



CONFERENCE CENTRE

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CATERING PACKAGES | Buffet Style



Half Day Package

Arrival

- Biscuits / cookies
- Continuous coffee / tea (up to 4 hrs)

Morning / Afternoon Tea

- 1 Morning Tea items
- Fresh fruit platter
- Selection of fruit juices

\$20.00pp

All Day Package 1

Arrival

- Biscuits / cookies
- Continuous coffee / tea (all day)

Morning Tea

- 2 Morning Tea items
- Fresh Fruit
- Selection of fruit juice

Lunch

- Assortment of sandwiches, wraps or baguettes (3 fillings)
- Fresh Fruit
- Selection of fruit juices

Afternoon Tea

- Biscuits / cookies

\$45.00pp

All Day Package 2

Arrival

- Biscuits / cookies
- Continuous coffee / tea (all day)

Morning Tea

- 2 Morning Tea items
- Fresh Fruit
- Selection of fruit juice

Lunch

- Assortment of sandwiches, wraps or baguettes (2 fillings)
- 2 Basic finger food items
- Fresh Fruit
- Selection of fruit juices

Afternoon Tea

- Biscuits / cookies

\$50.00pp

All Day Package 3

Arrival

- Biscuits / cookies
- Continuous coffee / tea (all day)

Morning Tea

- 3 Morning Tea items
- Fresh Fruit
- Selection of fruit juice

Lunch

- 2 Salads
- 2 Proteins (Chicken | Fish | Pork | Beef | Lamb)*
- Fresh fruit platter
- Selection of fruit juices
- Soft drink or mineral water

Afternoon Tea

- 1 x Afternoon Tea item

\$55.00pp

Please Note: Not all menu items are suitable for all group sizes and may need to be substituted for something similar. Most of our catering options can be prepared as individual serves. Prices may vary.

4 | Prices listed are for catering only. Venue hire and associated fees are charged in addition.

* Price will depend on market price at time of the function and may vary from what is listed.

BREAKFAST

Networking Breakfast

Select 4 items:

- Bircher muesli and yoghurt cup
- Ham and cheese croissants
- Tomato, ham and cheese croissants
- Mini Pastries & Danishes
- Fresh Fruit platter
- Toast with spreads
- Savory mini muffins
- Banana bread
- Fruit Skewers
- Blueberry mini muffins

Served with:

- Coffee and a selection of tea
- Selection of fruit juices

Buffet Style \$18.50 pp

\$3 per person for each additional item

Hot Breakfast

Select 4 items:

- Crispy Bacon
- Sausage
- Scrambles Eggs
- Hash brown
- Tomato
- Baked beans
- Sautéed spinach & mushroom

Served with:

- Coffee and a selection of tea
- Selection of fruit juices

Buffet Style \$30.00 pp

Table Service \$35.00 pp

Fruit platter can be added to each table for \$10 per table

\$3 per person for each additional item



MORNING TEA / AFTERNOON TEA

Morning Tea / Afternoon Tea Options

- Fresh seasonal fruit platter
- Mini croissants
(*ham and cheese / tomato, ham and cheese*)
- Warm pastries and Danishes
- Sweet slices
- Rum balls (chocolate and coconut)
- Mini muffins (assorted flavors)
- Vegetarian Frittata
- Scones with jam + cream**
- Fruit skewers
- Berry bliss balls
- Fruit salad
- Chocolate brownie
- Bircher muesli and yoghurt cups
- Assorted biscuits and Cookies
- Savory muffins
- Mini quiches
- Banana bread
- Lamingtons
- Lemon cheesecake cups**
- Zucchini Slice
- Mini tarts
- Pesto and cheese scrolls
- Strawberries dipped in milk chocolate
- Lemon Slice

\$3.50
Per Serve

Dip Platter

Assorted dip platter with
fresh vegetables and crisp bread

* Minimum of 10 people

\$4.00
Per Serve

Cheese Platter

Selection of cheeses, crackers,
dried fruit and nuts

* Minimum of 10 people

\$15.00
Per Serve

Please Note: Not all menu items are suitable for all group sizes and may need to be substituted for something similar.
Most of our catering options can be prepared as individual serves. Prices may vary

** Extra \$3 per serve



DINING

2 Courses

Entrée and Main or Main and Dessert

\$44.00

3 Courses

Entrée, Main and Dessert

\$55.00



Sample Menu Only

Select up to two (2) dishes per course and these will be served alternately

ENTREES

Seared scallops with a tomato and cumin jam,
crisp eggplant and a roast garlic aioli

Tempura smoked chicken with green mango salad
and Chiang Mai chilli relish

Corn cakes with black bean and sweet potato, heirloom
tomato, coriander salsa and lime crème fraîche

