



# CONFERENCES & EVENTS

Punthill Essendon



Punthill Essendon  
1142 Mount Alexander Road  
Essendon VIC 3040

P: 03 8341 9500  
E: [essendon@punthill.com.au](mailto:essendon@punthill.com.au)  
W: [punthill.com.au](http://punthill.com.au)

MEETING SPACES  
CATERING  
ACCOMMODATION



Punthill Essendon Grand is located north of Melbourne CBD in the vibrant suburb of Essendon and is a contemporary Melbourne apartment hotel complex with modern conference facilities available for your next event.

Stay in stylish studio, 1 & 2 bedroom serviced apartments surrounded by the art deco charm of the Essendon Grand Hotel.

Punthill Essendon  
1142 Mount Alexander Road  
Essendon VIC 3040

P: 03 8341 9500  
E: [essendon@punthill.com.au](mailto:essendon@punthill.com.au)  
W: [punthill.com.au](http://punthill.com.au)

All inclusions and prices are correct as of date of print or delivery.  
These may be subject to change

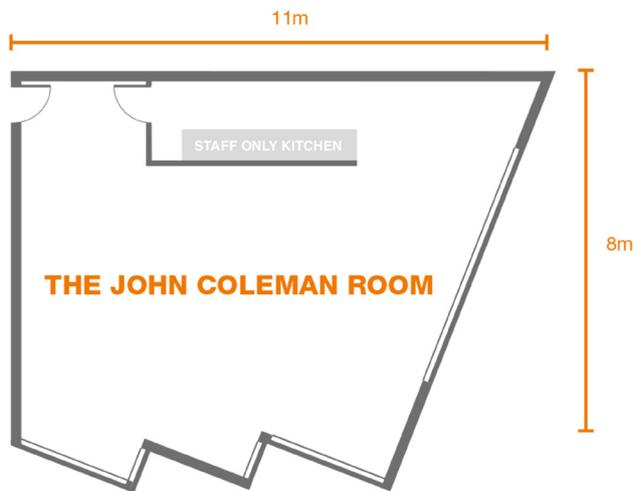


## MEETING SPACE

Ideal for training workshops, product launches, presentations and boardroom style meetings, the John Coleman room has an abundance of natural light and has access to a courtyard area for breaks throughout the day.



	Size m2	Banquet	Cabaret	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The John Coleman Room	57	40	20	16	16	50	21	\$350	\$450



**Room Hire Includes**  
 Whiteboard and markers  
 Flipchart and markers  
 Notepads and pens  
 Mints and water  
 WiFi 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**

The hotel has onsite car parking, which is subject to availability. Some complimentary car parking may be made available and will depend on the booking requirements, group size and if accommodation is also required. The property is next door to a Coles Supermarket with additional parking available. Some bays may be subject to parking restrictions as per the signage in the facility. Please speak to our team for further details.



## DAY DELEGATE PACKAGES

### Working Package (min 15 delegates)

Full Day (4-8 hours)	Half Day (1-4 hours)
<b>\$50pp</b>	<b>\$40pp</b>

Enjoy our full day / half day delegate working package including:

- Unlimited 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)	Half Day (1-4 hours)
<b>\$65pp</b>	<b>\$55pp</b>

Enjoy our full day / half day delegate Executive package including:

- Unlimited tea and coffee
- Morning tea selections (choice of one option)
- Executive lunch
- Afternoon tea (choice of one option)

### Our Daily Delegate Packages are inclusive of the following:

- Room Hire
- Whiteboard and markers
- Flipchart and markers
- Notepads and pens
- Mints and water
- WiFi connectivity
- Standard A/V inclusions

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



## CATERING MENU (min \$150 order)

### Morning & Afternoon Tea

**\$15 pp** (additional selection \$5.5 pp)

- Tea & coffee
- Juice of the day
- Fresh seasonal fruit platter to share

Select 2 of the following:

- Assorted mini biscuits and slices
- Assorted sweet mini muffins
- Roast veggie frittata
- Crudités, breads and dips platter (GF + Vegan)
- Assorted mini-Danish portions

### Working Breakfast

**\$16 pp**

Each guest receives:

- Mini bacon and egg rolls (2 pp)
- Assorted sweet mini muffins (1 pp)
- Fresh seasonal fruit platter to share
- Juice of the day to share
- Tea and Coffee

Presented on platters to share.

