

# Conference & Event Information



Unique • Professional • Personalised

# Welcome to Bayview Eden Melbourne

## Events at Eden

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### Perfectly positioned for business and pleasure

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Bayview Eden offers corporate accommodation, sumptuous breakfast buffet selections and excellent event facilities from small meetings to large conferences. Catering is a breeze – be it a simple function or a most extravagant affair. At the end of a productive day, guests can relax in our rooftop health club, enjoy a beverage in the Niche Cocktail Bar or simply unwind and take in the picturesque views of Albert Park Lake, golf course and Port Phillip Bay.

Our dedicated and experienced Events Team will provide an array of event package options, coupled with exceptional service and unsurpassed professionalism and expertise to ensure a first-class, seamless event.

We look forward to welcoming you and your guests to Bayview Eden and assisting with all your event requirements.

Kind regards,

**Bayview Eden Melbourne**  
Events Team

## Property Highlights

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- > Picturesque views of Albert Park Lake, 18-hole golf course and Port Phillip Bay
- > 180 guest rooms and 12 suites
- > Guest rooms with views over Albert Park golf course and Port Phillip Bay available
- > Rooftop health club including sauna, spa, gymnasium and Rooftop Terrace
- > Indoor heated swimming pool
- > Onsite undercover car parking
- > Flexible Grand Ballroom with up to 5 individual rooms
- > Four historic Netherby Mansion function rooms
- > Light-filled pre-function foyer with exhibition space
- > High ceilings
- > Adjustable lighting
- > Heating and cooling
- > Billiards room
- > Business centre and secretarial services

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### Bayview Eden Melbourne

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# Location

## Location Highlights

Bayview Eden is located at the city end of Queens Road, close to all Melbourne has to offer, in a peaceful setting with beautiful views of Albert Park Lake, golf course and Port Phillip Bay.

With the added convenience of onsite undercover parking and the most renowned areas of Melbourne City just a stone's throw away, Bayview Eden's central location is ideal for your next event.

- > **Melbourne CBD – 3km**
- > **Southbank – 3km**  
Dining and entertainment
- > **St Kilda Beach – 2km**  
Dining and entertainment
- > **Chapel Street – 2km**  
Shopping and dining
- > **Tullamarine Airport – 25km**  
International & Domestic Terminals

## Transport Information

### Car Parking

The hotel car park is accessible via Queens Lane.

- > Car parking is \$10.00 per car, per day, for function guests.
- > Onsite parking available. Charges apply.
- > All car parking is based on availability.

### Public Transport

Bayview Eden is less than a three minute walk to tram stop number 22, located on St Kilda Road, which runs directly to and from Melbourne CBD.

Tram numbers 3, 5, 6, 16, 64, 67 and 72 will take you to and from Flinders Street Station. At Flinders Street you can connect with further trams and trains.

For more information please visit:  
[www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)





# Venues & Capacities

## Venue Highlights

Featuring a business lounge and secretarial services, Bayview Eden has dedicated the entire first floor of the hotel specifically to conferences and events.

### The Grand Parkside Ballroom

Flexible, refined and stylish, this venue is versatile, and can be used for conferences, seminars, board meetings or gala dinners. The ballroom can be segmented into five different areas with retractable acoustic walls which allow customised floor plans for any occasion – from a buffet for 30 people, to a conference for 450.

### Parkside Foyer and Exhibition Space

The spacious function foyer areas are suitable for both catered events and exhibition space. Flooded with natural light through glass ceilings, they overlook the elegant hotel foyer and atrium on the ground floor.

### Niche Café

Niche Café is open seven days a week for breakfast, lunch and dinner. Providing natural light and water features in a peaceful setting, Niche Café is perfect for a long relaxing meal or small function.

### Niche Cocktail Bar

Niche Cocktail Bar is open daily from noon till late. Offering a snack menu with a wide selection of drinks, Niche Cocktail Bar is ideal for networking.

### Rooftop Terrace

With views of Albert Park Lake, golf course and Port Phillip Bay, the Rooftop Terrace is the perfect location for a small cocktail party – particularly on a summer’s day or night.

