

MELBOURNE POLYTECHNIC CONFERENCE CENTRE INFORMATION PACKAGE

CONTENTS

CATERING / CATERING PACKAGES	1
BEVERAGE PACKAGE RATES.....	6
VENUE HIRE.....	7
SERVICES.....	9
TERMS & CONDITIONS OF HIRE	10

CATERING

Cost per person*

Arrival Tea and Coffee

\$5.00

Includes assorted corporate biscuits and cookies

Morning Tea (30 minutes)

- Package- sweet pastry, dips and fruit \$6.50
- Coffee, tea and assorted fruit juices \$5.00

Afternoon Tea (30 minutes)

- Package- sweet pastry, dips and fruit \$6.50
- Coffee, tea and assorted fruit juices \$5.00
- Coffee, tea, assorted fruit juices and soft drink \$6.50
- House wines, local beer, soft drink, juices, tea and coffee \$15.00

Working Lunch Buffet (roaming/stand up 30- 45 minutes)

- Sandwiches only- 3 different fillings (as per menu choice) \$13.50
- Sandwiches (2 fillings) and 2 hot food options (as per menu choice) \$15.00
- Sandwiches (3 fillings) and 3 hot food options (as per menu choice) \$17.50
- Sandwiches (4 fillings) and 4 hot food options (as per menu choice) \$21.00

Sandwiches may be exchanged for wraps, baguettes or pita pockets depending on the size of the booking.

*All prices are inclusive of GST.



Catering Packages

Package 1	Arrival / Morning Tea / Working Lunch (Sandwiches Only) includes all beverages	\$34.00 per person
	Package 1 plus afternoon tea	\$44.00 per person

Package 2	Arrival / Morning Tea / Working Lunch (2 x hot item & 2 x sandwich fillings) includes all beverages	\$37.00 per person
	Package 2 plus afternoon tea	\$47.00 per person

Package 3	Arrival / Morning Tea / Working Lunch (3 x hot item & 3 x sandwich fillings) includes all beverages	\$39.00 per person
	Package 3 plus afternoon tea	\$49.00 per person

Package 4	Arrival / Morning Tea / Working Lunch (4 x hot item & 4 x sandwich fillings) includes all beverages	\$41.00 per person
	Package 4 plus afternoon tea	\$51.00 per person

Menu Options

Once you have decided what kind of catering you will require please select from the items below.

Morning Tea	Cold Lunch (Sandwich Fillings)	Hot Lunch	Afternoon Tea
<p>Dips, Vegetable Sticks & Crisp Bread Or Dukkah</p> <p>+</p> <p>Fresh Fruit Platter</p> <p>+</p> <p>Please select one of the following:</p>	<p>Mediterranean Vegetables</p> <p>Tuna & Cucumber</p> <p>Chicken & Chives</p> <p>Egg & Rocket</p> <p>Caesar Salad</p> <p>Roast Beef, Rocket & Relish</p> <p>Tomato, Bocconcini, Basil and Salad</p> <p>Corned Beef, Tomato & Pickles</p> <p>Egg & Lettuce & Mayonnaise Goats Cheese, Beetroot, Red Onion & Rocket</p> <p>Bacon, Lettuce, Tomato & Avocado</p> <p>Tuna & Salad Greek Salad</p> <p>Turkey, Cranberry Mayo & Salad</p> <p>Roasted Vegetables</p> <p>Lettuce & Hummus</p> <p>Salami, Mozzarella and Roasted Vegies</p> <p>Pumpkin, Fetta, Walnut &</p> <p>Spinach Chicken, Avocado & Lettuce</p> <p>Tuna, Sweet Chilli, Coriander, Carrot & Iceberg Salad</p>	<p>Fish Goujons</p> <p>Beef Meatballs</p> <p>Harissa Chicken Drumettes</p> <p>Vegetarian Mini Pizzas</p> <p>Calamari Rings</p> <p>Mini Sausage rolls</p> <p>Assorted Quiches</p> <p>Vegetarian Pumpkin Arranchini</p> <p>Chicken Skewers</p> <p>Mini Beef Burgers</p> <p>Vegetarian Pasties</p> <p>Assorted Mini Pies</p> <p>Thai Chicken Meatballs</p> <p>Vegetable Frittata</p> <p>Vegetarian Japanese Pancakes</p> <p>Assorted Mini Pizzas</p> <p>Gnocchi Napoli</p> <p>Baby Pork Buns</p> <p>Spinach & Ricotta Triangles</p> <p>Chicken Tandoni</p> <p>Vegetarian Mushroom Arrancini</p> <p>Vegetarian Quiche</p> <p>Potato wedges with sour cream & sweet chilli sauce</p>	<p>Fresh Fruit Platter</p> <p>+</p> <p>Please select two of the following:</p> <p>Assorted Loaves (Banana, Raspberry & Pear, Coconut)</p> <p>Lemon Slice</p> <p>Homemade Scones with Jam & Cream</p> <p>Chocolate & Walnut Brownies</p> <p>Assorted Profiteroles</p> <p>Assorted Croissants</p> <p>Carrot Cake</p> <p>Muesli Slice</p> <p>Cheese Platter</p> <p>California Rolls</p> <p>Carrot Cake</p> <p>Cherry ripe slice</p> <p>Mini muffins</p> <p>Dips, vegetable sticks & crisp breads</p>
<p>Assorted pastries & danishes</p> <p>Lemon Slice</p> <p>Carrot Cake</p> <p>Muesli Slice</p> <p>Cherry ripe slice</p> <p>Assorted Loaves (Banana, Raspberry & Pear, Coconut etc)</p> <p>Assorted Profiteroles</p> <p>Savoury Mini Muffins</p> <p>Homemade Scones with Jam & Cream</p> <p>Assorted Croissants</p> <p>Assorted Mini Muffins</p> <p>Chocolate & Walnut Brownies</p>			

