



MELBOURNE
GLEN WAVERLEY



We are pleased to provide you with the skills and resources included in this kit to assist you in planning your next event.

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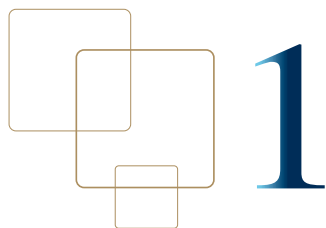
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VENUE AND MEETING ROOMS



200 ACCOMMODATION ROOMS, 6 MEETING ROOMS

Location and Facilities

Novotel Melbourne Glen Waverley will ensure your meeting, conference or event is a seamless and professional production. With the latest technology onsite, we will design and deliver everything from concepts, styling, entertainment, multimedia, linen, exhibitions, lighting, sound and vision.

Our conference area encompasses up to 6 individual function rooms. There is an extensive pre-function area linking all rooms catering for up to 300 people.

Novotel Melbourne Glen Waverley offers specially tailored Conference Day Packages with inclusions to complement any meeting requirement.

Novotel Melbourne Glen Waverley boasts 200 spacious accommodation rooms including 120 twin rooms. All rooms are beautifully styled with modern furnishings including LCD flat screen TV's. Novotel Melbourne Glen Waverley offers a comfortable stay, giving you the space to do as you please.

Infusion Restaurant is now showcasing a new modern design. Blending professional service with a stylish and sophisticated atmosphere, Infusion offers diners a selection of fresh local produce with the added attraction of healthy choice and gluten free options.

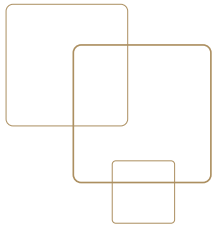
Relax in Infusion Bar, a popular lounge adjacent to the restaurant which offers a wide selection of cocktails, wines and beers. The perfect venue to meet colleagues.

Features

- Prime location at the gateway to the south east corridor location
- Adjoining access to Century City Walk entertainment complex
- 200 modern and well appointed guest rooms
- 6 individual meeting rooms and total capacity for 300
- Personalised event management team
- All conference rooms feature pillarless design
- Broadband wireless and ISDN connections
- Dedicated audio visual company on site
- Large pre-function area
- Business Centre service available
- Complimentary use of heated pool, sauna and gymnasium
- Onsite undercover parking available