### Netherby Mansion

Incorporated into the hotel is the historic Netherby Mansion, a local landmark constructed in 1891. This unique space offers four elegant rooms that are popular for small meetings, break-out rooms and intimate dinners.

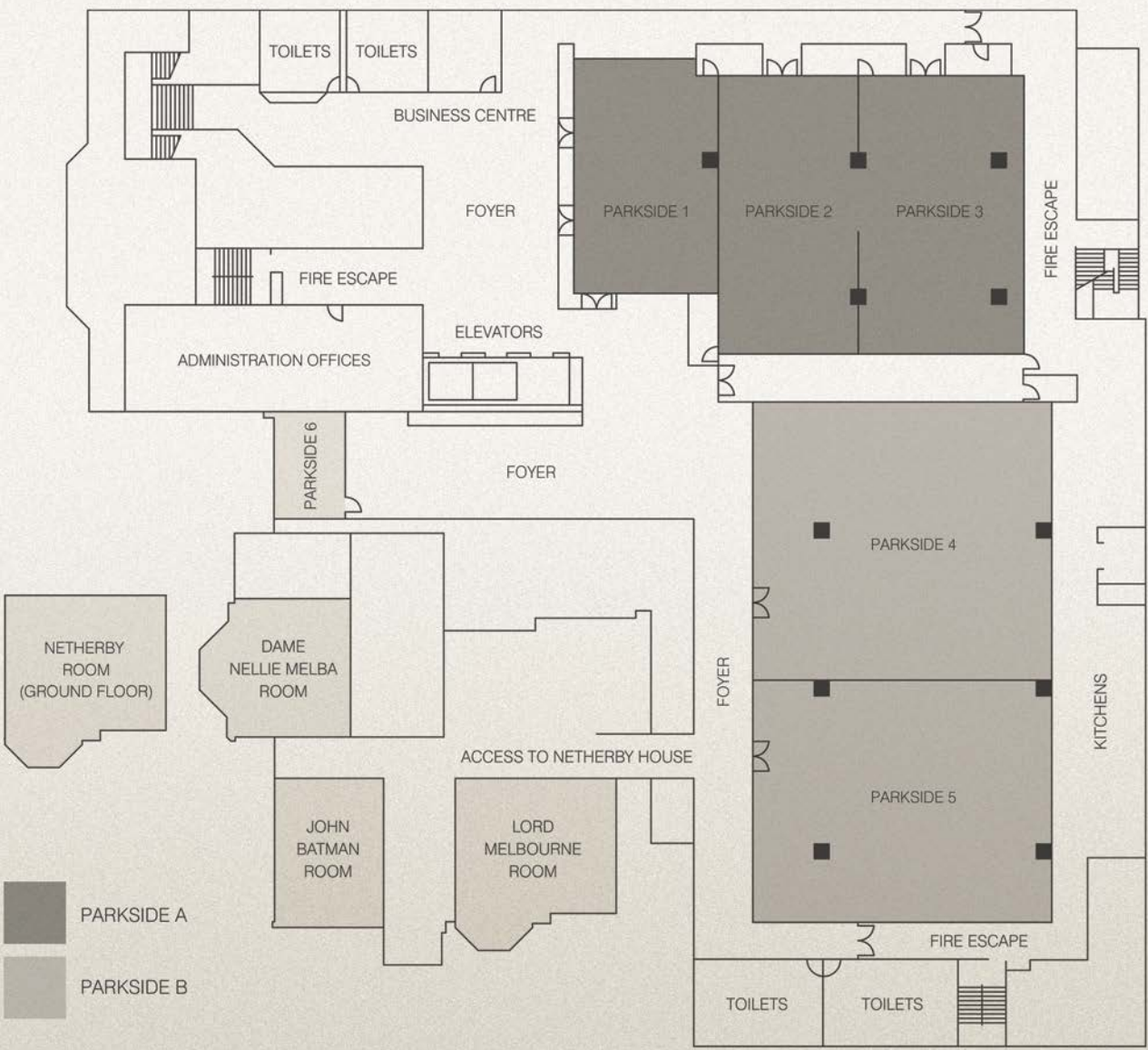
## Venue Capacities

Room	Ceiling height	Dimensions (m)	Area (m²)	Cabaret	Dinner	Classroom	U-shape	Cocktail	Theatre
Parkside 1	3.3m	8 x 10.5	84	32	30	30	24	50	60
Parkside 2	3.3m	7.5 x 13.65	102	40	60	40	32	60	90
Parkside 3	3.3m	8.65 x 13.65	118	40	60	40	32	60	100
Parkside 4	3.3m	16.5 x 13.9	229	120	140	110	45	130	220
Parkside 5	3.3m	16.5 x 12	198	100	130	100	40	130	220
Parkside 6	3.3m	5.8 x 5.8	33	16	N/A	N/A	10	20	20
Parkside A	3.3m	13 x 24.15	314	110	180	120	50	300	280
Parkside B	3.3m	16.5 x 28	462	250	280	220	70	500	450
Grand Parkside Room	3.3m	N/A	776	N/A	550	N/A	N/A	800	N/A
Rooftop Terrace	N/A	16.1 x 5.1	82	N/A	N/A	N/A	N/A	60	N/A
Dame Nellie Melba Room	4.3m	5.6 x 6.5	36	15	20	10	10	30	30
Lord Melbourne Room	4.3m	5.6 x 6.5	36	15	20	10	10	30	30
John Batman Room	4.3m	5 x 5.1	25	N/A	10	N/A	N/A	15	20
Netherby Room	3.3m	5.6 x 6.5	36.4	15	20	10	10	30	30

\* Room hire charges apply.



# Venue Floor Plan





# Conference Day Packages

## Classic Full Day

- > Plenary Room Hire set to client specifications
- > Arrival tea and coffee
- > Morning and afternoon tea
- > Selection of a working lunch
- > Standard audiovisual equipment
- > Conference stationary
- > Signage facilities
- > One complimentary car park
- > Designated event manager

15 plus: \$69.00 per person  
30 plus: \$66.00 per person  
50 plus: \$63.00 per person  
100 plus: \$61.00 per person  
200 plus: \$59.00 per person

## Classic Half Day

- > Plenary Room Hire set to client specifications
- > Arrival tea and coffee
