

727 Collins Street, Melbourne COLLINSSQUARE.COM.AU

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.

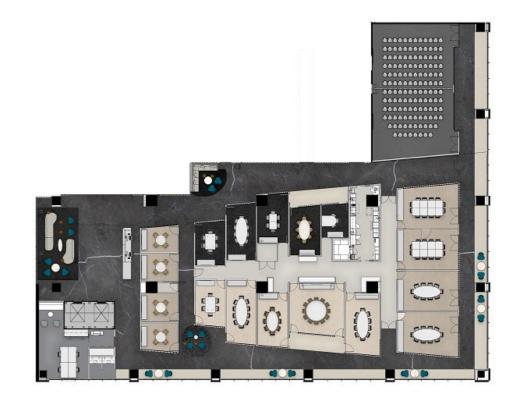
A 25% deposit of the minimum spend of the event is required to secure the booking. The deposit is required within seven days of receipt of your Event Agreement. Prepayment of the full balance of the minimum spend is required seven working days prior to the event. Any additional charges incurred must 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 1.7% surcharge.

# Capacities

	Board	Round	Caberet	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



# **CONFERENCING**

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

# **Conferencing 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 with hot buffet option.....\$122.50 Upgrade your lunch to a mixture of both braised and pasta dishes, with salads and a seasonal fruit platter.

Half Day Delegate Package.....\$83.50
As per the above but for a maximum of four hours.

Half Day Delegate Package with hot buffet option......\$103.50 Upgrade your lunch to a mixture of both braised and pasta dishes, with salads and a seasonal fruit platter.

# **Additional Options**

On Arrival guests are greeted on arrival with assorted teas filtered
coffee, juices and mineral water\$8.50
Morning or afternoon tea served with a selection of pastries,
assorted teas and filtered coffee\$17.00
Savoury Hot Pastries\$8.50



# **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.....\$44.50 per person

- Mini ham & gruyere cheese croissant
- Egg, bacon & spinach brioche
- Individual yoghurt & granola cups
- Sweet muffin & Seasonal fruit platter

Complete Breakfast.....\$66.50 per person

- Individual yoghurt & granola cups
- Seasonal fruit cups

And a choice of one of the following

- Chilli scrambled egg, potato rosti, maple bacon
- Breakfast bruschetta, roasted roma tomato, baby spinach, goats' cheese, sourdough
- Buttermilk pancakes, poached fruit, whipped ricotta

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.....\$28.00 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..... ..\$61.50 per person Set menu of three courses..... ...\$77.50 per person The following four course menu also includes two piece chef

selection of canapés.

Four course degustation...... .....\$95.00 per person

Served to the table for guests to share.....

**Additional Options** Canapés on arrival ...\$13.50 per person Two pieces per person..... Alternative Drop Entrée or dessert alternative..... ...\$7.00 per person Side Dishes

#### **Room Stations**

Cheese.. .\$22.50 per person A selection of artisan cheeses with house made bread, fruit and condiments. Served via an interactive help yourself style station.

..\$22.50 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.

..\$28.00 per person ..\$44.50 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.

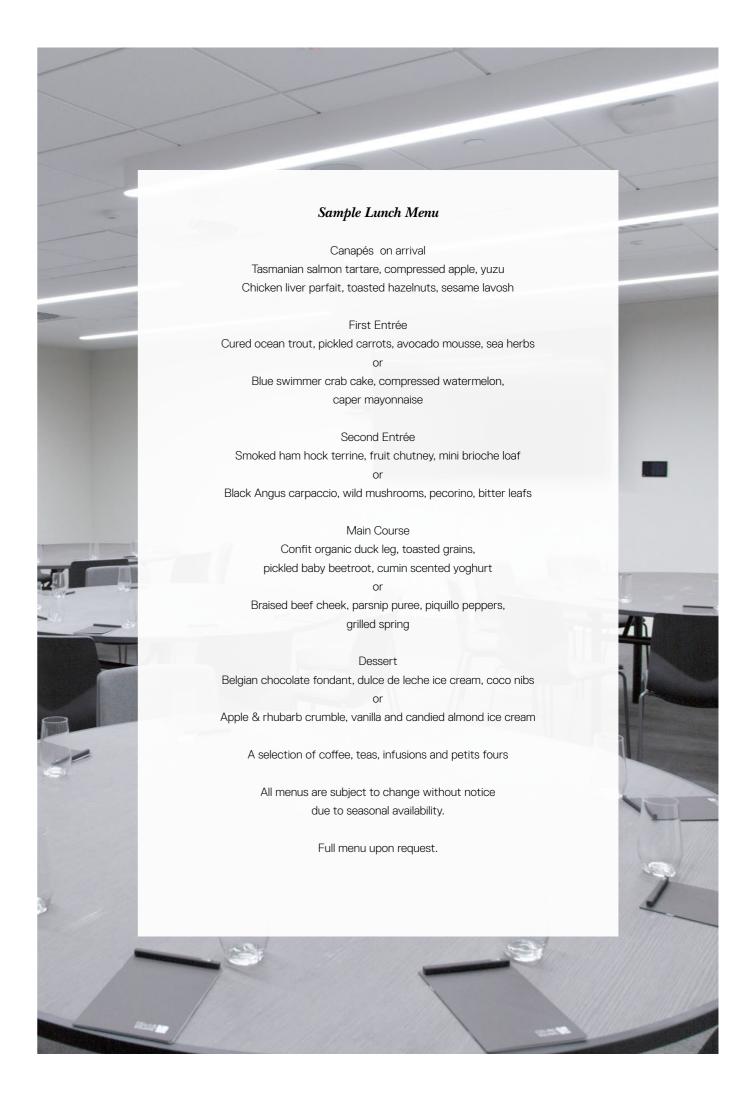
On consumption - organiser selects from our wine list to be charged on a consumption basis.

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:

..\$3.50 per person

Degustation Wine Match......\$55.00 - \$80.00 per person Please note, the above price does not include pre-dinner drinks or additional beverage requests such as beer and spirits.



# **DINNER EVENTS**

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	\$83.50 per person
Three course	\$106.00 per person
Four course	\$128.00 per person
Five course degustation	\$144.50 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\$7.00 per person
Side Dishes
Served to the table for guests to share\$3.50 per person

# **Room Stations**

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.....\$28.00 per person

Two courses....\$44.50 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**

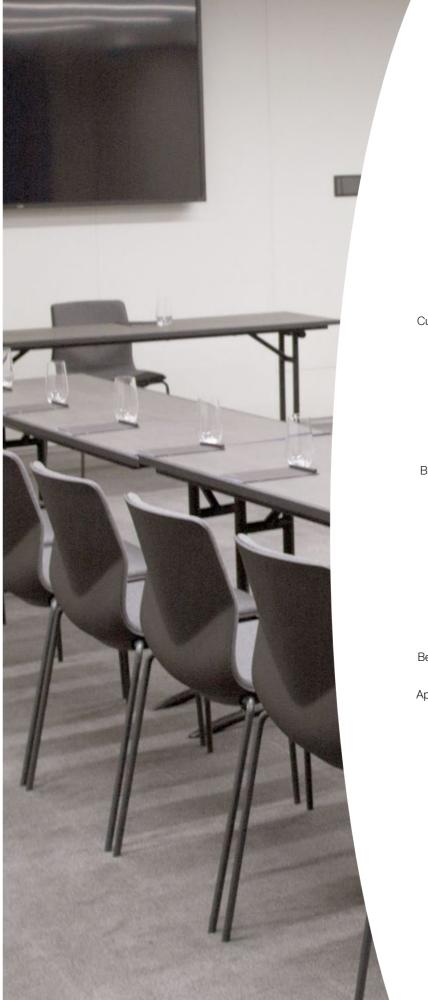
Beverage package - wines are selected to be poured throughout the evening for a specified duration, priced per person.

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......\$70.00 - \$120.00 per person Please note, the above price does not include pre-dinner drinks or additional beverage requests such as beer and spirits.



# Sample Lunch Menu

Canapés 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

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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.