VENUE AND MEETING ROOMS

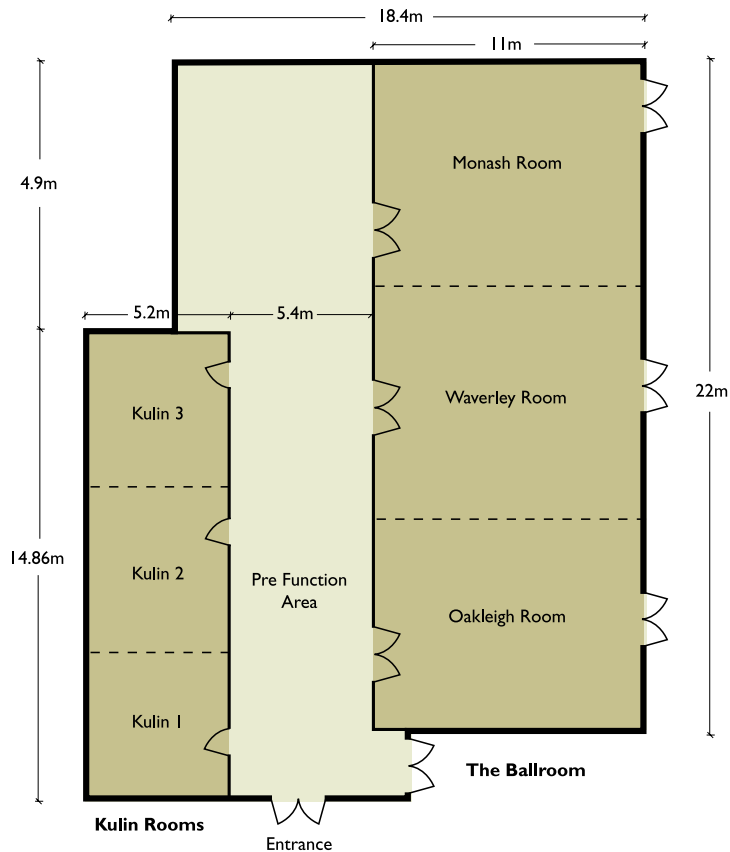


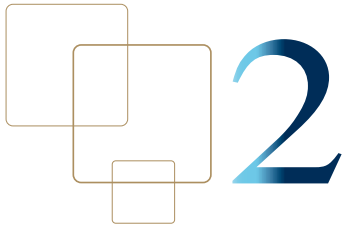
1

CONFERENCE ROOM CAPACITY

Room Name	Height (m)	Area m ²	Theatre	Classroom	Banquet no Dance Floor	Banquet with Dance Floor	Boardroom	U-Shape	Cocktail	Cabaret
1 Kulin Room	3.8	25	20	8	10	n/a	12	10	25	8
Kulin Room 1 & 2	3.8	50	50	24	40	n/a	22	20	50	32
Kulin Room 1, 2 & 3	3.8	75	70	32	60	n/a	n/a	n/a	70	32
1/3 Ballroom	3.2	77	70	27	50	30	22	30	90	32
2/3 Ballroom	3.2	154	150	60	100	90	n/a	50	180	72
Ballroom	3.2	242	250	90	160	140	n/a	n/a	300	140

FLOOR PLANS





2

CATERING PACKAGE

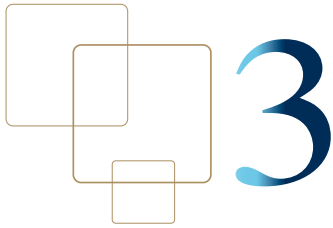
FROM \$80.00 PER PERSON (TUESDAY - THURSDAY)

FROM \$75.00 PER PERSON (MONDAY & FRIDAY)

FROM \$65.00 PER PERSON (SATURDAY & SUNDAY)

Inclusions

- Freshly brewed coffee and tea on arrival
- Morning tea including freshly brewed coffee and tea served with one choice of Danish pastries, muffins, lamingtons, jam donuts, muesli slice, sliced seasonal fruit or scones with jam and cream
- Chef's lunch selection served in Infusion Restaurant with freshly brewed coffee and tea, soft drink and juice
- Afternoon tea including freshly brewed coffee and tea served with a selection of gourmet biscuits, sliced seasonal fruit or brownies
- Set up, Novotel note pads, pens, iced water and low GI snacks
- Whiteboard, flipchart, markers and screen



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BREAKFAST MENUS

Breakfast is available every morning in our restaurant, Infusion. Any of the menus below can be served to your group in a private room.

Quick Start Breakfast **\$15.00 per person**

- Fresh fruit juices
- An assortment of cereals
- Oven baked croissants, muffins and Danish pastries with preserves
- Sliced seasonal fruit platter
- Freshly brewed tea and coffee

Continental Breakfast **\$22.00 per person**

- Fresh fruit juices
- An assortment of cereals
- Toasted bircher muesli
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Freshly brewed tea and coffee

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CATERING MENUS AND EVENTS



BREAKFAST MENUS - CONTINUED

Full Australian Breakfast \$28.00 per person

- Fresh fruit juices
- An assortment of cereals
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Freshly brewed tea and coffee

And your choice of one of the following plated dishes:

- Scrambled eggs, bacon, breakfast sausages, sautéed mushrooms, grilled tomatoes and hash browns
- Smoked salmon with scrambled eggs served on an English muffin
- Spinach and cheese frittata served on white toast with sautéed mushrooms, grilled tomatoes and hash browns
- Scrambled eggs, spinach and hollandaise sauce on toasted vienna

