeem your points for these special rewards

#### FREE AWARD NIGHTS

Redemption start at 9,000 points with no blackout dates on standard rooms



#### POINTS + CASH

Use points and cash for an Award Night Stay starting at 5,000 points or buy more points online to top up your account balance



#### GIFT CARDS & MORE

Enjoy valuable redemption options such as prepaid cards, airlines miles and more



It's free to join—[sign up here today](#)

For complete terms and conditions, visit [radissonrewards.com/section/terms.home/termsandconditions.sidemenus](https://radissonrewards.com/section/terms.home/termsandconditions.sidemenus)



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# MAKING YOUR MEETING A SUCCESS

## DAY DELEGATE PACKAGE

Simplify your conference with our Conference Day Delegate Package, with all the inclusions to ensure your meeting is a success. For something more to wow your delegates, tailor it by adding any one of our meeting room snack options. They are sure to impress!

### Catering Inclusions

Nespresso 'pod' coffee and a selection of traditional and herbal teas

One morning and one afternoon refreshment item, from our extensive break options

Your choice of a working style lunch or a plated lunch; both can be served in HQ's Restaurant

### Meeting Room Inclusions

Delegate stationery, including note pads and pens

Filtered water and mints

Room set up and hire

Signage facilities to display your company name for the duration of your event

Registration table available upon request

### Audio Visual Inclusions

Whiteboard

Flipchart

Data Projector

### Additional Services

Complimentary wireless internet throughout the hotel and in the conference area

24 hour Business Centre

24 hour Concierge

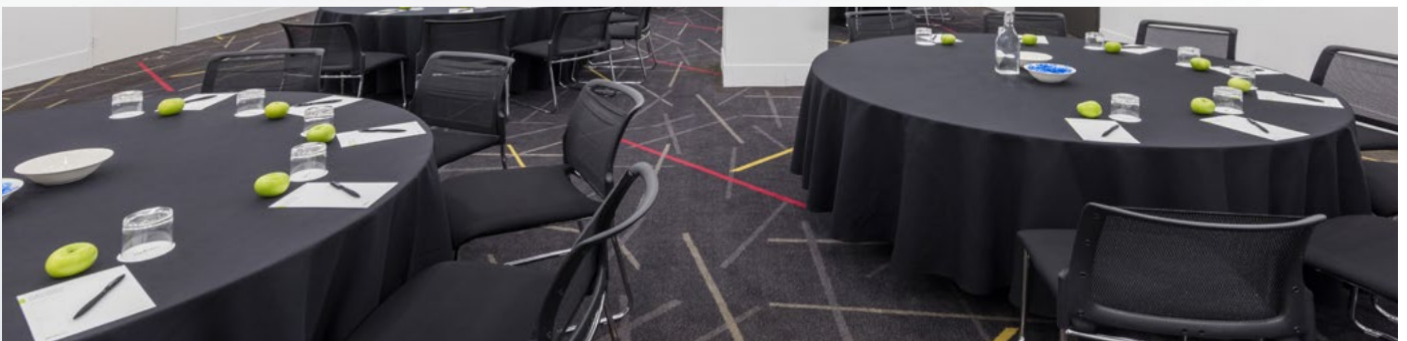
Menus tailored to your preferences and dietary requirements

Dedicated Events Coordinator

Spacious and contemporary designed registration and break out area

## Day Delegate Package \$69 per person

*\*Minimum numbers apply*



# MAKING YOUR MEETING A SUCCESS

## CONFERENCE HALF DAY PACKAGE

If you have a limited timeframe our Conference Half Day Delegate Package, will ensure your meeting is efficient and hassle free. For something more to wow your delegates, tailor it by adding any one of our meeting room snack options. They are sure to impress!

### Catering Inclusions

Nespresso 'pod' coffee and a selection of traditional and herbal teas

One morning OR one afternoon refreshment item, from our extensive break options

Your choice of a working style lunch or a plated lunch; both can be served in HQ's Restaurant

### Meeting Room Inclusions

Delegate stationery, including note pads and pens

Filtered water and mints

Room set up and hire

Signage facilities to display your company name for the duration of your event

Registration table available upon request

### Audio Visual Inclusions

Whiteboard

Flipchart

Data Projector

### Additional Services

Complimentary wireless internet throughout the hotel and in the conference area

24 hour Business Centre

24 hour Concierge

Menus tailored to your preferences and dietary requirements

Dedicated Events Coordinator

Spacious and contemporary designed registration and break out area

### Half day delegate package \$59 per person

*\*Minimum numbers apply*



# ENHANCE YOUR MEETING

## MORNING AND AFTERNOON TEA BREAKS

### Health Nut

Market fresh whole fruit basket

Roasted cauliflower hummus, dukkha, stone baked flat bread

Seasonal fruit platter

Smoked salmon on dark rye, cream cheese, shallot, cucumber, caper berries

Soooo smoothie - Berry goodness, acai, mixed berries, banana, local honey, almond milk

Soooo smoothie - Power smoothie, spirulina, natural yogurt, kale, almond milk, banana, rolled oats

