



# karstens

## Conference Rooms





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

Founded in 2006, our state-of-the art conference and meeting venues in Melbourne, Sydney and Brisbane offer 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. Combined with the latest audiovisual equipment and superbly appointed comfortable conference and meeting rooms, Karstens is the best possible choice for your next event.

Karstens conference & meeting venues consist of large pillar-less rooms conveniently located in the CBD of most Australian capital cities. Each location offers guests the luxury of a spacious 'breakout' area filled with natural light and local artwork. These spaces, with their comfortable chairs, freshly brewed espresso coffee and tea, are perfect for your morning tea, lunch and afternoon breaks.



## Our Venues

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

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

### Our Rooms

- Natural light in all rooms
- Air conditioned
- Ergonomically designed furniture to ensure optimum comfort
- Speakers for your multimedia presentations
- Ceiling mounted data projector
- Audiovisual connectivity with VGA/HDMI points
- Large communal break-out areas
- In-house catering
- Help phone in each break-out area for immediate assistance
- Dedicated high speed fibre optic internet access on request
- Espresso coffee, large selection of teas and biscuits
- Selection of newspapers and magazines in break-out areas
- Access to photocopier, telephone and fax

### Included in Room Hire

- Data Projector & screen, or wall mounted LCD screen
- Water & mints on each table
- Complimentary secure wireless internet (WiFi)
- Speakers
- Whiteboard and markers
- Karstens 'Presenters Box' with essential stationery
- Continuous tea, coffee and biscuits
- Individual controlled air conditioning\*
- Receiving and storage of course materials
- On-site technical support

\* may vary in some venues



# Room Capacities

## Melbourne

Rooms	Appr. Sq M	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large	200	180	90	80	–	–	96
Large	120	120	55	60	36	27	72
Medium	100	80	36	36	24	19	48
Standard	60	40	20	27	18	15	40
Extra Large Boardroom	50	–	–	12	12	12	–
Boardroom	30	–	–	–	8	12	–
Meeting	15	–	–	–	–	8	–
Events Room 1	700	450	225	120	–	–	320

## Sydney

Rooms	Appr. Sq M	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large	180	160	90	80	48	–	112
Large	90	100	50	50	30	36	80
Medium	70	60	25	30	20	24	50
Standard	43	–	18	20	16	18	30
Extra Large Boardroom	35	–	–	12	12	12	–
Boardroom	30	–	–	–	8	8	–
Meeting	12	–	–	–	–	–	6

## Brisbane

Rooms	Appr. Sq M	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large	180	160	90	80	48	–	112
Large	110	100	42	40	28	–	56
Medium	70	60	25	30	20	24	40
Extra Large Boardroom	36	–	–	12	12	12	–
Standard	50-60	40	18	20	16	18	24
Boardroom	30	–	–	–	8	8	–
Meeting	12	–	–	–	–	–	6

**Full Day:** 8am-5pm

**Half Day:** 8am-12pm or 1pm-5pm or 6pm-10pm



# 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 room hire:

- ✓ On-site technical support
- ✓ Ceiling mounted data projector with VGA/HDMI connection
- ✓ Moveable white board with markers
- ✓ Speakers for DVD or Power point presentation
- ✓ Complimentary WIFI in break out areas
- ✓ Presenters Box with assorted stationery

	1/2 Day	1 Day	2 Days	3 Days	4 Days	5 Days
Data Projector (ceiling mounted)	✓	✓	✓	✓	✓	✓
Screen	✓	✓	✓	✓	✓	✓
Whiteboard	✓	✓	✓	✓	✓	✓
In-room Speakers	✓	✓	✓	✓	✓	✓
VGA Connection	✓	✓	✓	✓	✓	✓
Flipchart	29	39	34	32	24.25	19.40
Laptop	73	124	98.50	90	67.50	54
Internet Hub (fibre optic)	75	125	125	125	125	125
Microphone	96	138	105	98.30	73.75	59
Electronic Whiteboard	110	166	137.50	125	93.75	75
DVD/Video Player	29	48	38.50	35.30	26.50	21.20
Sound System	30	45	30	25	18.75	15
Lectern	40	50	40	35	30	25
Digital Camera	110	170	140	130	97.50	78
Conference Phone	95	150	122.50	113.30	85	68
Clicker	14	20	17	16	12	9.60
Overhead Projector	36	48	40	37.30	28	22.50
Data Projector (portable)	120	190	175	150	112.50	90
AV Technician	130 ph					
Power Board	2.50 ea (first day only)					
Photocopy (black)	20 cent					
Photocopy (colour)	50 cent					

All prices per day and inclusive of GST.