Healthy Choice Breakfast \$32.00 per person (Maximum 30 people)

- Fresh fruit juices
- A platter of seasonal fruits
- Toasted bircher muesli
- Fruit yoghurt
- Dried fruit and nuts
- Fruit and honey smoothies
- An individually plated soft poached egg, wilted spinach, grilled mushrooms and roma tomatoes on light rye bread

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BREAKFAST MENUS - CONTINUED

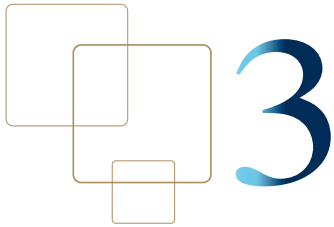
Full Australian Breakfast \$33.00 per person

(Served Buffet Style - Minimum 30 people)

- Fresh fruit juices
- An assortment of cereals
- A selection of pastries from the bakery
- A selection of preserves, honey and spreads
- Sliced seasonal fruit platter
- Bacon
- Sausages
- Sautéed mushrooms
- Grilled tomatoes
- Hash browns
- Scrambled eggs
- Freshly brewed tea and coffee



CATERING MENUS AND EVENTS



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LUNCH MENUS

Option 1 \$27.00 per person (Served in the Pre-Function Area)

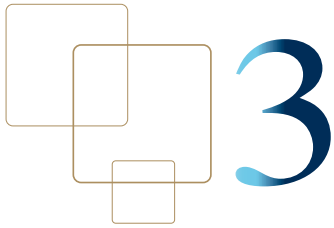
- An assortment of mini rolls and finger sandwiches
- Chef's selection of one salad
- Potato wedges served with sour cream
- Sliced seasonal fruit and cheese platters
- Chilled fresh fruit juices and soft drinks
- Freshly brewed coffee and tea

Option 2 \$36.00 per person (Served in Infusion Restaurant)

- Ploughman's style lunch
- Buffet style lunch (minimum numbers apply)
- Sliced seasonal fruit platter
- Freshly brewed coffee and tea



CATERING MENUS AND EVENTS



COFFEE BREAKS

Recharge Your Batteries

Chef's selection of one of the following:

Coffee and Tea **\$4.00 per person**

- Kick start the day with a cup of freshly brewed coffee or tea

Coffee and Tea and Gourmet Biscuits **\$6.50 per person**

- Freshly brewed coffee and tea served with a selection of gourmet biscuits

Continuous Coffee and Tea **\$10.00 per person (half day)**

\$16.00 per person (full day)

- Freshly brewed continuous coffee and tea for a half day or full day

Morning or Afternoon Tea **\$9.00 per person**

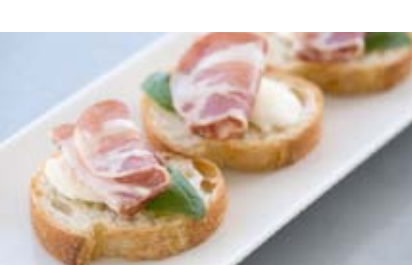
- Freshly brewed coffee and tea served with **one choice** of Danish pastries, muffins, lamingtons, jam donuts, muesli slice, sliced seasonal fruit or scones with jam and cream

Light Snacks **\$15.00 per person**

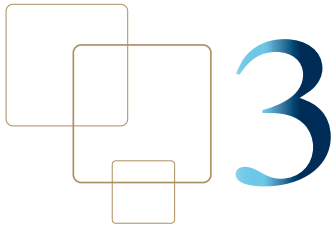
- Freshly brewed coffee and tea served with a platter of assorted sandwiches

\$20.00 per person

- Freshly brewed coffee and tea served with a platter of assorted sandwiches and platter of sliced seasonal fruit



CATERING MENUS AND EVENTS



LUNCH, DINNER AND COCKTAIL MENUS

For food as good as it looks, our versatile Dinner Menus are designed to satisfy even the fussiest eater in any group. We have begged, borrowed and stolen some of the best “tried and tested” dishes from our hotels from all around the world. So if you want to sit down for a Gala Dinner or stand up for dinner we have a menu to suit you.

