

THE BUSINESS CENTRE

COLLINS SQUARE 
HOSPITALITY

727 Collins Street, Melbourne
collinssquare.com.au

THE BUSINESS CENTRE



The Business Centre is functional, refined and designed to suit collaborative workspace requirements, from formal meetings to staff training, our spaces are made to work for you.

Our meeting suites connect your people, accommodate all meeting requirements and assist with driving your business forward.

With state of the art audio visual, tele-presence and soundproofing technology, The Collins Square business suites will exceed expectations for your next important meeting.

Our 17 purpose built business suites accommodating from 3 to 150 guests, can be booked well in advance or conveniently with minimal notice.

The option for our in-house chef to create a decadent menu to suit your requirements allows you to focus on your business meeting while we take care of the finer details.

MINIMUM SPENDS & DINING OPTIONS

MINIMUM SPENDS

The minimum spend refers to the minimum amount committed to for food and beverage. Additional items such as flowers and styling are in addition to this amount. If the minimum spend is not reached the additional amount is charged as room hire.

MENU OPTIONS

The Business Centre is able to cater for breakfast, lunch or dinner and a menu is customised to your needs.

Breakfast Menu -a variety of menu structures available including stand-up breakfast canapés, shared continental and complete sit down breakfast events.

Half & Full Day delegate packages -inclusive of morning tea, premium sandwich lunch & afternoon tea

Lunch & Dinner Dining -a set or limited ‘a la carte’ menu tailored for your event consisting of two to six courses with optional wine matching. Available for up to 200 guests.

Cocktail Events -stand up functions for up to 400 guests with party style themes available to cater for the desired feel of your event.

Menus represent seasonal availability.

Dietary requirements must be confirmed seven days prior to the event booking.

BEVERAGE OPTIONS

- Beverages charged on consumption
- Beverage packages for various durations at a per person price
- Wine matches designed to accompany each course of the menu at a per person price.

EVENT FEATURES & INCLUSIONS

Prices are inclusive of GST.

Lunch and dinner menus are inclusive of tea, coffee and petits fours.

Our event guests have access to the following facilities:

- Dedicated Event Manager
- iPod dock with pre selected music or the ability to supply your own music source
- Data points
- LCD screens within all meeting spaces
- Black out blinds
- Wireless microphone

The following timings and minimum spends apply:

Half Day- maximum of 4.5 hour duration starting either 8.00am or noon

Full Day -from 8.00am until 5.00pm

Room hire fees apply, depending on the rooms utilised, please ask your event manager for pricing.

Additional rates apply for use of equipment such as flip charts, whiteboards, etc.

BOOKING & PAYMENT TERMS

We are able to hold a date tentatively for a period of seven days, after which time, if confirmation has not been received the date will be released. Once advised of your intention to confirm we will send out an Event Agreement. A 25% deposit of the minimum spend of the event is required to secure the booking. The deposit is required within seven days of receipt of your Event Agreement. Prepayment of the full balance of the minimum spend is required seven working days prior to the event. Any additional charges incurred must be settled at the conclusion of the event.

Deposits are non-refundable and non-transferable. All cancellations must be made in writing to your Event Coordinator.

Payment may be made via EFT, cheque or credit card. Credit card transactions incur a 1.5% surcharge.

CAPACITIES

	Board	Round	Cabaret	Theatre	Cocktail
Suite 1 - 4	4	-	-	-	-
Suite 5, 16 & 18	6	-	-	-	-
Suite 7, 15	8	-	-	-	-
Suite 6, 9 & 17	10	-	-	-	-
Suite 8	18	20	16	24	-
Suite 10 or 12 & 13 combined	24	40	32	48	-
Suite 12 OR 13	12	20	8	20	-
Suite A OR B	30	50	40	75	80
Suite A & B combined	-	80	64	150	150



CONFERRNCING

Either half or whole day conferencing is available with a variety of catering options.

CONFERRNCING OPTIONS

The Business Centre has been created with conferencing in mind. State of the art audio visual and telecom facilities have been installed plus a variety of seating options including theatre, classroom and open cabaret seating to any style of presentation
With abundant natural light, easy access for guests and impeccable attention to detail, The Business Centre enhances your customers experience.
The following menus are offered to complement our seated lunch offer:

Day Delegate Package..... \$92.50
Full conference package which includes arrival beverages, morning and afternoon tea plus a premium sandwich lunch. This package includes room hire and use of the in-house AV system.