Crunchy fried calamari served with rocket & lentil tabouleh

MAINS

Red duck curry with pea eggplant, crispy shallots and steamed rice

Roast scotch fillet with house cut chips, green beans and béarnaise sauce

Crispy salmon with a saffron broth, vermicelli
noodles and petite herb salad

Oven baked chicken breast with chorizo, chickpea and sherry

DESSERT

Rosewater meringue with rhubarb compote, Persian fairy floss and cream

Espresso coffee creme brulee

Mixed berry pavlova with a berry and passionfruit coulis

Chocolate mousse served with ginger poached pear and chantilly cream

Table Salad
Hot Fries

\$10 per table
\$8 per table

* Current dining menu is available upon request | 7

FINGER FOOD

Basic Finger Food Options

- Assorted mini pies
- Mini sausage rolls
- Mini pizzas (V)
- Meatballs with tomato chutney
- Moroccan lamb kofta with mint sauce
- Spinach and ricotta pinwheels (V)
- Caramelized onion and goats cheese tart (V)
- Mini dim sims with soy sauce
- Assorted mini quiches (V)
- Arancini (V)
- Vegetable frittata (V)
- Mini vegetarian pasties (V)
- Traditional tomato bruschetta (V)
- Finger sandwiches (V)
- Spinach and ricotta triangles (V)
- Chicken skewers (lemon and thyme, satay or tandoori)
- Calamari rings with tartare sauce
- Tempura vegetables (V)
- Mini samosa with chutney (V)
- Salt and pepper calamari with herb dipping sauce
- Mini quiches (V)

\$3.50
per serve

Gourmet Finger Food Options

- Salmon fingers wrapped in prosciutto
- Roast beetroot, goats cheese and walnut tart (V)
- Prawn twists with sweet sauce
- Smoked salmon with cream fraiche and dill on cucumber
- Chicken drumettes
- Rice paper rolls with hoisin dipping sauce (V)
- Gourmet Shepherd's Pies
- Fish goujons with caper mayonnaise
- Quesada with salsa (V)
- Assorted sushi with soy sauce and wasabi (V)
- Spanish chicken shashlik
- Pork buns
- Mini pork banh mi roll
- Chilli prawns with tomato and avocado salsa
- Sliders (Ragu beef, pulled pork, chicken schnitzel or mushroom) (V)**

\$4.00
per serve

(V) Vegetarian dish or can be modified to become vegetarian



BEVERAGES

Package	30-45 minute service	2 hour service	3 hour service
1 Alcoholic	\$15.00	\$25.00	\$35.00
Includes: House red and white wine, local beer, light beer, water, soft drink and juices. Add sparkling wine for \$4 per person			
2 Non – alcoholic	\$7.70	\$14.50	\$18.50
Includes: A selection of fruit juices, soft drink, water, tea & coffee			
3 Tea & Coffee Premium	\$3.50	\$7 (all day – up to 4 hrs)	\$13 (all day – up to 8 hrs)
Includes: Continuous Nespresso coffee capsules and a selection of teas			
4 Tea & Coffee	\$3.00	\$6 (all day – up to 4 hrs)	\$11 (all day – up to 8 hrs)
Includes: Continuous percolated coffee and a selection of teas			

