



fancy
meeting
up soon?
conferences 2010

441 Royal Parade
Parkville VIC 3052

t: 03 9380 9222

f: 03 9387 6846

e: vhcm@vibehotels.com.au

w: vibehotels.com.au

hotels with personality
Call 13 VIBE or visit vibehotels.com.au

vibe hotel
carlton

VIBE HOTEL CARLTON



CONTENTS

a day @ vibe	4
why choose vibe	5
vibe spaces	6
vibe room costs	7
9 to 5 vibe	8
midday fuel injections	9
vibe break options	10
equipment essentials	11
team building	12
fuel options	
kick start your day with vibe	13
good vibrations	14
vibe bevvies	15
buffet the vibe way	16
vibe dining	17
terms and conditions	18 - 19



A DAY @ VIBE HOTEL CARLTON

The conference centre at Vibe Hotel Carlton offers the facilities and services guaranteed to make your next event a huge success.

The Vibe Hotel Carlton is conveniently located for those who want to discover Melbourne's cultural diversity and its heritage architecture. You are close to Lygon Street, where the city's famous cafe culture was born and Brunswick, a melting pot of cultures with great ethnic restaurants. Jump on the number 19 tram, which will take you to the city in ten minutes. Or if you enjoy the sport of Kings, Vibe Hotel Carlton is nearby to both Flemington and Moonee Valley racecourses.

At Vibe Hotel Carlton no request is too difficult, no detail is overlooked, you will be assured of personal and professional service from start to finish for your conference, meeting, seminar or function. You will receive our undivided attention, regardless of your needs.

We look forward to welcoming you to Vibe Hotel Carlton so that you may enjoy a conference experience that is uniquely Vibe.



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 Vici Park and is minutes to 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

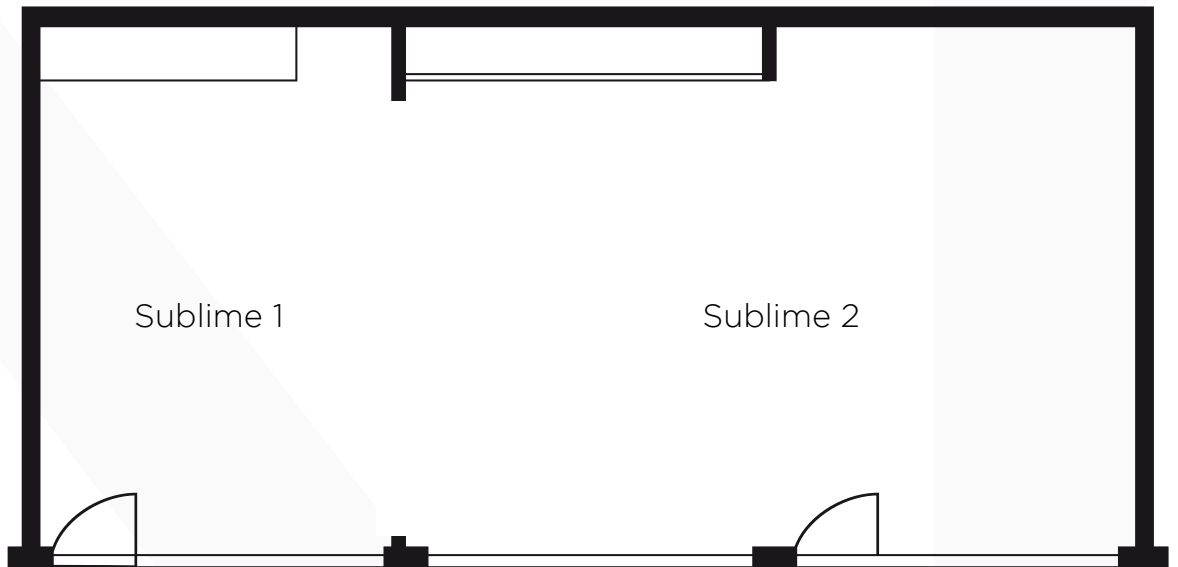
WHY CHOOSE VIBE?

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

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

VIBE SPACES



VIBE CAPACITIES

Function Room	Theatre	Classroom	U-shape	Boardroom	Cocktail	Area m2
Sublime	50	20	30	25	50	63
Vibe Out Space	10	6	NA	10	NA	26.5

VIBE ROOM COSTS

Function Room	Full Day	Half Day
Sublime	\$280	\$180
Vibe Out Space	\$190	\$120



9 TO 5 VIBE

\$58.00 per person

Includes:

conference room hire, note pads, pens, iced water + treats, flipchart, whiteboard, screen + vibe aid kit

kick start your day

freshly brewed coffee + specialty tea's

morning munchies

freshly brewed coffee + specialty tea's with a choice of one of the following:

- delicious danish pastries
- sumptuous hot scones with jam + cream
- delicious lamingtons
- mini ham + cheese croissants
- home style cookies
- fruit skewers
- fruit dippers w/ yoghurt

midday fuel injection

your choice from our lunch buffet menu

pick me up time

freshly brewed coffee + specialty tea's with a choice of one of the following:

