



## CONFERENCE FACILITIES

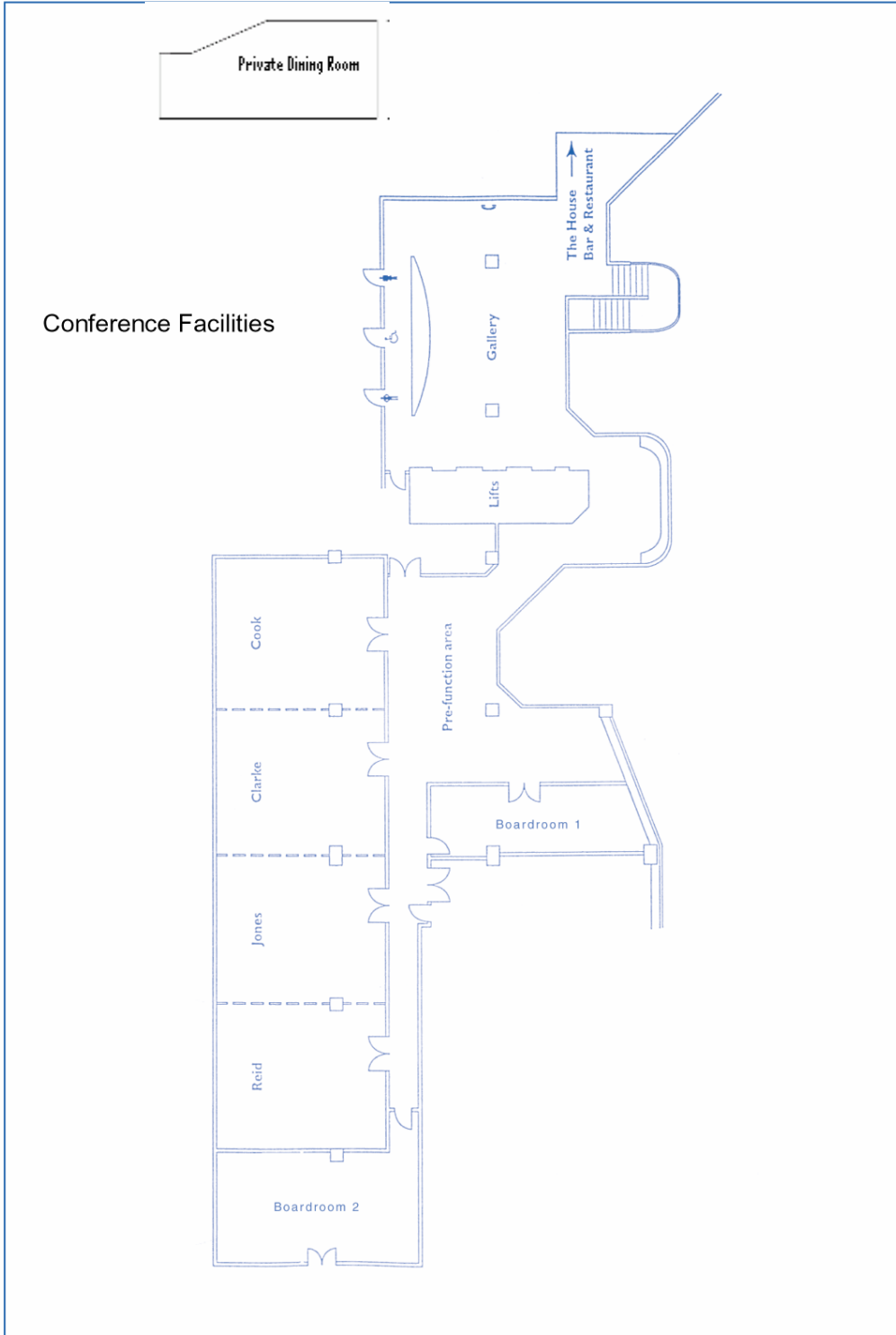
CANBERRA

Novotel Canberra is situated within the heart of Canberra’s business, retail and entertainment centre.

Conference facilities include 4 interconnecting conference rooms, two boardrooms and a private dining room with balcony.

Each conference room has broadband internet access and phone lines.

Conference Dimensions									
Room Name	Height metres	Area m <sup>2</sup>	Theatre	Class	U Shape	Board-Room	Banquet	Cocktail	Cabaret
Cook	2.9	55	40	20	18	16	28	50	18
Clarke	2.9	55	40	20	18	16	28	50	18
Jones	2.9	55	40	20	18	16	28	50	18
Reid	2.9	55	40	20	18	16	28	50	18
Combined x 2 Rooms	2.9	110	80	45	25	22	80	100	50
Combined x 3 Rooms	2.9	110	N/A	N/A	N/A	N/A	120	150	N/A
Combined x 4 Rooms	2.9	220	N/A	N/A	N/A	N/A	160	200	N/A
Pre-Function Area	2.9	70	N/A	N/A	N/A	N/A	N/A	80	N/A
Boardroom 1	2.7	35	N/A	N/A	N/A	10	N/A	N/A	N/A
Boardroom 2	2.4	51	30	12	15	20	N/A	N/A	N/A
Private Dining Room	2.7	63	20	12	N/A	25	26	40	N/A





CANBERRA

## CONFERENCE DAY PACKAGES

*For pure convenience, why not select our all-inclusive day delegate package...*

### **Full Day Conference Package 1**

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Arrival Tea and Coffee served with a whole fresh fruit bowl

Morning Tea

Tea and coffee served with Chef's selection of catering and a whole fresh fruit bowl