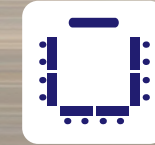




Theatre



Boardroom



U-shape

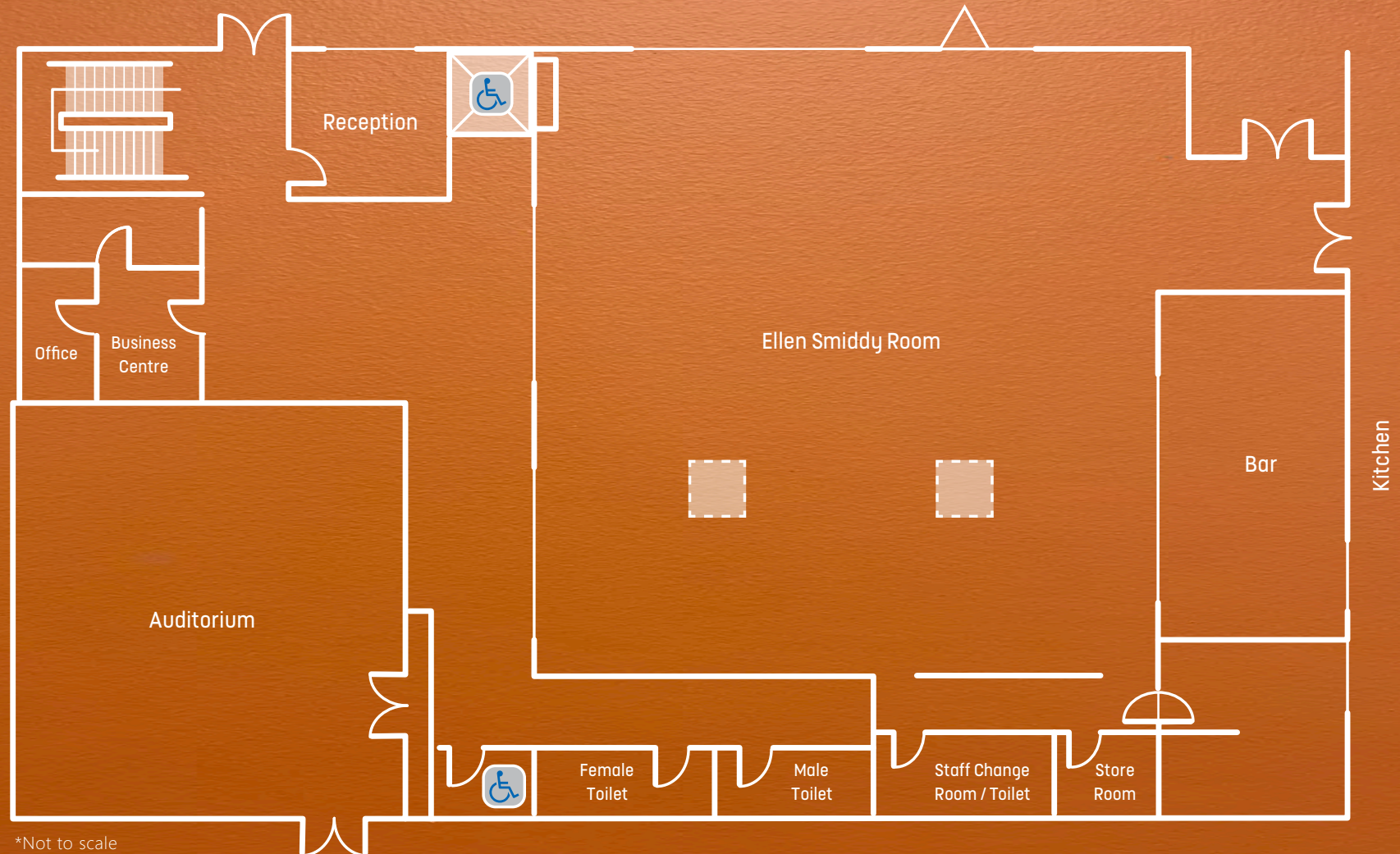


Cabaret Style

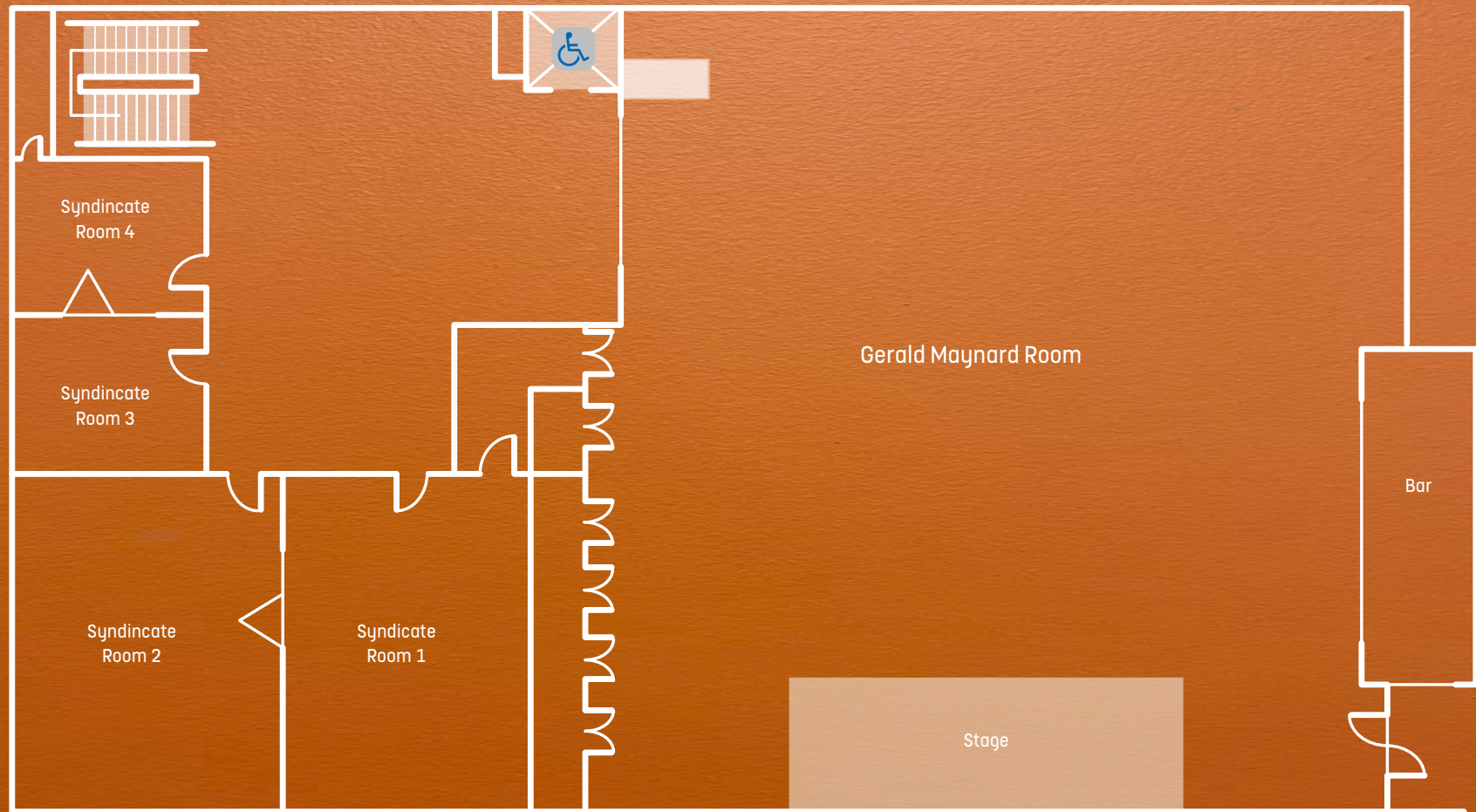
ROOM CAPACITIES

	Sq.M	Ht.M	Theatre	Boardroom	U-shape	Cabaret Style	Cocktail
PRESTON - GROUND FLOOR							
Ellen Smiddy Room (PU107)	196	2.6	100				200
Auditorium (PU102)	112	2.6	100	44	36	72	120
PRESTON - FIRST FLOOR							
Gerald Maynard Room (PU205)	270	4	200		50	160	200
Syndicate Room 1 (PU201)	43	2.7	30	16	26	18	30
Syndicate Room 2 (PU202) (no av)	42	2.7	30	16	26	18	30
Syndicate Room 1 & 2			80	30	36	32	60
Syndicate Room 3 (PU203)	18	2.7	15	8	-	8	-
Syndicate Room 4 (PU204) (no av)	16	2.7	15	8		8	-
Syndicate Room 3 & 4			36	16	15	16	30
HEIDELBERG							
David Wills Auditorium	309	3	150	50	40	80	100

