



# Conference Planning Guide



**urban**<sup>TM</sup>

ST KILDA • MELBOURNE

More than a hotel

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More than a hotel...

**The Urban St Kilda hotel offers a contemporary setting in which to hold your next function.**

Catering to conferences, meetings, seminars, banquets and special occasions, the intimate modern surrounds & personalized service of the Urban St Kilda hotel will ensure your next event is a memorable success.

We are able to coordinate every element to suit your requirements from state of the art audio visual presentations, communication technology, to round table discussions & product launches.

**Zen room**

The 'Zen room' a state of the art conference room, equipped to cater for up to 80 delegates theatre style. The room offers a quality data projector w/drop down screen, wireless internet, adjustable lighting and individually controlled air conditioning.

Spanning the length of the room is a multi-use pin board. The room also features a window on to the zen garden, offering a panel or natural light by day or exotic feature by night.

The warm colours offer a shift from the monotony of standard run-of-the-mill conferencing facilities.

Depending on the size and requirements of your event, the Zen room may be used as one room or divided to create Zen 1 & Zen 2.

**Curious restaurant**

This is a place where stylish décor combines with low, mood-enhancing lighting and appetite is inspired by the fresh originality of the menu.

Foodies will delight in the modern Australian cuisine, with its emphasis on marketfresh local foods and seasonal menu. Produce is sourced daily and features organic options, and everything is freshly made on premises.

Meat-lovers will be thrilled with the sourcing of highest quality cuts, and the diverse menu will provide something to delight every palette, including the vegetarians.

Complemented by a quality wine selection of boutique local wines and Australian favourites, you'll get a culinary kick out of this Urban gem.

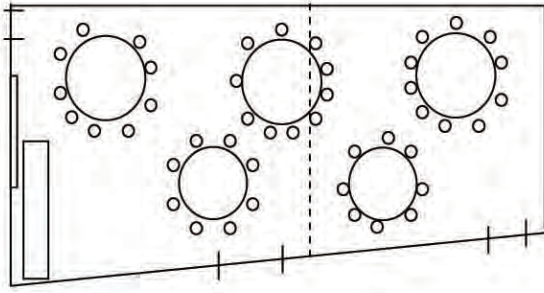
**Suger bar**

With contemporary décor and a fantastic range of drinks, it is the perfect place for relaxing at the end of the day or for kicking off the start of a big night!

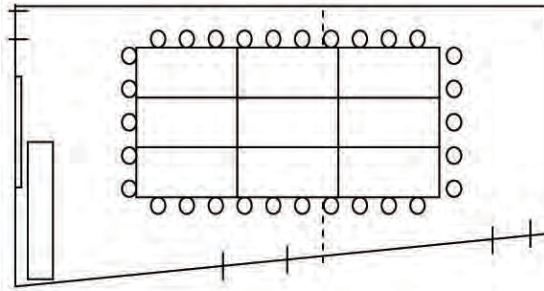
Suger bar is available for exclusive use. Prices, terms & conditions are available upon request.

## Zen room layouts

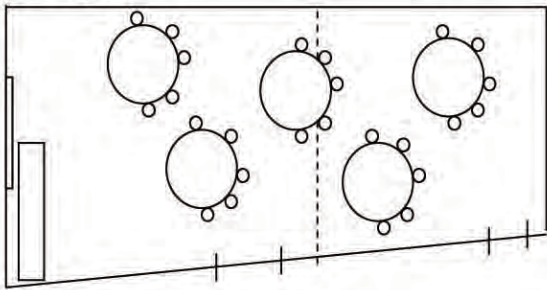
Banquet style  
46 pax



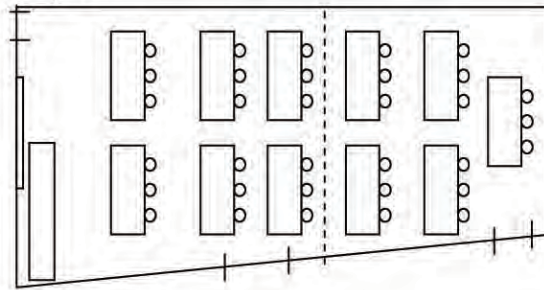
Boardroom style  
30 pax



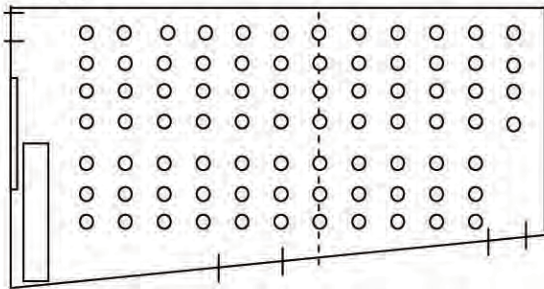
Cabaret style  
25 pax



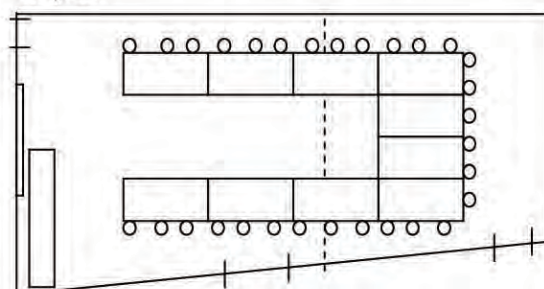
Classroom  
39 pax



Theatre  
80 pax



U-shape  
30 pax



## Zen room capacities

Room	Zen	Zen 1	Zen 2	Sugar Bar	Curious
Theatre	80	45	15	–	–
Banquet	46	30	–	–	40
Cocktail	80	30	–	60	80
U-shape	30	18	12	–	–
Boardroom	30	20	10	–	–
Cabaret	25	15	–	–	–
Classroom	39	24	12	–	–
Dimensions	5.4m x 12.2m	5.4m x 7.080m	5.120m x 5.4m	–	–



## Accommodation

### Urban Superior

Sleek, chic and with plenty of room for two, our Superior rooms are exactly that – Superior.

### Urban Deluxe Spa

Relax, unwind and indulge in your Urban Deluxe Spa Suite, with a king size bed, ensuite with spa bath, and luxurious evo bathroom products.

### Urban Round Room

Don't try to fit a square peg in a round hole – fit yourself into a round room, aka our famous Round Room. With a king size bed that overlooks a double spa bath, this room is cheeky, quirky and a whole lot of fun.

### Sweet Urban

The ultimate in chic, urban luxury, you'll love our Sweet Urban. With a king size bed, bathroom with double spa, and soothing views over our zen rock garden, you'll never want to leave.

All accommodation rooms offer the latest in hotel facilities:

- wireless internet
- reverse cycle air-conditioning
- 24 hour room service
- refrigerator and mini bar
- foxtel
- hairdryers
- tea & coffee making facilities
- iron & iron board
- security key card access
- security parking 24 hours (additional cost)
- same day laundry service (additional cost)
- rooms feature evo bathroom amenities
- conference & meeting rooms
- jim (our gymnasium)
- free access to the historical St Kilda Sea Baths

For further information regarding a rate for your conference requirements please contact our conference co-ordinator to obtain a detailed accommodation quotation.



## Make a day of it

### Executive day package

Minimum of 10 delegates applies to this package

- Water, various confectionery, notepads, pens, flip chart, white board & drop down screen
- Arrival refreshments
- Freshly brewed coffee & a selection of T2 teas
- Morning tea
- Freshly brewed coffee & selection of T2 teas, plus choose one selection from the take a break menu
- Lunch
- 5 menu options to choose from
- Afternoon tea
- Freshly brewed coffee & selection of T2 teas, plus choose one selection from the take a break menu
- Car parking
- Complimentary car parking for one facilitator
- Wireless internet
- Complimentary wireless internet for all delegates



## Take a break

### Arrival tea & coffee

Freshly brewed coffee & selection of T2 teas.

### Morning/afternoon refreshments

Freshly brewed coffee & selection of T2 teas.

Plus choose one of the following;

- assorted home made cookies
- scones with fresh cream & jam
- selection of sweet muffins
- miniature jam doughnuts
- danish pastries
- assorted slices
- lamingtons
- freshly baked croissants with jam
- assorted cheese with crackers
- seasonal fruit platter
- chocolate éclairs
- rocky road slices

Additional choice of one of above items charged  
@ \$4.00 per person per item

### Beverage options

- Schweppes fruit flavored sparkling water
- Spring Valley smart water
- Spring Valley smart energy
- Cool Ridge bottled water
- Spring Valley bottled juice



## Let's do lunch

Freshly made open top sandwiches and wraps w/assorted fillings included in all lunches plus one of each from the following.

### Tummy warmer

- homemade beef lasagne
- lamb korma w/ saffron rice, mango chutney, yoghurt & poppadoms
- chicken cacciatore w/ roasted chat potatoes
- homemade vegetable lasagne
- vegetarian gnocchi pasta bake
- hokkien noodles w/chicken and asian vegetables
- beef bourguignon w/glazed shallots, bacon, mushrooms & mash potato

### Super salads

- traditional Caesar salad
- nicoise salad
- cucumber, spinach yoghurt & sumac salad
- Greek style salad
- Vietnamese style chicken salad with noc nam dressing
- roasted tomato, green bean, goats cheese & wild roquette salad

### Sweet tooth

- individual strawberry tarts
- apple pie
- flourless chocolate cake
- individual lemon meringue tarts
- seasonal fruit platter
- assorted cheese platter

Jugs of juice and soft drink served with all of the above menu options.



## After work fun

### Canapé selection

#### Cold items

- mini bagel of smoked salmon, crème fraiche, dill & capers
- selection of sushi
- rare roasted beef w/ horseradish cream on potato roesti
- natural oysters w/ red wine & shallot vinaigrette
- tomato & basil bruschetta
- selection of dips w/ toasted bread

#### Hot items

- vegetable spring rolls w/ sweet chilli dipping sauce
- thai fish cakes & coriander yoghurt
- four cheese arancini
- tempura battered prawns w/ miso mayonnaise
- gourmet filled pies, sausage rolls and assorted quiches
- mini hamburgers w/ tomato relish and swiss cheese
- chicken skewers w/ peanut sauce
- spinach & feta triangles
- (each platter contains 25 pieces)

#### Grazing dishes

- lamb rogan josh
- salt & pepper calamari w/chilli & coriander
- beef bourguignon & mash
- miniature fish & chips



## Rehydrate & refresh

### Standard beverage package

- 1 hour package
- 2 hour package
- 3 hour package

#### Includes:

- bancroft bridge brut nv
- bancroft bridge shiraz cabernet
- bancroft bridge chardonnay
- carlton draught
- boags premium light
- juices & soft drinks

### Premium beverage package

- 1 hour package
- 2 hour package
- 3 hour package

#### Includes:

- premium sparkling wine
- your choice of 2 x bottles of white wine under \$45.00 from the Curious menu
- your choice of 2 x bottles of red wine under \$45.00 from the Curious menu
- heineken
- coopers pale ale
- carlton draught
- james boags premium light lager
- juices & soft drinks