Day Delegate Package with hot buffet option.....\$110.00
upgrade your lunch to a mixture of both braised and pasta dishes, with salads and a seasonal fruit platter.

Half Day Delegate Package..... \$75
As per the above but for a maximum of four hours.

Half Day Delegate Package with hot buffet option.....\$92.50
upgrade your lunch to a mixture of both braised and pasta dishes, with salads and a seasonal fruit platter.

Premium Working Sandwich Lunch..... \$50
A mixture of sandwiches, rolls and wraps served with an individual mini salad with fruit platter and mini dessert items. All the above is served with tea, coffee, orange juice and mineral water.

Additional Options

On Arrival
guests are greeted on arrival with assorted teas filtered coffee, juices and mineral water.....\$7.50
Morning or Afternoon Tea
Served with a selection of pastries, assorted teas and filtered coffee.....\$15.00
Savoury Hot Pastries..... \$7.50



BREAKFAST EVENTS

Breakfast events are available with client registration starting at 7.00am, with events concluding by 10.00am

BREAKFAST OPTIONS

The Business Centre offers a Continental Sharing breakfast menu or more of a traditional plated option with a set course offered to all guests.

All below menus include tea, coffee and fruit juices

Shared Continental..... \$40 per person
Individual yoghurt and granola cups
Platters of seasonal fruit

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Egg and bacon rolls, croque monsieur, house made jaffles

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A selection of shared house made breads and pastries, butter and jams

Complete Breakfast.....\$55 per person
Individual yogurt and granola cups Platters of seasonal fruit

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Select one of the below:
- Soft poached eggs with smoked bacon, mushrooms, roasted vine tomatoes served with brioche toast
 - Scrambled eggs on grilled quinoa and soy toast with field mushroom and roasted tomatoes
 - Semi dried tomato and feta frittata, with chorizo, buttered baby spinach and sweet potato hash brown
 - Eggs benedict on a muffin with ham, poached eggs and hollandaise

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A selection of shared house made breads and pastries, butter and jams

Menu add ons available

ADDITIONAL OPTIONS

Beverages
Additional beverages such as Champagne or a breakfast cocktail can be arranged and charged on a consumption basis.

Crew Meals
Limited to a maximum of four crew
One course..... \$25 per person

Dietary Requirements
Dietary requirements can be accommodated in addition to the menu and must be advised seven days prior to the event.

All menus are subject to change without notice due to seasonal availability.



LUNCH EVENTS

Lunch events are available from 12 noon & must conclude by 4pm.
Additional charges apply for any period outside of these hours.

LUNCH OPTIONS

The Business Centre offers set or limited ‘a la carte’ menu tailored for your event consisting of two and three courses with the main course served alternatively to your guests.

Our Signature four course degustation menu serves the same meal per guests with optional wine matching. All our menus offer the very best ingredients and represents seasonal availability.

All below menus include tea, coffee and petit fours to conclude.

Set menu of two courses..... \$55 per person

Set menu of three courses..... \$70 per person

The following four course menu also includes two piece chef selection of canapés.

Four course degustation..... \$85 per person

ADDITIONAL OPTIONS

Canapés on arrival
Two pieces per person..... \$12 per person

Alternative Drop
Entrée or dessert alternative..... \$5 per person

Side Dishes
Served to the table for guests to share.....\$2.50 per person

ROOM STATIONS

Cheese..... \$20 per person
A selection of artisan cheeses with house made bread, fruit and condiments. Served via an interactive help yourself style station.

Dessert..... \$20 per person
An impressive display of petite sweets created by The Business Centre pastry team featuring macarons, tartlets, gateaux and other miniature delicacies. Served in replacement of the dessert course via an interactive help yourself style station.

Crew Meals
Limited to a maximum of four crew
One course..... \$25 per person
Two courses..... \$40 per person

Dietary Requirements
Dietary requirements can be accommodated in addition to the menu and must be advised seven days prior to the event.

BEVERAGE OPTIONS

Beverage package - wines are selected to be poured throughout your lunch for a specified duration, priced per person.

