



MELBOURNE

**BUSINESS CENTRE**



## LUXURY DEFINED

Conveniently located on the Southern bank of the Yarra River in Melbourne, Crown Towers Melbourne sets the standard for luxury hotels in Australia. Lavishly appointed and offering an impeccable level of customer service and attention to detail, Crown Towers is a hotel that truly understands the meaning of opulence.

Crown Towers offers guests a fully equipped Business Centre, located on level three of the hotel. Designed to cater for all your office needs, the Business Centre offers administrative services in a peaceful and professional environment.

The hotel also offers meeting rooms adjacent to Crystal Club on level three. The flexible, sunlit meeting spaces are equipped with the state of the art technology that successful presentations demand including wireless internet access and extensive audio visual facilities. The Crystal Meeting Rooms seat up to 6 people and the Crystal Boardroom can hold up to 12 people in a boardroom setting.

### Enquiries

8 Whiteman Street Southbank Victoria 3006 Australia  
Phone: + 61 3 9292 5458  
Email: [hotelbusinesscentre@crowntowersmelbourne.com.au](mailto:hotelbusinesscentre@crowntowersmelbourne.com.au)  
[crowntowersmelbourne.com.au](http://crowntowersmelbourne.com.au)



## CRYSTAL CLUB

Crystal Club offers guests an exclusive and private lounge in one of the world's leading hotels with a dedicated private check-in service and concierge facilities.

Located on the third floor of Crown Towers, the Crystal Club experience begins with a dedicated private check-in service and concierge facilities. The open design and light-filled ambience highlight the Club's unique features including carefully selected artworks and exquisite crystal ware that reflect its name.

After checking in, you can enjoy everything that Crystal Club offers including complimentary breakfast, light snacks and evening canapés. Unwind after a long day of meetings or touring. Meet friends for pre-dinner drinks or plan the day ahead over breakfast with free Wi-Fi. With its high ceilings, cosy club room and expansive sun-filled outdoor deck, Crystal Club is the perfect escape created for comfort, relaxation and privacy. Of course Crown's impeccable service shines. At Crystal Club, you'll experience unparalleled luxury and attention to detail. Whether you're travelling for business or for pleasure, Crystal Club can make every trip that much more enjoyable. It's the luxury, service and privacy that you deserve.

### Opening Hours

7.00am - 9.30pm Daily



## CRYSTAL BOARDROOM

| DIMENSIONS | SIZE              | CAPACITY  |
|------------|-------------------|-----------|
| Boardroom  | 46m <sup>2</sup>  | 12 people |
| Door       | 2.75m H x 1.65m W |           |

### RATES\*

- \$140.00 per hour
- \$510.00 per half day (four hours)
- \$870.00 per full day (9.00am to 5.00pm)



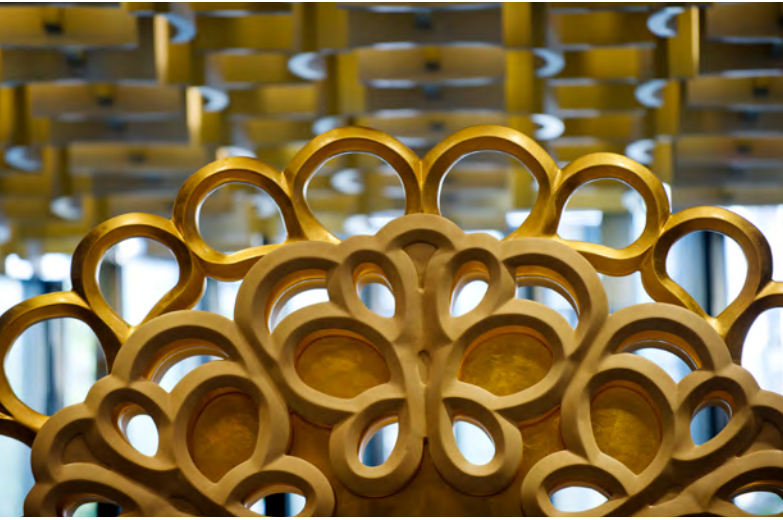
## CRYSTAL MEETING ROOM

| DIMENSIONS | SIZE              | CAPACITY |
|------------|-------------------|----------|
| Boardroom  | 16m <sup>2</sup>  | 6 people |
| Door       | 2.75m H x 0.85m W |          |

### RATES\*

- \$105.00 per hour
- \$390.00 per half day (four hours)
- \$630.00 per full day (9.00am to 5.00pm)

All charges are in AUD. 10% surcharge on total bill for Weekends.  
15% surcharge on total bill for Public Holidays. No walk-in bookings  
are accepted on Weekends & Public Holidays.



## BUSINESS CENTRE

### OPENING HOURS

Monday to Friday 8.30am – 5.00pm.

Meetings held outside these opening hours are on request basis only and a \$50 per hour surcharge applies.

### EQUIPMENT HIRE

Full day room hire includes the following equipment:

- Whiteboard and flipchart

Additional equipment is available please refer to hire options.

### ROOM HIRE INCLUSIONS

- Nespresso coffee machine/Premium Tea
- Complimentary plate of biscuits
- Whiteboard/flipchart (if required)
- Screen for VGA, USB-C and HDMI connections only
- Writing pads
- Pens
- Mints
- Water Dispensers

### CONFIRMATION

Please complete the PayByLink request sent via email. Upon receipt, a confirmation email will be sent detailing the booking.

### LOCATION

The Business Centre is located on Level three of Crown Towers Melbourne.

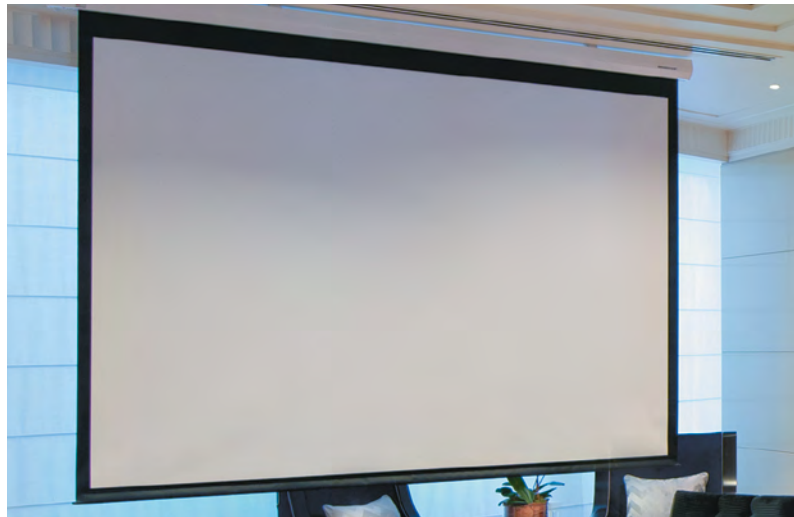
### ROOM SET UP

The meeting rooms have a fixed setup style and fittings and furniture cannot be altered. The meeting rooms do not include a pre-function area.

### CATERING

#### **Guaranteed Catering Numbers and Requirements**

The guaranteed guest count is required in writing 72 hours (3 standard business days) before the commencement of the meeting. This count is not subject to reduction. If Crown is not advised of a guaranteed count within the time frame, the tentative number of guests will become the guaranteed guest count. If any of the delegates attending this meeting have dietary requirements, the requirements must be placed in writing 72 hours (3 standard business days) before the commencement of the meeting. If Crown are not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.



## AVAILABLE SERVICES

### EQUIPMENT HIRE

|                        |                  |
|------------------------|------------------|
| Workstation .....      | \$10.00 per hour |
| Laptop .....           | \$99.00 per day  |
| Mouse .....            | \$10.00 per day  |
| Whiteboard .....       | \$60.00 per day  |
| Flipchart .....        | \$40.00 per day  |
| Cables .....           | \$11.00 per day  |
| Conference Phone ..... | \$80.00 per day  |

### SECRETARIAL SERVICES

|                       |                       |
|-----------------------|-----------------------|
| Typing .....          | \$15.00 per page      |
| Scanning .....        | \$1.00 per page       |
| Laminating .....      | \$4.00 per page       |
| Courier Service ..... | prices on application |

### FAX

|                     |   |
|---------------------|---|
| Local .....         | \$5.00 first page<br>\$2.00 thereafter  |
| Interstate .....    | \$7.00 first page<br>\$4.00 thereafter  |
| International ..... | \$10.00 first page<br>\$7.00 thereafter |

