



CROWN METROPOL

MELBOURNE

THE OFFICE



THE OFFICE

WE LOOK FORWARD TO WELCOMING YOU

Experience contemporary luxury in its purest form at Melbourne's Crown Metropol hotel. Your senses will be heightened with the many special touches that make every visit both relaxing and memorable. If your visit is for business then 'The Office' is Crown Metropol's business zone, where guests can organise their day, meet with clients or colleagues or simply work uninterrupted.

'The Office' offers two small meeting rooms and a sophisticated boardroom facility. Clean lines in the smaller meeting rooms and an abundance of natural light in the main boardroom provide a sleek, professional environment, while state-of-the-art technology capabilities take care of all your presentation needs.

CONTACT US

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THE OFFICE

BOARDROOM (12 people capacity)

Hire Cost:

\$105 AUD per hour

\$400 AUD per half day (four hours)

\$680 AUD per day

(Monday to Friday 9.00am - 5.00pm)

MEETING ROOMS/OFFICES (4 people capacity)

Hire Cost:

\$60 AUD per hour

\$220 AUD per day (four hours)

\$400 AUD per day

(Monday to Friday 9.00am - 5.00pm)

All prices are inclusive of gst and subject to change without notice.

CONFIRMATION

If you would like to confirm a booking with The Office, please complete the attached agreement and credit card authority form. Upon receipt, we will email you to confirm availability and the finer details.

Location

The Office Boardroom & Small Meeting Rooms are located on the third level of Crown Metropol Melbourne.

Opening hours

Monday to Friday 9.00am - 5.00pm

Meetings held outside these operating hours are on request basis only and \$50 AUD surcharge applies on top of the hourly rate.

Refreshments

Must be pre-ordered prior to arrival.

Equipment hire

Must be pre-ordered prior to arrival.

Landline telephone

A landline telephone is available upon request, call charges apply. This service must be arranged a minimum of 24 hours prior to arrival.

Internet access

High speed internet access is available upon request, at a cost of \$14 AUD per 2 devices per 12 hour period.

Room setup

All meeting rooms have a fixed setup style. Please note the fittings and furniture cannot be altered. The rooms have been specifically designed for board meetings. This space does not include a pre-function area.

ROOM HIRE INCLUSIONS

The Office Boardroom

Writing pads, pens, mints, ice water, 2 flip charts and data projector and screen (if required).

The Office Small Meeting Rooms 1 & 2

Writing pads, pens, mints and ice water.



THE OFFICE

COFFEE AND TEA SERVICE

\$10 per head per day

This service option provides unlimited access to an in room Nespresso coffee machine and variety of flavoured teas.

The Nespresso machine is provided with a selection of coffee pods, each with individual profiles and aromas. Meeting delegates can enjoy the flexibility of the pods with a cup of coffee to suit their taste, whatever the time of day.

Alternatively freshly brewed coffee can be ordered via In Room Dining for \$5 per beverage*.

*Note: ordered on request, delays may apply.

BOARDROOM MINI BAR

The Office Boardroom has a stocked minibar with beverages and snacks ranging in price between AUD \$5 - \$7 per item. Please advise if you require more information.

The options available in the minibar are as follows:

- 4 x Water
- 4 x Sparkling Mineral Water
- 4 x Orange Juice
- 8 x Soft drinks
- 1 x Maltesers
- 2 x M & M's
- 2 x Kit Kat
- 6 x Assorted Chips
- 2 x Assorted Nuts

Please advise if you would like the minibar accessible to delegates on the day of the meeting. If so we will leave this unlocked and the account will be charged based on consumption.

If the meeting organiser chooses to have the minibar locked, the beverage options will be limited to the beverages pre-arranged by the meeting organiser.

VALET PARKING

Crown Metropol has its own dedicated valet parking team who can offer convenience to your meeting delegates for an additional charge of \$15 per car per day.

Note: should any cars remain in valet parking overnight a \$55 fee will apply chargeable to authorised payees.

GUARANTEED CATERING NUMBERS AND REQUIREMENTS

The guaranteed guest count is required in writing 72 hours (3 standard business days) before the commencement of the meeting. This count is not subject to reduction. If Crown is not advised of a guaranteed count within the time frame, the tentative number of guests will become the guaranteed guest count.

