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Destination & Overview



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The hotel's location on the banks of the Parramatta River makes it the perfect base for exploring all this Western Sydney suburb has to offer. Prince Alfred Park and the Riverside Theatre are directly across the street, and Bankwest Stadium and Parramatta Park just a quick stroll away. ANZ Stadium and Qudos Bank Arena at Sydney Olympic Park are easily accessible via a short drive or train ride. Located close to Parramatta train station, the hotel is convenient for accessing top business and commercial destinations in Sydney.

Novotel Sydney Parramatta features 194 newly refurbished accommodation rooms and 11 multi-purpose meeting and events spaces that can cater to any need.

Novotel Parramatta offers eleven versatile meeting rooms ranging from the intimate Boardroom to the Lennox Ballroom, the largest pillar-less ballroom in Western Sydney.

___ With a well established and globally recognised loyalty program, ALL Meeting Planner members are rewarded with benefits that can be redeemed within the hotel or enjoyed at a later date.

Quick Facts_

- _11 Conference and events venues
- _194 Accommodation rooms and suites _Parramatta City 1.0km
- _On site secure parking (fees apply)
- _Outdoor pool and spa
- _Gymnasium and steam room
- _Restaurant and Bar
- _Dedicated audio visual company

- _CommBank Stadium 0.55km
- _Parramatta train station 1.2km
- _Sydney City 23.4km
- _Sydney Airport 24.7km



NOVOTEL

SYDNEY PARRAMATTA

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Health & Wellbeing

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.

Inbalance Meetings Signatures_ 1_ Inbalance Spaces

Pre-Function and Meeting Room

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Tools for collaboration

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Nurture yourself

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High performance



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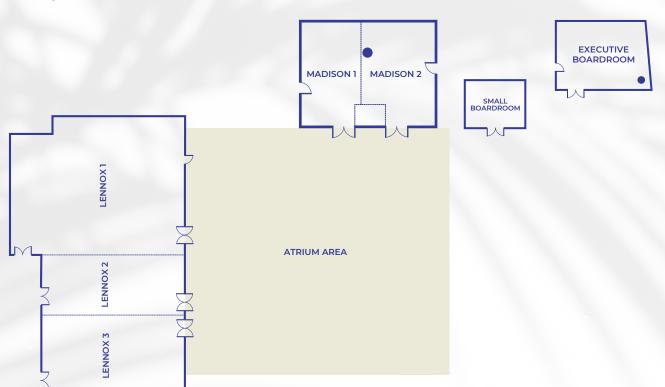
1__ Inbalance Spaces



Ground Floor_

Lennox Ballroom, Madison Rooms and Boardrooms _

Novotel Sydney Parramatta offers eleven versatile meeting and event spaces ranging from the intimate Boardroom to the Lennox Ballroom - the largest pillar-less ballroom in Western Sydney. Each function room features the latest state-of-the-art audio visual equipment and opens out to a bright, sunlit atrium that is ideal for pre-function gatherings, meeting breaks, cocktail events and exhibitions.





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Level 1 Floor_

Linden, Carlisle, Avalon and Jarrah Meeting Rooms_

With a series of inspiring elements from the open atrium to pre function balcony area, 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.



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Conference Room Capacities_

Room Name	Area(m²)	Theatre	Cabaret	Classroom	Cocktail	Banquet	Boardroom
Ground Floor							
Lennox Ballroom	392	550	264	258	550	330	-
Lennox One	196	280	120	150	280	150	-
Lennox Two	84	88	40	42	90	60	36
Lennox Three	112	140	64	60	140	80	36
Lennox 1 & 2	280	370	176	210	370	220	-
Lennox 2 & 3	196	240	128	108	240	160	-
Madison 1	32	50	16	21	50	20	12
Madison 2	32	50	16	21	50	20	12
Madison 1 & 2	80	104	40	42	100	50	-
Exec Boardroom	35	-	-	-	-	-	16
Small Boardroom	15	-	-	-	-	-	6
Level One							
Linden	115	103	56	60	100	70	-
Avalon	66	56	32	30	50	40	-
Jarrah	66	56	32	30	50	40	-
Carlisle	35	34	24	24	35	30	-



