



GAYLORD

CONFERENCE & EVENT INFORMATION PACK

Gaylord in The Grand Hotel Melbourne has one of Melbourne’s unique meeting and conference venues. A stunning architectural landmark built in the late 1800’s to serve as the headquarters for the Victorian Railway Administration Offices. This heritage jewel recaptures its original Victorian grandeur while redefining expectations for contemporary style and amenities.

Infusing modern, sophisticated function space with timeless grace in a prestigious CBD setting. Gaylord boasts an exclusive, intimate, dining room, which can seat up to 40 guests. Over-looking the elegantly appointed ground floor, this stunning room can be curtained off to ensure maximum privacy. Finished in luxurious, this is the ultimate room for private dinners and business meetings.

MEETING FACILITIES AND FEATURES

- Complimentary WiFi
- Data projector and screen
- Iced water, mints, note pads and pens
- White board and markers
- Gourmet catering menus
- Abundance of natural light
- Breakout terrace area
- On-site valet car parking

AUDIO VISUAL EQUIPMENT

- Standard audio visual includes:
- Data projector and screen
- Whiteboard and markers
- Flip chart and markers
- Direct dial Polycom conference telephone
- Additional audio-visual equipment provided upon request

CATERING

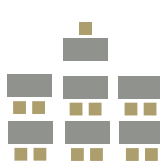
Catering to every palate our chefs take pride in their presentation and preparation, using local and seasonal produce. Choose from gourmet menu selections for coffee

CONFERENCE ROOM CONFIGURATIONS AND CAPACITIES

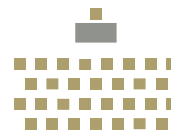
The Sheoak room can be configured to various table and seating layouts – whether you require boardroom style meetings, product launches, staff training, even small workshops or customize the 56sqm space to suit your specific requirements.

The Sheoak room has a private breakout terrace ideal for meeting breaks.

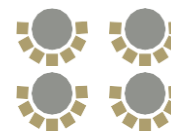
	Sheoak	Back Bar
Classroom	24	0
Theatre	40	30
U shape	15	15
Cabaret	20	0
Board Room	15	15
Banquet		



Classroom



Theatre



Cabaret



Banquet



U- shape



Boardroom

33 Spencer Street, Docklands

Melbourne VIC 3008

For further information

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CONFERENCE AND MEETING RATES

VENUE HIRE

The Sheoak room is available for any duration of time from one hour, half day, full day, 24 hours or the week.

Full day hire: Up to 9 hours	\$500
Half day: Up to 4 hours	\$350
Hourly:	\$150

Room hire is fully inclusive of:

- ✓ Data projector and screen
- ✓ Whiteboard and markers
- ✓ Flip chart and markers
- ✓ Notepads and pens
- ✓ WiFi
- ✓ Bottled water and mints

AUDIO VISUAL

Additional audio-visual equipment can be coordinated through our audio-visual supplier.

*Complimentary room hire on \$1,000+ spend

VALET PARKING

On-site valet car parking is charged at;

\$15 per day (till 5pm)

\$35 per 24 hours

\$10 per hour after 5pm (limit 4 hours)

Please let us know if parking is required due to limited availability.

DAY DELEGATE PACKAGE

- ✓ Venue hire*
- ✓ All day Nespresso coffee and a selection of teas available in the room
- ✓ Morning and afternoon tea
- ✓ Lunch; either your choice of a 'gourmet sandwich lunch' or 'grazing menu' with orange juice
- ✓ Selection of teas and coffee
- ✓ Bottled water, pads and pens
- ✓ Standard equipment including: whiteboard, flip-chart, data projector and screen
- ✓ WiFi
- ✓ Half day delegate packages available



CATERING OPTIONS

Tea and coffee station	\$7.50 per person
Gourmet sandwich lunch	\$35.00 per person
Continental & Indian lunch Buffet	\$35.00 per person
Morning or afternoon teas	\$17.50 per person

MORNING OR AFTERNOON TEA

(your selection of two menu items with tea and coffee)

Menu Selection

- Warm scones with jams and Tasmanian clotted cream
- Danish pastries
- Banana bread
- Blueberry cheesecake
- Ham and Cheese croissant
- Seasonal freshly cut fruit Platter
- Mini Omelet: Tomato, Ham & Cheese
- Pan Cake with Maple Syrup

LUNCH MENU **\$35 PER PERSON**

(Any two salad and two mains)

SALAD (Select any two)

- Calamari Salad
- Rocket pear & walnuts salad
- Greek Salad: Avocado, cherry tomato, cucumber & fetta cheese
- Bruschetta
- Potato & Green beans salad
- Smoked Salmon Salad : Spinach & smoked salmon, Almond flacks, orange, finish with balsamic glaze

MAINS (Select any two)

- Assorted sandwich
- Chicken or Beef Burger or Veg Burger
- Chicken saesar salad
- Fried Calamari
- Tandoori Chicken Sandwich : White bread, lettuce, tomato, mint sauce
- Schnitzel Sandwich: White bread, lettuce, tomato, cheese & mustard mayo
- BLT Schnitzel wrap / sandwich : lettuce, tomato, cheese, onion & mayo
- Parma Charma : Napoli sauce shredded cheese, lettuce, tomato
- Tuna & walnut wrap : Spinach, carrot, walnut, mix salad, parsley & mustard Aioli
- Falafel wrap: Avocado, Hummus mix Salad & capsicum
- Note: All mains come with chips & fruit platter, Soft drinks and juice
- Chef selection dessert
- Add:: Cheese Platter \$5 P.P

Includes coffee, tea, orange juice, soft drink

*Gluten Free option available

LUNCH BUFFET **\$35 PER PERSON**

Enjoy chef selection of lunch buffet includes

- Two Entrée
- Indian curries
- Continental food
- Salad Bar
- Dessert
- Naan Bread & Rice
- Tea, coffee, orange juice and soft drinks

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COCKTAIL MENU

Cocktail food

\$40 per person (Any two Finger Sandwiches, Any two Savoury),

\$45 per person (Any two Finger Sandwiches, Any three Savoury),

\$50 per person (Any three Finger Sandwiches, Any three Savoury)

3-hour beverage package \$35 per person

Selection of Finger Sandwiches (two points per person cut into fingers with crusts removed)

Please select three items

- Smoked Salmon, avocado and aged balsamic
- Roast beef, rocket and shaved Parmesan
- Smoked Ham, Cheddar cheese, tomato and lettuce
- Crumbed chicken, basil pesto and Mozzarella cheese
- Grilled zucchini, eggplants, feta and sun-dried tomatoes
- Tandoori Chicken, lettuce, Spanish onion, mint sauce

Savoury: select any two

- Ham and Cheese croissant
- Mix mushrooms arancini
- Sago arancini: served with rocket salad & sundried tomato pesto
- Pizza Rustica: fresh tomato, olives, salami and grated Pecorino cheese
- Mini Samosa: Triangular olives finger in chickpea batter
- Veg spring roll: Crisp fried wrapped vegetable
- Chicken Wings: Marinated and battered fried chicken wings

- Fish Finger: Batter fried fish finger, garam masala and mace

Cheeses

- Selection of cheeses with fresh pear, quince paste & fruit bread

Three Hour Beverage Package

- House red – Shiraz, Gapsted wines Victoria
- House white – Sauvignon blanc, Gapsted wines Victoria
- House sparkling - Sparkling Brut, Gapsted, Victoria
- Kingfisher, Crown Larger, James Square 150 lashes pale ale, James Boags Light
- Tea, coffees & hot chocolate to order.
- Soft drinks and Juice

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TERMS & CONDITIONS

Gaylord will use every effort to sure your event runs smoothly. To enable us to offer a high-quality service and to ensure that your event goes to plan, the following terms and conditions are applicable. Please read these carefully and if you have any questions please contact us to discuss.

CONFIRMATION

We will tentatively reserve your required event space for a maximum of 14 business days from the time of your booking. After this time, confirmation of your booking must be received in writing together with a signed copy of these Terms & Conditions, or all space held will be released.

DEPOSIT

A minimum deposit of 20% of the estimated cost of the event is required within seven business days of booking the event. If the deposit is not received within the specified time, we reserve the right to cancel the function room and all associated catering. Deposits may be paid by either credit card or bank transfer.

FINAL ARRANGEMENTS

Final menu selection, special dietary requirements and audio-visual needs are required in writing a minimum of seven business days prior to your event. Guaranteed number of guests attending your event is required at a minimum of seven business days prior to the event. Numbers catered and charged for will be based on this or actual attendance on the day, whichever is greater. Final payment is due 14 days prior to the event.

CANCELLATION

If your event is cancelled for any reason, the following refund policy will apply, less any costs incurred directly by Gaylord Melbourne in the preparation of your event:

- If your event is cancelled outside of 30 business days prior to the event, you will be refunded in full any deposits paid.
- If your event is cancelled inside 30 business days prior to the event, you will forfeit your deposit.

- If your event is cancelled within 14 business days prior to the event, you will be charged the total estimated value of the event in full. If your booking is cancelled and rescheduled to alternate dates, cancellations fees may be waived or adjusted at the discretion of the Gaylord.

CIRCUMSTANCES BEYOND CONTROL

Should the Gaylord be unable to provide for your event due to circumstances beyond its control, Gaylord is not responsible for any costs, damages or expenses that you may suffer or incur.

INSURANCE REQUIREMENTS

The hotel accepts no responsibility for damage or loss of goods or equipment left in the function area prior, during or after the event. It is the organizer's responsibility to arrange adequate insurance to cover any potential loss or damage.

DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed or adhered in any way to any wall, door, ceiling or other part of our heritage building, please consult any queries directly with the Gaylord.

DAMAGE

The function organizer is financially responsible for any damage caused before, during and after the function by it or any of its guests, invitees or other person attending the function, whether in conference rooms or in any part of the building. Should damages occur the function organizer will be charged for repairs.

METHOD OF PAYMENT

All events must be prepaid by credit card or bank transfer. We reserve the right to cancel the event, if pre-payment has not been received 14 days prior to the event. The method of payment for your event must be advised to the Gaylord restaurant at the time that your booking is confirmed. The final amount owing (less any deposit already paid) will be charged to your credit card on the day of completion of your event. Please note that a credit card transaction fee of 1.5% of the amount charged, will apply.

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