

CONFERENCES & EVENTS

Punthill Essendon



Punthill Essendon
1142 Mount Alexander Road
Essendon VIC 3040

P: 1300 964 821
E: conferences@punthill.com.au
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MEETING SPACES
CATERING
ACCOMMODATION



Punthill Essendon Grand is located north of Melbourne CBD in the vibrant suburb of Essendon and is a contemporary Melbourne apartment hotel complex with modern conference facilities available for your next event.

Stay in stylish studio, 1 & 2 bedroom serviced apartments surrounded by the art deco charm of the Essendon Grand Hotel.

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Room Type	Configuration	Max Occupancy	Room Size
Studio Apartment	1 Queen	2	22m ²
One Bedroom Apartment	1 Queen	3	55m ²
Two Bedroom Apartment	2 Queen	5	93m ²
Two Bedroom Interconnecting Apartment	2 Queen	5	NA

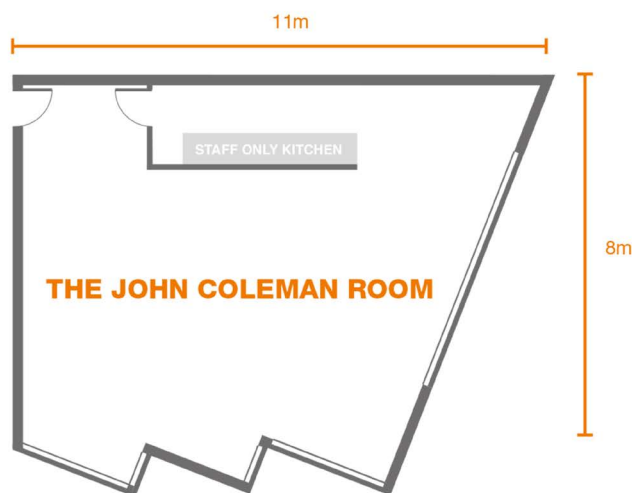


MEETING SPACE

Ideal for training workshops, product launches, presentations and boardroom style meetings, the John Coleman room has an abundance of natural light and has access to a courtyard area for breaks throughout the day.



	Size m ²	Banquet	Cabaret	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The John Coleman Room	57	40	20	16	16	50	21	\$350	\$450



Room Hire Includes

Notebooks, pens, mints, iced water and AV
Complimentary arrival tea and coffee

AV Inclusions

Whiteboard and markers
Flipchart with paper and markers
Data projector and screen
Wi-Fi connectivity

*Additional AV is available upon request.
Extra fees may apply.



Bookable Hours

Standard hire fees apply to room hire during the hotel's normal opening hours. Any bookings made outside of this time will incur an additional fee of \$50.00 per hour booked.

Half day hire is classified as a 4 hr booking. If the booking exceeds the 4 hr limit, the client will be charged the full day price.

Full day hire is classified as an 8 hr booking. If the booking exceeds the 8 hr limit, the client will be charged an additional fee of \$50 per additional hour.

Car Parking

Complimentary car parking is available at the property, subject to availability. It is used by both our in-house guests and conference delegates on a first-come, first-served basis. The property is otherwise next door to a Coles supermarket with a car park. Some bays are subject to parking restrictions as per the signage in the facility.



DAY DELEGATE PACKAGES

Working Package (min 15 delegates)

Full Day (4-8 hours)

\$70pp

Half Day (1-4 hours)

\$55pp

Enjoy our full day / half day delegate working package including:

Arrival tea and coffee

Morning tea selections (choice of one option)

Working lunch

Afternoon tea (choice of one option)

Executive Package (min 15 delegates)

Full Day (4-8 hours)

\$75pp

Half Day (1-4 hours)

\$60pp

Enjoy our full day / half day delegate Executive package including:

Arrival tea and coffee

Morning tea selections (choice of one option)

Executive lunch

Afternoon tea (choice of one option)

**Dietary requirements available on request, please let us know in advance.*



CATERING MENU (min \$160 order)

Beverages

\$5.0pp

Tea & Coffee

Morning & Afternoon Tea

\$15.0pp (additional selection **\$5.5pp**)

Tea & coffee
Juice of the day
Fresh seasonal fruit platter

Select 1 of the following:

- Assorted mini biscuits and slice bites
- Assorted sweet mini muffins
- Roast veggie frittata (served cold)
- Crudités, breads and dips platter (GF + Vegan)
- Assorted Danish pastries

Working Breakfast

\$18.0pp

Tea & coffee
Juice of the day
Fresh seasonal fruit platter
Mini bacon & egg rolls
Assorted sweet mini muffins

Executive Breakfast

\$23.0pp

Tea & coffee
Juice of the day
Fresh seasonal fruit platter
Mini bacon & egg rolls
Mini breakfast granola and yoghurt cups
Assorted Danish pastries

Working Lunch

\$30.0pp

Tea & coffee
Juice of the day and soft drinks
Fresh seasonal fruit platter
Assortment of freshly made wraps and sandwiches
Assorted of mini gourmet rolls

Executive Lunch

\$35.0pp

Tea & coffee
Juice of the day and soft drinks
Fresh seasonal fruit platter
Fresh garden salad
Quiche (served cold)
Assortment of mini gourmet rolls and finger club sandwiches

Add Ons (min 8 delegates)

Platters

Antipasto platter **\$13.5pp**
Cheese platter **\$12.5pp**
Crudités, breads and dips (GF + Vegan) **\$12.5pp**
Fresh seasonal fruit platter **\$9.0pp**

Salads

Fresh garden salad **\$6.5pp**
Greek salad **\$7.0pp**
Quinoa salad **\$7.5pp**

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FINGER FOOD (min \$160 order)

Hot Pastry Platter

3 pc \$8.5pp
4 pc \$10.0pp
5 pc \$12.0pp

Select 1 of the following:

- House made mini Pies
- Mini Sausage Rolls
- Sesame Chicken
- Chicken skewers
- Quiche Lorraine
- Honey and Soy drumettes
- Kofta skewers
- Pastry tartlets
- Mini Spring rolls (Vegetarian)
- Samosa
- Curry puffs
- Fish cakes
- Tandoori chicken skewer
- Risotto balls

Slider Package

\$45.0 per package

A selection of 6 Sliders including

- Beef Cheese
- Herbed Chicken
- Chorizo and roast pepper with spicy red chutney

Served with rosemary fries and aioli.
Presented in a platter to share.

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