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

Room featuring the following___

- Fitballs and yoga mats to facilitate a relaxed environment and as props for the timeout sessions
- Brita filtered sparkling water and still water to ensure delegates stay hydrated and alert

3_ Menu Options



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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_

From \$75 per person

Individual catering charges apply to groups less than 20 delegates

Inclusions:

- Screen or whiteboard
- 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

Daily Coffee Breaks_

Recharge your delegates

- Arrival tea and coffee \$5.50 per person
- · Arrival tea and coffee with cookies \$8 per person
- Morning or Afternoon break with Chef's selection of one sweet, one savoury item and healthy option \$18 per person
- · Continuous tea and coffee \$15.50 per person
- · Continuous tea and coffee with cookies \$18 per person
- · Selection of soft drinks and bottled water \$6.50 per person

Morning Tea_

Served in function room or pre-function area

- · Nespresso coffee and an assortment of Dilmah teas
- · Chilled juice and water
- · Chef's selection of sweet item, savoury and healthy items

Buffet Lunch_

Served in hotel restaurant

- · Freshly baked bread rolls with butter
- · Chef's selection of two gourmet salads
- Variety of four hot dishes including carbohydrates, vegetable, meat dishes and vegetarian option
- Selection of desserts and seasonal fresh fruit
- Selection of coffee and tea
- Juice and soft drinks

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

Afternoon Tea_

Served in function room or pre-function area

- Nespresso coffee and an assortment of teas
- · Chef's selection of sweet and savoury items

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Inbalance Packages_

Wellness Full Day Delegate Package_

From \$85 per person

Individual catering charges apply to groups less than 20 delegates

Inclusions:

- Screen or whiteboard
- Notepads and pens
- · Chilled water and refreshing mints throughout the day
- · Complimentary WiFi for the event facilitator
- Discounted parking (subject to availability)
- · Access to Carlisle 'In Balance' Meeting Room
- · Bottled mineral water in the fridge
- Yoga balls
- Trail mix
- Nespresso coffee and an assortment of teas served in the function room or pre-function area on arrival

Wellness Morning Tea_

Served in function room or pre-function area

- · Nespresso coffee and an assortment of teas
- · Fresh healthy juice and water
- Chef's selection of healthy items
- · Seasonal whole fruit

Wellness Buffet Lunch_

Served in hotel restaurant

- · Selection of 3 fresh and healthy salads
- Soup of the day
- Selection of 3 Sally Fitzgibbon inspired main meals including a vegetarian option
- Selection of low sugar desserts
- · Seasonal fresh fruit salad
- Freshly brewed coffee and an assortment of teas

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

Wellness Afternoon Tea_

Served in function room or pre-function area room

- Low sugar flavoured tea
- Chef's selection of healthy items
- · Seasonal whole fruit



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Inbalance Packages_

Half Day Delegate Package_

From \$68 per person

Individual catering charges apply to groups less than 20 delegates

Inclusions:

- Screen or whiteboard
- Notepads and pens
- · Chilled water and refreshing mints throughout the day
- · Complimentary WiFi for the event facilitato
- 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 function room or pre-function area

- · Nespresso coffee and an assortment of teas
- · Chilled juice and water
- · Chef's selection of sweet item, savoury and healthy items

Buffet Lunch

Served in hotel restaurant

- · Bread rolls
- · Selection of two gourmet salads
- Variety of four hot dishes including a vegetarian option, steamed seasonal vegetables and carbohydrates
- · Selection of desserts and seasonal fresh fruit
- Freshly brewed coffee and an assortment of teas
- · Chilled juice and soft drinks

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

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Breakfast Packages_

Boxed breakfast

\$19 per person__ Minimum 20 guests

- A croissant
- · Piece of whole fruit
- · Muesli bar
- Freshly brewed coffee
- · Fruit juice

Plus, your choice of one of the below options:

- · Salmon roll smoked salmon, scrambled egg and dill in a tortilla wrap
- Breakfast burrito scrambled egg roll with chopped bacon, cottage potato and salsa in a tortilla wrap
- · Bagel Ham Swiss cheese and egg on a bagel

Standing breakfast_

\$20 per person__ Minimum 30 guests

- · Croissants and Danish pastries
- Bottles of chilled orange juice
- · Nespresso coffee and an assortment of teas

Plus, your choice of one of the below options:

- · Bacon and egg roll
- · Ham and cheese croissant
- · Assorted quiches with tomato sauce
- English muffin, smashed avocado and bacon

Continental breakfast buffet_

\$25 per person__ Minimum 25 guests

- · Selection of chilled juices and cereals
- · Bircher muesli and berry yoghurt
- · Croissants, Danish pastries and muffins
- Sliced fresh fruit platter
- Selected cold cuts with breakfast rolls
- Jams and marmalades
- · Selection of chilled juices, Nespresso coffee and Dilmah tea

Australian breakfast buffet_

\$35 per person_ Minimum 30 guests

- · Bircher muesli and flavoured yoghurt
- · Freshly baked croissant, Danish pastries and muffins
- Seasonal fruit platter with berries
- Selection of chilled juices, Nespresso coffee and Dilmah tea

Selection of hot food:

 Scrambled eggs, grilled bacon, chicken chipolatas, semidried tomatoes, sautéed mushroom and hash brown

Australian breakfast plated_

\$35 per person__ Minimum 25 guests

Cold food served as platter on table

- · Freshly baked croissant, Danish pastries and muffins
- Seasonal fruit platter with berries
- Selection of chilled juices, Nespresso coffee and Dilmah tea

Plated hot breakfast:

Sourdough, scrambled eggs, grilled bacon, semidried tomatoes, sautéed mushroom and hash brown



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Lunch Packages_

Light Sandwich_

\$30 per person__ Minimum 15 guest

- · Assorted closed sandwiches
- · Chef's selection of 1 bakery item
- Seasonal fresh fruit
- · Chilled juice and soft drinks
- · Freshly brewed coffee and an assortment of teas

Gourmet Deli

\$38 per person_ Minimum 25 guests

- Freshly made sandwiches including baby rolls, finger sandwiches, wrap or Turkish roll
- Fillings may include sliced cold meats, chicken, seafood, vegetarian option and accompaniments
- · Chef's selection of 2 gourmet salads
- Selection of desserts and seasonal fresh fruit
- Selection of chilled juices, soft drinks. Nespresso coffee and Dilmah tea

Boxed Lunch_

\$25 per person__ Minimum 30 guests

- · A piece of whole fruit
- · A bag of crisps
- · Chocolate brownie
- · Bottle of soft drink or bottled water

Plus, your choice of two of the below options:

- · Tuna roll with watercress and mayonnaise in a soft tortilla wrap
- · Panini with roasted turkey breast, watercress and brie with cranberry
- Beef baguette Shaved roast strip loin, red oak lettuce, oven roasted tomatoes and horseradish mayonnaise on a demi-baguette
- · Vegetable focaccia Roasted vegetables, relish and herbed mayonnaise on focaccia

Gourmet Working Hot Lunch_

\$44 per person__ Minimum 25 guests

- Freshly made sandwiches including baby rolls or finger sandwiches or wrap or Turkish roll
- Fillings may include sliced cold meats, chicken, seafood, vegetarian option and accompaniments
- Chef's selection of 2 gourmet salads
- Chef's selection 2 hot food including vegetarian option
- Selection of desserts and seasonal fresh fruit
- · Selection of chilled juices, Nespresso coffee and Dilmah tea

Daily buffet_

\$48 per person__ Minimum 25 guests

- · Freshly baked bread rolls with butter
- · Chef's selection of 2 gourmet salads
- Variety of 4 hot dishes including carbohydrate, vegetable, meat dishes and vegetarian option
- Selection of desserts and seasonal fresh fruit
- Selection of chilled juices, soft drinks, Nespresso coffee and Dilmah tea



