

# CONFERENCES & EVENTS

Punthill Caroline Springs



Punthill Caroline Springs  
1-7 Caroline Springs Blvd  
Caroline Springs VIC 3023

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MEETING SPACES  
CATERING  
ACCOMMODATION



Punthill Caroline Springs is ideally located in Melbourne's west, just off the Western Highway.

Our Caroline Springs conference facilities are complemented by modern apartment style accommodation and on-site restaurant precinct, overlooking the spectacular Spring Lake.

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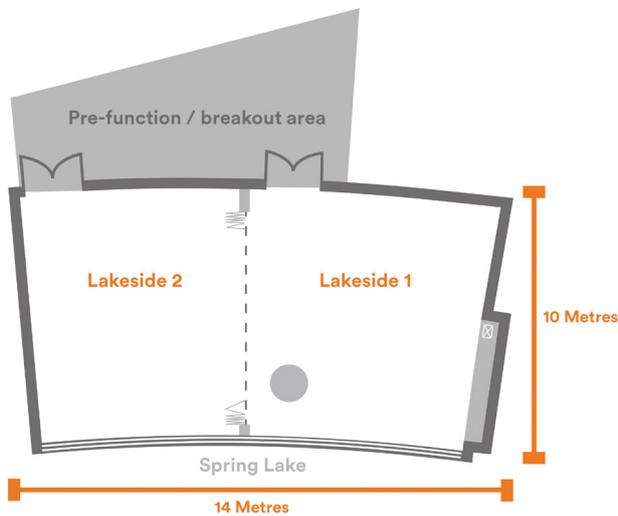
## MEETING SPACE

The Lakeside Room and Punhill Caroline Springs has an abundance of natural light with spectacular views across Spring Lake. The conference room can be partitioned into two individual rooms and is complete with modern facilities including fully interactive 75" touch screen and wireless microphone.

M<sup>2</sup>



	Size m2	Cocktail	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The Lakeside Room	144	110	-	-	110	-	\$500	\$700
Lakeside 1	72	-	24	24	40	20	\$400	\$500
Lakeside 2	72	-	24	24	40	20	\$400	\$500



### Room Hire Includes:

- Flipchart (on request)
- Whiteboard and markers
- Notepads and pens
- Mints and water
- WiFi connectivity

### A/V Inclusions\*:

- Interactive 75" touch screen
- 75 Inch TV screen
- Wireless microphone

\*Additional A/V is available on request, additional charges 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 per hour booked.

Half day hire is classified as a 4 hour 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 hour booking. If the booking exceeds the 8 hour 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 adjacent to the Springlake Shopping Centre 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 & CATERING

### Working Package (min 15 delegates)

Full Day (4-8 hours)

**\$65 pp**

Half Day (1-4 hours)

**\$55 pp** (For half day select either morning or afternoon tea)

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

Unlimited Tea and Coffee

Morning Tea Selections (choice of two options)

Working Lunch

Afternoon Tea (choice of two options)

### Executive Package (min 15 delegates)

Full Day (4-8 hours)

**\$75 pp**

Half Day (1-4 hours)

**\$70 pp** (For half day select either morning or afternoon tea)

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

Unlimited Tea and Coffee

Morning Tea Selections (choice of two options)

Executive Lunch

Afternoon Tea (choice of two options)

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

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

Room hire

Flipchart (on request)

Whiteboard and markers

Notepads and pens

Mints and water

WiFi connectivity

Standard A/V inclusions



## 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
- Crudité's, 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 Nespresso coffee and tea - **\$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

Situated just off the Western Highway, only half an hour's drive west of Melbourne CBD, and easily accessible from the Calder Highway, Punhill Caroline Springs is the ideal accommodation choice when travelling for business to Laverton, Derrimut, Sunshine, St Albans, Taylors Lakes, Melton and nearby commercial precincts.

Open in 2021, the apartment hotel offers 80 state-of-the-art Studio, One & Two Bedroom fully self-catering apartments with balconies, desks and fast, high-quality internet. Ideal for short or long-term stays, the property also features on-site parking, meeting & events facilities, working space in the lobby, pantry shop, laundry facilities and a gym, with the added convenience of nearby shops, cafes and restaurants.

Room Type	Configuration	Max Occupancy	Room Size
Studio Apartment	1 King or 2 Singles	2	30m2
One Bedroom Apartment	1 King or 2 Singles	3	50m2
Two Bedroom Apartment	2 King or 2 or 4 Singles	5	80m2
Two Bedroom Apartment - Dual Key	2 King or 2 or 4 Singles	5	80m2



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