



# INBALANCE MEETINGS

AT NOVOTEL

SYDNEY CENTRAL

# NOVOTEL





# Content

## Destination and Overview

- 1 \_ Inbalance Spaces
- 2 \_ Plan and Connect
- 3 \_ Menu Options
- 4 \_ Time Outs
- 5 \_ Health and Wellbeing

# 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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Destination  
& Overview

**1\_**  
Inbalance  
Spaces

**2\_**  
Plan &  
Connect

**3\_**  
Menu  
Options

**4\_**  
Time  
Outs

**5\_**  
Health &  
Wellbeing





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.



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

# 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing





VIRTUAL TOUR  
TAKE A LOOK INSIDE

  
Destination  
& Overview

1\_  
Inbalance  
Spaces

2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing



# 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.



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

## 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.



Destination  
& Overview

1\_  
Inbalance  
Spaces

2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing



## 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.



Destination  
& Overview

1\_  
Inbalance  
Spaces





2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing

# Conference Room Capacities\_

Room Name	Area(m <sup>2</sup> )	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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing



# 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](http://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.





# 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 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

  
Destination  
& Overview

**1\_**  
Inbalance  
Spaces

**2\_**  
Plan &  
Connect

**3\_**  
Menu  
Options

**4\_**  
Time  
Outs

**5\_**  
Health &  
Wellbeing

# 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 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 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 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 |



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing



# 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



Destination  
& Overview

1\_\_

Inbalance  
Spaces

2\_\_

Plan &  
Connect

3\_\_

Menu  
Options

4\_\_

Time  
Outs

5\_\_

Health &  
Wellbeing

# 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 cox, 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing



# 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

# 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



Destination  
& Overview

1\_  
Inbalance  
Spaces

2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing



# 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

# 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\_\_

\$7.50 per bowl\_\_

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



Destination  
& Overview

1\_\_

Inbalance  
Spaces

2\_\_

Plan &  
Connect

3\_\_

Menu  
Options

4\_\_

Time  
Outs

5\_\_

Health &  
Wellbeing



# Canapés\_

**Minimum 20 guests**

## 1/2 Hour Package\_

**\$21 per person**

Selection of 3 cold or hot canapés

## 1 Hour

**\$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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

# 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

Destination  
& Overview

1\_  
Inbalance  
Spaces

2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing



# 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing

# 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



Destination  
& Overview

1\_

Inbalance  
Spaces

2\_

Plan &  
Connect

3\_

Menu  
Options

4\_

Time  
Outs

5\_

Health &  
Wellbeing



# 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.



  
Destination  
& Overview

1\_  
Inbalance  
Spaces

2\_  
Plan &  
Connect

3\_  
Menu  
Options

4\_  
Time  
Outs

5\_  
Health &  
Wellbeing



# 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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4\_

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5\_

Health &  
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# NOVOTEL

SYDNEY CENTRAL