# Karstens

# Conference Venues Information Kit













# "The individual needs of every patron and the importance of your event is thoroughly understood and meticulously catered for."

Karstens offers premium conference and meeting venues designed to elevate your corporate events. Since 2006, we've been trusted by leading organisations to deliver seamless, professional experiences tailored to the unique needs of each client.

Our venues are strategically located in the heart of major CBDs - Melbourne, Sydney, Brisbane, Perth, and Adelaide providing convenient access for attendees and a prestigious setting for your events.

Our Conference rooms are curated for comfort, productivity and impact.

With large, pillar-less rooms to light-filled breakout spaces featuring local artwork and ergonomically designed furniture we have all details covered.

Karstens brings together flawless, reliable audio-visual technology, in-house catering with fresh and healthy menu options, and dedicated on-site support ensuring your event runs seamlessly from start to finish.

Whether you're planning a boardroom meeting, multi-day training, or a large-scale conference, Karstens is committed to delivering an exceptional experience every time.





# Our Venues

"Karstens offers flexible room sizes, so your space can be adjusted to suit your final number of attendees."

- ✓ Centrally located close to public transport in the CBD of Melbourne, Sydney, Brisbane, Perth and Adelaide
- ✓ Affiliate venues in Canberra, Hobart and other locations
- ✓ Large communal break-out areas, to enjoy our in-house catering
- ✓ One point of contact for all your Australian events
- ✓ Standardised pricing and facilities and services across all venues
- ✓ Abundance of natural light in all rooms
- ✓ Complimentary wireless internet access in break-out areas
- ✓ Access for participants and trainers to enter venues from 7am with access to break-out area and conference room
- ✓ Car parking, hotel and restaurants nearby
- ✓ Technical and audiovisual support team available
- ✓ Hybrid conferencing facilities

## Our Rooms

- Natural light in all rooms
- Air conditioned
- Ergonomically designed furniture to ensure optimum comfort
- Sound for your multimedia presentations
- Ceiling mounted data projector or LCD screen
- Audiovisual connectivity with HDMI points
- Large communal break-out areas
- In-house catering
- Help phone for immediate assistance
- Dedicated high speed (400mbps) fibre optic internet access on request
- Nespresso coffee, large selection of teas
- Access to photocopier

## Included in Room Hire

- Data Projector & screen, or wall mounted LCD screen
- Lolly bar
- Complimentary secure wireless internet (WiFi) in break-out areas
- Sound
- Whiteboard and markers
- Karstens 'Presenters Box' with essential stationery items
- Continuous Nespresso coffee and selection of teas
- Individual controlled air conditioning*
- Receiving and storage of course materials
- On-site technical support

** may vary in some venues*

# Room Capacities

## Melbourne

| Rooms | No. of Rooms | $M^2$ | Theatre | Cabaret | Classroom | U-shape | Closed U | Boardroom | Banquet |
|---|---|---|---|---|---|---|---|---|---|
| Extra Large | 1 | 189 | 180 | 100 | 100 | NA | NA | NA | 112 |
| Large | 2 | 122 | 120 | 54 | 72 | 34 | 40 | NA | 72 |
| Medium | 5 | 94 | 80 | 36 | 36 | 22 | 28 | 20 | 48 |
| Standard | 6 | 64 | 40 | 24 | 24 | 18 | 24 | 14 | 32 |
| Extra Large Boardroom | 3 | 64 | 12 | 12 | 12 | 12 | NA | 12 | NA |
| Boardrooms | 2 | 30 | NA | NA | NA | NA | NA | 8 | NA |

## Sydney

| Rooms | No. of Rooms | $M^2$ | Theatre | Cabaret | Classroom | U-shape | Closed U | Boardroom | Banquet |
|---|---|---|---|---|---|---|---|---|---|
| Extra Large | 1 | 180 | 180 | 100 | 80 | NA | NA | NA | 120 |
| Large | 4 | 90 | 110 | 42 | 48 | 20 | 36 | NA | 56 |
| Medium | 3 | 70 | 50 | 30 | 24 | 18 | 24 | 16 | 40 |
| Standard | 5 | 51 | 36 | 24 | 16 | 14 | 30 | 14 | 24 |
| Extra Large Boardroom | 2 | 35 | NA | 12 | 12 | 12 | NA | 12 | NA |
| Boardroom | 4 | 25 | NA | NA | NA | NA | NA | 8 | NA |
| Meeting | 4 | 15 | NA | NA | NA | NA | NA | 4 | NA |

