



fancy
meeting
up soon?
conferences

441 Royal Parade
Parkville VIC 3052

t: 03 9380 9222

f: 03 9387 6846

e: vhcm@vibehotels.com.au

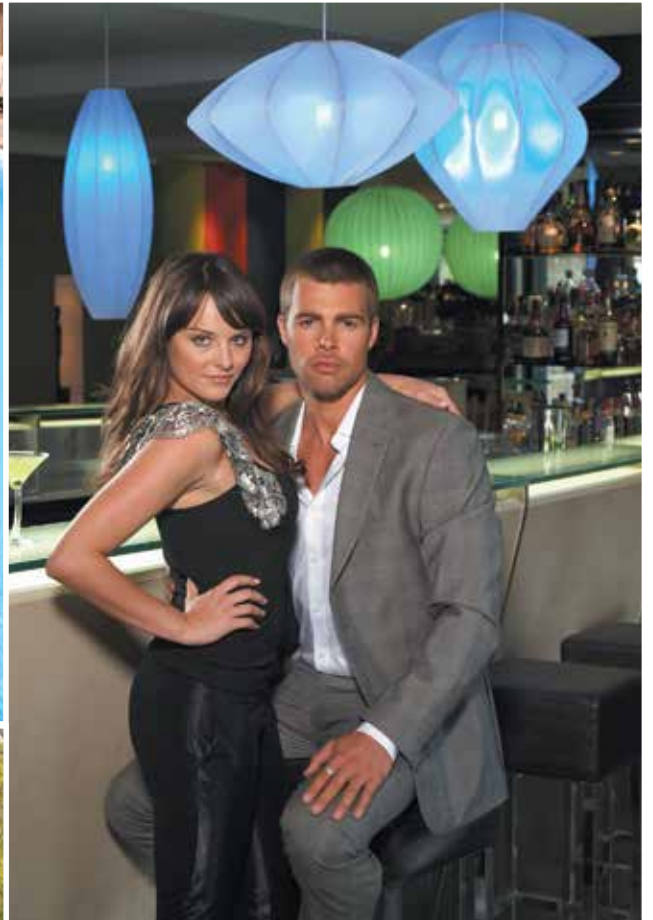
w: vibehotels.com.au

stylish simplicity

Call 13 VIBE or visit vibehotels.com.au

vibe hotel
carlton

VIBE HOTEL CARLTON



CONTENTS

Why choose Vibe	4
Capacities	5
Room costs	5
Vibe spaces	5
9 to 5 Vibe	6 - 8
Equipment essentials	9
Fuel options	
Kick start your day with Vibe	10
Good vibrations	11
Bevvies	12
Buffet the Vibe way	13
Buffet dinner selections	14
Terms & conditions	15 - 16



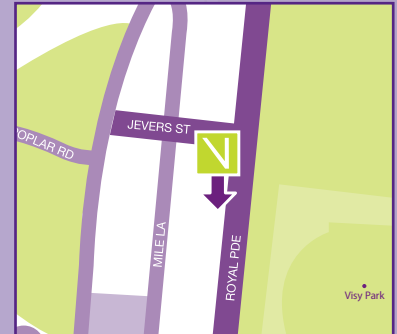
vibe hotels

VIBE HOTEL CARLTON

CONTACT US

441 Royal Parade
Parkville VIC 3052

P 03 9380 9222
F 03 9387 6846
E vhcm@vibehotels.com.au



WHERE ARE WE?

- Vibe Hotel Carlton enjoys a superb position opposite visy park only minutes from the Melbourne Zoo
- Situated on the Tullamarine Airport side of the city, the hotel is close to Flemington Racecourse, Moonee Valley Racecourse, showgrounds, major sporting facilities & venues

STAYING OVERNIGHT?

- 87 guest rooms available

WHY CHOOSE VIBE?

- Our purpose-built conference facilities consist of two smart, attractive & very functional meeting rooms
- Enjoy our unique vibe out space designed to motivate & inspire. The vibe out room features brightly coloured & relaxed style furnishings to get your imagination working & encourage the best brainstorming from your team
- Our sublime conference room features natural light
- Catering & themed packages available
- Parking available for \$8 per day & subject to availability

LET'S GET TECHNICAL

- Individually controlled air conditioning
- PABx phone lines in all rooms
- Broadband or dial up access in all conference rooms at a fee