If any of the delegates attending this meeting have dietary requirements, the requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.



THE OFFICE

EQUIPMENT HIRE

| | |
|------------------------|--------------|
| Laptop computer | \$99 per day |
| Mouse | \$11 per day |
| Universal power supply | \$33 per day |
| Phone chargers | \$11 per day |
| DVD player | \$15 per day |
| Plasma TV | \$55 per day |

Data projector screen
Included in Boardroom hire

Data projector & screen
Included in Boardroom hire
(your laptop must have a VGA point or adaptor).

Many Mac laptops require a DVI-VGA adapter, Crown Metropol do not supply VGA adaptors.

Equipment hire must be pre-arranged a minimum of 72 hours prior to the meetings commencement. The prices listed are indicative only, subject to change & availability.

ADDITIONAL SERVICES

Internet | Email facilities

| | |
|-----------------------|------|
| Internet 30 minutes | \$13 |
| Internet 10 minutes | \$5 |

Facsimile

| | |
|-----------------|-------------------------|
| Local | |
| \$5 first page | \$1 per page thereafter |
| Interstate | |
| \$7 first page | \$1 per page thereafter |
| International | |
| \$10 first page | \$1 per page thereafter |

Secretarial services

| | |
|------------|---------------------|
| Typing | \$15 per page |
| Binding | \$5 per document |
| Scanning | \$1 per page |
| Laminating | \$4 per page |
| CD burning | \$10 including disc |

Photocopying | Printing

Black and White

| | |
|-----------------|-----------------|
| A4 | 55c per page |
| A4 double sided | 66c per page |
| A3 | \$1 per page |
| A3 double sided | \$1.50 per page |

Colour

| | |
|-----------------|-----------------|
| A4 | \$2.50 per page |
| A4 double sided | \$3.50 per page |
| A3 | \$3 per page |
| A3 double sided | \$4 per page |



ACCOMMODATION

Please feel free to contact us to arrange a rate for accommodation at Crown Metropol for the meeting delegates.

GENERAL POINTS

- The rates quoted are based on single, twin or double occupancy.
- Check in is available from 2.00pm and check out is at 11.00am. Early check-in will be offered subject to availability only and cannot be guaranteed; unless the room is pre booked from the evening prior at one night's accommodation charge.

PAYMENT OPTIONS

Should guests be settling their own account, please provide a credit card to guarantee the group booking.

- If the company wishes to pay for all guests accommodation charges, prepayment is required 14 days prior to your group arrival date. If prepayment is not received within 14 days the rooms held by the hotel will be released.
- If the company wishes to pay for all charges prepayment is required 14 days prior to arrival for accommodation charges and a company credit card is required to process incidental charges for the group. If prepayment is not received within 14 days the rooms held by the hotel will be released.

Note: unless all charges are covered by the company, upon arrival guests will be asked to provide a guarantee by cash or credit card for room (if not covered by the company) and incidental charges which may be incurred during their stay, together with a valid photo identification.

CANCELLATION POLICY

Accommodation less than 10 rooms

If the accommodation bookings are cancelled less than 24 hours prior to arrival - 100% cancellation charges apply.

Accommodation more than 10 rooms

If the accommodation bookings are cancelled less than 14 days prior to arrival - 100% cancellation charges apply.

Accommodation guarantee only

If the accommodation bookings are cancelled less than 72 hours prior to arrival - 100% cancellation charges apply

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THE OFFICE AGREEMENT CREDIT CARD CHARGE AUTHORITY

Please return completed document along with a clear photocopy of both sides of the credit card to
theoffice@crownmetropolmelbourne.com.au

Name of the meeting:.....

Date of the meeting:.....

Timings for meeting:.....

Total number of delegates:

Contact person on the day of meeting:

Please tick appropriate box(es) to confirm your booking requirements and charge authority

- All charges Meeting/Boardroom room hire only Food and Beverage charges
 Internet access (please specify how many laptops will require internet connection) Phone calls

Equipment Hire

- Laptop Whiteboard Flipchart

Please fill in your catering and dietary requirements and timings for food service on the Catering Agreement attached.

I....., the undersigned, hereby authorise Crown Metropol Melbourne to process all charges for the above meeting requirements to my nominated credit card. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

Card type: Mastercard Visa Amex Diners Club JCB

Name on card (please print)

Signature on card:

Please note, a service fee of 0.85% applies to accounts settled by credit card. Alternatively, payments can be made up to ten business days prior to arrival via cheque or bank deposit. Please enquire for further information.

