



CONFERENCES & EVENTS

Punthill Williamstown



Punthill Williamstown
4-18 Ferguson Street
Williamstown VIC 3016

P: 03 9393 1293
E: williamstown@punthill.com.au
W: punthill.com.au

MEETING SPACES
CATERING
ACCOMMODATION



Punthill Williamstown is set in an ideal bayside location only 15 minutes from Melbourne CBD, and is the perfect venue for your next conference or function.

Our Williamstown conference facilities are further complemented by our comfortable and stylish apartment style accommodation, all only a short stroll away from cafes, bars, restaurants, shops and Hobson Bay.

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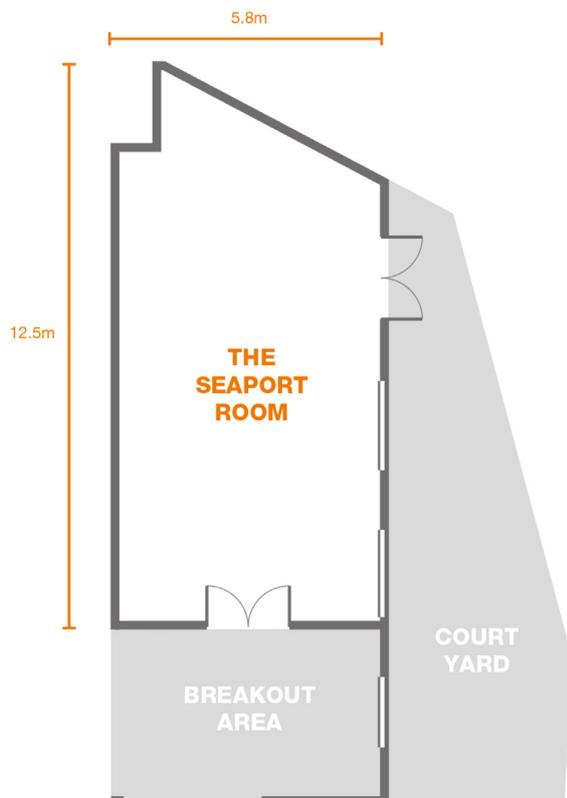
MEETING SPACE

The seaport room at Punthill Williamstown has an abundance of natural light and has access to an outdoor area for breaks throughout the day. The conference room is complete with modern facilities & a relaxed atmosphere to ensure that your event is a success.



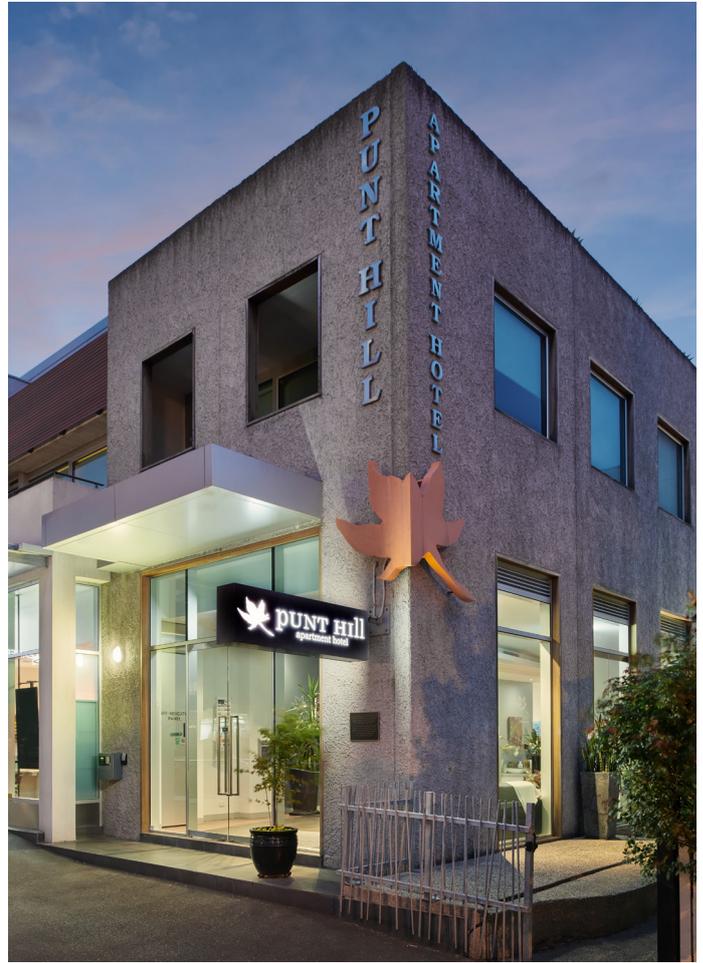
Size m2 Banquet Cabaret Board Classroom Theatre U-Shape **Half Day** **Full Day**

	Size m2	Banquet	Cabaret	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The Seaport Room	60	40	20	20	24	60	25	\$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

Limited on site complimentary car parking is available for conference delegates - subject to availability



DAY DELEGATE PACKAGES

Working Package (min 15 delegates)

Full Day (4-8 hours)	Half Day (1-4 hours)
\$50pp	\$40pp

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)
\$65pp	\$55pp

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

Located in the cosmopolitan and trendy bayside precinct of Williamstown, Melbourne. The contemporary Studio, One and Two Bedroom serviced apartments of Punthill Williamstown are only metres away from the water's edge and the wharf area.

Punthill Williamstown apartments are ideally suited for corporate travellers working in the western district of Melbourne or for families looking to experience a relaxed atmosphere only minutes from the city centre. We offer comfortable and stylish accommodations with complete amenities. We also have meeting rooms in Williamstown available for those who wish to conduct their business meetings in the area.

For a relaxing stay near Hobson Bay at Williamstown, stay at Punthill Melbourne Apartment Hotels in Williamstown, only a short stroll away from cafes, bars, restaurants, shops and Hobson Bay.

Room Type	Configuration	Max Occupancy	Room Size
Studio	1 Queen	2	NA
One Bedroom Apartment	1 Queen	3	55m2
Two Bedroom Apartment	2 Queen	5	93m2
Two Bedroom Apartment - Dual Key	2 Queen	5	90m2



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