- freshly baked muffins
- sumptuous hot scones with jam + cream
- delicious lamingtons
- indulgent chocolate brownies
- home style cookies
- fruit skewers
- selection of vegetable sticks w/ dip

***don't have all day? enquire about our mini vibe meetings**

Please Note:

- if numbers fall below minimum numbers, a room hire fee will apply

MIDDAY FUEL INJECTIONS choose your lunch options

myo burgers

A great team building exercise for your group! Make your own myo burger! Fresh cut burger buns with a selection of premium beef patties, chicken breast and vegetarian patties to satisfy even the most discerning burger lover. A variety of spreads, relishes and salad will be made available along with fried eggs and bacon for one with the lot.

NOT MUCH TIME?

vibe's gourmet sandwich selection

Served in conference rooms as a working lunch

- cold meat + vegetarian turkish bread sandwiches
- lightly grilled chicken, chive + mayonnaise wraps
- ham, seeded mustard + cheese panini's
- cold potato salad with shallots + bacon
- sliced seasonal fruit

italian job

Fill out your order card on arrival and the chefs will make your pizza personally! They will be cooked and boxed individually with your name and order form attached. Lunch will be delivered to your room with our chef's seasonal salad, garlic bread, accompanied by cold soft drinks, juice and water

asia in your room

- selection of asian noodle salads + warm stir fry's served in individual chinese boxes with chopsticks
- platter of hand rolled rice paper rolls with chicken, prawn + vegetarian fillings
- platter of hot spring rolls with dipping sauces
- prawn crackers to finish

savour me

- assorted cocktail beef + lamb pies
- cocktail sausage rolls
- selection of pasties + quiches
- chef's selection daily changing salad
- fresh fruit salad



VIBE BREAK OPTIONS

barista coffee at your beck + call - \$2

- pre-order from a great range of espresso options; lattes, flat whites, long blacks, cappuccino's, hot chocolates + chai's
- our conference crew member will supply a quick and easy order form for your convenience

wine down - \$10 per person

pre-selected bevies at the finish of your day

vibe it up for an extra - \$10 per person per break

sweet tooth

- ferrero roche chocolates
- chocolate + caramel milkshakes
- hot chocolate + chai tea

energize

- banana + caramel bread
- organic juices
- red bull

red eye recovery

- bacon + egg roll
- red bull
- berocca

cool me down

- selection of icecream
- strawberry + banana smoothies
- fruit ice-blocks

organics

- organic yoghurt
- protein + health bars
- dried fruit + trail mix
- organic juices



EQUIPMENT ESSENTIALS

audio equipment

full pa system including 1 mic	\$250
standard lectern	\$100
standard microphone + lectern	\$150

for any microphone equipment
a full pa system is required

video equipment

42 inch plasma screen	\$390
50 inch plasma screen	\$550
60 inch plasma screen	\$1000
VHS video camera + tripod	\$250

data projector equipment

data projector equipment	\$150
data projector screen	\$65

slide projection equipment

slide projector + remote	\$100
--------------------------	-------

equipment included

each conference room includes the
following:

- 1 x whiteboard and markers
- 1 x flipchart
- 1 x TV with vcr + dvd
- 1 x overhead projector

Please Note:

- where related, additional surcharges will be incurred by the client
- please note that prices can vary without notification



TEAM BUILDING

fun and interactive cooking

www.cheekyfoodgroup.com

People have been bonding over food for a millennium, so why not combine your next celebration, team event, christmas party or conference with a fun and interactive cooking event? They'll love it! And unlike many "high-five" team activities, everyone can join in and be part of the success. Fun, bonding, teamwork and laughter, are just the start of your unforgettable cooking adventure. First you'll be the chefs, then you get to enjoy your magnificent creations as the restaurant customers, with plenty of fun, music and vino!

wellbeing in the workplace

www.corporatechillout.com.au

At Corporate Chillout we believe that people perform their best at work when their lives are balanced and fulfilling. We specialise in offering group programs that enhance the health and wellbeing of your staff, whilst promoting a united spirit within your organisation. Our training programs are designed to lower stress levels and encourage work life balance, which will ultimately reduce absenteeism and increase productivity.

boost team-work with a laughter session

www.laughterworks.com.au

A qualified laughter leader comes to your event or workplace. After a short introduction you will be taken through 20 to 30 minutes of laughing, breathing and gentle exercise. Afterwards everyone feels energised, motivated and in a good mood.

african drumming

www.teambeat.com.au

Teambeat specialise in interactive corporate drumming. Our events are designed to create a sense of unity and team spirit through the power of music. With a drum for everyone, Teambeat will transform groups of any size into a dynamic and unified percussion orchestra within minutes - taking the power of communication to an entirely new level!

indoor rock climbing:

www.ontheedgerockclimbing.com/teambuilding.php

Climbing is a natural teambuilding activity. It is goal-oriented and requires cooperation, trust, and good communication skills. Professional facilitators provide your organization with activities that will enhance and change the way individuals view themselves, their co-workers and the team as a whole.

