



**RADISSON**  
**MEETINGS**

# **MAKING YOUR MEETING A SUCCESS**

Conference Brochure





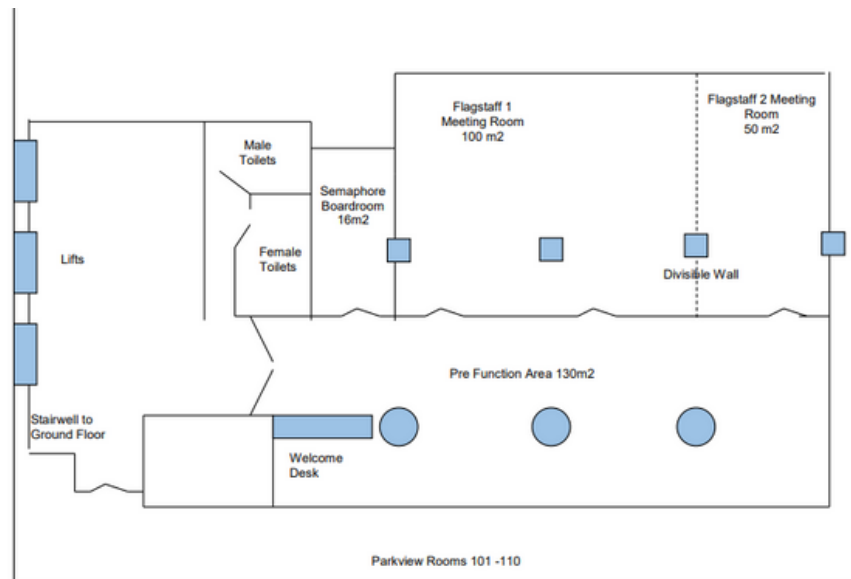
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# RADISSON EVENTS

Making your event a success

Function Room	Dimensions			Maximum Suggested Seating Style Capacity						
	Floor area (m2)	Room size (m)	Ceiling height (m)	Boardroom	Theatre Style	Dinner / Banquet	Cocktail	Classroom	U-Shape	Cabaret (8 per table)
Semaphore Room	16	3 x 5.3	2.7	6	-	-	-	-	-	-
Flagstaff 1	100	12 x 8	3.4	18	70	54	120	36	18	40
Flagstaff 2	50	6 x 8	3.4	16	40	18	50	18	16	16
Flagstaff 1 and 2	150	18 x 8	3.4	-	110	72	170	54	-	64
Pre-Function Area	130	3	-	-	-	-	-	-	-	-
Parkview Room	20	-	2.7	8	14	-	-	-	8	8
Lawn Bowls	200	10 x 20	-	40	150	110	150	55	40	88
HQ's on William	250	-	-	-	-	-	150	-	-	-



# Bookers & Planners programs

Welcome to the new Radisson Rewards, a program designed to be a simple, direct and relevant loyalty program with a twist.

For our professional **Bookers and Planners**, we have added new ways you can earn points when booking for others or organizing events. The program is more flexible, so you can now share your points with other members, use points to book meetings and events spaces and earn extra points when you refer a new member.

For your **personal travel**, you can earn and redeem points for your stays at over 600 hotels worldwide. In all of our nine brands, Radisson Rewards offers the most relevant, simple, and straightforward rewards program, putting the member at the heart of all we do.

The program is designed to make planning and booking stays with Radisson Hotels even more rewarding. With exclusive benefits tailored specifically for you, our fresh approach to loyalty guarantees to make you feel constantly appreciated.

## Professional member program benefits

### EARN AND REDEEM



Earn 10 points per \$ spent when booking for others.



Earn 5 points per \$ spent on meetings and events, up to 250,000 points.



Points can be redeemed for a wide selection of rewards like Free Nights, airline miles and more.

### UPGRADED STATUS



Premium upgrade after first professional booking or after just 3 stays or 5 nights.

### EXCLUSIVE CONTACT



24h exclusive Bookers and Planners Contact Center.