### PHOTOCOPYING & PRINTING\*

|                       |   |
|-----------------------|---|
| Black & White         |   |
| A4 .....              | \$0.55 per page                         |
| A4 double sided ..... | \$0.66 per page                         |
| A3 .....              | \$1.00 per page                         |
| A3 double sided ..... | \$1.50 per page                         |
| Colour                |   |
| A4 .....              | \$2.50 per page                         |
| A4 double sided ..... | \$3.50 per page                         |
| A3 .....              | \$3.00 per page                         |
| A3 double sided ..... | \$4.00 per page                         |
| Facsimile             |   |
| Local .....           | \$5.00 first page<br>\$2.00 thereafter  |
| Interstate .....      | \$7.00 first page<br>\$4.00 thereafter  |
| International .....   | \$10.00 first page<br>\$7.00 thereafter |

\* All charges are in AUD. Bulk discounts apply



## THE BUSINESS CENTRE AGREEMENT CREDIT CARD CHARGE AUTHORITY

Please return completed document to [hotelbusinesscentre@crownmelbourne.com.au](mailto:hotelbusinesscentre@crownmelbourne.com.au)

Name of the meeting: .....

Date of the meeting: .....

Timings for meeting: .....

Total number of delegates: .....

Contact person on the day of meeting: .....

**Please tick appropriate box(es) to confirm your booking requirements and charge authority**

All charges       Meeting/Boardroom room hire only       Food and Beverage charges       Phone calls

**Equipment Hire**

Laptop       Flip Chart       Whiteboard

Please fill in your catering requirements, dietary requirements and timings for food service on the Catering Agreement attached.

I ....., the undersigned, hereby authorise Crown Towers Melbourne to process all charges for the above meeting requirements to my nominated credit card. I also accept any additional charges for the meeting requirements requested on the day of the meeting.

The payment link for your credit card details will be provided to you once your booking information is provided and catering requirements confirmed.

Please note, a service fee of 0.85% applies to accounts settled by credit card. Alternatively, payments can be made up to ten business days prior to arrival via cheque or bank deposit. Please enquire for further information.

By signing this document you agree that the details of your meeting, as outlined, are correct and you have read and understood the meeting conditions and requirements. If the Business Centre meeting space and catering requirements are cancelled less than 72 hours prior to arrival, 100% cancellation charges apply.

**Privacy Collection Statement:**

Crown collects your personal information to facilitate your Business Centre booking, including payment. If you do not provide these details you cannot make a Business Centre booking. Please refer to Crown's privacy policy at [crownmelbourne.com.au/general/privacy-policy](http://crownmelbourne.com.au/general/privacy-policy) for full details including how you may access your personal information and/or complain about a privacy breach.



## BUSINESS CENTRE CATERING AGREEMENT

Please return completed document to [hotelbusinesscentre@crownmelbourne.com.au](mailto:hotelbusinesscentre@crownmelbourne.com.au)

Name of the meeting: .....

Date of the meeting: .....

### CROWN TOWERS BUSINESS CENTRE CATERING

Please fill in the food requirements you would like for your delegates, the delivery times and the total quantity you require of each food item.

