



INBALANCE MEETINGS

AT NOVOTEL

SYDNEY CENTRAL

NOVOTEL



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Destination and Overview



Staying at Novotel Sydney Central positions you in the heart of Sydney's vibrant CBD. The hotel allows you to be within walking distance of Central Station and Railway Square, allowing you to make your way around Sydney with ease. The hotel is in close proximity to some of Sydney's best eateries, theatres and shopping destinations and iconic attractions such as Chinatown and Darling Harbour. The hotel includes 255 well appointed spacious guest rooms with a choice of a king or two queen beds.

1_ We truly can cater to any need. The sky is the limit, whether it's a small meeting or a large scale production we can tailor and accommodate to all

2_ We are located in the heart of the city, nearby some of Sydney's main attractions with lots to see and do

3_ Our unique spaces offer an ideal destination for conferences, workshops and trainings, seminars, product launches, cocktail parties, incentive programmes and partner activities

4_ The hotel offers impeccable service, catering for up to 350 guests in elegantly appointed function rooms complimented by a heritage listed outdoor terrace and extensive pre-function areas



NOVOTEL

SYDNEY CENTRAL

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INBALANCE
MEETINGS
AT NOVOTEL

Our Intent__

A place for people to meet, focus their energy and create moments of impact to achieve great meeting outcomes.

Mission Statement__

For every guest to leave a Novotel feeling calm, grounded, clear-headed and motivated. In our words they are balanced.



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Inbalance Meetings Signatures__

1_ Inbalance Spaces

Pre-Function
and Meeting Room

2_ Plan and Connect

Tools for collaboration

3_ Menu Options

Nurture yourself

4_ Timeouts

Breathe deep and un-
wind

5_ Health and Wellbeing

High performance



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VIRTUAL TOUR
TAKE A LOOK INSIDE


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1_ Inbalance Spaces





Lower Ground Floor_

With a series of inspiring elements from the pre-function area to the meeting room your guests will have an opportunity to pause and reflect on what creates balance in a fast-paced, demanding world.

From this initial arrival experience each guest will feel more inspired to personally engage and contribute to the meeting agenda.

Kirribilli Point Room_

Located on the lower ground conference floor of the hotel, Kirribilli Point is ideal for conducting interviews and auditions. With adjustable lighting and opening up onto the pre-function space, Kirribilli Point is an ideal room for breakout sessions.

Dawes Point Room and Cottage Point Room_

Dawes Point and Cottage Point are both located on the lower ground floor of the hotel allowing for privacy in conducting interviews and auditions. Cottage Point also interconnects with Spring Cove, allowing for team meetings and group interview sessions.

Spring Cove Room_

Seating up to 50 (in theatre style), Spring Cove is an ideal room for breakout sessions and also includes adjustable lighting and an in room paging system. Located on the lower ground floor of the hotel, this room is perfect whether holding an information seminar, interview or audition.

Shell Cove Room_

Another great location for breakout sessions and located in a low traffic area, Shell Cove seats up to 45 (in theatre style) and also includes adjustable lighting and an in room paging system.

Executive Boardroom_

Seating up to 10 people, the Executive Boardroom is ideal for small meetings and training sessions.



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Ground Floor_

Lavender Bay Room_

Lavender Bay is ideal for executive boardroom meetings, seating 16 (in boardroom style) and 40 (in theatre style) with access to the pre-function space on the ground floor.

Watsons Bay Room_

Located on the ground floor of the hotel, Watsons Bay seats up to 60 (in theatre style). Also allowing access to the pre-function space, Watsons Bay is perfect for that one day meeting or breakout space.

Elizabeth Bay Room_

Ideal for smaller conferences or as a breakout room, Elizabeth Bay seats up to 50 (in theatre style) with access to the ground floor pre-function space.



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Level 1 Floor_

Farm Cove Room, Bennelong Point Room and Port Jackson Room (Ballroom)_

The Ballroom, located on level 1 of the hotel, is the largest function space with a maximum capacity of 350 (in theatre style). Featuring natural light, the room's interior allows for an open space perfect for any occasion! Enjoy access to the pre-function area that leads onto the sundrenched outdoor terrace, great for pre-dinner drinks, cocktails parties or even exhibition space. Also offering flexibility, the Ballroom can be divided into three separate rooms: Farm Cove, Bennelong Point and Port Jackson.



