



CROWN  
**PROMENADE**  
MELBOURNE

**BUSINESS CENTRE INFORMATION PACK**



## BUSINESS CENTRE

Stylish, affordable and thoroughly modern the Crown Promenade Business Centre is the premium location for your next business event.

Located on Level 2 of the hotel, your delegates will appreciate the convenience of your meeting venue. Crown Melbourne is easily accessible via an air bridge and the Melbourne CBD and a variety of art and sporting facilities are within walking distance.

Our Business Centre offers two meeting rooms — the Executive Meeting Room holds up to 14 people in a boardroom setting and the small meeting room holds up to six people. Both rooms are equipped with technology that successful presentations demand.

### CONTACT US

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[crownpromenademelbourne.com.au](http://crownpromenademelbourne.com.au)



## EXECUTIVE MEETING ROOM

Capacity	14 people
Dimensions	13' x 31' = 403 square feet
Hire Cost	\$85.00 AUD per hour \$600.00 AUD per day (8hrs)

\*Includes use of a data projector (with standard VGA and HDMI connections only), chilled water, mints, notepads and pens.

\*Additional \$50.00 per hour surcharge outside of operating hours.

## BUSINESS CENTRE MEETING ROOM

Capacity	6 people
Dimensions	13' x 11' = 143 square feet
Hire Cost	\$50.00 AUD per hour \$350.00 AUD per day (8hrs)

\*Includes use of a plasma TV (with standard VGA and HDMI connections only), chilled water, mints, notepads and pens.

\*Additional \$50.00 per hour surcharge outside of operating hours.

## LOCATION

Crown Promenade Melbourne Business Centre is located on Level 2 Crown Promenade, accessible via the Lobby.

## OPENING HOURS

Monday to Friday 9:00am – 5:00pm (excluding public holidays).  
Extended opening hours can be arranged upon request.  
All extended hours are subject to the approval of Hotel Management and restrictions may apply.

## SURCHARGE

A surcharge of \$50.00 per hour will apply to meetings that extend beyond the Business Centre opening hours.

## REFRESHMENTS

### Catering

Please refer to the 'In Room Catering' order form for selection. Must be pre-ordered prior to arrival.

### Coffee & Tea Service

\$7.50 per head per day. This service option provides unlimited access to an in room Nespresso coffee machine and a variety of tea flavours.

### Minibar

A fully stocked minibar is available in each meeting room at an additional cost to the room hire rate. Please advise delegates accordingly as full charges will apply to any items consumed.

### Mesh Restaurant

Shared lunch platters and set menus are available for group bookings of 6 or more at our restaurant, Mesh. Discuss your options with the Business Centre.

## INTERNET ACCESS

Crown Promenade provides a high speed wireless internet service. Enabling meeting delegates to access the internet through their laptop and other devices. Wireless access is charged at a cost of \$15.95 per two devices.

## EQUIPMENT

Additional equipment is available upon request.  
For details please refer to our Equipment Hire List.

## LANDLINE TELEPHONE

Conference phone facilities are available upon request.  
Calls are charged at hotel rates. Please enquire for further information.

## PARKING

Valet parking is available at Crown Promenade Melbourne for \$39 per day, per car. Early-bird parking is available for \$20, 6am – 9am Monday to Friday, must depart by 7pm. Parking is subject to availability. Alternate parking locations are also available throughout the Crown complex. Please enquire for further information.

## GUARANTEE

All bookings will only be secured upon the return of the attached Credit Card Charge Authority form.

## CONFIRMATION

If you would like to make a booking, please complete the attached Credit Card Charge Authority form.  
Upon receipt, you will receive email confirmation about your meeting requirements.

## CANCELLATION POLICY

If your booking is cancelled less than five business days prior to arrival – 100% cancellation charges apply.  
Should you depart earlier than the indicated time, full hire charges will still be applied.



### ADDITIONAL SERVICES

Internet 15 minutes .....	\$5.50
30 minutes .....	\$11.00
Wireless access (full day) .....	\$15.95

\*available for two devices

### FACSIMILE

Local .....	\$5.00 first page, \$2.00 each page thereafter
Interstate .....	\$7.00 first page, \$4.00 each page thereafter
International .....	\$10.00 first page, \$5.00 each page thereafter

### PHOTOCOPYING & PRINTING

#### Black & white

A4 .....	\$0.55 per page
A4 Double Sided .....	\$0.66 per page
A3 .....	\$1.00 per page
A3 Double Sided .....	\$1.50 per page

#### Colour

A4 .....	\$2.00 per page
A4 Double Sided .....	\$3.00 per page
A3 .....	\$3.00 per page
A3 Double Sided .....	\$4.00 per page

Bulk discounts apply

### SECRETARIAL SERVICES

Typing .....	\$15.00 per page
Binding .....	\$5.00 per document
Scanning .....	\$1.00 per page
Laminating .....	\$4.00 per page
Courier Service .....	Prices on application

### EQUIPMENT HIRE LIST

Laptop Computer .....	\$99.00 per day
Conference Phone .....	\$30.00 per day
Mouse for Laptop .....	\$11.00 per day
Whiteboard .....	\$40.00 per day
Flip Chart .....	\$40.00 per day
Electronic Whiteboard .....	\$80.00 per day

**BUSINESS CENTRE AGREEMENT  
CREDIT CARD CHARGE AUTHORITY FORM**

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Room Hire Start Time: \_\_\_\_\_ Room Hire Finish Time: \_\_\_\_\_

\* Please note that access to the meeting room outside of the hire time may be restricted.