PRESTON — GROUND FLOOR

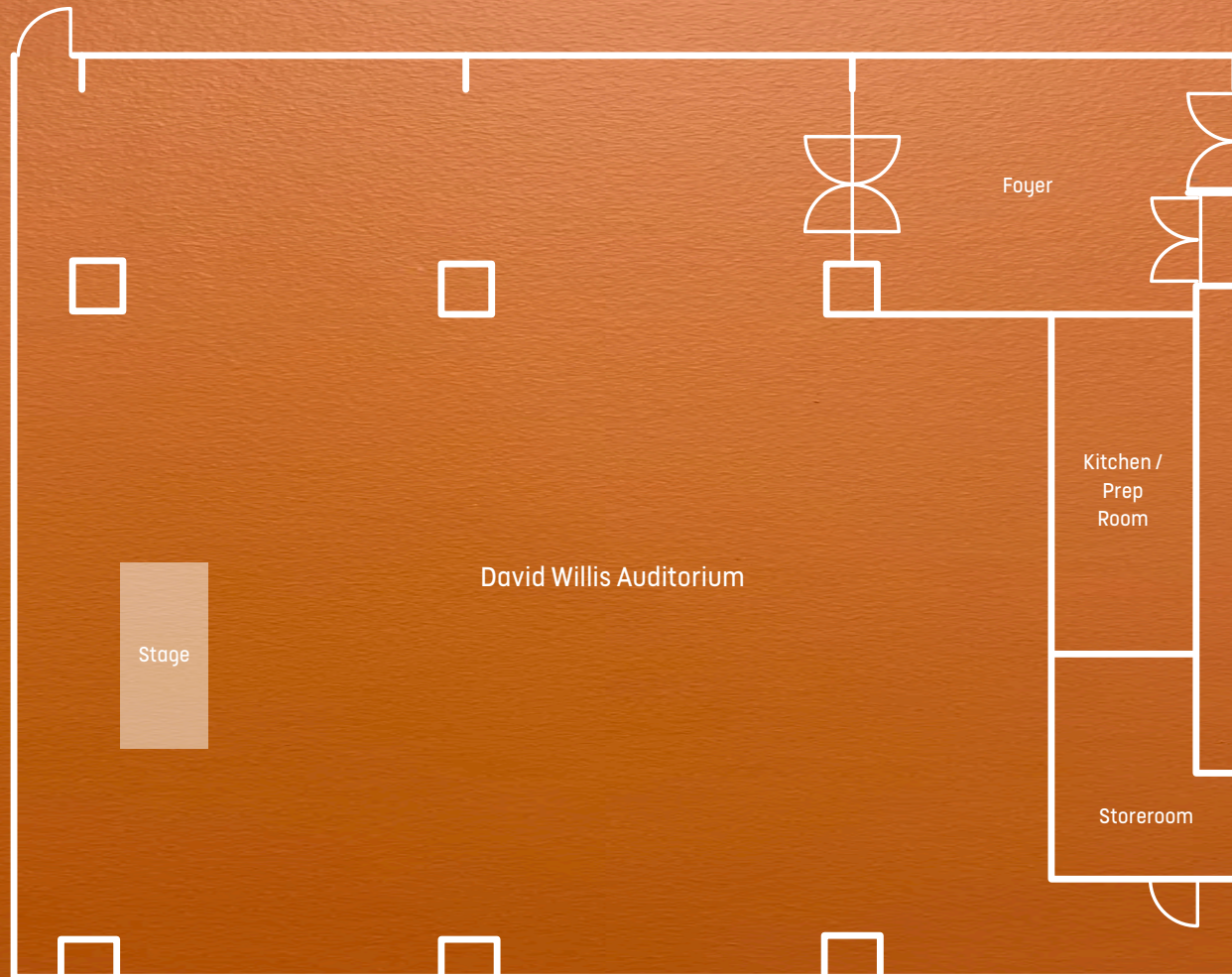


PRESTON — FIRST FLOOR



*Not to scale

HEIDELBERG — DAVID WALLIS AUDITORIUM



*Not to scale

ROOM HIRE

Preston Conference Centre

	½ Day Up to 4 hours	Full Day Up to 8 hours
Gerald Maynard Room	\$650	\$1100
Auditorium	\$400	\$650
Syndicate Rooms 1 & 2	\$250	\$400
Syndicate Rooms 3 & 4	\$150	\$250
Ellen Smiddy Room (without catering)	\$400	\$650
Full Conference Centre	\$1450	\$2400

HEIDELBERG

David Wills Auditorium	\$630	\$1050
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Penalty Rates

Evenings

- All bookings after 6pm are charged at the full day rate.
- An event supervisor and security are required for evening functions at an additional cost.

Weekends and Public Holidays

- Half day bookings are charged at the full day rate.
- An event supervisor and security are required at an additional cost.
- Saturday bookings incur a 15% surcharge. Sunday and public holidays incur a 30% surcharge.



Gerald Maynard Room | Conference Centre PRESTON



Ellen Smiddy Room | Conference Centre PRESTON



Syndicate Room 3 Conference Centre PRESTON

PARKING / SECURITY / SUPERVISOR FEES

Car Parking Attendant / Security

**Cost per hour -
minimum of 4 hours**

(Monday – Friday) 6am – 6pm	\$37.50
(Monday – Friday) 6pm – 6am	\$45.00
Saturday	\$56.00
Sunday / Public Holidays	\$70.00

Event Supervisor

Monday - Friday (6pm - 6am)	\$45.00
Weekends / Public Holidays	\$55.00



PARKING MAP

Preston campus

Car

Onsite parking must be arranged with the venue prior to your event

- Campus Address: **77 St Georges Rd, PRESTON Vic 3072**
- Enter the student car park via St Georges Road
- Drive through to the top section of the student car park
- Report to the parking attendant who will provide a parking permit
- Park in designated space as directed by the attendant
- Ensure the permit provided is clearly displayed in front window of vehicle
- Proceed to **Building U - Conference Centre**

Bus

- | | |
|---|---|
| 513 Glenroy – Eltham | 527 Gowrie – Northland |
| 552 North East Reservoir – Northcote Plaza | 553 Preston – West Preston (via Reservoir) |
| 903 Smart Bus Mordialloc – Altona | |

Tram

- | |
|---|
| 11 Vic Harbour Docklands – West Preston |
| 86 Waterfront City Docklands – RMIT Bundoora |
| 112 St Kilda – West Preston |

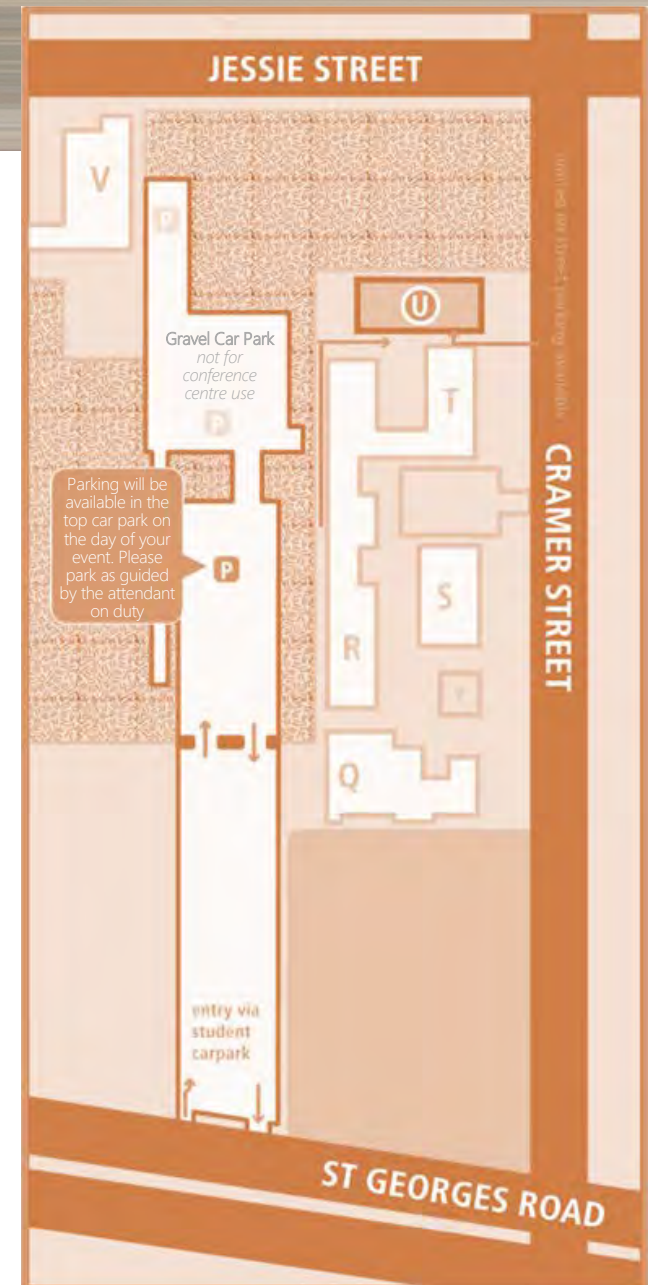
Train

- | |
|--|
| Bell Station (zone 1) South Morang line |
| Preston Station (zones 1 and 2) South Morang line |

IMPORTANT NOTICE

OWNER ONUS APPLIES

Ensure to lock your vehicle and DO NOT leave valuable items Melbourne Polytechnic takes no responsibility for damage and/or theft to vehicles whilst parked on Institute grounds



PARKING MAP

Heidelberg campus

Car

Onsite parking must be arranged with the venue prior to your event

- Campus Address: **Bell St & Waterdale Rd, Heidelberg West VIC 3081**
- Enter car park via Bell Street or Waterdale Rd
- Please park car in vacant student parking bays
- David Wills Auditorium is located at the Bell Street end of Building B on level 2

Bus

- | | |
|---|--|
| 246 Elsternwick – Clifton Hill/La Trobe University | 250 Garden City – La Trobe University |
| 340 City – La Trobe University | 513 Glenroy – Eltham |
| 548 Kew – La Trobe University | 549 Ivanhoe – Northland |
| 903 Smart Bus Mordialloc – Altona | |