## Brisbane

| Rooms | No. of Rooms | $M^2$ | Theatre | Cabaret | Classroom | U-shape | Closed U | Boardroom | Banquet |
|---|---|---|---|---|---|---|---|---|---|
| Extra Large | 1 | 180 | 180 | 100 | 90 | NA | NA | NA | 112 |
| Large | 2 | 127 | 100 | 60 | 60 | 34 | 40 | NA | 64 |
| Medium | 4 | 64 | 60 | 30 | 24 | 20 | 28 | 16 | 32 |
| Standard | 3 | 60 | 50 | 24 | 18 | 16 | 24 | 14 | 24 |
| Extra Large Boardroom | 1 | 36 | NA | NA | 12 | 12 | NA | 12 | NA |
| Boardroom | 3 | 34 | NA | NA | NA | NA | NA | 8 | NA |
| Meeting | 2 | 18 | NA | NA | NA | NA | NA | 4 | NA |

## Perth

| Rooms | No. of Rooms | $M^2$ | Theatre | Cabaret | Classroom | U-shape | Closed U | Boardroom | Banquet |
|---|---|---|---|---|---|---|---|---|---|
| Extra Large | 1 | 176 | 180 | 100 | 88 | NA | NA | NA | 112 |
| Large | 3 | 99 | 110 | 54 | 56 | 24 | 32 | NA | 72 |
| Medium | 2 | 79 | 60 | 30 | 32 | 20 | 28 | 16 | 40 |
| Standard | 4 | 50 | 50 | 24 | 24 | 16 | 24 | 14 | 32 |
| Extra Large Boardroom | 2 | 50 | 12 | 12 | 12 | 12 | NA | 12 | NA |
| Boardroom | 3 | 30 | NA | NA | NA | NA | NA | 8 | NA |
| Meeting | 1 | 13 | NA | NA | NA | NA | NA | 4 | NA |

## Adelaide

| Rooms | No. of Rooms | $M^2$ | Theatre | Cabaret | Classroom | U-shape | Closed U | Boardroom | Banquet |
|---|---|---|---|---|---|---|---|---|---|
| Extra Large | 1 | 165 | 160 | 100 | 76 | NA | NA | NA | 120 |
| Large | 2 | 101 | 120 | 48 | 46 | 34 | 40 | NA | 56 |
| Medium | 3 | 75 | 100 | 42 | 30 | 30 | 36 | 16 | 48 |
| Standard | 2 | 51 | 40 | 24 | 20 | 18 | 24 | 14 | 24 |
| Extra Large Boardroom | 1 | 51 | 12 | 12 | 12 | 12 | NA | 12 | NA |
| Boardroom | 1 | 27 | NA | NA | NA | NA | NA | 8 | NA |
| Meeting | 1 | 14 | NA | NA | NA | NA | NA | 4 | NA |

** Please note $M^2$ may vary in some venues, some rooms might be slightly smaller or larger.*





# Catering

We know attendees look forward to their breaks, so we offer a variety of fresh, healthy and delicious catering options for every event.

- ✓ Nespresso coffee, selection of teas and lolly bar are included in all room hire rates
- ✓ All lunch options are served with orange, apple juice and chilled water.
- ✓ Listed menu items are examples of our full offering – our chef selects and rotates items daily
- ✓ On request, you can mix and match menu items, for example – you can match a Healthy Morning and Afternoon Tea with the Buffet style lunch
- ✓ Karstens caters for vegetarian, gluten free, kosher and halal (upon request)

## Working Conference - Full Day Package (sample menu)

### Morning Tea
A daily rotation of one savory and one sweet items including Danishes, ham & cheese croissants, almond & chocolate croissants, plain & fruit scones with jam & cream, and sweet & savoury muffins.

### Lunch
A daily rotation of two lunch items and dessert including; mini brioches, baguettes, wraps, Turkish bread, mini pies & sausage rolls.

Option: The above lunch with a cheese & fruit platter or fruit platter

### Afternoon Tea
A daily rotation of one savory item and one sweet item including; pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friands, mini cupcakes, lamington bites, quiche, and spanakopita.

## Healthy Conference - Full Day Package (sample menu)

### Morning Tea
A daily rotation of one savoury healthy item and 1 sweet item: including Bircher muesli, fruit skewers, flourless quinoa & almond slice, muesli slice, yoghurt with fruits, whole meal mini muffins, savory mini muffins, oats, coconut and almond slices.

### Lunch
A daily rotation of 2 healthy lunch items and a salad including; variety of meat & vegetarian salads, sushi, mini multigrain rolls, light rye rolls, multigrain baguettes with variety of healthy fillings.

Option: The above lunch with a cheese & fruit platter or fruit platter

### Afternoon Tea
A daily rotation of one savoury healthy item and one healthy sweet item including; fat free dips, served with cucumber and carrot sticks, gluten free and low fat biscuits, friands, low fat macaroon slices, apple crumble slices, low fat apricot and muesli slices, and fruit skewers.

## Buffet Conference - Full Day Package

### Morning Tea
A daily rotation of one savoury item and one sweet item including Danishes, ham & cheese croissants, cheese & tomato croissants, almond & chocolate croissants, plain & fruit scones with jam & cream, sweet & savoury muffins

### Lunch (minimum order of 10 delegates)
Daily buffet selection of 1 hot meat dish, 1 hot vegetarian dish and 1 non meat salad

### Afternoon Tea
A daily rotation of one savoury item and one sweet item including; pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friands, mini cupcakes, lamington bites, quiche, spanakopita bites, and fruit scones.