Sweet potato fritters, avocado, kale, pomegranate

### Savoury

Beetroot, broccoli, Gippsland triple cream and chive tarts

Chicken and cucumber finger sandwiches

Eggplant chips w/ pecorino and blue cheese mayonnaise

House made pork and fennel sausage rolls, HQ's tomato chutney

Lamb, Capsicum, Onion, fresh Parsley wood fired Turkish pide, smoked yogurt

Milk bun, corned beef, sauerkraut, horseradish

Selection of petite gourmet pies, HQ's tomato chutney

Toasted ham and cheese croissants

### Sweet Tooth

Chocolate and hazelnut filled doughnuts

House made scones, jam and cream

HQ's choc pots, milk chocolate ganache, French vanilla cream

Lemon curd mini tarts, raspberry, mint dust

Selection hand crafted little cupcakes

Selection of macarons

Selection of New Zealand natural ice creams and sorbets, crisp biscuits Freshly brewed Nespresso coffee and a selection of teas served with one or two items from our healthy, sweet or savoury options

Warm buttered banana bread

Warm HQ's chocolate brownies, vanilla bean cream

**One Item \$14.00 per person, including tea and coffee**

**Two Items \$20.00 per person, including tea and coffee**

*\*One morning and/or one afternoon tea item is included in the Day Delegate Package and the Half Day Delegate Package.*

# ENHANCE YOUR MEETING

## LUNCH OPTIONS

### Lunch Option 1

Take a well-deserved break at our award-winning HQ's Restaurant.

Choice of an alternating plated lunch

Olives and petite boule

Selection of cakes and

Sliced fruit platter

*\*Please ask your Sales Executive for the current HQ's Lunch menu*

### Lunch Option 2

A selection of light and healthy options. Can be served in the pre-function lounge or HQ's Restaurant.

One protein and one vegetarian option

Two of HQ's gourmet salads

A selection of Australian cheeses, quince paste, lavosh, music paper

Selection of sweet cakes and biscuits

Seasonal fruit platter

### Lunch Option 3

A quick and satisfying option to suit any schedule. Can be served in the pre-function lounge or HQ's Restaurant.

Freshly prepared selection of point sandwiches

Two of HQ's Gourmet Salads

Savoury pastries

Selection of Australian cheeses, quince paste, lavosh, music paper

Selection of sweet cakes and biscuits

Seasonal fruit platter

### Lunch \$40.00 per person

*\*Lunch is included in the Day Delegate Package and the Half Day Delegate Package.*





# ENHANCE YOUR MEETING

## REFRESHMENT BREAKS

### **Tea, Coffee and biscuits**

Use our Nespresso coffee machine to design your own cup. Sample the Nespresso coffee pod range with distinctly individual characters and aromatic profiles to satisfy every taste and a selection of traditional and herbal teas

On arrival	\$7.00 per person
Continuous	\$11.00 per person

### **Beverages**

Enhance your day with our selection of cold drinks that can be added to your meeting

Fruit juice by the jug	\$12.00 per jug
Natural still spring water	\$ 5.50 per bottle
Sparkling spring water	\$ 6.50 per bottle

# ENHANCE YOUR MEETING BREAKFAST

## HQs Restaurant Full Buffet Breakfast

**\$33.00 per person**

HQ's Restaurant, located on the ground floor adjacent to Reception, is open for breakfast from 6:30-10:30am Monday to Friday and from 7:00-11:00am on Saturday, Sunday and public holidays.

## Private Dining Breakfast Options

### Continental Buffet Breakfast

**\$19.00 per person**

Nespresso "pod" coffee and a selection of teas  
A selection of chilled juices  
Seasonal fruit salad  
Cereals including our house-made bircher muesli  
Yoghurt with macerated fruits and nuts  
La Parisienne bakers basket

### Working Breakfast (served on arrival)

**\$29.00 per person**

Please select 4 items:

#### Cold:

Bakers basket (Danishes, mini muffins and croissants)  
Baked fruit with honey, nuts and yoghurt  
Bircher muesli stack (yoghurt, berries, muesli)  
Smoked salmon w/ cream cheese bagel

#### Hot:

Bacon, egg and cherry tomato tarts  
French toast with maple syrup shots  
Hash browns with tomato chutney  
Toasted ham and cheese croissants

### Plated Breakfast

**\$30.00 per person**

Your choice of:

- Scrambled eggs on sourdough w/ crispy bacon, herbed tomatoes, chicken breakfast sausage and sautéed mushrooms
- Sweet corn and zucchini fritters with poached eggs, Persian feta and tomato and onion jam
- Soft boiled eggs on dark rye, crushed avocado, breakfast radish and country chutney

All tables are set with assorted fresh seasonal fruit and pastries.

**All breakfasts are accompanied by a selection of juices, Nespresso "pod" coffee and a selection of teas**

# MAKING YOUR MEETING A SUCCESS

## AUDIO VISUAL + TECHNICAL SERVICES

Radisson on Flagstaff Gardens can assist and provide you with all of your technical and production requirements. Where required we work with our technical and creative event partner Myles AV. Myles Audio Visual Hire is a dynamic company formed by a group of experienced professionals in the audio visual hire industry who specialise in the corporate conference market.

The following are examples of audio visual equipment available:

- Data Projectors with HDMI input
- Plasma TV with DVD player
- Laptop
- Whiteboard
- Flip Chart
- CD and MP3 player
- Lectern and Microphone
- Two Speaker PA system with Microphone
- Roving Microphone
- Lapel Microphone
- On - site technician can be arranged at a daily rate

Audio Visual requirements can be tailored to suit every event need, the above list is just a small sample of options available.