| FOOD REQUIREMENTS   | TIME OF DELIVERY | # OF SERVES | COST                           |
|---|------------------|-------------|--------------------------------|
| <b>Morning Tea</b> (Minimum order of 3 per item)  |                  |             |                                |
| Smoked Leg Ham and Swiss Cheese Croissant   |                  |             | \$11.0 per piece               |
| Crystal Club BLT with Smashed Avocado   |                  |             | \$11.0 per piece               |
| Sausage and Egg Muffin with Cheese  |                  |             | \$11.0 per piece               |
| Seasonal Fruit Plate with Berries   |                  |             | \$11.0 per piece               |
| Breakfast Muffin of the Day   |                  |             | \$7.50 per piece               |
| Danish Pastry of the Day  |                  |             | \$7.50 per piece               |
| Croissant - Plain or Almond or Chocolate  |                  |             | \$8.50 per piece               |
| Greek Yoghurt - Natural and Flavoured   |                  |             | \$7.50 per piece               |
| Lychee Coconut Chia Pudding   |                  |             | \$7.50 per piece               |
| Bircher Muesli  |                  |             | \$7.50 per piece               |
| Banana Bread with Vanilla Cream   |                  |             | \$8.50 per piece               |
| <b>Afternoon Tea</b> (Minimum order of 3 per item)  |                  |             |                                |
| Tea Sandwiches - Chicken, Cucumber, Egg   |                  |             | \$11.0 (3 pieces)              |
| Butter Chicken Pie  |                  |             | \$10.50 (2 pieces)             |
| Seafood Tart with Chive Cream Cheese  |                  |             | \$10.50 (2 pieces)             |
| Pumpkin and Fetta Quiche  |                  |             | \$10.50 (2 pieces)             |
| Seasonal Fruit Plate with Berries   |                  |             | \$11.0 per plate               |
| Sweet - Macaroon, Donut, Profiterole  |                  |             | \$11.0 (3 pieces)              |
| Plain and Raisin Scones with Strawberry Jam and Vanilla Cream                                       |                  |             | \$11.0 (2 pieces)              |
| <b>Snacks</b>   |                  |             |                                |
| Seasonal with Whole Fruits (4 variety, 2 pc each)   |                  |             | \$40.00 per bowl (serves 4)    |
| Smoked Almond, Honey Cashew, Spiced Bar Mix   |                  |             | \$48.00 per platter (serves 4) |
| <b>Salads</b>   |                  |             |                                |
| Classic Caesar Salad - cos heart, crispy bacon, shaved parmesan, free range eggs, caesar dressing   |                  |             | \$45.00 per bowl (serves 4)    |
| Garden Salad - handpicked leaves, cherry tomato, cucumber, carrot, capsicum, olives, lemon dressing |                  |             | \$38.00 per bowl (serves 4)    |
| Penne Pesto Salad - penne, sun-dried tomato, bocconcini, pine nut arugula pesto                     |                  |             | \$42.00 per bowl (serves 4)    |
| German Potato Salad - chat potato, bacon, gherkins, pickled onion, chives, grain mustard mayonnaise |                  |             | \$42.00 per bowl (serves 4)    |



| <b>Sandwiches</b>  |  |  |                    |
|--|--|--|--------------------|
| Smoked Leg Ham, Swiss Cheese and Tomato Sandwich in Croissant  |  |  | \$11.0 per piece   |
| Roast Chicken and Celery Sandwich  |  |  | \$8.50 per piece   |
| Egg, Chive and Mustard Mayonnaise on Brioche   |  |  | \$8.50 per piece   |
| Crystal Club BLT and Smashed Avocado   |  |  | \$11.0 per piece   |
| Seasonal Grilled Vegetables, Tomato Relish, Arugula Pesto, on Turkish Bread  |  |  | \$8.50 per piece   |
| <b>Mezze Platter</b>   |  |  |                    |
| Trio of Dips - accompanied with crudites (cucumber, carrot, capsicum, asparagus), olives, piquillo peppers, lavosh and Turkish bread   |  |  | \$28.00 per person |
| <b>Asian Platter</b>   |  |  |                    |
| Vegetarian Maki Roll, California Roll, Salmon Nigiri, Avocado Rice Paper Roll - accompanied with soy sauce, wasabi, pickled ginger and peanut sauce                          |  |  | \$34.00 per person |
| <b>Charcuterie Platter</b>   |  |  |                    |
| Smoked Leg Ham, Black Pepper Mortadella, Truffled Salami, Pastrami, Prosciutto - accompanied with cornichorn, mustard, pickled onion, grissini and toasted sourdough         |  |  | \$36.00 per person |
| <b>Cheese Board</b>  |  |  |                    |
| Woombye Triple Cream Brie, King Island Smoked Cheddar, Gorgonzola Dolce - accompanied with grapes, caramelised walnut, quince paste, apricot, crackers and toasted sourdough |  |  | \$36.00 per person |
| <b>Beverages</b>   |  |  |                    |
| A selection of soft drinks, soda water, mineral water  |  |  | \$8.00 per serve   |
| Freshly squeezed orange juice  |  |  | \$14.0 per serve   |
| Crystal Club tea and coffee service  |  |  | \$8.0 per serve    |

All above prices are inclusive of gst and subject to change without notice.

Catering orders and any dietary requirements are required in writing at least 72 hours (three standard business days) before the commencement of the meeting.

If Crown is not advised of dietary requirements prior to the meeting, Crown cannot guarantee last minute dietary requests will be possible.

By signing this document you agree that the details of your meeting, as outlined, are correct. If the meeting & catering requirements are cancelled less than 72 hours prior to arrival 100% cancellation fees apply.