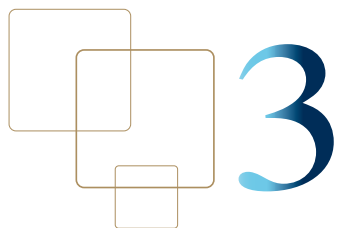
- Pre Selected Menus
- Lunch and Dinner Menus
- Buffet Menus
- Cocktail Parties
- Beverage List

Tips for Perfect Dinners, Product Launches and Special Events

- Arrive a little early for pre-dinner drinks. Relax at the bar for some pre-dinner or post-conference drinks. A great way to unwind following a day of conferencing.
- A Creative use of Canapés. Canapés make the perfect stand-up entree. Quiet those rumbling stomachs with some canapés and move inside for your main course. A great way to start the night with pre-dinner drinks. Allow 4 canapés per person per hour.
- A beverage package takes the worry out of your drinks cost. One thing people like to do at a function is have a drink, but how much will they drink and what will it cost? A beverage package is the perfect solution if you are facing this problem. You simply pay a set price per person for a set time.
- All menus can be served in Infusion Restaurant. Don't overlook our restaurant for your special function, which has great ambience and is ideal for small to medium sized groups.



CATERING MENUS AND EVENTS



LUNCH AND DINNER MENUS

Make your own menu from the list of courses below. Please choose one or two dishes from each course. *

\$46.00 per person (2 Courses)

\$59.00 per person (3 Courses)

Pre-Select your Function Menu from the following Entrees, Main Courses and Desserts.

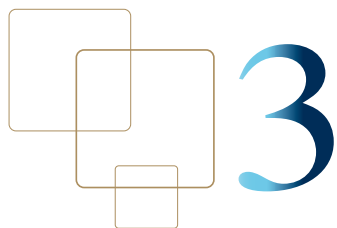
*Prices do not include beverages.

Entrees

- Prawn and calamari on green papaya, cucumber and coriander salad served with Asian dressing
- Classic Caesar salad with crispy bacon, shaved parmesan, croutons, cos lettuce, boiled egg and our signature Caesar dressing
- Boned and marinated quail with pickled ginger, shitake mushroom, sweet soy dressing and wild roquette
- Pumpkin and coriander soup with fresh cream
- Chunky vegetable soup using market fresh ingredients
- Roasted honey and macadamia nut chicken, pumpkin and roquette leaf salad
- Rosette of smoked salmon on citrus salsa, avocado and lemon lime dressing
- Smoked salmon tartare on olive crouton and served with saffron mayonnaise and mixed green salad
- Peking duck breast slices served on noodles tossed with Asian greens, orange and honey dressing
- Asian spiced beef Carpaccio, bean shoot and coriander salad, served with chilli and lime dressing
- Spinach tortellini tossed with creamy three cheese sauce, cracked pepper and fresh herbs
- Homemade fresh gnocchi served with pumpkin and spinach sauce, garnished with parmesan shavings
- Tandoori spiced lamb fillet served on tomato, cucumber and onion raita with mint yoghurt
- Seared tuna served on potato, green beans, tomato, mixed green salad with dill and wasabi mayonnaise
- Vegetarian antipasto plate, spinach frittata, roasted artichokes, grilled zucchini, mushroom, toasted focaccia croute and pesto dressing



CATERING MENUS AND EVENTS



LUNCH AND DINNER MENUS - CONTINUED

Make your own menu from the list of courses below. Please choose one or two dishes from each course. *