- > Your choice of either morning or afternoon tea
- > Selection of a working lunch
- > Standard audiovisual equipment
- > Conference stationary
- > Signage facilities
- > One complimentary car park
- > Designated event manager

15 plus: \$64.00 per person  
30 plus: \$61.00 per person  
50 plus: \$59.00 per person  
100 plus: \$56.00 per person  
200 plus: \$54.00 per person

### Enhance your package with a premium upgrade

- > Bottled still water: \$4.00 per person
- > Fresh juice with morning or afternoon tea: \$1.50 per person
- > Seasonal fruit platter with morning or afternoon tea: \$2.00 per person
- > Decadent morning tea: \$4.50 per person
- > Continuous specialty tea and freshly brewed coffee: \$10.00 per person

# Breakfast Selections

## Breakfast Menu

### Light Breakfast

- > Freshly baked Danish pastries, croissants and sweet muffins
- > Egg and bacon tarts
- > Egg and spinach tarts
- > Seasonal fruit platter
- > Freshly brewed coffee and specialty teas
- > Chilled juices

\$16.00 per person

### Continental Breakfast

- > Freshly baked bread, Danish pastries, croissants and sweet muffins
- > Preserves, honey and vegemite
- > Selection of continental meats and local cheeses
- > Assorted fruit yoghurts
- > Seasonal fruit platter
- > Breakfast cereals
- > Full cream, skim and soy milk
- > Freshly brewed coffee and specialty teas
- > Chilled juices

\$19.00 per person

### Full Buffet Breakfast

- > Continental breakfast inclusions
- > Fluffy scrambled eggs
- > Crispy bacon
- > Chipolatas
- > Hash brown triangles
- > Herb sautéed mushrooms
- > Grilled tomatoes

\$27.00 per person

### Hot Plated Breakfast

- > Served to the table
- > Continental breakfast inclusions
- > Your choice of eggs benedict or eggs florentine with chive hollandaise served on an English muffin