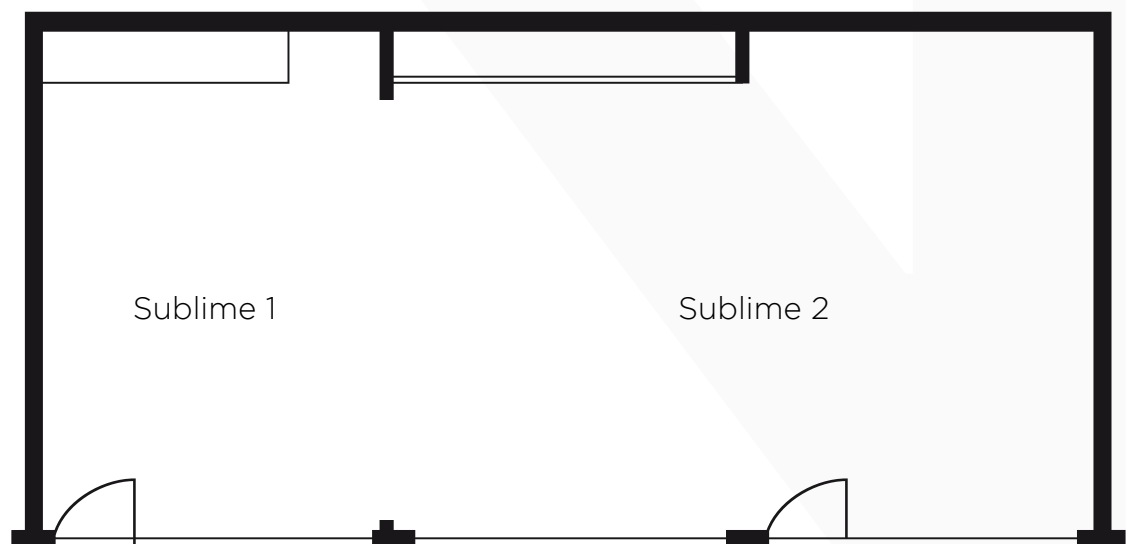
CAPACITIES

Function Room	Theatre	Classroom	U-shape	Boardroom	Cocktail	Area m2
Sublime	40	20	20	20	50	63
Vibe Out Space	10	-	NA	10	NA	26.5

ROOM HIRE

Function Room	Full Day
Sublime	\$280
Vibe Out Space	\$200

VIBE SPACES



9 TO 5 VIBE our day packages

\$50.00 per person

Includes:

Conference room hire, notepads, pens, iced water, mints, flipchart, whiteboard, screen, vibe aid kit & free internet for one device

Kick start your day – arrival tea & coffee

Nespresso coffee & specialty tea's

Morning munchies – morning tea & coffee

Nespresso coffee & specialty tea's with freshly made mini muffins or cookies

Midday fuel injection - lunch

Vibe's gourmet sandwich selection

Served in conference rooms as a working lunch

- Cold meat & vegetarian sandwiches
- Lightly grilled chicken & mixed lettuce mayonnaise wraps

Pick me up time – afternoon tea

Nespresso coffee & specialty tea's with freshly made mini muffins or cookies

Please note:

- If numbers fall below minimum 10 guests, a room hire fee will apply.

9 TO 5 VIBE our day packages

\$60.00 per person

Includes:

Conference room hire, notepads, pens, iced water, mints, flipchart, whiteboard, screen, vibe aid kit & free internet for one device

Kick start your day – arrival tea & coffee

Nespresso coffee & specialty tea's

Morning munchies – morning tea & coffee

Nespresso coffee & specialty tea's with freshly made mini muffins or cookies

Midday fuel injection - lunch

Vibe's gourmet buffet selection served in curve restaurant as sit down meal

Mains

- Grilled chicken breast served with a creamy-tangy lemon or sweet corn sauce
- Roasted vegetable curry

Sides

- Steamed jasmine rice
- Garden salad

Pick me up time – afternoon tea

Nespresso coffee & specialty tea's with freshly made mini muffins or cookies

Please note:

- If numbers fall below minimum 10 guests, a room hire fee will apply.

9 TO 5 VIBE our day packages

\$70.00 per person

Includes:

Conference room hire, notepads, pens, iced water, mints, flipchart, whiteboard, screen & free internet for one device

Kick start your day - arrival tea & coffee

Nespresso coffee & specialty tea's

Morning munchies - morning tea & coffee

- Nespresso coffee & specialty tea's with freshly made mini muffins or cookies
- Mixed nuts on the conference tables

Midday fuel injection - lunch

Vibe's gourmet al la carte selection

- Served in curve restaurant as a sit down meal. One of our friendly staff members will take your order at morning tea

Mains

- Vegetarian lasagne
- 250g rump steak with steamed vegetables or chips
- Grilled barramundi with lemon dill & steamed vegetables
- Daily specials available

Sides

- Garden salad on each table to share

Pick me up time - afternoon tea

- Nespresso coffee & specialty tea's with freshly made mini muffins or cookies
- Mixed nuts on the conference tables

Please note:

- If numbers fall below minimum 10 guests, a room hire fee will apply.