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Lunch or dinner options_

- 2 Course alternate serve menu from \$59 per person
- 3 Course alternate serve menu from \$72 per person

Served with freshly baked bread rolls & butter on arrival Coffee and tea served after meal period

Including drinks_

- 2 Course alternate serve menu from \$95 per person (3 Hours)
- 3 Course alternate serve menu from \$115 per person (4 hours)

Served with freshly baked bread rolls & butter on arrival Freshley brewed coffee and an assortment of teas Local beers and house wines

Entrees

- Tasmanian smoked salmon, lemon aioli, baby caper, micro parsley, grissini
- · Serrano ham, rocket salad, pear, blue cheese dressing
- · King prawn, tomato heirloom salad, sourdough toast and micro basil (df)
- · Sous vide Pork belly, celeriac puree, petit bouche salad
- · Seared duck breast, carrot puree, fig and watercress salad
- · Spinach ricotta ravioli, baby caper, kalamata olives and Napoli sauce (v)
- · Freekeh salad, edamame, preserved lemon, pomegranate, microherb (veg,df)

Mains

- · Angus sirloin, parsnip puree, kipfler potato, baby spinach, pan jus (gf)
- · Herb Chicken breast, potato gratin, mushroom ragout, chives cream (gf)
- · Tasmanian salmon, shallot, mashed potato, green asparagus, lemon butter sauce (gf)
- · Angus beef cheek, tomato braised, truffle mashed potato, green beans
- · Barramundi fillet, crushed potato, baby spinach, ratatouille sauce (gf,df)
- · Sous Vide lamb rump, onion puree, potato, kale and rosemary jus (gf)
- · Three cheese ravioli, white wine cream sauce, spinach, grana Padano
- Potato gnocchi, mushroom ragout, chives, parmesan cheese (v)

Desserts

- Lemon curd tart, raspberry coulis, fresh berries
- · Chocolate fondant, pistachio brittle, wattle seed ice cream
- Apple tarte tatin, corn flakes crumble, salted caramel ice cream, edible flowers
- · Opera cake, coffee anglaise ,raspberry , panatella chocolate
- · Vanilla pannacotta, macerated berries, lemon balm, biscotti
- Sticky date pudding, butterscotch sauce, crumble, vanilla ice cream
- Flourless chocolate cake, chocolate soil, candied almond, strawberry (qf)

Children's Menu (Served with ice cream dessert)

0-5 Years \$25 per child

- · Chicken nuggets with chips and garden salad
- Spaghetti with napolitana sauce and parmesan

5-12 Years \$35 per child

- · Grilled chicken breast with chips and garden salad
- · Spaghetti bolognaise with parmesan cheese

Optional sides on Table

- · Mixed vegetables with broccoli, cauliflower, beans, carrot with olive oil \$3.00 pp
- · Garden salad with tomato, cucumber, onion, radish with red wine dressing \$3.00 pp
- Seasonal sliced fruit platter with berries \$3.00 pp
- Australian cheese platter with dried fruits, quince paste, crackers, lavosh \$4.00 pp



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Lunch or dinner_

Fusion Buffet

\$72 per person_ Minimum 30 guests

Served with assorted bread rolls and butter

Cold selection

- · Three choices of seasonal gourmet salads
- · Assorted sushi rolls, soy sauce and wasabi

Hot Items

Served with steamed jasmine rice and asian vegetables

- Stir fry beef, pepper sauce
- · Tumeric fried chicken, sambal
- · Char Siu roast pork
- · Fried fish fillet, creamy corn sauce
- · Vegetarian Hokkien noodles, sweet soy and chili sauce

Desserts

- · Selection of petit fours, cakes and desserts
- Seasonal fruit platter, berries
- · Selection of soft drinks and orange juice

Optional Extra

- · Seafood such as King prawns, oysters, mussels (market price)
- · Additional hot food \$12 per person



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Dinner_

Australian buffet menu

\$68 per person_ Minimum 30 guests

Served with freshly baked rolls and butter

Cold Selection

- · Three choices of seasonal gourmet salads
- · Antipasto platter, grilled vegetables, sliced cold meat, olives