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Conference Room Capacities_

Room Name	Area(m ²)	U-Shape	Classroom	Boardroom	Theatre	Cocktail	Banquet	Cabaret	Virtual Tour
The Ballroom	278	-	203	-	350	380	230	184	
Port Jackson	93	40	50	37	120	100	60	48	
Bennelong Point	92	36	60	40	110	120	60	48	
Farm Cove	93	36	60	40	110	120	60	48	
Bennelong Point / Farm Cove	185	40	120	90	260	240	120	112	
Watsons Bay	63	33	36	24	60	60	50	40	
Elizabeth Bay	59	30	30	24	50	60	50	40	
Lavender Bay	49	24	27	17	40	40	40	32	
Spring Cove	54	27	36	21	50	50	50	40	
Shell Cove	38	24	27	21	45	40	30	24	
Cottage Point	25	-	12	14	18	20	20	16	
Dawes Point	23	-	12	14	18	15	10	8	
Kirribilli Point	33	15	12	14	20	20	20	16	
Executive Boardroom	19	-	-	10	-	-	-	-	

2_ Plan and Connect



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We understand that clients are often searching for new, unique venues that offer something different from the standard room set up. We know the ideals you could be looking to cultivate: inventiveness, creativity, connection.

Designed to help foster these ideals, InBalance Meetings provides a comfortable, flexible space that can adapt to almost any type of meeting.

At Novotel Sydney Central, delegates have access to high speed wireless internet. Novotel Sydney Central offers a strong, wireless internet connection with the installation of a 200mb/200mb dedicated fibre line into the hotel.

Room featuring the following__

- Flipcharts to capture ideas to support the brainstorming and problem solving process
- Brita filtered sparkling water and still water to ensure delegates stay hydrated and alert



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3__ Menu Options



Nurture Yourself_

Bodies that are InBalance are happier and more productive. To help delegates perform at their best, InBalance Meetings includes a Nurture Yourself food menu curated by renowned nutritionist Michele Chevalley-Hedge (ahealthyview.com). The menus have been created with clean, whole food ingredients with minimal sugar to support concentration and sustain productivity. Healthy fats have been incorporated to support brain functioning and different types of hot and cold beverages will keep delegates hydrated between meal periods.




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Inbalance Packages_



Full Day Delegate Package_

Minimum 20 Guests

- Screen and flip chart
- Notepads and pens
- Chilled water and refreshing mints throughout the day
- Complimentary WiFi for the event facilitator
- Discounted parking (subject to availability)
- Nespresso coffee and an assortment of Dilmah teas served in the function room or pre-function area on arrival

Morning Tea_

Served in pre-function area

- Nespresso coffee and an assortment of Dilmah teas
- Chef's selection of 1 break option and fruit platter

Buffet Lunch_

Served in hotel restaurant

- Freshly baked bread rolls with butter
- Chef's selection of two gourmet salads
- Variety of hot dishes
- Selection of desserts and seasonal fresh fruit
- Selection of coffee and Dilmah tea
- Soft drinks

Working lunches available on request and served in the pre-function area

Afternoon Tea_

Served in pre-function area

- Nespresso coffee and an assortment of Dilmah teas
- Chef's selection of 1 break option and fruit platter



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Inbalance Packages_



Half Day Delegate Package_

Minimum 20 Guests

- Screen and flip chart
- Notepads and pens
- Chilled water and refreshing mints throughout the day
- Complimentary WiFi for the event facilitator
- Discounted parking (subject to availability)
- Nespresso coffee and an assortment of Dilmah teas served in the function room or pre-function area on arrival

Morning or Afternoon Tea_

Served in pre-function area

- Nespresso coffee and an assortment of Dilmah teas
- Chef's selection of 1 break option and fruit platter