EQUIPMENT ESSENTIALS

Audio equipment

Standard lectern \$100

Equipment included

1 x whiteboard & markers

1 x flipchart

1 x TV with VCR & DVD

1 x overhead projector

Data projector equipment

Data projector equipment \$100

Data projector screen foc

Apple connector \$40

Slide projection equipment

Slide projector & remote \$100

Please note:

- Equipment prices are only an indication of rates incurred. The above listing does not include installation, operating & collection of equipment.
- Where related additional surcharges will be incurred by the client. Technicians for equipment operation throughout an event may be co-ordinated through the events team. Prices on application.
- Please note that prices can vary without notification.

KICK START YOUR DAY breakfast events

Breakfast packages

Served in Curve Restaurant

Beverages

- Fresh orange juice & iced water
- Unlimited Nespresso coffee selection & specialty tea's

Aussie breakfast buffet

\$17.50 per person

Cold breakfast selection

- Sliced seasonal fruit
- Natural yoghurt & fruit compote
- Selection of cereals & muesli
- Toast (wholegrain & white)
- Australian preserves & honey

Hot breakfast selection

- Scrambled eggs, bacon, chipolatas, grilled tomato & hash brown potatoes

Beverages

- Fresh orange juice & iced water
- Unlimited Nespresso coffee & specialty tea's

GOOD VIBRATIONS cocktail functions

\$17.50 per platter (minimum number 12 guests)

Hot bites

- Salmon bellini
- Stuffed eggs
- Prosciutto with grissini sticks
- Toasted turkish breads with mediterranean dips

Cold bites

- Mushroom en croute
- Fried chicken drumettes
- Chicken vol au vents
- Mini crab claws

VIBE BEVVIES

Vibe style packages

½ hour duration	\$25 per person
1 hour duration	\$35 per person
2 hour duration	\$45 per person
3 hour duration	\$50 per person
4 hour duration	\$55 per person

***bevies can be charged @ your leisure - make it up yourself!**



BUFFET THE VIBE WAY

\$60.00 per person (minimum number 20 guests)

Relax & enjoy the sun whilst a vibe chef cooks a selection of premium quality meats:

BBQ buffet

- Crusty bread rolls & butter
- Caesar salad with bacon, parmesan & croutons
- Potato salad with a seeded mustard mayonnaise
- Grilled fish fillets finished with lemon & parsley
- Marinated rosemary & garlic beef steaks
- Satay chicken kebabs
- Freshly baked muffins
- Citrus juices & still water
- Freshly brewed tea & Nespresso coffee

BUFFET DINNER SELECTIONS

(minimum number 20 guests)

Buffet menu

Choice of:

- 2 mains, 2 sides, 1 dessert \$35 per person
- 3 mains, 2 sides, 1 dessert \$40 per person

Main \$35 menu

- Roast beef with gravy
- Stir fried chicken with vegetables
- Grilled chicken breast & cream of mustard
- Spaghetti bolognese
- Vegetarian risotto

Main \$40 menu

- Baked salmon fillet with braised witlof, zucchini, confit tomatoes & a noilly prat reduction
- Roast lamb with gravy & mint sauce
- Butter chicken
- Grilled fish with lemon & dill
- Bacon & mushroom carbonara
- Grilled steak with pepper sauce
- Vegetarian risotto

Sides

- Roast potato & pumpkin
- Steamed seasonal vegetables
- Steamed rice
- Garden salad

Dessert

- Sticky date pudding with cream
- Apple crumble with cream
- Tiramisu

Requests will also be considered, please contact us to discuss.

TERMS & CONDITIONS

It is important to us that your event is successful as we take great pride in our professionalism. To ensure the organisation of your event runs as smoothly as the day itself, we would appreciate your attention to the following policies. Please read them carefully and return a signed copy to the hotel with a copy of the Company Details and Payment Options Form at your earliest convenience.

CONFIRMATION:

Confirmation of a booking must be made in writing with signed Terms + Conditions within seven (7) days of the original reservation. A 10% deposit is to be paid within fourteen (14) days. Otherwise the Management of the Hotel reserve the right to cancel the tentative booking and allocate the venue to another client. Email confirmation constitutes acceptance of the event and the terms and conditions as outlined in the proposal. Our conference team will review the Banquet Event Order (BEO) with the organiser on the day of the event when any changes made will incur penalties as outlined in the terms and conditions.