**RADISSON**  
REWARDS

## Personal Member Benefits

	8 POINTS / \$ SPENT	27 POINTS / \$ SPENT	36 POINTS / \$ SPENT
	Club Benefits from day one	Premium 3 stays or 5 nights	VIP 20 stays or 30 nights
Member Only Rate up to 10% discount	●	●	●
Access to the Priority Line (available in selected properties)	●	●	●
Food & Beverage discounts	10%	10%	15%
Discount Booster: Swap points for up to 20% discount		●	●
Free Room Upgrade (upon availability)		To next room category	To best available room
Free Early Check-in / Late Check-Out (upon availability)		●	●
Award Nights		●	●
24h exclusive Contact Center (accessible from My Private Area)		Exclusive Premium Lines	Exclusive V.I.P Lines
Free Breakfast for 2 (applicable to RO reservations)			●
Exclusive VIP areas (where applicable)			●
<b>My Favorite Hotel <i>selected by member</i></b>			
Priority List Access to the first available room		●	●
My Favorite Room Based on availability		●	●
My Luggage Storage (Storage can be requested at the front desk)		●	●

Join Radisson Rewards now  
[radissonhotels.com/rewards/business](https://radissonhotels.com/rewards/business)





## AUDIO VISUAL + TECHNICAL SERVICES

Radisson on Flagstaff Gardens can assist and provide you with all of your technical and production requirements. Where required we work with our technical and creative event partner Myles AV. Myles Audio Visual Hire is a dynamic company formed by a group of experienced professionals in the audio visual hire industry who specialize in the corporate conference market.

### THE FOLLOWING ARE EXAMPLES OF AUDIO VISUAL EQUIPMENT AVAILABLE:

- Data Projectors with HDMI input
- Plasma TV with DVD player
- Laptop
- Whiteboard
- Flip Chart
- CD and MP3 player
- Lectern and Microphone
- Two Speaker PA system with Microphone
- Roving Microphone
- Lapel Microphone
- Polycom telephone system for teleconferencing
- On - site technician can be arranged at a daily rate

Audio Visual requirements can be tailored to suit every event need, the above list is just a small sample of options available.





## DAY DELEGATE PACKAGE

Simplify your conference with our Conference Day Delegate Package, with all the inclusions to ensure your meeting is a success.

For something more to wow your delegates, tailor it by adding any one of our meeting room snack options. They are sure to impress!

### CATERING INCLUSIONS

- Nespresso 'pod' coffee and a selection of traditional and herbal teas
- Two morning and two afternoon refreshment item, from our extensive break options
- Your choice of a working style lunch or a buffet lunch; both can be served in HQ's Restaurant

### AUDIO VISUAL INCLUSIONS

- Whiteboard
- Flipchart
- Data Projector

### MEETING ROOM INCLUSIONS

- Delegate stationery, including note pads and pens
- Filtered water and mints
- Room set up and hire
- Signage facilities to display your company name for the duration of your event
- Registration table available upon request

### ADDITIONAL SERVICES

- Complimentary wireless internet throughout the hotel and in the conference area
- 24 hour Business Centre
- 24 hour Concierge
- Menus tailored to your preferences and dietary requirements
- Dedicated Events Coordinator
- Spacious and contemporary designed registration and break out area

### DAY DELEGATE PACKAGE \$80 PER PERSON

\*Minimum numbers and spend apply

## HALF DAY DELEGATE PACKAGE

If you have a limited timeframe our Conference Half Day Delegate Package, will ensure your meeting is efficient and hassle free. For something more to wow your delegates, tailor it by adding any one of our meeting room snack options.

They are sure to impress!

### CATERING INCLUSIONS

- Nespresso 'pod' coffee and a selection of traditional and herbal teas
- Two morning OR two afternoon refreshment item, from our extensive break options
- Your choice of a working style lunch or a buffet lunch; both can be served in HQ's Restaurant

### AUDIO VISUAL INCLUSIONS

- Whiteboard
- Flipchart
- Data Projector

### MEETING ROOM INCLUSIONS

- Delegate stationery, including note pads and pens
- Filtered water and mints
- Room set up and hire
- Signage facilities to display your company name for the duration of your event
- Registration table available upon request

### ADDITIONAL SERVICES

- Complimentary wireless internet throughout the hotel and in the conference area
- 24 hour Business Centre
- 24 hour Concierge
- Menus tailored to your preferences and dietary requirements
- Dedicated Events Coordinator
- Spacious and contemporary designed registration and break out area