Buffet Lunch_

Served in hotel restaurant

- Bread rolls
- Selection of two gourmet salads
- Variety of hot dishes
- Selection of desserts and seasonal fresh fruit
- Freshly brewed coffee and an assortment of Dilmah teas
- Soft drinks

Optional Extras

Recharge your delegates during the breaks

- | | |
|------------------------|-------------------|
| • Energy drinks | \$5.50 per can |
| • Mocktails with break | \$6.00 per person |
| • Juice with break | \$4.50 per person |
| • Smoothies | \$6.00 per person |
| • Ice creams | \$5.50 per person |

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Breakfast__

Continental breakfast buffet__

\$29 per person__ Minimum 20 guests

- Selection of chilled fruit juices
- Sliced seasonal fruit platter
- Selection of cereals and bircher muesli
- Selection of full cream and low fat milks
- Low fat natural yoghurt with condiments
- Fresh baked croissants, pain au chocolate, Danish pastries and homemade muffins
- Selection of deli meats
- Selection of toasting breads with jam preserves and spreads
- Nespresso coffee and selection of herbal leaf teas

Hot breakfast buffet__

\$38 per person__ Minimum 20 guests

- Nespresso coffee and selection of herbal leaf teas

Cold Items

- Selection of chilled fruit juices
- Sliced seasonal fruit platter
- Selection of cereals and bircher muesli
- Low fat natural yoghurt with condiments
- Selection of full cream and low fat milks
- Fresh baked croissants, pain au chocolate, Danish pastries and homemade muffins
- Selection of toasting breads with jam preserves and spreads

Hot Items

- Grilled smoked bacon
- Gourmet pork and herb sausages
- Sautéed button mushrooms
- Grilled roma tomatoes
- Crispy fried potatoes
- Creamy scrambled eggs

Plated breakfast__

\$40 per person__ Minimum 20 guests

Served per table

- Chilled orange juice
- Nespresso coffee and selection of herbal leaf teas
- Selection of full cream and low fat milks
- Sliced seasonal fruit platter
- Fresh baked croissants, pain au chocolate, danish pastries and homemade muffins

Hot Plated Selections - choose one of the following:

- Aussie breakfast with crispy bacon, chicken sausages, scrambled eggs, hash brown, toasted sourdough
- Poached eggs with bacon and zucchini fritter, smoked salmon, grilled asparagus and hollandaise sauce
- Baked sweet potato with poached eggs, avocado, wilted spinach and beetroot hummus



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Lunch_



Working style lunch_

\$44 per person_ Minimum 10 guests

Chef's selection of 2 salads

- Roast beetroot and haloumi with dukkha GF/V
- Turmeric cauliflower, broccoli and tomato GF/V
- Charred broccoli, currants and fetta GF/V
- Mediterranean quinoa salad
- Mix garden leaves V
- Baby rocket and fennel salad GF

Chef's selection of 3 types of gourmet rolls, wraps and baguettes

- Shaved ham, cheese, fresh tomato, tomato chutney, mustard mayo
- Roast beef, rocket and horseradish cream
- Chicken caesar with shredded coz, bacon, fried egg and caesar dressing
- Peri peri chicken with rocket lettuce and chipotle aioli
- Tandoori marinated chicken, red onion and lemon yoghurt
- Smoked turkey, brie cheese, cranberry sauce
- Curried egg, mayo, shredded lettuce V
- Mediterranean grilled vegetables, basil pesto V
- Pesto chicken, cucumber, rocket, cheese
- Tuna, red onion, shredded ice berg
- Roasted chicken, Cajun spices, baby lettuce
- Roast beef, Thai basil, pozu dressing
- BLT - English bacon, coral lettuce and organic tomatoes

Chef's selection of desserts

- Tropical fruit platter
- Selection of mini cakes
- Served with coffee, tea and soft drinks



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Lunch_



Lunch buffet options_

\$52 per person_ Minimum 20 guests

Baker's basket of bread rolls

Chef's selection of 2 gourmet salads

- Singapore noodles with fresh mint and prawns GF/V
- Roast pumpkin and kale GF/V
- Charred broccoli, currants and fetta GF/V
- Mediterranean quinoa salad
- Mix garden leaves V
- Baby rocket and fennel salad GF/V