* Items in **GREEN** indicate a vegetarian option.

The Melbourne Polytechnic Conference Centre reserves the right to make changes to this menu at any time. All menus are subject to approval by our chef as some items are best suited to groups under 50 persons.

Sit Down Meals

All meals are served alternately (50/50 drop) based on the selected items

	Cost per person*
• 2-courses (entree and main or main & dessert)	\$35.00
• 3-courses (2 entrees, 2 mains and 2 desserts)	\$45.00

Sample Menu Choices

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 fraiche

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 CRÈME BRULEE

Mixed Berry PAVLOVA with a berry and passionfruit coulis

Chocolate MOUSSE served with ginger poached pear and chantilly cream

Finger Food Service

	Cost per person*
• 6 items (1.5 per item per person)	\$22.00
• 8 items (1.5 per item per person)	\$25.00



Sample Menu Items

- Assorted mini pies
- Mini Sausage rolls
- Baby pork buns
- Bbq prawns **
- Mini beef burgers
- Harissa chicken drumettes
- Mini pizzas
- Beef meat balls
- Caramelized onion and goats cheese tart (vegetarian)
- Rice paper rolls (vegetarian)
- Mixed Californian rolls (vegetarian available)
- Assorted mini quiches (vegetarian available)
- Vegetarian arrancini (mushroom or pumpkin)
- Vegetarian spring rolls
- Vegetarian Japanese pancakes
- Vegetable frittata
- Mini vegetarian pasties
- Spinach and ricotta triangles
- Chicken skewers (lemon and thyme or tandoori)
- Calamari Rings
- Fish goujons with caper mayonnaise
- Salmon fingers wrapped in prosciutto **
- Prawn twists with mango dipping sauce **
- Smoked salmon with cream fraiche and dill on cucumber **
- Chicken and chive sandwiches
- Shepard's Pies

Additional \$1 per person

BEVERAGE PACKAGE RATES



Package	30-45 minute service	2 hour service	3 hour service
1 Alcoholic	\$15.00	\$22.00	\$27.50
<i>Includes: NMIT red and white wine, local beer, light beer, water, soft drink and juices</i>			
2 Non- alcoholic	\$6.50	\$12.50	\$16.00
<i>Includes: A selection of fruit juices, soft drink, water, tea & coffee</i>			
3 Non- alcoholic	\$5.00	N/A	N/A
<i>Includes: A selection of fruit juices, water and tea & coffee</i>			
4 Tea & Coffee	\$4.40	\$8.80 (continuous)	N/A
<i>Includes: Selection of teas and coffee & assorted biscuits</i>			

The above charges are per person*

VENUE HIRE

Room Hire Rates

*All prices are inclusive of GST

Room	Min 4 hours*	4-8 hours*
Preston Conference Centre		
Gerald Maynard Room	\$594	\$990
Auditorium	\$360	\$600
Syndicate Rooms 1- 4	\$360	\$600
Syndicate Rooms 1 & 2	\$216	\$360
Ellen Smiddy Room (<i>without catering</i>)	\$360	\$600
Full Conference Centre	\$1,300	\$2,150
Epping Campus		
Auditorium	\$360	\$600
Auditorium & syndicate rooms	\$594	\$990
Heidelberg Campus		
David Wills Auditorium	\$594	\$990

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.