\$30.00 per person

Complement with crispy bacon, herb sautéed mushrooms or grilled tomatoes

\$3.00 each per person



# Refreshments

## Refreshment Breaks

### Tea & Coffee

Freshly brewed coffee and specialty teas

**\$3.95 per person**

### Biscuit Break

Freshly brewed coffee and specialty teas served with homemade cookies

**\$5.50 per person**

### Morning/Afternoon Delights

Freshly brewed coffee and specialty teas served with your choice of one of the following:

**\$7.50 per person**

### Something Sweet

- > Homemade muffins – assortment of lemon and poppy seed, apple and berry and double choc muffins
- > Freshly baked scones with whipped cream and preserves
- > Assorted Danish pastries and croissants
- > Carrot cake

- > Banana cake
- > Individual berry and cream cheesecakes
- > Flourless orange and poppy seed cake (GF)
- > Coffee éclairs
- > Wild berry crumble cake
- > Hedgehog slice

### Something Savory

- > Mini ham and cheese croissants
- > Assorted savory tarts
- > Spinach and ricotta fillos (V)
- > Pide Turkish spinach and fetta (V)

### Something Healthy

- > Muesli bars
- > Fruit yoghurts
- > Fruit skewers (GF)
- > Raisin bagels

### Something Decadent

A selection of cakes from the Eden Patisserie served with freshly brewed coffee and specialty teas

**\$12.00 per person**

## Enhance your package with a premium upgrade

- > Additional food selection: \$2.50 per person
- > Chilled juice: \$1.50 per person
- > Seasonal fruit platter: \$2.00 per person
- > 4 hours continuous tea and coffee: \$7.50 per person
- > 8 hours continuous tea and coffee: \$10.00 per person

GF – Gluten Free  
V – Vegetarian





# Working Lunches

## Lunch Menu

### Light Lunch

Crusty baguettes with assorted chef’s selection of gourmet fillings, served with:

- > Seasonal fruit platter
- > Freshly brewed coffee and specialty teas
- > Chilled juices and soft drinks

**\$22.00 per person**

### Working Lunch

All working lunch selections 1 through 5 include:

- > Freshly brewed coffee and specialty teas
- > Chilled juices and soft drinks
- > Seasonal fruit platter
- > A selection of local cheese with assorted crackers
- > Choice of two salads

### Salad Selection

- > German potato salad
- > Traditional Greek salad
- > Roast vegetable and beetroot
- > Chicken and basmati rice salad
- > Traditional coleslaw
- > Thai style mushroom
- > Eden’s classic Caesar
- > Penne, tuna, olives and pesto

- > Tomato, basil and pine nuts
- > Thai vermicelli rice noodle salad
- > Roasted pumpkin, pinenut and fetta

Choose options 1–5 to be served with the above inclusions.

#### 1. Classic Lunch

Select two of either crusty baguettes, herb foccacias or mountain bread, all served with assorted gourmet fillings including vegetarian

#### 2. Quiche Display

Select two types of warm individual quiches filled with either roasted vegetables (V), chicken and asparagus or quiche Lorraine

#### 3. Calzone Lunch

Select two types of individual homemade calzones filled with either chicken and fetta, mixed vegetables (V) or assorted BBQ meat

#### 4. Risotto Buffet (GF)

Select two types of risotto from wild mushroom, chicken and asparagus or beef and braised onion

**\$29.00 per person**

GF – Gluten Free  
V – Vegetarian

### 5. Hot Fork Lunch

Your choice of one of the following:

- > Assortment of mini quiches
- > Assortment of mini gourmet pies
- > Assortment of mini pizza slices

Your choice of two of the following:

- > Beef and vegetable stir-fry with sweet chilli sauce and cashew nuts served with steamed rice
- > Grilled mixed vegetable risotto (GF, V)
- > Barramundi fillet served on red wine braised cabbage and citrus glaze (GF)
- > Thai red curry of chicken, cherry tomatoes, capsicum and mushroom with coconut rice
- > Grilled sliced breast of chicken with a bacon mushroom cream sauce
- > Veal tortellini, tossed through fresh tomato, olive and spinach leaves in a light pesto sauce

- > Beetroot and fetta filled leg of lamb served with sweet potato and green beans (GF)

Served with assorted breads

**\$35.00 per person**

\*Options 1-4 are served standing.