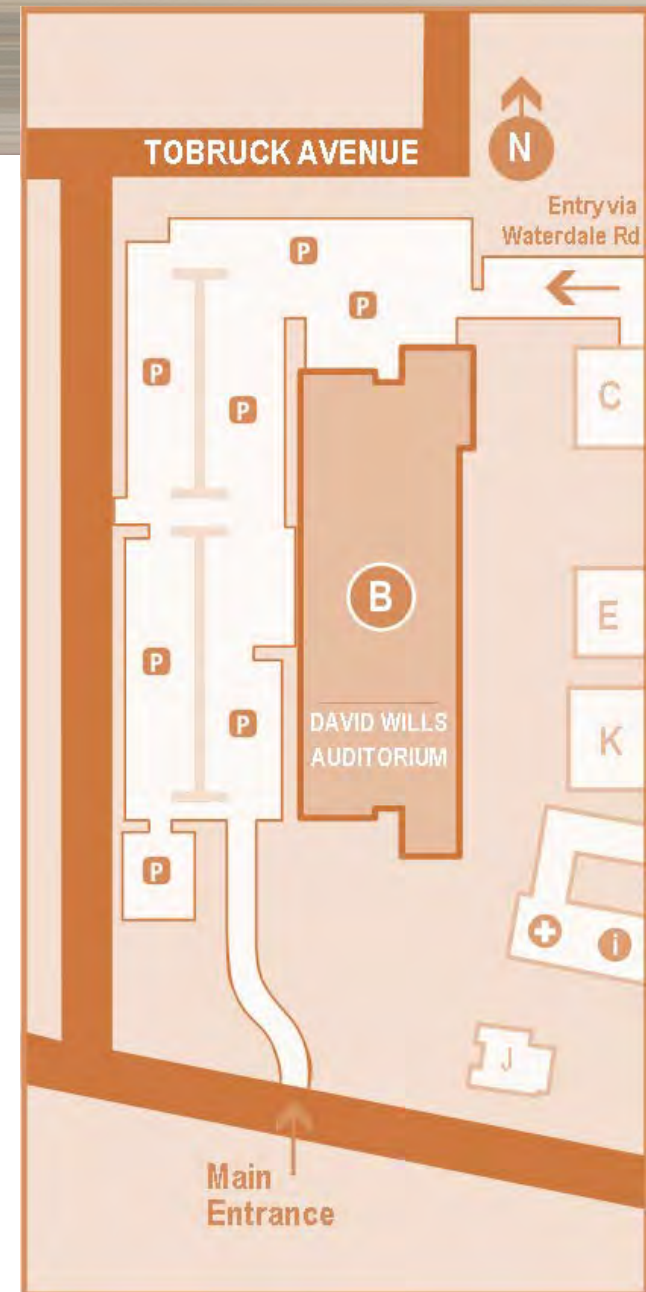
Train

Heidelberg Station (zone 1 or 2) Eltham/Hurstbridge line.

IMPORTANT NOTICE

OWNER ONUS APPLIES

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14.3 The Client is not permitted to have access to the Centre at any time following the Concluding Time.

14.4 The Client acknowledges and agrees that MP is not responsible or liable for any personal property, equipment or any other materials, whether physical or digital (Materials) left in the Centre at the end of the Hire Period, including if those Materials are discarded by MP after the Concluding Time.

15. Right of entry and supervision

15.1 MP and its authorised representatives may enter and remain in the Centre at any time during the Hire Period.

15.2 MP retains control of and access to the Centre at all times.

15.3 If any part of the Hire Period is outside standard business hours during a weekday or on the weekend, MP security may be present at all relevant times.

16. Publicity

The Client must not without MP's prior written consent use MP's name or logo or any part thereof in any advertising or promotional material or make any statement that implies or might imply that MP is in any way connected to the activities undertaken in the Centre during the Hire Period.

17. GST

17.1 Words and expressions used in this clause that are not defined in the Agreement have the meanings given in the GST Law.

17.2 Unless expressly stated otherwise, all consideration payable under the Agreement in relation to any supply is GST inclusive.

17.3 If GST is payable in respect of any supply made under the Agreement, the recipient must pay to the supplier an amount equal to the GST payable on the supply, subject to the recipient receiving a tax invoice in respect of the supply. Payment will be made at the same time and in the same manner as the consideration for the supply is provided.

18. General

18.1 The Agreement comprises the following, which will be read in the following decreasing order of precedence:

18.1.1 any special conditions specified in the Quote (if any);

18.1.2 the Quote (other than the special conditions); and

18.1.3 these clauses 1 to 20.

18.2 The Agreement may be executed in counterparts, all of which taken together constitute one document.

18.3 The Agreement may only be varied by a document executed by the parties.

18.4 The Agreement contains the entire understanding between the parties about the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded and cancelled by the Agreement and have no effect.

18.5 If a party consists of 2 or more people or entities, an obligation of that party binds each of them jointly and severally.

18.6 If the doing of any act, matter or thing under the Agreement is dependent on MP's consent or approval or is within MP's discretion, MP's consent or approval may be given or the discretion may be exercised conditionally or unconditionally or withheld in MP's absolute discretion unless express provision to the contrary is made.

18.7 The failure of a party at any time to insist on performance of any provision of the Agreement is not a waiver of the party's right at any later time to insist on performance of that or any other provision of the Agreement.

18.8 The Client must not assign, novate or otherwise transfer any of its rights or obligations under the Agreement without MP's prior written consent.

18.9 Without limiting clause 9.5, no party to the Agreement has the power to obligate or bind the other party to the Agreement.

18.10 Nothing in the Agreement is to be construed or deemed to constitute a partnership, joint venture or employee, employer or representative relationship between MP and the Client.