Chef's selection of 3 substantial dishes

- Roast pork loin with apple chutney GF
- Slow roasted chicken cacciatore GF/DF
- Slow roasted grass fed beef striploin GF
- Chickpea and cauliflower curry GF/V
- Ricotta and spinach ravioli with roasted tomato cream sauce V
- Herb and pepper crusted salmon fillets GF
- Cajun sliced roast chicken with capsicum relish GF
- Lamb and rosemary meatballs with preserved lemon yoghurt
- South Indian style lamb curry GF

Chef's selection of 2 side dishes

- Spiced couscous with black currants V
- Steamed seasonal garden vegetables GF/V
- Roasted field mushrooms and zucchini GF/V
- Honey glazed baby carrots GF/V
- Steamed jasmine rice GF/V

Chef's selection of desserts

- Tropical fruit platter
- Selection of mini cakes
- Served with coffee tea and soft drinks



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Dinner_

Dinner buffet menu_

\$70 per person_ Minimum 20 guests

Baker's basket of crusty loaves and rolls

Salads

- Roast eggplant and freekeh V
- Baby beetroot with goats cheese and walnuts GF/V
- Green bean, dill and salmon GF/V
- Classic caesar salad with garlic and parsley croutons, crispy bacon and parmesan

Hot Items

Please select 3 substantial dishes:

- Teriyaki salmon with fried kale GF
- Slow roasted lamb shoulder with herb gremolata
- Beef massaman curry
- Butter chicken GF
- Slow roasted pork with salt crackling and apple compote GF
- Ricotta and pumpkin ravioli V
- Thai vegetable curry GF/V
- Pan seared baby barramundi with burnt lemon butter
- Braised beef in red wine with mushrooms GF
- Tandoori roasted chicken thigh fillets with yoghurt dressing GF
- Thai green chicken curry GF

Please select 2 side dishes:

- Creamy baked potato with blue cheese and shallots
- Spiced vegetable paella
- Seasonal steamed vegetables
- Herb and garlic roasted baby potatoes GF/V
- Asian style vegetable stir-fry with black bean sauce GF/V
- Jasmine scented rice GF/V
- Honey roasted butternut pumpkin GF/V
- Roasted root vegetables with balsamic glaze GF/V

Please select 3 desserts:

- Selection of mini cakes
- Tropical fruits
- White and dark chocolate custard profiteroles
- Kahlua tiramisu
- Mini pavlova with fruit coulis
- Chocolate éclairs
- Mini custard filled fruit tarts
- Warm chocolate pudding

Enhance your buffet with locally sourced seafood_

\$30 per person

- Sydney rock oysters, cooked king prawns, marinated mussels
- With sauces and condiments



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Dinner_

Optional private chef_

\$55 per person_ Minimum 20 guests

Novotel Sydney Central's is the ideal space for guests to socialise. The terrace is a flexible function space allowing delegates to utilise the area as a breakout space, enjoy a barbecue lunch or hold a cocktail reception.

BBQ buffet menu_

\$65 per person_ Minimum 20 guests

Crusty loaves, soft rolls and baguettes

Salads

- Garden mix leaves with honey and white wine vinaigrette GF/V
- Apple, celery and cabbage slaw GF/V
- Potato, dill and shrimp GF
- Chef's selection of sauces, pickles and condiments

Hot Items

- Grass fed Angus sirloin steaks GF
- Beef sausages with caramelised onions GF
- Smokey BBQ pork ribs GF
- Baked baby potatoes with garlic butter GF/V
- Grilled zucchini and broccolini GF

Desserts

- Seasonal sliced fruit platter
- Selections of whole and mini cakes
- Fruit pavlova



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Plated Lunch and Dinner Menus__