By signing this document you agree that the details of your meeting, as outlined, are correct and you have read and understood the meeting conditions and requirements. If THE OFFICE meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.

Privacy Collection Statement:

Crown collects your personal information to facilitate your Business Centre booking, including payment. If you do not provide these details you cannot make a Business Centre booking. Please refer to Crown's privacy policy at crownmelbourne.com.au/general/privacy-policy for full details including how you may access your personal information and/or complain about a privacy breach.

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THE OFFICE CATERING AGREEMENT

Name of the meeting:

Date of the meeting:

Menu requirement (Morning and Afternoon):

CATERING REQUIREMENTS

Please fill in the food requirements you would like for your delegates, the delivery times and the total serves you require of each food item.

| COFFEE BREAK MENU | | | | |
|---|------------------|-------------|---|------------|
| FOOD REQUIREMENTS | TIME OF DELIVERY | # of SERVES | COST | TOTAL COST |
| Juice (<i>please specify: orange, pineapple or apple</i>) | | | \$18 per jug | |
| Nespresso coffee and flavour teas | | | \$10 pp full day (over 4 hrs) | |
| Seasonal fruit plate | | 4 | \$28 (serves 4 people) | |
| Selection of pastries | | 2 pieces | \$8 | |
| Selection of housemade muffins | | 2 pieces | \$8 (Gluten free option available upon request) | |
| Gourmet cookies | | 2 pieces | \$8 (Gluten free option available upon request) | |
| Cheese platter and condiments | | | \$40 (serves 4 people) | |

| LUNCH MENU | | | | |
|--|--|---|------------------------|--|
| Selection of cured meats | | | \$45 (serves 4 people) | |
| COLD SANDWICHES (4 pieces per serve. Gluten free option available upon request) | | | | |
| Mini ciabatta ham, cheese and tomato roll | | 4 | \$24 | |
| Chicken, walnut, apple celery, mayo | | 4 | \$24 | |
| Smoked salmon, cream cheese, mayo | | 4 | \$28 | |
| Mediterranean grilled vegetables, olive, feta, pesto | | 4 | \$24 | |
| Assorted sushi maki-teriyaki chicken, vegetarian, califonia (2 pcs each variety) | | 4 | \$28 | |
| HOT SANDWICHES & BURGERS | | | | |
| Pulled pork slider, red cabbage slaw, siracha aioli | | | \$16 | |
| Mini beef burger, mustard, tasty cheese, tomato relish | | | \$16 | |
| Chicken, cos lettuce, bacon, tomato, egg, gruyere, mayo sandwich | | | \$16 | |
| Grilled ham, cheese, bechamel, mustard sandwich | | | \$16 | |

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| LUNCH MENU (Continued) | | | | |
|--|------------------|-------------|------|------------|
| FOOD REQUIREMENTS | TIME OF DELIVERY | # of SERVES | COST | TOTAL COST |
| SIDES (SERVES 4 PEOPLE) | | | | |
| Mix leaves salad | | 4 | \$20 | |
| Mr. Hive salad (chicken, cos lettuce, bacon, avocado, tomato, parmesan, caesar dressing) | | 4 | \$32 | |
| Kale, freekah, edamame, pomegranate, edamame hummus, spinach salad | | 4 | \$25 | |
| Rocket, candied walnut, pecorino, pear, balsamic dressing | | 4 | \$22 | |
| DESSERTS | | | | |
| New york cheese cake | | 2 pieces | \$8 | |
| Lemon meringue tart | | 2 pieces | \$8 | |

| TOTAL BILLING COST |
|---------------------------|
| Special requirements: |

All above prices are inclusive of GST and subject to change without notice. If any of the delegates attending this meeting have dietary requirements, their requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible. Alternatively, you could take a break and dine with us at Mr. Hive Kitchen & Bar (located on level one of Crown Metropol) We have various menus available and great private dining facilities for groups of all sizes. For more information please telephone The Office +61 3 9292 8362, Mr Hive +61 3 9292 8300 or email mrhive@crownmetroplmelbourne.com.au mrhivekitchenandbar.com.au