Hot Selection

- · Herb and lemon grilled chicken, house made gravy
- · Roast whole beef striploin, tyme jus, condiments
- · Market fish, tomato, caper salsa, lemon butter sauce
- · Vegetarian pasta, napolitana sauce, parmesan cheese
- · Roasted root vegetables, rosemary salt
- · Steamed seasonal vegetables, olive oil, pink salt

Desserts

- · Selection of petit fours, cakes and desserts
- Australian cheese platter, dried fruits, quince, water crackers and lavosh
- Seasonal fruit platter, berries
- · Selection of soft drinks and orange juice

Optional Buffet Extra

Seafood (Market Price)





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Lunch or dinner_

Superior Buffet_

\$82 per person__ Minimum 40 guests

Served with freshly baked bread rolls and Tuscan antipasto vegetable platter on arrival

Cold Selection

- · Three choices of seasonal gourmet salads
- · Antipasto platter, grilled vegetables, sliced cold meat, olives
- · Selection of bread and dips

Hot Selection

- · Herb and lemon grilled chicken, house made gravy
- · Roast whole beef striploin, tyme jus, condiments
- · Market fish, tomato, caper salsa, lemon butter sauce
- · Vegetarian pasta, napolitana sauce, parmesan cheese
- · Roasted root vegetables, rosemary salt
- Steamed seasonal vegetables, olive oil, pink salt

Carvery Station by Chef

 Choice of roasted leg of lamb or roasted pork belly served with condiments

Desserts

- · Selection of petit fours, cakes and desserts
- · Australian cheese platter, dried fruits, quince, water crackers and lavosh
- Seasonal fruit platter, berries
- · Selection of soft drinks and orange juice



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Lunch or dinner_

BBQ Buffet_

\$58 per person__ Minimum 30 guests

Served with freshly baked bread rolls and butter

Cold Selection

· Three choices of seasonal gourmet salads

Hot Selection

- · Herb and lemon chicken skewers
- · Gourmet pork sausages, caramelised onion
- · Grilled minute steak, house made gravy
- · Vegetarian pasta, napolitana sauce, parmesan cheese
- · Roasted root vegetables, rosemary salt

Desserts

- · Selection of petit fours, cakes and desserts
- Australian cheese platter, dried fruits, quince, water crackers and lavosh
- Seasonal fruit platter, berries
- Selection of soft drinks and orange juice

Optional Buffet Extras

- Seafood King prawns, oysters, and marinated half shell mussels displayed on crushed ice \$17.00 per person
- Carvery station with private Chef Choice of pork, beef or ham with condiments \$12.00 per person



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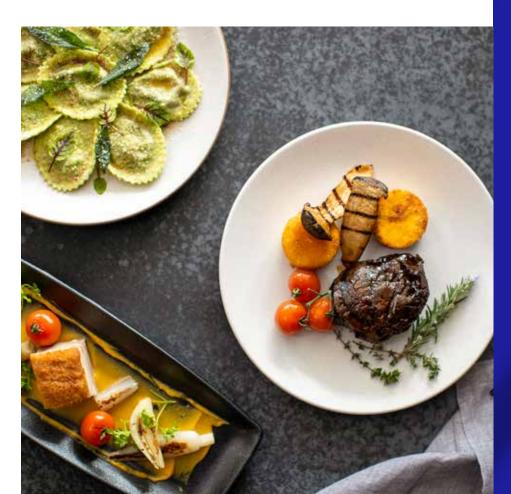
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Canapés_

Minimum 30 guests

1/2 Hour Package Selection of 3 cold or hot canapés_

\$18 per person

1 Hour Package Selection of 5 cold or hot canapés_

\$30 per person

2 Hour Package Selection of 7 cold or hot canapés_

\$42 per person

3 Hour Package Selection of 9 cold or hot canapés, 1 substantial canapé_

\$64 per person

Extra Canape_

\$6 per person

Cold Canapés

- · Baby bocconcini, tomato, Italian basil skewer, balsamic oil
- · Smoked salmon slider, dill cream
- · Duck terrine, brioche, micro parsley
- · Serrano ham crostini, blue cheese, rocket
- · Mushroom and fontina tarlet, chives
- · Prawn tartlet, smashed avocado, salmon roe
- Vegetarian rice paper roll, nam jin dressing
- Roast beef, onion jam, goat cheese, sourdough