\*Option 5 based on a minimum number and subject to space availability.

### Enhance your package with a premium upgrade

- > Potato and bacon soup: \$3.00 per person
- > Hearty minestrone soup (GF): \$3.00 per person
- > Sweet honey pumpkin soup (GF): \$3.00 per person

GF – Gluten Free  
V – Vegetarian



# Plated Luncheon & Dinner Options

## Classic Menu

Freshly baked bread rolls

### Entrée

Please select one of the following options:

- > Cream of pumpkin soup with a hint of ginger (GF, V)
- > Thai beef salad infused with chilli and lemongrass on Asian greens
- > Mushroom ravioli with a light cream sauce, roasted pine nuts and shaved parmesan (V)

### Main

Please select two of the following options:

- > Herb and parmesan crusted chicken breast served with mixed stir fry vegetables and cardamon sauce
- > Beef sirloin served with mushroom duxelle, potato croquette and roasted cherry tomatoes
- > Lamb rump with chermoula marinade, capsicum tian and sweet potato mash (GF)
- > Blue-eye cod with crushed chat potatoes, shaved fennel and carrot cardamon sauce

### Dessert

Please select one of the following options:

- > Creamy chocolate mousse in a chocolate cup with chantilly cream
- > Apple and blueberry crumble with vanilla bean ice cream and brandy anglaise
- > Lemon curd tart served with coconut tuille and chocolate sauce

Freshly brewed coffee accompanied by a selection of specialty teas and chocolates.

**2 courses: \$45.00 per person**

**3 courses: \$55.00 per person**

\*Packages based on a minimum number.

GF – Gluten Free  
V – Vegetarian

## Deluxe Menu

Freshly baked bread rolls

### Entrée

Please select two items to be served alternately:

- > Chicken, corn and coriander soup
- > Hearty minestrone soup with pesto en croûte
- > Slices of Mediterranean marinated lamb rump set on a vegetable couscous and green bean salad
- > Crispy fried calamari on mixed green salad with lemon and sauce remoulade
- > Smoked salmon mille-feuille layered with crème fraiche wontons
- > Roasted duck breast sliced over fresh julienne vegetables finished with peking glaze
- > A spring pea risotto served with a mint and basil oil topped with crispy prosciutto ham (GF)
- > Antipasto selection of grilled and marinated vegetables set on dressed salad leaves, served with grissini sticks (V)
- > Chicken cannelloni with pancetta and provençale sauce

### Main

Please select two items to be served alternatively:

- > Chicken involtini served with potato fondant, roasted field mushroom and jus
- > Breast of chicken wrapped in pancetta, set on potato gratin, with broccoli flowers and jus lie
- > Four point lamb rack basted in rosemary and garlic on gratin potatoes with red wine jus and caramelised parsnip
- > Lamb loin encrusted in herb and garlic on potato rosetti with red wine jus, green beans and peperonata
- > Parmesan crusted Tasmanian salmon served with asparagus, carrots, new potatoes with lime buerre blanc
- > Ocean trout served with almond skordalia and beans finished with lime mirin sauce
- > Beef medallion mignon with creamy soubise sauce with roesti potato, roast pumpkin and broccoli
- > Beef rib eye with pomme sautée, wilted spinach and porcini-flavoured velouté sauce
- > Pumpkin and goat's cheese tart with petite roquet salad and lemon infused oil (V)
- > Crisp parmesan basket filled with roasted medley of vegetables set on a herb risotto (V, GF)



## Deluxe Menu Cont.

### Dessert

Please select one of the following options:

- > Double chocolate mousse torte with chocolate chard and berry coulis
- > Lemon tart served with Kaluha anglaise
- > Sticky date pudding served with warm butterscotch sauce and vanilla ice-cream
- > Chocolate and hazelnut fondue with biscotti
- > Strawberry sablé with pure cream and macerated strawberries
- > Baked Baileys cheesecake with coffee anglaise
- > Chocolate symphony including gâteau, mousse and marquise style berry coulis and white chocolate chard
- > Brandy snap basket with marinated berries and fruits served with vanilla ice-cream

Freshly brewed coffee accompanied with a selection of specialty teas and chocolates.