**Full Day:** 8am-5pm

**Half Day:** 8am-12pm or 1pm-5pm or 6pm-10pm



# Catering

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.

- ✓ Continuous tea, coffee and biscuits are included in all room hire rates
- ✓ All lunch options are served with orange, apple juices and chilled water.
- ✓ All prices listed are per person and inclusive of GST
- ✓ 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 & halal (upon request)

## Working Conference - Full Day Package

from \$33.05

### Morning Tea

\$7.90

A daily rotation of 2 items including Danishes, ham & cheese croissants, cheese & tomato croissants, almond & chocolate croissants, plain & fruit scones W jam, cream, sweet & savoury muffins

### Lunch

\$19.25

A daily rotation of 2 lunch items including mini brioches, baguettes, wraps, Turkish bread, sushi, variety of meat & vegetarian salads, mini pies & sausage rolls, soups & lunch rolls

The above lunch with a cheese and fruit platter

\$25.70

### Afternoon Tea

\$7.90

A daily rotation of cakes & sweets- 2 items including pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friands, mini cupcakes, lamington bites and fruit scones

## Healthy Conference - Full Day Package

from \$39.30

### Morning Tea

\$9.25

A daily rotation of two healthy items including Bircher muesli, fruit skewers, variety of homemade smoothies, flourless quinoa & almond slice, muesli slice, yoghurt with fruits, wholemeal mini muffins, savoury mini muffins, oats, coconut and almond slices.

### Lunch

\$20.80

A daily rotation of 2 healthy option items including variety of meat & vegetarian salads, sushi, soup & lunch rolls, mini multigrain rolls, light rye rolls, multigrain baguettes with variety of healthy fillings

The above lunch with a fruit platter

\$25.70

### Afternoon Tea

\$9.25

A daily rotation of 2 healthy option items 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, fruit skewers.

## Buffet Conference - Full Day Package

from \$45.90

### Morning Tea

\$7.90

A daily rotation of 2 items including mixed Danishes, ham & cheese croissants, cheese & tomato croissants, almond & chocolate croissants, plain scones with jam & cream, sweet & savoury muffins

### Lunch (minimum order of 10 delegates)

Melb \$30.10

Daily buffet selection of 1 hot meat dish, 1 hot vegetarian dish and 1 non meat salad Sydney/Brisbane \$35.90

### Afternoon Tea

\$7.90

A daily rotation of cakes & sweets- 2 items including pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friends, mini cupcakes, lamington bites and fruit scones

## Hot Buffet Lunch Items

### Hot Dishes (please select 2 items)

- 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 kalia, 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 (please select 1 items)

- 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, tea & coffee

\$19.75

Additional Bacon and Eggs

\$10.70

Orange Juice

\$3.90

## Add-ons, Extras & Snacks

Fruit Platter

\$6.75

Cheese Platter

\$6.25

Fruit & Cheese Platter

\$10.50

Chips & Nuts

\$5.50

Mini Icecream Cones

\$3.85



# Post-Conference Drinks & Nibbles

## Option 1

**\$47.30**

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food including 3 cold & 3 hot items

## Option 2

**\$39.75**

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food including party pies, sausage rolls and vegetarian quiche, sushi & dips

## Option 3

**\$23.40**

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Selection of nuts & chips

## Beverage

- 1 hour standard beverages **\$17.90**
- 2 hour standard beverages **\$26.00**
- 3 hour standard beverages **\$31.40**
- Orange/Apple juice (extra) **\$3.90**

## Cocktail Food & Nibbles

- Cocktail food including 3 cold & 3 hot items **\$29.40**
- Canapés per item **\$4.90**
- Party pies, sausage rolls, vegetarian quiche, sushi & dips **\$21.85**
- Nuts and chips **\$5.50**