KICK START YOUR DAY AT VIBE

Breakfast Packages
(minimum 15 guests)

toasty sunrise

@ \$21.50 per person

cold breakfast selection

- sliced seasonal fruit
- selection of cereals + muesli
- basket of muffins, danish pastries + croissants
- toast (wholegrain + white)
- australian preserves, honey + butters

beverages

- fresh orange juice + iced water
- continuous freshly brewed coffee + specialty tea's

aussie breakfast buffet

@ \$27.50 per person

cold breakfast selection

- sliced seasonal fruit
- natural yoghurt + fruit compote
- selection of cereals + muesli
- basket of muffins, danish pastries + croissants
- toast (wholegrain + white)
- australian preserves + honey

hot breakfast selection

- scrambled eggs, bacon, chipolatas, grilled tomato + hash brown potatoes

beverages

- fresh orange juice + iced water
- continuous freshly brewed coffee + specialty tea's



GOOD VIBRATIONS

(minimum number 12 guests)

cold bites

- salmon bellini
- crostini pepper nata
- artichokes with blue cheese
- roast beef with gherkins on garlic bread
- sushi crepes
- stuffed eggs
- prosciutto with grissini sticks
- toasted turkish breads with mediterranean dips

hot bites

- mushroom en croute
- fried chicken drumettes
- arancini balls
- coconut prawns
- thai fish cakes with coriander sauce
- chicken vol au vents
- mini crab claws
- gourmet mini quiches
- spring rolls + soy dipping sauces
- samosas with sweet chilli

½ hour duration - \$12 pp

3 pieces per person
includes your selection of 1 cold + 2 hot items

1 hour duration - \$19 pp

6 pieces per person
includes your selection of 2 cold + 2 hot items

1½ hour duration - \$24 pp

7 pieces per person
includes your selection of 3 cold + 3 hot items

2 hour duration - \$29 pp

9 pieces per person
includes your selection of 4 cold + 4 hot items

VIBE BEVVIES

vibe style packages

½ hour duration	\$15 pp
1 hour duration	\$24 pp
2 hour duration	\$31 pp
3 hour duration	\$39 pp
4 hour duration	\$47 pp

vibe upstyle packages

½ hour duration	\$18 pp
1 hour duration	\$28 pp
2 hour duration	\$35 pp
3 hour duration	\$42 pp
4 hour duration	\$52 pp

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



BUFFET THE VIBE WAY

BBQ buffet

\$55.00 per person (minimum number 20 guests)

relax and enjoy the sun whilst a Vibe chef cooks a selection of premium quality meats:

- crusty bread rolls + butter
- greek salad, marinated feta + kalamatas
- caesar salad with bacon, parmesan + croutons
- potato salad with a seeded mustard mayonnaise
- mixed leaf salad with a italian vinegairrette
- grilled fish fillets finished with lemon + parsley
- marinated rosemary + garlic beef steaks
- satay chicken kebabs
- english pork sausages
- scones with jam + cream
- freshly baked muffins
- fresh fruit salad
- citrus juices and still water
- freshly brewed tea and coffee



VIBE DINING

plated functions menu

two course menu \$45 per person
three course menu \$55 per person

to begin

- cream of mushroom soup
- butternut pumpkin soup with coconut cream
- cauliflower soup
- salad nicoise
- curve caesar salad
- spinach + ricotta cannelloni with napolitano sauce
- smoked salmon with rocket salad + lemon dressing
- risotto of caramelized onions, pumpkin and walnuts

main attractions

- grilled atlantic salmon served on mash with wilted rocket + pesto
- pumpkin gnocchi served in cream + mushroom sauce (vegetarian)
- pan-roasted chicken breast with pancetta + leek risotto with truffled field mushrooms
- grain fed sirloin steak served on a ratatouille base finished with mushroom sauce (gluten free)
- lamb tenderloins served on a mediterranean cous cous with pepper sauce
- pork medallion in parmesan crust with sun dried tomato, basil sauce + lyonnaise potato
- filo prawn pastille stuffed with aubergine, raisins + dates served with a napoli sauce

sweet treats

- mango + vanilla panacotta with summer berries
- sticky date pudding served with a butterscotch sauce
- individual baked lime cheesecake with a berry coulis + chocolate shaves
- warm flourless chocolate pudding served with a rich chocolate sauce (gluten free)
- selection of australian cheeses, crisp breads, muscatels + quince paste



TERMS + CONDITIONS

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.

PAYMENT:

All function accounts are to be paid in full, two (2) 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. 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 two (2) working days prior to 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 Co-ordinator and sent no earlier than 48hours 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 in 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.

ACCEPTED BY THE CLIENT:

Name of Company/Function

Conference Sales

Signature of Responsible Party

Date:

Date:
