

SCHEDULE A MEETING THAT REALLY WORKS

Radisson on Flagstaff Gardens
Melbourne



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Radisson
ON FLAGSTAFF
GARDENS MELBOURNE

RADISSON AT WORK

MAKING YOUR MEETING A SUCCESS

Radisson on Flagstaff Gardens is located on William Street in the legal district with easy access to all that Melbourne has to offer.

Whether your event is small or large, a meeting manager is appointed to advise on and manage all of your event's needs, delivering a consistent and satisfying experience.

On offer are a variety of catering options ranging from working lunches to dining in our restaurant, HQ's Restaurant and Bar, where our Executive Chef, Leigh Robbins, works with local producers to ensure all ingredients are sourced fresh daily. Being next door to the Queen Victoria Market and an abundance of great food regions throughout Victoria, there is no excuse for not showcasing the finest food on our menus.

The dedicated conference area is conveniently located on the first floor, comprising of 3 versatile meeting rooms, a pre-function area and caters for up to 160 delegates. Boasting 184 contemporary accommodation rooms, this 4.5 star hotel provides complimentary internet and is the ideal venue for corporate gatherings, meetings or events.

Function Room	Dimensions			Maximum Suggested Seating Style Capacity						
	Floor area sq m	Room size m	Ceiling height m	Board Room	Theatre Style	Dinner/ Banquet	Cocktail	Classroom	U-Shape	Cabaret (8 per table)
Semaphore Room	16	3x5.3	2.7	8	8	-	-	-	-	-
Flagstaff 1	100	12x8	3.4	23	80	60	120	36	24	48
Flagstaff 2	50	6x8	3.4	18	50	30	50	15	18	24
Flagstaff 1 & 2	150	18x8	3.4	-	130	90	200	54	-	72
Pre-Function Area	130		3	-	-	-	-	-	-	-



YOUR REWARD FOR BOOKING AT RADISSON



Where points and exclusive rewards meet

You can earn valuable rewards for booking your next meeting or event at the Radisson on Flagstaff Gardens. Club CarlsonSM for Planners is a unique hotel rewards program exclusively for meeting and event planners. Whether you're planning large or small corporate events, or you're a special events planner arranging dinners and weddings, you can earn points with Club Carlson for Planners when you book your event at more than 1,000 participating Carlson Rezidor hotels worldwide.

Plus, Club CarlsonSM is pleased to be the first hotel loyalty program to commit to a global carbon offsetting initiative for meetings and events. Beginning April 22, 2013, Club Carlson will purchase carbon credits to offset the estimated carbon footprint of 100% of Club Carlson for Planners meetings and events worldwide.

Earning points

- Earn 3 Gold Points per USD spent on total qualifying event purchases up to USD 5,000 at any participating Carlson Rezidor hotel.
- Earn 5 Gold Points per USD spent on total qualifying event purchases of more than USD 5,000 at any participating Carlson Rezidor hotel.
- Your event attendees are not required to participate in Club Carlson for you to earn points.

Cash in your points and reward yourself

Choose from free award nights at more than 1,000 participating Carlson Rezidor hotels worldwide, airline miles, and more!



MAKING YOUR MEETING A SUCCESS

CONFERENCE DAY PACKAGE

Simplify your conference with our Conference Day Package, with all the inclusions to ensure your meeting is a success. For something more to wow your delegates, tailor it by selecting 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

Morning and afternoon refreshment, your choice from our extensive break options

Your choice of a working style lunch served in your room or a hot lunch served in HQ's Restaurant

Meeting Room Inclusions

Delegate stationary, 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

Audio Visual Inclusions

Whiteboard

Flipchart

Projector screen

Additional Services

Complementary 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

From \$67 per person
Minimum numbers apply



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MAKING YOUR MEETING A SUCCESS

CONFERENCE HALF DAY PACKAGE

If you have a limited timeframe, our Conference Half Day Package will ensure your meeting is efficient and hassle free. For something more to wow your delegates, tailor it by selecting 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

Morning or afternoon refreshment, your choice from our extensive break options

Your choice of a working style lunch served in your room or a hot lunch served in HQ's Restaurant

Meeting Room Inclusions

Delegate stationary, 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

Audio Visual Inclusions

Whiteboard

Flipchart

Projector screen

Additional Services

Complementary 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

From \$55 per person
Minimum numbers apply



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MAKING YOUR MEETING A SUCCESS

TAILOR YOUR CONFERENCE

Engage your delegates and gain maximum results from your conference with one of the following options

Kick Start \$13.00 per person

Energize your meeting and have the following pick me up waiting for your delegates

- An ice bucket filled with Red Bull and Gatorade
- Seasonal sliced fruit platter
- Assorted muesli bars

Graze \$6.00 per person

Don't let hunger distract your delegates, have a snack station set up they can graze all day...