Hot Canapés

- · Spinach and pumpkin arancini, black garlic aioli
- · Smoked cod croquette, caper and dill mayo
- · Gourmet mini pizza, salsa verde
- · Malaysian chicken skewers, satay sauce
- Salt pepper squid, royal sauce
- Mediteranian lamb kofta, minted yoghurt
- · Mac & cheese, blue cheese sauce
- · Kataifi prawn, chili sauce
- Rice pancake vegetable roll, sweet chili sauce
- · Crab cakes, tartare sauce

Substantial Items

\$11 per person

- Battered fish and chips with tartare sauce and lemon (v)
- Mini beef burger with tomato relish and steakcut fries
- · Thai beef salad with vermicelli coriander salad and nam jin dressing
- Butter chicken with steamed rice and crisp shallot
- Caesar salad with crisp bacon, crouton and shaved parmesan
- · Vegetarian hokkien noodle with Asian vegetables and oyster sauce (v)
- Potato gnocchi with Napoli sauce, basil and parmesan cheese (v)
- Slow cooked lamb slider with coleslaw and chips

Desserts

\$5 per person

- Mixed fruit tarts
- Mixed profiteroles
- Macaroons
- · Cocktail fruit kebab
- Assorted petit fours



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All platters are based on 10 guests per platter

Cheese Platter

\$11 per person

Australian cheese platter with dried fruits, quince paste, cracker and lavosh

Fruit Platter

\$6 per person

Selection of sliced fresh seasonal fruit

Dips and Bread_

\$8 per person

Vegetable crudites with assorted dips and breads

Antipasto Platter_

\$10 per person

Chef's selection of cured meats and condiments

Hot Chips_

\$6 per person

Bowls of hot chips or crisps and nuts



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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

Standard Package		per person
De Bortoli 'Bancroft Bridge' Brut	1/2 Hour	\$25
De Bortoli 'Bancroft Bridge' Sauvignon Blanc	1 Hour	\$30
De Bortoli 'Bancroft Bridge' Shiraz	2 Hours	\$36
Tooheys New, Hahn light and Hahn Super Dry	3 Hours	\$40
Chilled juice and soft drinks	4 Hours	\$48

Superior Package		per person
De Bortoli Prosecco King Valley	1/2 Hour	\$35
Rutherlgen Grenache Blend	1 Hour	\$40
Rutherglen Shiraz Dures	2 Hours	\$48
Deen Cabernet Sauvignon	3 Hours	\$55
Willowglen Moscato	4 Hours	\$63
James Boags premium, Heineken, Toohey extra Dry		
Chilled juices, soft drinks and mineral water		

Non-Alcholic Package		per person
Chilled juice and soft drinks	Per 1/2 Hour	\$7



Beverage Consumption	per glass
Soft Drinks	\$4.50
Jugs	\$14
Wine by the glass	
De Bortoli 'Bancroft Bridge' Brut or Sauvignon Blanc	\$7.50
De Bortoli 'Bancroft Bridge' Shiraz	\$8
Bottled Beer	
Hahn Light	\$8
Hahn Super Dry or Tooheys New	\$9
Tooheys Extra Dry	\$8.50
James Boags Premium	\$10
Heineken	\$11
Little Creature Apple Cider	\$10.5



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Peak
Performance
Meetings
& 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 & Wellbeing experiences___

- Personal training sessions from early morning boot camps to group jogging sessions
- Virtual 30 minute work-out routine from Novotel Wellness Ambassador, Sally Fitzgibbons
- Nutrition workshops with Michele Chevalley-Hedge,
 Novotel InBalance Meetings nutritionist
- Team building activities through BeChallenged, global experts in building team trust and cohesion

* Additional charges apply

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