## Hot Buffet Lunch Items

### Hot Dishes (sample menu)

- Slow braised wagyu beef shoulder on bean cassoulet with thyme jus served with steamed rice.
- Clover Valley roast leg of lamb, balsamic glazed seasonal vegetables.
- Stir fry Chicken with kalian, red pepper, ginger and red onion served with steamed rice.
- Farfalle primavera with oven roasted heirloom tomatoes in basil and pine nut sauce.
- Cajun fish fillets on a bed of chargrilled vegetables
- Tandoori chicken pieces served with cucumber & sweet paprika yogurt sauce with served saffron rice.
- Asian style noodles with stir fried vegetables, soy & sweet chilli sauce (V)
- Vegetarian Lasagne (v)

### Salads (sample menu)

- Sweet and tangy beef salad in cilantro aioli
- Seasonal Garden Salad
- Apple, celery, walnut and capsicum in pomegranate dressing.
- Chargrilled Mediterranean vegetable salad
- Moroccan chicken with Chinese cabbage, bean shoots, Thai basil in ginger coriander and lime dressing and cherry tomato
- Cous cous, chickpeas, sundried tomato, continental parsley in French dressing

## Breakfast

Selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, Nespresso coffee & selection of Teas.
Additional Bacon and Eggs
Orange Juice

## Add-ons, Extras & Snacks

Fruit Platter
Cheese Platter
Fruit & Cheese Platter
Orange Juice
Selection of yoghurts
Mixed soft drinks





# Post-Conference Drinks & Nibbles

## Option 1

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Substantial Platter;  selection of 4 hot items (7 pieces), cheese and sushi platters

## Option 2

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Chefs platter selection of 2 hot items (4 pieces), cheese and sushi platters

## Option 3

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Nibbles platter with dips, crudities, crackers, bread and cheeses

## Beverage

- 1 hour standard beverages
- 2 hour standard beverages
- 3 hour standard beverages
- Orange/apple juice/soft drinks (extra)

## Cocktail Food & Nibbles

- Substantial Platter;  selection of 4 hot items (7 pieces), cheese and sushi platters
- Chefs platter selection of 2 hot items (4 pieces), cheese and sushi platters
- Nibbles platter with dips, crudities, crackers, bread and cheeses





# Other Services

## Karstens Mediation Rooms

When it comes to mediation and arbitration, we understand the absolute need for confidentiality and privacy. That's why we've created discreet spaces to support parties and facilitate more effective mediation and arbitration. Our purpose-built mediation rooms and breakout areas allow all parties to negotiate and retreat.

## Hybrid Conferencing

Support in-person and remote participants more effectively with our in-house conferencing technology. Hybrid meetings have become an important part of how many organisations run training, conferences and business events, making it easier to bring people together across different locations. With the right technology and on-site support, hybrid events can create a professional experience for both room-based and online attendees.

Hybrid options:

### Standard Hybrid

Includes microphones and an HD camera, allowing remote participants to hear the presenter and view the presentation, while in-room participants do not see remote attendees on screen.

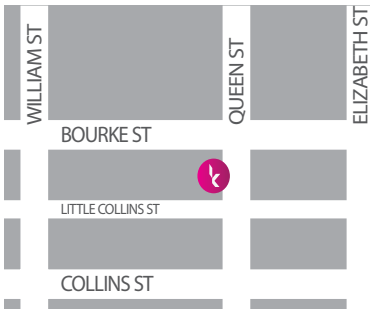
### Hybrid Interactive

Includes microphones, an HD camera and an additional screen, so remote participants can see the presentation and presenter, be seen by people in the room, and can take part in Q&A sessions.

# Locations

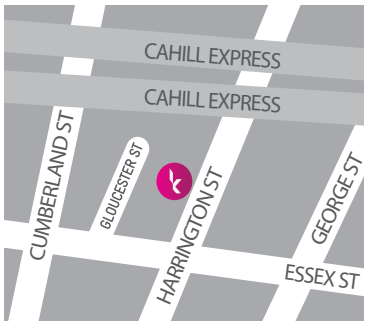
## Melbourne
123 Queen Street






## Sydney
1/111 Harrington Street





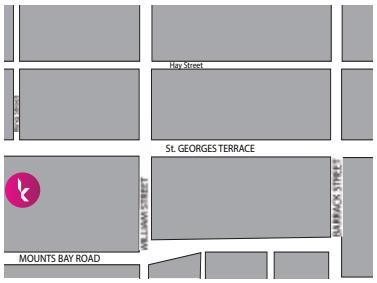

## Brisbane
24/215 Adelaide Street






## Perth
1/111 St. Georges Terrace






## Adelaide
11/22 King William Street