Main Courses

- Mustard and herb crusted chicken breast on orange scented polenta and light cream sauce
- Grilled chicken breast on basil, crushed potatoes, grilled mushroom and served with a light sage jus
- Tandoori spiced chicken breast with coriander potatoes and served with mint yoghurt salsa
- Rack of lamb on grilled polenta, Mediterranean vegetables and rosemary mint jus
- Oven roast lamb rump, grilled eggplant stuffed with creamy feta, sweet potato mash and mint jus
- Braised lamb shanks, sweet potato and pumpkin mash, roasted root vegetables and thyme jus
- Oven baked eye fillet of beef on oregano potatoes, paysanne of root vegetables and rich red wine jus
- Grilled sirloin of beef on celeriac mash, grilled vegetable stack and served with mild pepper jus
- Braised fillet of beef, parsnip and potato puree, oven roasted tomato salsa served with a shiraz jus
- Grilled Atlantic salmon, herb infused smashed sweet potato, vegetable salsa and parmesan cream
- Pan-fried fish of the day served on spicy potatoes, Asian greens and coconut sauce
- Grilled butter fish served on roasted Mediterranean vegetable ragout and rich tomato vinaigrette
- Grilled barramundi fillet, Moroccan spiced potatoes, assorted greens and saffron cream
- Slow cooked pork belly with pickled cabbage, chorizo sausage, bean ragout and served with sweet apple chutney
- Grilled polenta, roasted Mediterranean vegetables and rocket leaves
- Grilled tofu served on fried rice, Asian vegetables served with chilli and sweet soy reduction
- Crumbed eggplant on mushroom risotto with parsnip crisps



3

LUNCH AND DINNER MENUS - CONTINUED

Desserts

- Sticky-date pudding, served warm with vanilla bean ice cream and butterscotch sauce
- Classic Italian tiramisu and fresh cream
- Chocolate marquise served with citrus and raspberry coulis
- Zesty lemon tart served with fresh cream and candied citrus
- Double baked cheesecake with fresh cream
- Individual pavlova with summer berries
- Pineapple and coconut panna cotta with mango and palm sugar sauce
- Apple and cinnamon tart with mint and almond pesto
- Steamed chocolate pudding served with rich chocolate sauce and cream

Complemented with:

- Fresh roasted bean coffee and Sir Thomas Lipton premium selection tea



CATERING MENUS AND EVENTS



LUNCH AND DINNER BUFFET MENUS

Buffet Menu **\$59.00 per person**

- A selection of antipasto
- A basket of crusty rolls and loaves
- Soup of the day
- A selection of four salads with dressings

Pre-select any **one** roast dish from the following list:

- Roast leg of lamb with rosemary jus
- Roast sirloin with a mustard crust
- Glazed leg of ham
- Roasted turkey breast with cranberry sauce
- Roast loin of pork with crackling and apple sauce

PLUS Pre-select any **two** dishes from the following list:

- Thai green chicken curry
- Beef Bourguignon
- Veal ragout in an orange and basil sauce
- Mediterranean lamb and white bean stew
- Stirfried beef in black bean sauce
- Sautéed chicken with capsicum, onions, tomatoes and mushrooms
- Fillets of fish of the day in a champagne dill beurre blanc
- Pumpkin and spinach ravioli in a spicy tomato concasse

(All of the above are served with rice, potatoes and sautéed mixed vegetables)

Optional Buffet Items

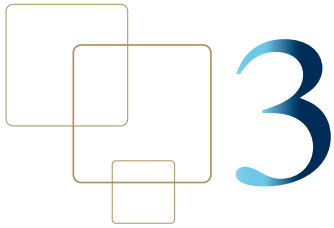
Additional Hot Meal **\$5.00 per person**

A Selection of Australian Seafood **\$35.00 per person**

- Chilled king prawns
- Freshly shucked oysters
- Marinated mussels
- Asian style calamari salad
- Whole baked fish
- Platters of smoked and cured seafood



CATERING MENUS AND EVENTS



COCKTAIL PARTY MENU

Planning a cocktail party? Our range of canapés are perfect for your event. Choose as many items as you like or allow our chef to make the selection for you. We recommend a minimum of 4 canapés per person per hour.