**2 courses: \$50.00 per person**

**3 courses: \$60.00 per person**

\*Packages based on a minimum number.

### Enhance your package with a premium upgrade

- > Chef's selection of hot canapés upon arrival: \$10.00 per person
- > Bowls of garden salad: \$2.00 per person
- > Bowls of mixed seasonal vegetables: \$3.00 per person

GF – Gluten Free





# Buffet Selections

## Packages

Packages are available for luncheons or dinners.

### Classic

- > Full selection of appetisers
- > Three salads
- > One carvery item
- > Two hot buffet dishes
- > Full dessert buffet

\$50.00 per person

### Deluxe

- > Full selection of appetisers
- > Four salads
- > Two carvery items
- > Three hot buffet dishes
- > Full dessert buffet

\$58.00 per person

Complement your luncheon or dinner with fresh  
Tasmanian oysters and prawns: \$10.00 per person.

\*Packages based on a minimum number.

## Menus

### Appetisers

- > Charcuterie of cured and pressed meats
- > Smoked chicken with mustard aioli
- > Roma tomato and fetta tartlets (V)
- > Traditional style smoked salmon platters with condiments
- > Vegetarian antipasto selections
- > Saffron poached mussels
- > Assorted breads from our specialty bakery

### Salad Selection

- > German potato salad
- > Traditional Greek salad (V,GF)
- > Roast vegetable and beetroot (V,GF)
- > Chicken and basmati rice salad
- > Sweet potato and white bean (V,GF)
- > Traditional coleslaw (V,GF)
- > Thai style mushroom (V)
- > Eden's classic Caesar
- > Penne, tuna, olives and pesto
- > Tomato, basil and pine nuts (V)
- > Mixed lentil and walnut salad (V)
- > Thai vermicelli rice noodle salad (V,GF)

All salad buffets are accompanied by assorted dressings.

GF – Gluten Free  
V – Vegetarian

### Carvery Selection

- > Standing rib roast
- > Rosemary and garlic lamb leg (GF)
- > Honey glazed leg of ham
- > Turkey with sage and water chestnut stuffing
- > Beef striploin coated with mustard and herb crust
- > Pork loin with crackling and apple compote (GF)
- > Roasted chicken with lemon and thyme (GF)

### Hot Buffet Dishes

- > Sweet and sour pork
- > Veal and mushroom ragout
- > Beef stroganoff (GF)
- > Beef lasagna
- > Lamb midloin chops with caramelised onion gravy (GF)
- > Spinach and ricotta cannelloni (V)
- > Chicken and peanut stir-fry
- > Beef rendang
- > Chicken Provençal
- > Red Thai lamb curry
- > Singapore noodles
- > Steamed fish fillets with Asian greens and spring onions
- > Sweet chilli beef stir-fry
- > Ravioli con funghi (V)

\*All carvery and hot buffet dishes will be accompanied with rice or vegetables.

### Desserts Selection

- > Quality flans, tortes, gâteau and mini pastries from Eden's patisserie
- > Local cheese with assorted crackers
- > Seasonal fruit platters
- > Freshly brewed coffee accompanied by a selection of specialty teas and chocolates

GF – Gluten Free  
V – Vegetarian



# Canapés & Cocktail Receptions

## Packages

### Half-hour chef's Selection

- > Chicken satay skewers
- > Crumbed fish goujons
- > Mini arancini balls
- > Spinach and ricotta filo triangles

\$10.00 per person

### Cocktail Reception Options

- 1. Two cold and four hot canapés: \$20.00 per person
- 2. Three cold and six hot canapés: \$24.00 per person
- 3. Five cold and seven hot canapés: \$30.00 per person

### Standing Cocktail Fork Menu

Choose options 1, 2 or 3 and add:

One fork menu selection: \$10.00 per person

Two fork menu selections: \$15.00 per person

\*Packages based on a minimum number.

