

CONFERENCES & EVENTS

Punthill Knox



Punthill Knox
337 Stud Rd
Wantirna South VIC 3152

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



Located south east of Melbourne CBD, the Wantirna Room at Punthill Knox is the perfect venue for your next meeting, seminar or conference.

Our Knox conference facilities are further complemented by our warm and stylishly designed Studio, one and two bedroom serviced apartments.

Enjoy our courtyard BBQ area, a relaxing place to unwind after a long day of business or enjoy the privacy and peace of your spacious serviced apartment.

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| Room Type | Configuration | Max Occupancy | Room Size |
|-----------------------------|--------------------|---------------|------------------|
| Studio Apartment | 1 Queen | 2 | 26m ² |
| One Bedroom Apartment | 1 Queen | 3 | 53m ² |
| Two Bedroom Apartment | 2 Queen | 5 | 79m ² |
| Two Bedroom Interconnecting | 2 Queen + 2 Single | 5 | 79m ² |



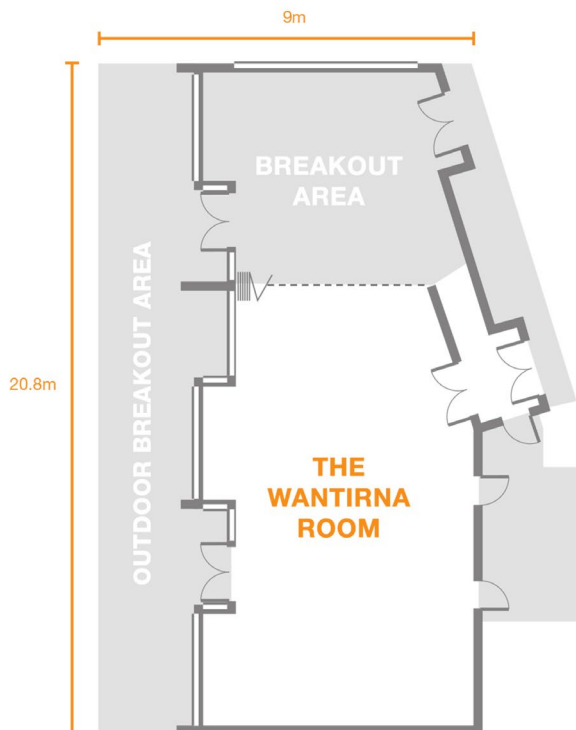
MEETING SPACE

The Wantirna Room has an abundance of natural light and is ideal for boardroom style meetings, presentations, training workshops, product launches and corporate functions.

Our conference room also has direct access to a courtyard area ideally suited for breaks throughout the day.



| | Size m ² | Banquet | Cabaret | Board | Classroom | Theatre | U-Shape | Half Day | Full Day |
|-------------------|---------------------|---------|---------|-------|-----------|---------|---------|----------|----------|
| The Wantirna Room | 60 | 80 | 40 | 24 | 40 | 80 | 34 | \$350 | \$450 |



Room Hire Includes

Notepads, 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

Limited on site complimentary car parking is available for conference delegates - subject to availability.



DAY DELEGATE PACKAGES

Working Package (min 15 delegates)

| | |
|----------------------|----------------------|
| Full Day (4-8 hours) | Half Day (1-4 hours) |
| \$70pp | \$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) | Half Day (1-4 hours) |
| \$75pp | \$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**

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



FINGER FOOD (min \$160 order)

Package 1

\$12.0pp

Each person receives:

- Mini Vegetarian tarts (Vegetarian)
- Mini Sushi pieces served with wasabi and soy sauce
- Asian BBQ Chicken Skewer (Gluten Free)

Package 2

\$26.0pp

Each person receives:

- Mini Sushi Pieces served with Wasabi and Soy Sauce
- Pecking Duck crepes
- Mini Vegetarian tarts (vegetarian)
- Mini pulled pork burger with coleslaw
- Asian BBQ Chicken Skewer (Gluten Free)
- Mini gourmet pies

Package 3

\$35.0pp

Each person receives:

- Mini Sushi Pieces served with Wasabi and Soy Sauce
- Vegetarian rice paper rolls (Vegetarian, Gluten Free)
- Pecking Duck Crepes
- Potato and Wasabi Pancakes topped with smoked salmon
- Mini pulled pork burger with coleslaw
- Thai chicken patties served with sweet chilli sauce
- Mini Vegetarian quiches (Vegetarian)
- Mini gourmet Pies

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