Minimum 20 guests

2 Course set menu__

\$60 per person__ select one per course

2 Course alternate serve__

\$65 per person__ select two per course

3 course set menu__

\$70 per person__ select one per course

3 course alternate serve__

\$75 per person__ select two per course

Entrées__

- Smoked chicken breast with quinoa, red pepper pesto and black garlic aioli GF
- Szechuan dusted prawns with pickle veg salad GF
- Smoked salmon with crab and watercress, aioli and salsa verde
- Grilled tempeh, pickled fennel and watercress salad with peanut and soy dressing GF/V
- Pumpkin and ricotta ravioli with basil Napoli sauce and a rocket and fennel salad V
- Five-spiced pork belly with spiced pumpkin puree, watercress and mint salad GF
- Grilled chicken tenderloin with baby cos lettuce, crispy bacon and parmesan caesar dressing GF
- Chargrilled kangaroo loin with beetroot hummus and wild plum relish

Main courses__

- Tandoori spiced chicken Maryland with spinach, raisin rice pilaf and yoghurt sauce
- Slow cooked pork scotch fillet with broccolini and apples, sage butter sauce
- 200g grain fed sirloin with dijon mustard mash and creamy mushroom sauce GF
- Pan-fried chicken breast with mushroom puree and fried kale
- 200g grain fed sirloin with crushed baby potatoes, béarnaise sauce and seeded mustard jus GF
- Baked sweet potato with fried tempeh, coconut yoghurt labneh and salsa verde
- Salmon fillet with classic nicoise salad, sriracha and honey dressing
- Roasted barramundi with green pea risotto, fried kale and basil

Desserts__

- Green tea tiramisu with matcha cream and chocolates soil
- Raspberry opera cake with raspberry macaron and berry coulis
- Baked berry cheese cake with macerated berries
- Vanilla panna cotta with elderflower and ginger glaze
- Passionfruit curd tart with crushed pistachios and raspberry sauce
- Pavlova with Chantilly cream, fresh fruits and passionfruit sauce
- Dark and white chocolate charlotte with coffee cream and berry compote

Extras for plated dinners__

- Garden salad
- Rocket salad with balsamic dressing GF/V
- Beer battered thick cut chips with aioli V
- Steamed garden vegetables GF/V



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Canapés_

Minimum 20 guests

1/2 Hour Package_

\$21 per person

Selection of 3 cold or hot canapés

1 Hour Package_

\$35 per person

Selection of 4 cold or hot canapés

2 Hour Package_

\$45 per person

Selection of 5 cold or hot canapés with 1 dessert canapé

3 Hour Package_

\$55 per person

Selection of 5 cold or hot canapés, 2 substantial canapés and 1 dessert canapé

4 Hour Package_

\$75 per person

Selection of 6 cold or hot canapés, 2 substantial, 1 dessert, antipasto station and selection of cheese station

Cold Canapés

- Beetroot relish and goats cheese tart
- Smoked chicken & mascarpone pinwheel
- Rare seared beef striploin with mustard cream and caramelised onion GF
- Japanese sushi rolls
- Salmon tartare en croûte GF
- Roma tomato, basil and fetta bruschetta V
- Rare roast beef en croûte with horseradish cream
- King prawn and avocado rice paper roll V
- Wild mushroom tartlet, garlic and truffle oil V
- Rock oysters with sweet ponzu dressing GF

Hot Canapés

- Onion & spinach pakora with yoghurt dressing V
- Crumbed haloumi and garlic mayo
- Steamed dumplings with spicy peanut dressing
- Malaysian chicken skewers with spicy peanut sauce GF
- Fried pork belly with hoisin sauce
- Selection of gourmet mini pies and tomato chutney
- Salt and pepper squid with nam jim dressing GF
- Spinach and ricotta parcels V
- Wild mushroom tartlet, garlic and truffle oil V
- Mozzarella arancini, with spicy tomato chutney V

Substantial Items

- Beer battered flathead fillets and chips with tartare sauce and lemon
- Lamb kofta and couscous with tahini yogurt
- Mini beef burgers
- Butter chicken and cardamom scented rice GF
- Pulled pork burger with cabbage slaw
- Stir fried vegetables with Hokkien noodles V

Desserts

- Mini lemon meringue tart
- Dark and white chocolate mousse GF
- Apple crumbles tartlet
- Flourless chocolate cake
- Passionfruit charlotte
- Chocolate opera slice