### Executive Breakfast

**\$20 pp**

Each guest receives:

- Mini bacon and egg rolls (2 pp)
- Mini breakfast granola and yoghurt cups (1 pp)
- Assorted Danish Pastries (1 pp)
- Fresh seasonal fruit platter to share
- Juice of the day to share
- Tea and Coffee

Presented on platters to share

### Working Lunch

**\$20 pp**

Each guest receives:

- Flat bread wraps and mixed seasonal fillings (1/2 pp)
- Assorted traditional sandwiches with seasonal fillings (1 pp)
- Mini Gourmet rolls with mixed seasonal fillings (1 pp)
- Fresh seasonal fruit platter to share
- Soft drinks and juice of the day to share

Presented on platters to share

### Executive Lunch

**\$28 pp**

Each guest receives:

- Assorted Mini Gourmet rolls with mixed seasonal fillings (1 pp)
- Finger club sandwiches with mixed seasonal fillings (1 pp)
- Assorted quiches (1 pp)
- Fresh Garden Salad to share
- Fresh seasonal fruit platter to share
- Soft drinks and juice of the day to share

We automatically include 25% vegetarian options. Presented on platters to share.

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



## CATERING MENU - ADD ONS (min \$100 order still applies)

### Gourmet Platters

Minimum of 8 guests required for all platters

- Fresh Seasonal Fruit Platter \$7 pp
- Cheese Platter \$10 pp
- Antipasto Platter \$12 pp
- Crudites, Breads and Dips Platter \$10 pp

### Fresh Salads

All salads serve 8-10 guests

- Fresh Garden Salad \$40 each
- Greek Salad \$45 each
- Chicken Caesar Salad \$45 each
- Quinoa Salad\* \$45 each

\*With essential greens, grains and seeds

## OPTIONAL ADD ONS

In addition to the room hire and its inclusions, you may choose to upgrade your conference or event with the following add ons. We can also discuss any specific needs or requirements you may have.

### Beverage Options

Unlimited tea & coffee - **\$4.50 pp**

Calm & Stormy (Sustainably packaged)

All-Natural Sparkling Water

300ml Can - **\$3 per can**

750ml Glass Bottle - **\$7 per bottle**

300 ml Fruit Sparkling Can - **\$3.5 per can**

Your fruit sparkling range contains sparkling water blended with 5-20% Australian fruit juice and nothing else. You will receive a selection of : Blood Orange - Tasmanian Raspberry - Lemon/Lime - Pink Lady Apple.

### Snack Bags - \$15 each

Each snack bag includes one can of Calm & Stormy sparkling water and one can of fruit sparkling water, a snack bar and salted snacks\*

### Additional Flip Charts - \$39 each

*\*options may vary, please let us know of any dietary requirements*



## ACCOMMODATION

Stay in the contemporary and stylish Studio, One and Two Bedroom serviced apartments surrounded by the art deco charm of Punthill Essendon, located just minutes from Essendon Fields and Tullamarine airports and only 14 kilometres north of the Melbourne CBD.

Our Essendon accommodation is perfect if you're planning a day out at Melbourne's premier racecourses, Flemington and Moonee Valley.

For those in search of Moonee Ponds hotels, Melbourne Airport hotels or Tullamarine accommodation, Punthill Essendon is the ideal choice. Punthill Essendon Hotel also offers meeting & events facilities for your next conference, event or business meeting.

Room Type	Configuration	Max Occupancy	Room Size
Studio Apartment	1 Queen	2	22m2
One Bedroom Apartment	1 Queen	3	55m2
Two Bedroom Apartment	2 Queen	5	93m2
Two Bedroom Apartment - Dual Key	2 Queen	5	NA



Punthill Essendon  
1142 Mount Alexander Road  
Essendon VIC 3040

P: 03 8341 9500  
E: [essendon@punthill.com.au](mailto:essendon@punthill.com.au)  
W: [punthill.com.au](http://punthill.com.au)

All inclusions and prices are correct as of date of print or delivery.  
These may be subject to change