PAYMENT:

All function accounts are to be paid in full, three (3) days minimum prior to the function unless alternative arrangements have been made with the Hotel Credit Manager. All approved credit arrangements require full payment within five working (5) days after the function. Please note that for all credit card transactions, a surcharge of 1.5% applies. Accommodation guests may choose to change their method of payment on check-out to cash or EFTPOS as these methods do not attract this fee.

NON PERFORMANCE OF CONTRACT:

In the event of a confirmed function not taking place the client shall upon demand of the Hotel pay a fee based on a percentage of the estimated cost of the function.

Notification of 60+ days of the function deposit will be held for next confirmed event (must be within 6 months)

Notification within 30 days or more of the function date 10% of the estimated cost

Notification 14 - 30 days prior 50% of the estimated cost

Notification less than 14 days 100% of the estimated cost

FINAL ATTENDANCE:

A guaranteed number of guests attending functions is required three (3) working days prior to the day of the event. Charges for any changes after this time will be rendered accordingly.

FINAL DETAILS:

To ensure your requirements are met it is necessary to receive details of your function schedule and menu selection seven (7) days prior to your function. This will include details such as floor-plans and designs for exhibition & display space.

COMMENCEMENT AND VACATING OF ROOMS:

The Client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the conference should go beyond agreed finishing time we reserve the right to charge whatever additional costs are reasonably incurred to ensure the smooth operation of that function.

SET UP AND DELIVERY OF EQUIPMENT:

Clients are responsible for costs involved in ensuring set up and break down time on all function space. All deliveries to the Hotel must be advised & agreed upon with the Banquet Coordinator and sent no earlier than 48 hours prior to the function and must be marked with the name of the function. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff available at that time. The Hotel does not have storage facilities other than rooms booked by the client. Goods left in the Hotel without prior arrangement will be deemed abandoned and discarded by the hotel.

CONSUMPTION:

No food or beverage of any kind will be permitted to be brought into the Hotel for consumption at the function by the client or any of the client's guests, invitee's or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

DISPLAYS AND SIGNAGE:

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel. Any special effect requests will be viewed on a one off basis. You must obtain prior written permission of the hotel to use the hotel name and/or logo in print, audiovisual display and/or such other multimedia display. All proposed artwork, which consists of the hotel name and/or logo must be approved by writing by the hotel.

TERMS & CONDITIONS

ROOM ALLOCATION:

The Hotel reserves the right to assign another room for the organised function in the event the room originally allocated for such function shall be unavailable (due to unforeseen circumstances) or inappropriate in the opinion of the Hotel, such substitution shall be deemed as full performance under this contract.

COMPLIANCE:

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and with all applicable laws. This will include, however not be limited to - maintaining reasonable noise levels, adhering to the OH&S regulations of the relevant state, etc.

DAMAGES:

Clients are financially responsible for any damage sustained to the Hotel by the Client, Client's guests, invitees or other persons attending the function, whether in the room reserved or any area or part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture etc.

RESPONSIBILITY:

The Hotel will not accept any responsibility for damage or loss of merchandise left in the Hotel prior, during or after the function. Clients should arrange their own insurance and/or security.

SECURITY:

The Hotel reserves the right to exclude or eject any or all objectionable persons from the function on the Hotel premises without liability.

LIABILITY:

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT:

Performance of this agreement is contingent upon the ability of the Hotel to complete same, and is subject to labour troubles, disputes, strikes or picketing, accidents, government (federal, state or local) requisitions; restrictions upon travel, transportation, food, beverages, or supplies; equipment failure, and other causes, whether enumerated herein or not, which are beyond the control of the Hotel, in no event shall the Hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty, or otherwise. In no event shall the Hotel's liability be in excess of the total amount of the food and beverage contracted hereto.

ACCOMMODATION BLOCK - CANCELLATION POLICY:

90 days prior to arrival or more	No penalty fee will apply, if entire or partial group cancels.
89 - 45 days prior to arrival	Up to 50% of rooms may be cancelled without penalty. Cancellation in excess of 50% of rooms (including entire cancellation of the group) is subject to a charge of 50% of one night accommodation.
44 - 8 days prior to arrival	Up to 10% of the remaining rooms may be cancelled without penalty. Cancellation in excess of 10% of rooms (including entire cancellation of the group) is subject to a to one night's accommodation charge per room.
Within 7 days	Partial or entire cancellation of the group is subject to the total accommodation charge for the intended duration of the stay for each room cancelled.

ACCEPTED BY THE CLIENT:

Name of Company/Function

Conference Sales

Signature of Responsible Party

Date:

Date:
