



karstens

Conference Rooms
Information Kit





“The individual needs of every patron and the importance of your events is thoroughly understood and meticulously catered for.”

Founded in 2006, our state-of-the art conference and training facilities in Melbourne and Sydney CBD's offer you and your organisation the absolute best in ambience, facilities and service. Our in-depth understanding of both the hospitality and corporate sectors ensures that the individual needs of every patron and the importance of your event is thoroughly understood and meticulously catered for. This combined with the latest audiovisual equipment and superbly appointed comfortable conference and training rooms, makes Karstens the best possible choice for your next event.

Karstens conference & training rooms consist of large pillar-less rooms, boardrooms and meeting rooms and are conveniently located at 123 Queen Street, Melbourne and 111 Harrington Street, Sydney. Each location offers guests the luxury of a spacious 'breakout' area filled with natural light. These spaces, with their comfortable chairs, freshly brewed espresso coffee and tea, are perfect for your morning tea, lunch and afternoon breaks.



Our Venue's

- Centrally located close to public transport in Melbourne and Sydney CBD's
- Affiliate venues in Adelaide, Brisbane, Canberra and Perth
- Large communal break-out areas, to enjoy our in-house catering
- Dedicated conference organiser for all your events
- Abundance of natural light in all rooms
- Complimentary wireless Internet access
- Car parking, hotel and restaurants onsite
- Technical and audiovisual support team available to all clients
- Video conferencing and teleconferencing facilities

Our Rooms

Karstens offers you the flexibility of different room sizes to accommodate your meeting and training requirements. We can up or downsize according to your final participant numbers.

- Natural light in all rooms
- Air conditioned
- Ergonomically designed furniture to ensure optimum comfort
- Speakers for DVD or PowerPoint presentations
- Ceiling mounted data projector
- Audiovisual connectivity
- Large communal break-out area
- Generous in-house catering menu
- Help phone in each break-out area for immediate assistance
- Dedicated internet access in room on request
- Espresso and percolated coffee, and a large selection of Twining teas
- Selection of newspapers and magazines in break-out areas
- Access to photocopier, telephones and fax
- Laptop and peripheral connections

Included in Room Hire

- Water, mints & lollies on each table
- Complimentary secure wireless internet (WiFi)
- Speakers for DVD or PowerPoint presentations
- Data Projector, screen & VGA cable
- Whiteboard and markers
- Karstens 'black box' filled with a selection of stationery for the presenter
- Continuous tea/coffee/biscuits

Room Capacities & AV

Melbourne

Rooms	Appr. Sq M	Cabaret	U-shape	Theatre	Classroom	Boardroom
Large	120	60	36	120	42	40
Medium	100	30	30	100	36	32
Standard	60	20	18	40	32	–
Boardroom	30	–	6	–	–	12
Meeting	15	–	–	–	–	8
Events Room 1	700	225	–	450	120	–
Events Room 2	300	80	–	320	–	–
Events Room 1 & 2	1000	–	–	–	–	–

All prices are inclusive of GST.

Sydney

Rooms	Appr. Sq M	Cabaret	U-shape	Theatre	Classroom	Banquet
Extra Large	180	90	50	180	80	180
Large	90	50	30	90	40	90
Medium	70	30	26	60	30	50
Standard	43	18	18	–	18	30
Boardroom	30	12	8	–	–	20
Meeting	12	–	–	–	–	8

All prices are inclusive of GST.

FULL DAY: 8.00am - 5.00pm **HALF DAY:** 8.00am-12.00pm or 1.00pm-5.00pm or 6.00pm-10.00pm

Audiovisual Equipment

Karstens can provide a range of the latest audiovisual equipment to enhance your event. We have a dedicated in-house technical team to setup and assist you with your IT and audiovisual requirements. Included in our conference room hire is the use of our ceiling mounted data projector, screen and whiteboard.

Item	1/2 Day	1 Day	2 Days	3-5 Days
Data Projector	complimentary	complimentary	complimentary	complimentary
Flipchart	\$29	\$39	\$68	\$96
Laptop	\$73	\$124	\$197	\$270
Electronic Whiteboard	\$110	\$166	\$275	\$375
DVD Player	\$29	\$48	\$77	\$106
Mini Hifi System, CD	\$30	\$45	\$60	\$75
Cordless/Lapel Mic	\$96	\$138	\$210	\$295
Conference Phone	\$95	\$138	\$210	\$340
Internet Access (secure)	\$70	\$125	\$200	\$300
Video Conferencing	POA	–	–	–
AV Technician	\$70 ph	–	–	–

All prices are inclusive of GST.



Karstens Catering Packages

We know that your participants are looking forward to their breaks so we provide fresh, healthy and delicious food with a variety of catering options for your event.

Karstens offers a seasonal rotating menu for multiple day bookings. This will ensure you receive a variety of catering items for morning tea, afternoon tea and lunch. Our catering team always caters for vegetarians and can provide other dietary requirements on request.

We offer self-serve espresso machines for the coffee connoisseurs with skinny or full cream milk, hot chocolate and a selection of Twining teas.

Prices are per person, per day.

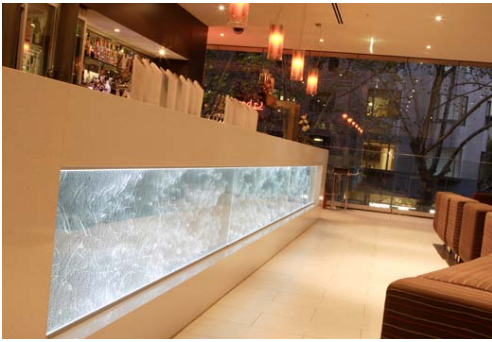
Full day Package 1	\$34.90
• Continuous coffee, tea and biscuits	complimentary
• Morning tea with a selection of bakery items	\$6.50
• Lunch selection of mini rolls, wraps, fruit & cheese platter and juices	\$21.90
• Afternoon Tea with a selection of slices and cake	\$6.50

Full day Package 2	\$16.50
• Continuous coffee, tea and biscuits	complimentary
• Lunch selection of mini rolls, wraps and juices	\$16.50

Looking for something extra?

• Seasonal fruit platter	\$5.50
• Breakfast: Selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, orange juice, tea & coffee	\$16.90
• Mini Magnums	\$3.90
• A selection of fruit and plain yoghurts	\$3.50

These are our most popular menu choices; contact us for our full list of catering options.



Post-Conference Drinks & Nibbles

Option 1 (\$42.00 per person)

- Standard beverage package for 1 hour (\$15.00) with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food (\$27.00) including 4 cold items & 4 hot items.

Please contact us for the latest cocktail menu.

Option 2 (\$33.90 per person)

- Standard beverage package for 1 hour (\$15.00) with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food (\$18.90)
 - Cold; selection of sushi, cheese and dip platter, and
 - Hot; mini quiche, sausage roll and party pies

Option 3 (\$19.50 per person)

- Standard beverage package for 1 hour (\$15.00) with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Selection of nuts and chips (\$4.50).

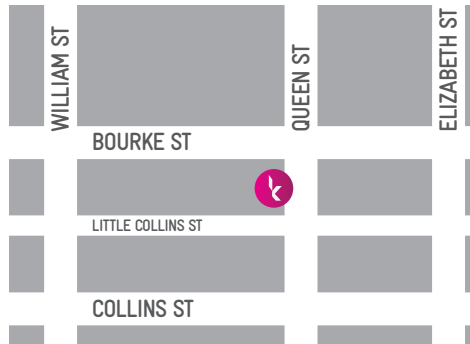
To upgrade these beverage and catering options, or for further details on our premium or deluxe packages please contact us.



Our Location & Contact Details

Melbourne Conference Rooms

123 Queen Street Melbourne
t: 1300 008 710
f: 1300 507 126
e: info@karstens.com.au
w: www.karstens.com.au



Parking

There are a number of car parks in the vicinity of Karstens. Parking is available in the same building, with the entrance on the corner of Queen and Little Collins Street. Hourly or daily rate applies. Telephone (03) 9613 0000.

Tram

Numerous trams connect to the city, trams 31, 109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86, 95 and 112 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information travel visit www.melinkmelbourne.com.au

Train

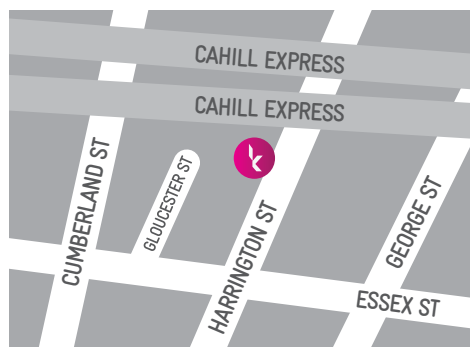
Catch any service into the city. Less than 10 minutes separates you from two of Melbourne's busiest stations; Southern Cross Station and the Melbourne iconic meeting spot Flinders Street Station. For more travel information visit www.melinkmelbourne.com.au

Walk

Only 3 minutes walk from Bourke Street Mall, 6 minutes from Southern Cross Station and 8 minutes from Federation Square and the Casino. Get connected with Melbourne's CBD within a 10 minute walk from Karstens. For more travel information visit: www.melbourne.vic.gov.au

Sydney Conference Rooms

111 Harrington Street Sydney
t: 1300 008 710
f: 1300 507 126
e: info@karstens.com.au
w: www.karstens.com.au



Parking

There are a number of car parks in the vicinity of Karstens. Parking is available in the same building, Wilson Carparking. Hourly or daily rates apply. Telephone 1800 727 5464.

Bus

Catch any bus service up George Street heading north towards Circular Quay. Located just 800 metres from the CBD and just minutes from Circular Quay train station. For more information visit www.cityofsydney.nsw.gov.au www.sydneybuses.info/

Train

Heading from Circular Quay station head west along Alfred Street, turn left down George Street, right at Essex and right into Harrington Street. For more information visit: www.sydney.vic.gov.au www.cityrail.info/

Walk

About 8 minutes walk up George Street from the heart of Sydney's CBD heading north towards Circular Quay. Or just a short 5 minute walk from Circular Quay. For more information visit: www.cityofsydney.nsw.gov.au



Other Facilities

Karstens Computer Rooms

Our state of the art computer rooms include full IT support. Book a training session today or get online with Karstens to discuss your next training session.

Karstens Mediation Rooms

Our facilities are an ideal and secure environment for your mediation or arbitration. We offer spacious, well-appointed rooms with adjoining breakout rooms.

Melbourne:

Large Groups & Events - CQ functions

An exciting space able to accommodate functions for up to 1200 guests (cocktail), with the latest PA and audio visual equipment, CQ functions is the choice for larger conferences or events.

Restaurants - Lanai & cuisine Restaurants

Lanai Bar and Restaurant offers a Mon to Fri lunchtime buffet. cuisine is open Mon-Fri for lunch and dinner offering a modern Australian cuisine with a large selection of Australian and imported wines.

Nightclub & Music Venue - Blue Diamond Club

A meeting place for people to come together to drink, talk, relax and to be entertained in a sophisticated lounge environment. Located on the 15th floor of 123 Queen Street, it has breathtaking views over Melbourne.

Accommodation - CitiClub Hotel

CitiClub is a 71 room hotel located at 113 Queen Street - a perfect hotel for the business and leisure traveller. Karstens will gladly make all necessary arrangements should you require accommodation for your training or event.