- Choose three from below:
- Wasabi peas
- Cashews and peanuts
- Salted pretzels
- Dried apricot, bananas and apples
- Toasted spiced peptia's and seeds

If you have another favorite, let us know and we will arrange it for you

Sugar Fix \$6.00 per person

Lift the mood of the conference with a lolly station, choose your favorite and let the inner child run wild

Choose three from below:

- Red frogs
- Jelly beans
- Licorice
- M & M's
- Jelly beans

We are happy to bring your childhood favorite in for you to enjoy

The Finale \$15.00 per person

Finish on a high note with a half hour of drinks and nibbles, enjoy a selection of Rothbury Estate wines, premium Australian beers and non-alcoholic drinks with platters of classic bar snacks.

The Grand Finale \$20.00 per person

For something gourmet enjoy the best of The Finale with a feast of Chefs antipasto selection. Featuring grilled vegetables, cured meats, cheeses and olives with grilled breads and grissini.



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ENHANCE YOUR MEETING

REFRESHMENTS

Tea and Coffee

Use our Nespresso coffee machine to design your own cup. 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	\$5.00 per person
Continuous	\$7.00 per person

Beverages

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

Fruit juice by the jug	\$12.00 per jug
Fruit juice by the bottle	\$ 4.00 per bottle
Natural still spring water	\$ 5.50 per bottle
Sparkling spring water	\$ 5.50 per bottle
Sports drinks	\$ 4.50 per bottle



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ENHANCE YOUR MEETING

BREAKFAST

Restaurant Full Buffet Breakfast \$29.50 per person

HQ's Restaurant, located on the ground floor adjacent to Reception, is open for breakfast from 6:30-10:30am Monday to Friday and from 7:00-11:00am on Saturday, Sunday and public holidays.

Private Dining Breakfasts

Continental Buffet Breakfast \$19.00 per person

Nespresso "pod" coffee and a selection of teas

A selection of chilled juices

Seasonal fruit salad

Cereals including our house made bircher muesli

Yoghurt w/ macerated fruits & nuts

Noisette Bakers Basket

Plated Breakfast \$26.00 per person

Your choice of:

Scrambled eggs on sourdough w/ crispy bacon, herbed tomatoes, chicken breakfast sausage & sautéed mushrooms

63 63° eggs w/ soft polenta, mushroom ragout, truffle & pangrattato

Spanish eggs on sourdough with tomato relish, water cress

All tables set with assorted fresh seasonal fruit & pastries.

Working Breakfast \$29.00 per person

Cold:

Bakers basket (Danishes, mini muffins, croissants)

Baked fruit w/ honey, nuts & yoghurt

Bircher muesli stack (yoghurt, berries, muesli)

Smoked salmon w/ cream cheese bagel

Hot:

French toast w/ maple syrup shots

Hash Browns

Bacon & egg muffins

Breakfast burritos w/ scrambled eggs, Mexican beans & avocado cream

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



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ENHANCE YOUR MEETING

REFRESHMENT BREAKS

Freshly brewed Nespresso coffee and a selection of teas served with one or two items from our Healthy, Sweet or Savoury options

Health Nut

Seasonal fruit platter

Smoked Salmon w/ cream cheese bagel

Homemade muesli w/ bush honey yoghurt, and maple syrup

Yoghurt panna cotta w/ berries

Market fresh whole fruit basket

Smoothie station w/ fruits, yoghurt and oatmeal

Trio of dips w/ assorted breads, olives and stuffed peppers

Sweet Tooth

Banana, date and walnut cake

Warm chocolate brownies, vanilla bean cream

Strawberry, white chocolate and crème patisserie tarts

Warm buttered banana bread

House made scones, jam and cream

Savory

Seasoned popcorn

Californian Rolls

Pulled pork sliders w/ Italian slaw

House made fennel spiced sausage rolls

Frittata (vegetarian or meat)

Vegetarian fried rice w/ chilli jam

Polenta Chips w/ pecorino and blue cheese mayonnaise

Lamb and rosemary gourmet pies

Honey, cumin roasted carrots w/labneh, pomegranate and raisins

One Item \$14.00 per person
Two Items \$20.00 per person



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ENHANCE YOUR MEETING

LUNCH SELECTIONS

Working Lunch

To be served in your meeting room or pre-function area

Freshly prepared focaccias, sandwiches and wraps with assorted fillings

A selection of Australian cheeses

Petit Fours

Seasonal sliced fruit platter

Juice, soft drinks and iced water

With a choice of:

Chef's selection of savory pastries or pies

Or

Chef's selection of wet dish & rice

Plated Lunch

Served in HQ's Restaurant

Selection of breads and olives

Alternate main meal—please select from menu provided

Selection of cakes and fruit platter

Juice, soft drinks and iced water

Working Lunch or Buffet Lunch
\$40.00 per person



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MAKING YOUR MEETING A SUCCESS

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 specialise in the corporate conference market.

The following are examples of audio visual equipment available:

Data Projector & Screen

Plasma TV with DVD player

Laptop

Tripod Projection Screen

Standard Whiteboard

Electronic Whiteboard

Flip Chart

CD & MP3 player

Lectern

Lectern Microphone

Two Speaker PA system with Microphone

Additional Microphone

Lapel Microphone

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.



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