## Menus

### Cold Selections

- > Mini bruschetta (V)
- > Mushroom palmiers (V)
- > Witlof filled with beetroot jam and crème fraiche (V,GF)
- > Brandy blue cheese and date puree on mini toasts (V)
- > Smoked salmon en croute (V)
- > Selection of nori rolls with soy and wasabi (V)
- > Chicken and chive roulade on a crisp crouton
- > Duck and crystallised ginger tarts
- > Turkey on pumpernickle with tomato relish
- > Smoked turkey and orange on Melba toast
- > Roast beef on pumpernickle topped with avocado puree

### Hot Selections

- > Spring rolls with sweet chilli dipping sauces (V)
- > Spinach and ricotta filo triangles (V)
- > Mini arancini balls (V)
- > Beef satay skewers with dipping sauces
- > Chicken satay skewers with dipping sauces
- > Crumbed fish goujons with remoulade sauce
- > Spicy lamb fillos
- > Tandoori lamb samosas
- > Prawn and pesto gyoza

GF – Gluten Free  
V – Vegetarian

- > Moroccan vegetable savoury rolls
- > Mini beef wellingtons
- > Mini chicken wellingtons
- > Pumpkin and spinach mini calzones (V)
- > Mini duck calzones
- > Chicken and fetta mini calzones

### Fork Menu

- > Special fried rice
- > Fish and chips
- > Hokkien noodles with beef and black bean sauce
- > Crumbed chicken tenderloins and chips
- > Spinach and onion pakora served with naan bread (V)

### Enhance your selections with:

- > **Cold Meat Platter**  
A selection of charcuterie, cold cuts with chutneys, condiments and pickles  
\$33.00 per platter
- > **Antipasto Platter (V)**  
Antipasto selection of grilled and marinated vegetables, olives and provencale cheeses with gourmet biscuits  
\$30.00 per platter

- > **Nori Platter**  
A selection of nori rolls  
\$40.00 per platter
- > **Oyster Bar**  
Served tapas style with assorted toppings and condiments  
\$30.00 per dozen
- > **Salmon Platter**  
Smoked Tasmanian salmon with Spanish onion, capers, rye breads and horseradish  
\$40.00 per platter
- > **Sweet Selections**  
Mixed platter of petit fours  
\$8.00 per person
- > **Fruit Platter**  
Sliced seasonal fruit  
\$30.00 per platter
- > **Cheese Platter**  
Selection of local cheeses and crackers  
\$40.00 per platter

GF – Gluten Free  
V – Vegetarian



# Event Beverage Packages

## Package Overview

### Classic Package

Alcohol package inclusive of:

- > Hardy's Shiraz Cabernet
- > Hardy's Chardonnay
- > Hardy's Brut Reserve
- > Carlton Draught
- > Carlton Light
- > Assorted soft drinks, chilled juices and mineral water

Half hour:	\$10.00 per person
1 hour:	\$16.00 per person
2 hours:	\$20.00 per person
3 hours:	\$24.00 per person
4 hours:	\$28.00 per person
5 hours:	\$32.00 per person

### Deluxe Package

Alcohol package inclusive of:

- > Moores Creek Chardonnay or Sauvignon Blanc
- > Moores Creek Shiraz or Pinot Noir
- > Moores Creek Sparkling
- > Crown Lager
- > Carlton Light
- > Assorted soft drinks, chilled juices and mineral water

Half hour:	\$18.00 per person
1 hour:	\$24.00 per person
2 hours:	\$28.00 per person
3 hours:	\$32.00 per person
4 hours:	\$36.00 per person
5 hours:	\$40.00 per person

### Soft Drinks Package

Soft drink package inclusive of:

- > Assorted soft drinks
- > Chilled juices
- > Mineral water

1 hour:	\$7.00 per person
2 hours:	\$9.00 per person
3 hours:	\$11.00 per person
4 hours:	\$13.00 per person
5 hours:	\$15.00 per person

\*Packages based on a minimum number.

# Audiovisual & Technical Services

## Pricing Overview

Our professional supplier will be delighted to assist you with your audiovisual and technical requirements. Please contact the events team for further information.