### HALF DAY DELEGATE PACKAGE \$70 PER PERSON

\*Minimum numbers and spend apply



## MORNING AND AFTERNOON TEA BREAKS

### SAVOURY

- Selection of homemade finger sandwiches
- Caramelised onion, roasted tomato and feta cheese tart (V)
- Vietnamese rice paper roll with sweet chili dip (GF) (V)
- Roasted vegetable frittata (V) (GF)
- Mini quiches (V)
- Warm spinach and cheese logs(V)
- Warm Spinach Borek with lemon garlic yoghurt (V)
- Warm Turkish meat Borek with Lemon garlic yoghurt
- Mini Meat Pasties

### SWEET TOOTH

- Banana bread served with vanilla cream
- Forest berry yoghurt mousse (GF)
- Hedgehog slice (N)
- Mini profiteroles (N)
- Chocolate mousse
- Pavallava with fresh fruits (GFR)
- Lemon curd tart (GFR)
- Freshly baked assorted Danish pastries
- Mini custard tarts
- Assorted mini muffins with fillings (N)
- Stuffed mini-Berliners

### HEALTHY OPTIONS

- Avocado and sundried tomato tart (V)
- Chia seed and goji berry pudding (DF) (GF)
- Home-made Bircher muesli with dried fruits and nuts (N)
- Sliced seasonal fruits
- Quinoa and lentil cups with avocado mousse

## REFRESHMENT BREAKS

### TEA AND COFFEE

Sample the Nespresso coffee pod range with distinctly individual characters and aromatic profiles to satisfy every taste and a selection of traditional and herbal teas.

On Arrival	\$8.00 per person
Continuous	\$15.00 per person

### ADDITIONAL BEVERAGES

Enhance your day with our selection of cold drinks that can be added to your meeting

Selection of Soft Drinks	\$4.50 per person
Natural still spring water	\$7.00 per person
Sparkling Spring Water	\$7.00 per person

**TWO FOOD ITEMS AT \$17.00 PER PERSON**  
**ADDITIONAL FOOD ITEMS \$4.50 PER PERSON**





## LUNCH OPTIONS

### LUNCH OPTION 1 - BUFFET

A selection of light and healthy options. Can be served in the pre-function lounge or HQ's Restaurant.

- One protein and one vegetarian option
- Chef's selection of two gourmet salads
- Chef's selection of desserts
- Seasonal fruit platter

### LUNCH OPTION 2 - WORKING LUNCH

A quick and satisfying option to suit any schedule. Can be served in the pre-function lounge or HQ's Restaurant.

- Freshly prepared selection of sandwiches
- Chef's selection of a gourmet salad
- Savoury pastries
- Chef's selection of desserts
- Seasonal fruit platter

### LUNCH OPTION 3 - PLATED LUNCH

Take a well-deserved break at our award-winning HQ's Restaurant.

- Choice of an alternating plated lunch
- Bakers basket of rolls
- Chef's selection of desserts
- Seasonal fruit platter

\*Please ask our Conference & Events Coordinator for the current HQ's Lunch menu

### LUNCH AT \$45.00 PER PERSON

\*Lunch is included in the Day Delegate Package and the Half Day Delegate Package



# PRIVATE DINING **BREAKFAST**

## WORKING BREAKFAST (SERVED ON ARRIVAL)

Select 5 items at \$40.00 per person

### COLD

- Baker's basket (mini danishes, muffins and croissants) (N)
- Smoked salmon and cream cheese on turkish bread
- Mini rolls with crushed avocado and pepitas (V)
- Home made granola with fruit yoghurt (N)

### WARM

- Toasted ham and cheese croissants
- Spinach and roasted tomato, feta tartlets (V) (GFR)
- Roasted vegetable frittata (GF) (V)
- French toast dusted with cinnamon sugar



## PLATED BREAKFAST

Select one of each options at \$50.00 per person

### HOT BREAKFAST OPTION\*

- Choice of egg on grilled brioche, Virginia-style ham, hollandaise sauce, roasted tomato and crushed avocado and hash brown
- Choice of egg on sourdough with sauteed seasonal vegetable, warm tomato relish, mushroom and hashbrown
- Choice of egg on grilled brioche, mushroom, beef sausage, roasted tomato, hash brown.

### CHOICE OF EGGS\*

- Scrambled
- Poached

All tables are set with assorted fresh seasonal fruit and pastries.

All breakfasts are accompanied by a selection of juices, Nespresso pod coffee and a selection of teas