Cold Canapés **\$4.50 per item per person**

- Seared peppered tuna on crouton and wasabi mayo
- Marinated artichoke and roasted capsicum bruschetta
- Selection of Californian rolls and sushi with soy sauce
- Pan seared scallops with lemon and lime
- Oyster shots
- Peppered beef and onion jam
- Home made soup in shot glasses
- Asparagus wrapped with smoked salmon and balsamic glaze

Hot Canapés **\$5.50 per item per person**

- Chicken satay with spicy peanut sauce
- Pumpkin and spinach mini calzone
- Pork and pineapple with sweet soy and chilli
- Prawns with lime and coriander
- Stuffed tomato with fetta cheese and fresh basil
- Beef Fillet Mignons with onion and tomato relish
- Lamb loin with mint yoghurt
- Seared Salmon with crab salsa

Cocktail Menu #1 @ \$25.00 per person

With your selection of two cold and four hot canapés

Cocktail Menu #2 @ \$30.00 per person

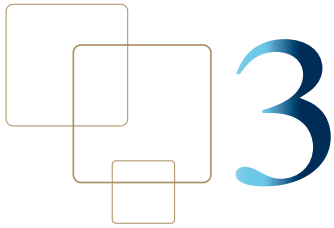
With your selection of three cold and five hot canapés

Cocktail Menu #3 @ \$38.00 per person

With your selection of four cold and six hot canapés



CATERING MENUS AND EVENTS



STAND UP DINNER MENU

Looking for something a little informal yet lots of FUN? Our hot box menu is perfect for those informal functions where mingling is the name of the game. Seating capacity is no longer an issue. We start with 3 rounds of hot canapés of your choice.... that's the entrée.

Main Courses

\$12.50 per item per person

Noodle Boxes filled with some great Asian and continental food. Each container comes with a set of chopsticks to add to the fun... forks are available of course. We recommend at least 2 hot boxes per person if you are having canapés first.

- Stir fried hokkien noodles with Asian vegetables, chilli and oyster sauce
- Pork and peanut salad on rice vermicelli
- Thai green curry on jasmine rice
- Lamb tagine on herbed couscous
- Mushroom risotto
- Fish and chips

Desserts, Coffee and Tea

\$16.00 per person

- Desserts, coffee and tea served buffet style



CATERING MENUS AND EVENTS

3

BEVERAGE PACKAGES

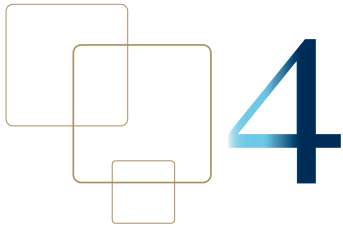
Our Beverage Packages give you a set drinks price per person for a period of 1 to 5 hours. This is a perfect option in order for you to stick to your budget. Remember, these packages are also available in the hotel's Infusion Bar for before or after conference drinks. Ask your conference co-ordinator to design a package that suits you.

Standard Beverage Package

- Local beers
- Bottled house wines
- Juices
- Soft drinks
- 1 Hour service \$19.00 per person
- 2 Hour service \$24.00 per person
- 3 Hour service \$29.00 per person
- 4 Hour service \$34.00 per person
- 5 Hour service \$39.00 per person

Premium Beverage Package

- Premium beers
- Premium wines
- Juices
- Soft drinks
- 1 Hour service \$23.00 per person
- 2 Hour service \$28.00 per person
- 3 Hour service \$33.00 per person
- 4 Hour service \$38.00 per person
- 5 Hour service \$43.00 per person



OTHER SERVICES

WiFi Technology

Stay in touch at while at Novotel Melbourne Glen Waverley with our wireless internet access available throughout the hotel; from the lobby to our conference rooms, even within the comfort of your guest room.

