

CONFERENCES & EVENTS

Punthill Williamstown



Punthill Williamstown
4-18 Ferguson Street
Williamstown VIC 3016

P: 1300 964 821
E: conferences@punthill.com.au
W: punthill.com.au

MEETING SPACES
CATERING
ACCOMMODATION



Punthill Williamstown is set in an ideal bayside location only 15 minutes from Melbourne CBD, and is the perfect venue for your next conference or function.

Our Williamstown conference facilities are further complemented by our comfortable and stylish apartment style accommodation, all only a short stroll away from cafes, bars, restaurants, shops and Hobson Bay.

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Room Type	Configuration	Max Occupancy	Room Size
Studio	1 Queen	2	NA
One Bedroom Apartment	1 Queen	3	55m2
Two Bedroom Apartment	2 Queen	5	93m2
Two Bedroom Interconnecting	2 Queen	5	90m2
Three Bedroom Interconnecting	2 Queen + 2 Single	7	148m2

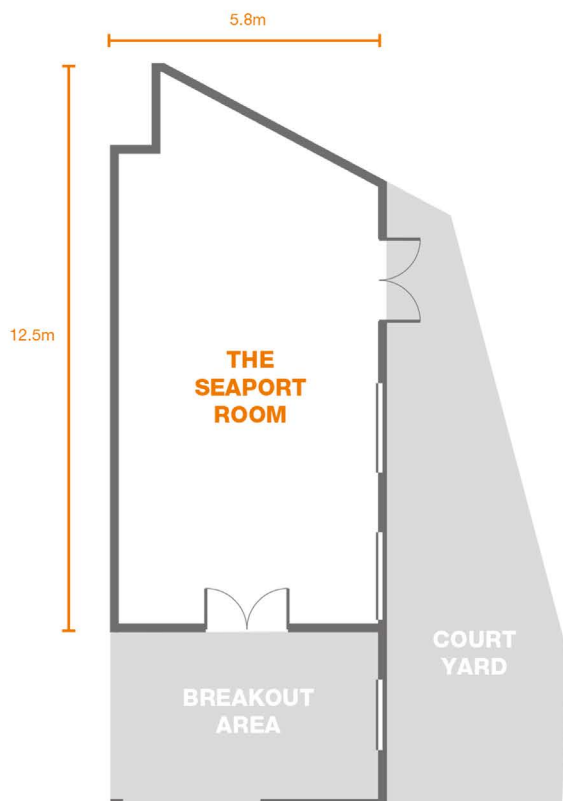


MEETING SPACE

The seaport room at Punthill Williamstown has an abundance of natural light and has access to an outdoor area for breaks throughout the day. The conference room is complete with modern facilities & a relaxed atmosphere to ensure that your event is a success.



	Size m2	Banquet	Cabaret	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The Seaport Room	60	40	20	20	24	60	25	\$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)

\$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**

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



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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