Security Charges	Cost per hour	Min 4 hour charge
Car Parking Attendant/Security and use of parking facility	\$44.00	\$176.00
Car Parking Attendant/Security (Monday – Friday)	\$35.00	\$140.00
Event Supervisor (Weekends & Public Holidays)	\$44.00	\$176.00
Event Supervisor (Monday-Friday after hours)	\$35.00	\$140.00

Equipment Hire

Full AV Equipment Packages (inclusive ICT set up support)	Up to 4 hrs	Cost per day (4 hrs +)
• Gerald Maynard room (upstairs auditorium)	\$150.00	\$250.00
• Auditorium (downstairs)	\$120.00	\$200.00
• Syndicate rooms	\$120.00	\$200.00

The above packages include all equipment as listed below:

Equipment	Cost per day (4-8hrs)*
• Lectern and Microphone with light	\$110.00
• Wireless Microphone (Roving or Lapel)	\$99.00
• Data Projector and Screen – Gerald Maynard Room	\$250.00
• Data Projector and Screen – Auditorium or Syndicate Rooms	\$200.00
• Laptop Computer	\$55.00
• 6ft Screen	\$33.00
• Overhead Projector	\$44.00
• Flip Chart	\$33.00
• Whiteboard	\$99.00
• Whiteboard Electronic	\$132.00



SERVICES

Secretarial			Cost*
Photocopying – B&W			20 cents
Photocopying – Colour			\$2.00
Scanning /printing from disc – digital copying		\$10.00 first file page	\$1.00 each page thereafter
Fax	\$1.00 (local) per page	\$2.00 (STD) page	\$4.00 (international) per page
Telephone	60 cents (local)	\$2.00/min (STD)	\$2.00/min (mobile)
NMIT A5 Note Pads & Pens			\$2.50 per person

Internet Usage	Cost per day*
Wireless Internet Access	\$220.00
Standard Internet Connection (presenter only)	\$50.00

TERMS & CONDITIONS OF HIRE

Confirmation and Deposit

Melbourne Polytechnic will provide the client with details of their tentative booking in writing. Tentative bookings will be held for ten (10) working days after the original booking enquiry. To confirm a booking, a signed copy of the terms and conditions and a deposit of the Hire Charge/Area Fee is required within that ten (10) working day period. Should written confirmation not be received by the due date, Melbourne Polytechnic reserves the right to cancel the tentative booking and accept other bookings.

Payment and GST

Full payment (less the deposit paid) is required ten (10) working days prior to the event.

All prices and charges are inclusive of Goods and Services Tax (GST).

Surcharges

A 30% surcharge applies to all Sunday and public holiday bookings. A 15% surcharge applies to all Saturday bookings. All evening bookings after 6pm, weekend and public holiday bookings are charged at the full day rate.

Cancellation Policy

Cancellation of an event must be advised in writing. All deposits paid are non refundable.

In addition, the following cancellation fees apply if the event is cancelled:

- More than 30 days notice – the deposit will be forfeited.
- Within 30 days notice – in addition to the forfeited deposit, an additional 10% of the quoted event charge. *(Melbourne Polytechnic may waver part of the cancellation fee if the conference rooms are rebooked.)*
- Within 7-14 days notice of the event date, 50% of the quoted event price will be charged.
- Within less than 7 days notice prior to the event, the full quoted price is charged.

Catering Confirmation

Menu selection and final numbers for catering must be confirmed in writing 2 weeks prior to the event. If no selection has been made, the NMIT Conference Centre reserves the right to make this selection on your behalf.

Food and Beverage Policy

No food or beverage of any kind will be permitted to be brought into the conference centre for consumption at any event or function.

No Responsibility

Melbourne Polytechnic takes no responsibility for:

- The theft, damage or loss of any goods brought into the conference centre; or
- Food brought into the event and any effect of it afterwards.

Indemnity

The client is responsible for and must indemnify Melbourne Polytechnic for:

- Loss or damage to NMIT arising out of their use, or any person attending the event.
- Any additional cleaning requirements that NMIT considers to be in excess of general cleaning.

Public Liability Insurance

The hirer is responsible for public liability insurance. The hirer must provide Melbourne Polytechnic with a copy of the 'Certificate of Currency' in respect of public liability insurance for a minimum of \$20 000 000 ten (10) days prior to the booking.