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

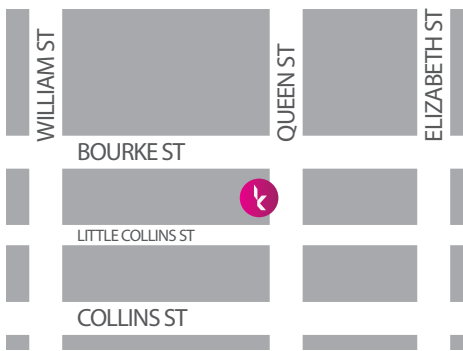




# Locations

## Melbourne

123 Queen Street



### From the Airport

Distance	25 km
Estimated taxi fare	\$ 60 AUD (one way)
Bus (Skybus)	\$ 16 AUD (one way)

### Public Transport

Stations	10 minutes (Flinders Street or Southern Cross Stations)
Trams	Collins or Bourke Str.
Taxis	Silver Top 1300 976 404 Black Cabs 13 22 27
Transport info	<a href="http://www.ptv.vic.gov.au">www.ptv.vic.gov.au</a>

Catch any train or tram 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.  
[www.melinkmelbourne.com.au](http://www.melinkmelbourne.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.

### Walk

Only 3 minutes walk from Bourke Street Mall, 6 minutes from Southern Cross Station and 8 minutes from Federation Square or the Casino Get connected with Melbourne's CBD within a 10 minute walk from Karstens.  
[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

## Sydney

1/111 Harrington Street



### From the Airport

Distance	9 km
Estimated taxi fare	\$ 55 AUD (one way)
Train	\$ 13 AUD

### Public Transport

Circular Quay	3 minutes from Station
Wynard	5 minutes from Station
Bus	George Street
Taxis	Yellow Cab 13 19 24 Black & White Cabs 13 32 22
Transport info	<a href="http://www.transportsnsw.info">www.transportsnsw.info</a>

Heading from Circular Quay station head west along Alfred Street, turn left down George Street, right at Essex and right into Harrington Street.  
[www.sydney.vic.gov.au](http://www.sydney.vic.gov.au)  
[www.cityrail.info/](http://www.cityrail.info/)

### Parking

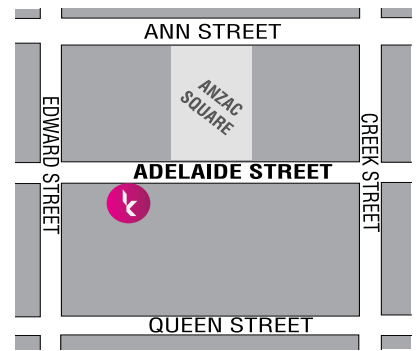
There are a number of car parks near Karstens. Parking is available in the same building, Wilson Carparking. Hourly or daily rates apply. Telephone 1800 727 5464.

### 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.  
[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Brisbane

24/215 Adelaide Street



### From the Airport

Distance	17 km
Estimated taxi fare	\$ 50 AUD (one way)
Train	\$ 16 AUD

### Public Transport

Central Station	2 minutes
Bus	Outside Building 215 Adelaide Street
Taxis	Yellow Cab 13 19 24 Black&White Cabs 13 32 22
Transport info	<a href="http://www.translink.com.au">www.translink.com.au</a> Translink 13 12 30

Catch any train service into Brisbane City, stopping at Central Station. Only 2 minute walk from Karstens, with undercover walkways connecting to Adelaide Street.

### Parking

Closest parking is in adjacent car park at Anzac Square and Secure Parking on Adelaide Street, between Creek and Edward Street.  
[www.secureparking.com.au](http://www.secureparking.com.au)

### Walk

NEED ... 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.  
[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)



# Other Services

## Karstens Computer Rooms

*"Our technical staff can image and configure software and set up access permissions to suit your requirements"*

Karstens offers state of the art technology; i7 desktops and fibre optic internet combined with spacious comfortable training rooms ensuring your participants are at ease and focused on their training. All our classroom style rooms have natural light and are fitted with ergonomically designed furniture comfortably seating between 8 and 20 people plus presenter.

## 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.

## Video Conferencing

With high-definition picture quality, no embarrassing pixilation or time lag, and Multipoint calls, ability to share documents and capacity to record and stream your meetings. Amplifying the benefits of our fibre link between Melbourne, Sydney and Brisbane.

## Continuity Matters

Karstens business continuity has a range of flexible emergency office solutions in the Melbourne, Sydney and Brisbane CBD's to accommodate your staff during an extended unavailability of your office facilities. The Melbourne, Sydney and Brisbane conference centers offer over 85 rooms that can be configured to meet your specific requirements - ranging from small offices to very large conference rooms.