Audio Visual Equipment

Through our in house audio visual team we are able to organise a wide range of equipment to ensure your conference or presentation is state-of-the-art. Including:

Monitors and VCR's

- 19" LCD fold back monitor
- 32" LCD TV/Monitor and Stand
- 50" Plasma TV/monitor and Stand
- Professional DVD Player

Multimedia Data Projector

- NEC NP400 2500 ANSI Lumens 3LCD Technology Projector
- NEC NP600 3500 ANSI Lumens 3LCD Technology Projector

(all projectors in Kulins and Ballroom are mounted to the ceiling with VGA/RCA connection to the wall)

Computer Accessories

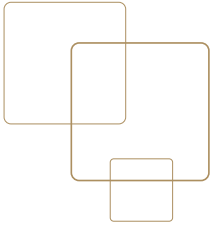
- Notebook computer
- Cordless RF computer mouse plus laser pointer
- 20m data extension lead with projector
- 20m data extension lead without projector

Projection Screens

- 6ft motorised screen (Kulin rooms)
- 7.5ft motorised screen (Ballroom)
- 8ft motorised screen (Ballroom)

(all the motorised screens are mounted to the ceiling and with the use of remote control to drop down)

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4

OTHER SERVICES - CONTINUED

Audio Visual Equipment - Continued

Audio Systems

- Centralised PA system
- In ceiling mounted speakers in all rooms
- Matrix audio mixer with XLR, 3.5 jack and RCA connections to the wall
- Powered Soundcraft spirit 8 channel mixer

Sound systems can be developed to suit most venues and can be mixed and matched to suit the function. The above items include speakers, amplifiers, equalizer and where necessary, processors. Microphone charges will be quoted as required.

Audio Accessories

- Tascam Professional CD player
- Tascam Professional CD recorder
- Behringer DI box for PC audio/Ipod

Microphones

- Shure Microflex standard Gooseneck condenser microphones
- Sennheiser ew G3 hand-held wireless microphone
- Sennheiser ew G3 lapel wireless microphone

Conference Equipment

- Electronic whiteboard 2 sides
- 5ft x 4ft whiteboard, markers and erasers
- Flipchart, paper and markers
- Lectern with reading light
- Shure Microflex standard Gooseneck condenser microphone



4

OTHER SERVICES - CONTINUED

Accommodation Packages

If you're conferencing with us for the day or perhaps you are having a dinner here, why not stay the night? If guests are travelling to or from your conference they may like to stay the evening before, or after your day function.

You'll enjoy a luxurious bed dressed in a dream feather duvet with feather pillows for the ultimate night's sleep, generous bath sheets, a dedicated workspace with large desk for work days that continue into the night and amenities at your fingertips. For work or relaxation, Novotel Melbourne Glen Waverley's guestrooms are always a pleasure.

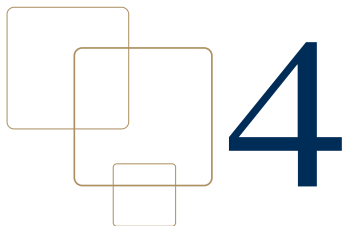
For accommodation package pricing please speak with your conference co-ordinator.

Sustainable Development

Novotel Melbourne Glen Waverley affirms its commitment to sustainable development by choosing the international environmental certification programme "Green Globe". Following consideration of the importance of environmental sustainability and a commitment to be a benefit to the local community, Novotel Melbourne Glen Waverley is committed to strive to achieve environmental and social sustainability. For further information on Novotel Melbourne Glen Waverley's commitment and "Green Globe" certification please refer to our web site www.novotelglenwaverley.com.au or ask one of our team members.

Terms and Conditions

Novotel Melbourne Glen Waverley reserves the right to modify the present document. All pricing in this document is quoted in Australian dollars including taxes. Credit card surcharges apply. Valid to 31 December 2011 unless modified. Please note that this document is not a quote or agreement. Please contact our conference and events department for a full quote or contract. Conference and accommodation rooms are only held once a deposit had been paid in full and signed contract received.



CONTACT DETAILS

Conference & Events Department

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