### Projection

> Data projector	\$220.00
> VCR	\$60.00
> DVD player	\$80.00

### Screens

> 8ft x 8ft tripod	\$50.00
> 8ft x 6ft fast fold	\$150.00
> 10ft x 7.5ft fast fold	\$200.00

### Sound

> 2 speaker sound system	\$150.00
> 4 speaker sound system	\$250.00
> CD/cassette deck	\$50.00
> Lectern & microphone*	\$100.00
> Lapel or hand held microphone*	\$110.00 each
> Computer audio*	\$50.00

\*Sound system required.

### Monitors

> 29" monitor, DVD player & stand	\$150.00
> 42" plasma with stand	\$300.00
> 50" plasma with stand	\$350.00

### Conference Equipment

> DVD video camera and tripod	\$150.00
> Laptop	\$150.00
> Whiteboard	\$50.00
> Electronic whiteboard	\$150.00
> Flipchart easel with paper	\$50.00
> Remote mouse	\$50.00
> 10ft x 20ft black draping	\$100.00
> Operator	\$75.00/hour*

\*Minimum 3 hours.

\*Rates are charged daily.

\*Prices are subject to change.

### Creative Services

Styling makes your event unique and memorable. Our professional creative supplier can offer advice, organisation, table settings, chair covers and napery. Please contact the events department for further information.





# Accommodation

## Features Overview

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Bayview Eden offers 180 rooms and 12 suites, all of which provide maximum comfort and convenience. The rooms are designed to ensure a stay that is both restful and productive.

Some of the features that you can expect in the suites and rooms include:

- > Large work desks
- > LCD TVs
- > Internet access
- > Individually controlled heating and cooling
- > Mini bar
- > Tea and coffee making facilities
- > Iron and ironing board
- > In-room safe
- > Free and pay movie channels
- > Onsite undercover parking available. Charges apply.

Special accomodation rates can be arranged with your event manager.

## Hotel Facilities

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- > Niche Café
- > Niche Cocktail Bar
- > Atrium
- > Indoor heated swimming pool
- > Rooftop healthclub with sauna, spa and gymnasium
- > Onsite undercover parking
- > Billiards



# Event Checklist

To assist you in your planning process please find below details of information that we will require 2 weeks prior to the commencement of your event.

Final guest numbers	<input type="checkbox"/>
Set-up of function rooms including the following:	
Floor plans	<input type="checkbox"/>
Style of seating	<input type="checkbox"/>
Staging	<input type="checkbox"/>
Dance floor	<input type="checkbox"/>
Registration/head table requirements	<input type="checkbox"/>
Break-out room requirements (if applicable)	<input type="checkbox"/>
Agenda of function including arrival, departure and break times	<input type="checkbox"/>
Requested access time to function room	<input type="checkbox"/>
Signage board requirements for foyer and outside conference room	<input type="checkbox"/>
Name and contact details for event facilitator on the day	<input type="checkbox"/>

Special requirements requested by host	<input type="checkbox"/>
Audiovisual requirements	<input type="checkbox"/>
Accommodation requirements (including rooming list and payment instructions)	<input type="checkbox"/>
Catering	<input type="checkbox"/>
Dietary requirements	<input type="checkbox"/>
Final payment instructions	<input type="checkbox"/>
Details of any deliveries	<input type="checkbox"/>
Decorations (if applicable)	<input type="checkbox"/>
Any additional information regarding your function	<input type="checkbox"/>
Signed banquet event order outlining all event requirements	<input type="checkbox"/>





For further information:

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BAYVIEW INTERNATIONAL HOTELS & RESORTS

AUSTRALIA

Bayview Eden Melbourne

Bayview On The Park Melbourne

Bayview Boulevard Sydney

Bayview Geographe Resort Busselton

MALAYSIA

Bayview Beach Resort Penang

Bayview Hotel Melaka

Bayview Hotel Georgetown Penang

Bayview Hotel Langkawi

NEW ZEALAND

Bayview Wairakei Resort Taupo

Bayview Chateau Tongariro Mount Ruapehu

SINGAPORE

Bayview Hotel Singapore