Executive Meeting Room (Capacity 14 pax)  Business Centre Meeting Room (Capacity 6 pax)

Total Number of Delegates: \_\_\_\_\_

Contact Details of Meeting Planner: \_\_\_\_\_

I agree to receive news and promotional material, including future discount offers, about Crown Promenade Business Centre.

**Internet access**

High speed wi-fi internet access (please specify how many devices will require connection) \_\_\_\_\_

**Equipment hire**

Laptop computer  Whiteboard  Electronic Whiteboard  
 Mouse  Conference phone  Flip chart

**Catering requirements**

Yes  No

\* Please complete your catering requirements, dietary requirements and timing for food service on the Catering Agreement attached.

**Credit card**

Please attach a photocopy of both sides of the credit card.

\* Please note, a service fee of 1.2% applies to accounts settled by credit card. Alternatively, payments can be made up to 10 business days prior to arrival via cheque or bank deposit. Please enquire for further information.

I, the undersigned, hereby authorise Crown Melbourne Limited to use the below credit card details to process all charges for the above meeting requirements. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

**Card type**

Visa  Master Card  Diners Club  American Express  JCB

**Card number**

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**Expiry date**

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**Name on credit card (please print)** \_\_\_\_\_

Signature on card: \_\_\_\_\_

Please note: all rates quoted are in AUD and are inclusive of 10% GST. By signing this document you agree that the details of your meeting, as outlined, are correct and you have read and understand the meeting conditions and requirements. If meeting space or catering requirements are cancelled less than five business days prior to arrival a 100% cancellation charge applies.

**Privacy Collection Statement:**

Crown collects your personal information for purposes directly related to our functions or activities including processing your guest registration and providing you associated services. Your personal information may be disclosed to overseas recipients. Please refer to Crown's privacy policy at [www.crownmelbourne.com.au](http://www.crownmelbourne.com.au) for full details including how you may access your personal information and/or complain about a privacy breach.



## IN ROOM CATERING ORDER

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Please complete the food requirements you would like for your delegates and time of service you require of each item. Special dietary requirements must be advised prior to the meeting, otherwise we may not be able to meet them.

Menu Item	Quantity	Selection (please tick)	Delivery Time	Cost
<b>Hot Beverages \$7.50 per person</b>				
Nespresso coffee & a variety of tea flavours	Unlimited		On arrival	
<b>Morning Tea \$7.00 per person</b>				
<b>Please choose one option</b>				
Assorted Danish pastries	2 per serve			
Assorted muffins**	2 per serve			
Ham, tomato and Swiss cheese mini bagels*	2 per serve			
Ham and cheese croissant*	2 per serve			
Vegetable quiche with kasundi (V)	2 per serve			
Roasted capsicum and cashew dip and crudités	Platter			
Assorted finger sandwiches*	4 per serve			
Seasonal fruit platter	Platter			
Cheese platter and condiments**	Platter			
<b>Lunch \$26.00 per person</b>				
<b>Please choose two sandwich options and one side dish</b>				
Mini Wagyu beef burger	2 per serve			
Mini BLT on ciabatta bread roll	2 per serve			
Mini grilled chicken, lettuce and pesto brioche bun**	2 per serve			
Shaved ham, cheese and avocado**	2 per serve			
Turkey, Swiss cheese and cranberry**	2 per serve			
Roast pumpkin, spinach and goats cheese focaccia (V)**	2 per serve			
Beef rice paper rolls with hoisin sauce* **	3 per serve			
<input type="checkbox"/> Garden Salad <input type="checkbox"/> Greek Salad <input type="checkbox"/> Caesar Salad <input type="checkbox"/> Wedges <input type="checkbox"/> French Fries				
<b>Afternoon Tea \$7.00 per person</b>				
<b>Please choose one option</b>				
Assorted Danish pastries	2 per serve			
Assorted muffins**	2 per serve			
Ham, tomato and Swiss cheese mini bagels*	2 per serve			
Ham and cheese croissant*	2 per serve			
Vegetable quiche with kasundi (V)	2 per serve			
Roasted capsicum and cashew dip and crudités	Platter			
Assorted finger sandwiches*	4 per serve			
Seasonal fruit platter	Platter			
Cheese platter and condiments**	Platter			
SPECIAL DIETARY REQUIREMENTS:				
<b>TOTAL CATERING COST</b>				\$