On consumption - organiser selects from our wine list to be charged on a consumption basis.

Wine match is available with the degustation menu. Each course is matched with a different wine, priced per person. Our sommelier will create a wine match to compliment your menu.

Priced as follows:
Degustation Wine Match..... \$45-\$70 per person

Please note, the above price does not include pre-lunch drinks or additional beverage requests such as beer and spirits.

SAMPLE LUNCH MENU

The below represents a sample of one of our three course a la carte menu offers

Canapes on arrival
Tasmanian salmon tartare, compressed apple, yuzu
Chicken liver parfait, toasted hazelnuts, sesame lavosh

Entrée
Blue swimmer crab cake, compressed watermelon, caper mayonnaise
or
Black Angus carpaccio, wild mushrooms, pecorino, bitter leafs

Main Course
Confit organic duck leg, toasted grains, pickled baby beetroot, cumin scented yoghurt
or
Braised beef cheek, parsnip puree, piquillo peppers, grilled spring

Dessert
Belgian chocolate fondant, dulce de leche ice cream, coco nibs
or
Apple & rhubarb crumble, vanilla and candied almond ice cream

A selection of coffee, teas, infusions and petits fours

All menus are subject to change without notice due to seasonal availability.

Full menu upon request.



DINNER MENU

Dinner events are available from 6pm & must conclude by midnight for a five hour duration.

DINNER OPTIONS

The Business Centre offers a set or limited ‘a la carte’ menu tailored for your event consisting of two to four courses with the main course served alternatively to your guests.

Our Signature five course degustation menu serves the same meal per guests with optional wine matching. All our menus offer the very best ingredients and represents seasonal availability.

Two course..... \$75 per person

Three course..... \$95 per person

Four course..... \$115 per person

Five course degustation..... \$130 per person

All menus include a two piece chef selection of canapés on arrival with tea, coffee and petits fours to conclude.

ADDITIONAL OPTIONS

Alternative Drop

Entrée or dessert alternative..... \$5 per person

Side Dishes
Served to the table for guests to share..... \$2.50 per person

ROOM STATIONS

Cheese..... \$20 per person
A selection of artisan cheeses with house made bread, fruit and condiments. Served via an interactive help yourself style station.

Dessert..... \$20 per person
An impressive display of petite sweets created by The Business Centre pastry team featuring macarons, tartlets, gateaux and other miniature delicacies. Served in replacement of the dessert course via an interactive help yourself style station.

Crew Meals
Limited to a maximum of four crew
One course..... \$25 per person
Two courses..... \$40 per person

Dietary Requirements
Dietary requirements can be accommodated in addition to the menu and must be advised seven days prior to the event.

BEVERAGE OPTIONS

Beverage package - wines are selected to be poured throughout the evening for a specified duration, priced per person.

On consumption - organiser selects from our wine list to be charged on a consumption basis.

Wine match is available with the degustation menu. Each course is matched with a different wine, priced per person. Our sommelier will create a wine match to compliment your menu.

Priced as follows:
Degustation Wine Match..... \$55-\$100 per person

Please note, the above price does not include pre-dinner drinks or additional beverage requests such as beer and spirits.

SAMPLE DINNER MENU

A sample of one of our four course a la carte menu offers

Canapes on arrival
Tasmanian salmon tartare, compressed apple, yuzu
Chicken liver parfait, toasted hazelnuts, sesame lavosh

First Entrée
Cured ocean trout, pickled carrots, avocado mousse, sea herbs
or
Blue swimmer crab cake, compressed watermelon, caper mayonnaise

Second Entrée
Smoked ham hock terrine, fruit chutney, mini brioche loaf **or**
Black Angus carpaccio, wild mushrooms, pecorino, bitter leafs

Main Course
Confit organic duck leg, toasted grains, pickled baby beetroot, cumin scented yoghurt
or
Braised beef cheek, parsnip puree, piquillo peppers, grilled spring

Dessert
Belgian chocolate fondant, dulce de leche ice cream, coco nibs
or
Apple & rhubarb crumble, vanilla and candied almond ice cream

A selection of coffee, teas, infusions and petits fours

All menus are subject to change without notice due to seasonal availability.
Full menu upon request.



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