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Live cooking station_



Minimum 15 guests

Cold stations_

Dessert station_

\$24 per person

- Tropical fruits
- Petit fours
- Boutique desserts

Hot stations_

Burger station_

\$23 per person

Please select 1 item

- Mini beef with beetroot relish
- Mini Texas chicken with mustard and fennel relish
- Mini pulled pork with cabbage slaw

Roast carvery station_

\$23 per person

Please select 1 item

- Grass fed beef strip loin
- Rosemary and garlic rubbed leg of lamb
- Honey glazed ham on the bone

Served with crusty rolls, assorted mustards, condiments and gravy

Skewer station_

\$20 per person

Please select 1 item

- Chicken with spicy peanut sauce GF
- Beef with teriyaki and sesame glaze GF
- Moroccan lamb with garlic and yoghurt dressing GF

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Platters_

All platters are based on 10 guests per platter

Cold options_

Mediterranean_

\$67 per platter

- Grilled seasonal vegetables, cured meats, fried tortillas, Turkish bread and dips

Taste of Japan_

\$85 per platter

- Selection of assorted sushi, nigiri and salmon sashimi

Australian cheese_

\$85 per platter

- King Island brie, blue and cheddar with crackers and dried fruits

Something sweet_

\$85 per platter

- Chef's selection of mini cakes and petit fours

Gourmet sandwiches_

\$65 per platter

- Slow cooked roast beef with rocket and black garlic aioli, prawn cocktail sliders, roast chicken with Harissa sauce

Hot options_

Asian delights_

\$65 per platter

- Thai spring rolls, vegetarian curried samosas and Szechuan spiced chicken bites

Aussie favourites_

\$75 per platter

- Assorted mini pies, quiche Lorraine and beef sausage rolls with tomato chutney

Taste of Middle East_

\$85 per platter

- Lamb kofta, shish kebab, grilled haloumi and pitta bread with baba ganoush

Satay_

\$75 per platter

- Beef, chicken and lamb with spicy peanut sauce



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Beverage Packages_



We are pleased to offer you a choice of beverage packages for your cocktail party or dinner. Alternatively we can provide beverages on consumption or a cash bar depending on your preference.

Minimum 20 guests

Classic Package_

1 hour \$24 per person

2 hours \$34 per person

3 hours \$39 per person

4 hours \$45 per person

5 hours \$52 per person

- De Bortoli Bancroft Brut
- De Bortoli Bancroft Sauvignon Blanc
- De Bortoli Bancroft Shiraz Cabernet
- Tooheys New
- James Boags Light
- Soft Drinks and Mineral Water

Deluxe Package_

1 hour \$35 per person

2 hours \$42 per person

3 hours \$48 per person

4 hours \$57 per person

5 hours \$65 per person

- Organic Canto Prosecco D.O.C. Veneto, Italy
- The Kookaburra Sauvignon Blanc
- The Kookaburra Cabernet Sauvignon
- Super Dry
- James Boags Light
- Soft Drinks and Mineral Water



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4_Time Outs



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Meditainment_

The ability to clear the mind to focus on the task ahead is something successful people have known for generations.

We can take you there with Meditainment, a 20 minute audio-visual relaxation experience using multi-sensory techniques to clear the mind so you focus on the meeting agenda..

Yoga stretch with mindfulness_

Head to toe is a virtual 12 minute yoga stretch, a low impact routine that can be done in business attire.

Take a walk_

InBalance local area maps give you options for a 20 minute walk or run to revive the senses, relieve stress and get the creative juices flowing again.




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5__ Health and Wellbeing



Peak Performance Meetings and Events__

Novotel InBalance provides the ideal setting for a high performance health and wellbeing conference experience. Clients can choose to incorporate nutritional content, high energy time out activities and team building experiences to forge a greater connection and collaboration between meeting participants.

Health and Wellbeing experiences__

- Personal training sessions from early morning boot camps to group jogging sessions
- Nutrition workshops with Michele Chevalley-Hedge, Novotel InBalance Meetings nutritionist
- Team building activities through BeChallenged, global experts in building team trust and cohesion
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** Additional charges apply*



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NOVOTEL

SYDNEY CENTRAL