18.11 The rights and remedies conferred on a party by the Agreement are in addition to all other rights and remedies of that party.

18.12 This is an Agreement for the casual hire of the Centre and will not be deemed to provide to the Client any lasting rights of possession or other tenure over the Centre.

18.13 All notices and communications given under the Agreement must be given in writing and directed to the other party to:

18.13.1 for notices to the Client, the details specified in the Quote (or as varied by notice in writing); and

18.13.2 for notices to MP, the details notified by MP in writing to the Client from time to time.

18.14 The parties consent to the signing of the Agreement by electronic means. The parties agree to be legally bound by the Agreement signed in this way.

18.15 The parties consent to the Agreement's exchange via email.

19. Definitions

In the Agreement unless otherwise indicated:

Agreement means the agreement for the hire of the Centre, comprising the documents referred to in clause 18.1.

Business Day means a day other than a Saturday, Sunday or public holiday in Melbourne, Victoria.

Capacity means the maximum number of Personnel and invitees that may attend the Centre during the Hire Period at any one time, as specified in the Quote.

Centre means the Conference Centre hired by the Client from MP under the Agreement.

Claim means any claim, allegation, cause of action, proceeding, demand, debt, liability, obligation, cost or expense of any nature however it arises and whether it is present or future, fixed or unascertained, actual or contingent (whether or not the facts, matters or circumstances giving rise to that claim are known to that person or to any other person at the date of the Agreement) and whether at law, in equity, under statute or otherwise.

Commencement Time means the time on the Hire Date that the Hire Period commences, as set out in the corresponding field of the Quote.

Concluding Time means the time that the Hire Period concludes, as set out in the corresponding field of the Quote.

Consequential Loss includes:

(a) indirect or special losses or damages of any kind;

(b) loss of profit, loss of revenue, loss or corruption of data or indirect costs,

but excludes:

(c) loss of business interruption;

(d) replacement or repair costs; and

(e) cleaning costs.

Client or Customer means the person hiring the Centre, as set out in the Quote.

Deposit means the deposit payable by the Client under clause 3.4.2.

Fee means the total amount payable for the Client's hire of the Centre under the Agreement, including as set out in the Quote. Fee amounts may be listed in the 'Booking Detail

Confirmation' form, as may be provided by MP to the Client.

Function Details means the function details regarding the Hire of the Centre, as may be set out in a Quote and includes menu selection and dietary requirements that may be accommodated by MP by written agreement.

GST Law has the meaning given in the A New System (Goods and Services Tax) Act 1999 (Cth).

Hire Date means the date or dates the Client has agreed to hire the Centre, as set out in the Quote.

Hire Period means the period during which the Client hires the Centre commencing at the Commencement Time on the Hire Date and concluding at the Concluding Time.

Loss means any damage, liability, action, loss, charge, cost or expense.

Melbourne Polytechnic or MP means Melbourne Polytechnic ABN 50 230 165 243.

Network Services means the MP WIFI network.

Occasion means the occasion or activity for which the Centre is hired by the Client, as may be set out in the corresponding field of the Quote or as may otherwise be reasonably inferred by MP.

Personnel of a party means that party's employees, authorised agents, servants, contractors.

Quote means the quote document provided by MP to the Client, titled 'Function Details Report' (or such other document as may be provided by MP to the Client confirming the details of the Client's hire of the Centre).

20. Interpretation

20.1 The Agreement is governed by the law applying in Victoria and the parties submit to the exclusive jurisdiction of the courts of Victoria.

20.2 In the Agreement (unless a contrary intention appears):

20.2.1 'A\$', '\$', 'AUD' or 'dollars' is a reference to Australian dollars

20.2.2 a person includes the legal personal representatives, successors and permitted assigns of that person;

20.2.3 a reference to the Agreement or other document includes that document as varied or replaced from time to time regardless of any change to the parties;

20.2.4 a reference to law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;

20.2.5 a reference to a clause, schedule, annexure or party is a reference to a clause, schedule, annexure or party to the Agreement;

20.2.6 a reference to the singular includes the plural and vice versa;

20.2.7 headings are for convenience only and do not affect the Agreement's interpretation;

20.2.8 writing includes writing in digital form;

20.2.9 where a word or phrase is defined, another part of speech or grammatical form of that word or phrase has a corresponding meaning; and

20.2.10 the word 'includes' in any form is not a word of limitation.

20.3 Subject to clause 20.4, any provision in the Agreement that is held to be illegal, invalid, void, voidable or unenforceable must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.

20.4 If it is not possible to read down a provision as required by clause 20.3, part or all of the clause that is unlawful or unenforceable will be severed from the Agreement and the remaining provisions continue in force.

Information correct at November 2019 © MELBOURNE POLYTECHNIC



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