Buffet Luncheon

Afternoon Tea

Tea and coffee served with chef's selection of catering and a whole fresh fruit bowl

Standard Equipment (if required)

Whiteboard and Flipchart

6' tripod screen

Filtered water, mints, pens and writing pads

Plenary conference room hire

Included from 8:30am – 5:00pm

\$60.00 per person per day

(Minimum 15 persons)

### **Full Day Conference Package 2**

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Arrival Tea and Coffee served with a whole fresh fruit bowl

Morning Tea

Tea and coffee served with Chef's selection of catering and a whole fresh fruit bowl

Buffet Luncheon

Afternoon Tea

Tea and coffee served with chef's selection of catering and a whole fresh fruit bowl

Standard Equipment (if required)

Whiteboard and Flipchart

6' tripod screen

Data Projector

Filtered water, mints, pens and writing pads

Plenary conference room hire

Included from 8:30am – 5:00pm

\$80.00 per person per day

(Minimum 15 persons)





CANBERRA

## CONFERENCE DAY PACKAGES cont...

*For pure convenience, why not select our all-inclusive day delegate package...*

### Full Day Conference Package 3

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Arrival Tea and Coffee served with a whole fresh fruit bowl

Morning Tea

Tea and coffee served with Chef's selection of catering and a whole fresh fruit bowl

Mini Buffet Luncheon

Afternoon Tea

Tea and coffee served with chef's selection of catering and a whole fresh fruit bowl

Standard Equipment (if required)

Flipchart

6' tripod screen

Filtered water, mints, pens and writing pads

Conference room (see hire price below)

from 8:30am – 5:00pm

\$65.00 per person per day

\$100.00 room hire

(Minimum 10 persons)

### Sunrise Conference Package

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Arrival Tea and Coffee

Selection of one of the following breakfasts

Quick start

Hearty

Australian (buffet style)

Morning Tea

Tea and coffee

Chef's selection of catering

Standard Equipment (if required)

Whiteboard and Flipchart

6' tripod screen

Filtered water, mints, pens and writing pads

Plenary conference room hire

Included from 7.00am – 12.00am

\$60.00 per person

(Minimum 15 persons)





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## CONFERENCE DAY PACKAGES cont...

*For pure convenience, why not select our all-inclusive day delegate package...*

### Sunset Conference Package

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#### Afternoon Tea

Tea and coffee

Chef's selection of bakery

#### 1 Hour Cocktail Reception

Selection of 7 items from premium canapé selection

One hour standard beverage package

#### Standard Equipment (if required)

Whiteboard and Flipchart

6' tripod screen

Filtered water, mints, pens and writing pads

#### Plenary conference room hire

Included from 1.00pm – 6.00pm

\$60.00 per person

(Minimum 15 persons)





# CONFERENCE COFFEE BREAKS

CANBERRA

Arrival Nespresso Café Station \$7.50 per person

Morning & Afternoon Tea Nespresso Café Station \$13.50 per person

## MONDAY

Morning Tea: Freshly baked Danishes  
Afternoon Tea: Chefs home made Fruit Tart

## TUESDAY

Morning Tea: Home made scones with Jam & cream  
Afternoon Tea: Mixed berry fool

## WEDNESDAY

Morning Tea: Freshly baked Croissants  
Afternoon Tea: Chef's home style panna cotta

## THURSDAY

Morning Tea: Assortment of gourmet biscuits  
Afternoon Tea: Home made Doughnuts

## FRIDAY

Morning Tea: warm Portuguese Tart  
Afternoon Tea: Individually catered fresh fruit & mascarpone

Nespresso Café Station \$16.00 per person

Catering options as per above plus addition of 1 item from below

- Flourless Orange Cake (gluten free)*
- Bavarois*
- Profiterole*
- Filo pastry fruit slice*
- Mini Pies and Pastries*
- Mini Quiche*
- Sausage Rolls*
- Spring Rolls*

Continuous Nespresso Café Station / Coffee & Tea \$10.50 per person

Continuous Nespresso Café Station / Coffee & Tea  
Served with Biscuits \$15.50 per person

Orange Juice \$3.50 per person

Please note prices are subject to change without prior notification.





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## CONFERENCE BREAKFASTS

### Quick Start Breakfast

\$19.50 per person

Fresh Fruit Juices

A selection of pastries from the bakery

Ham Cheese croissants

A selection of sweet & savoury muffins

A platter of seasonal fruits

Coffee and tea

### Hearty Breakfast

\$25.00 per person

Fresh Fruit Juices

An assortment of cereals

A selection of pastries from the bakery

Selection of preserves, honey & spreads

Poached Eggs Benedict, Ham & Citrus Fruit Hollandaise

A platter of seasonal fruits

Coffee and tea

### Australian Breakfast

\$28.00 per person buffet style  
\$32.00 per person plated

An assortment of cereals

A selection of pastries from the bakery

Selection of preserves, honey & spreads

Poached Eggs,

Bacon

Breakfast Sausage

Grilled Tomato

Mushrooms

Hash Browns

Seasonal Fruit Platter

Coffee and tea

Please note prices are subject to change without prior notification.



## CONFERENCE LUNCHES

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### Hot Lunch Box

\$23.00 per person

Chef's hot box of the day

- Monday – Warm Thai beef salad
- Tuesday – Stir-fry Hokkien Noodles served with chicken, vegetables and a char sui sauce
- Wednesday – Penne Carbonara
- Thursday – Fried Rice served with Chicken Satay's
- Friday – Fish & Chips served with tartar sauce and lemon

Yoghurt and fruit puree

Fruit Salad

Chilled fresh fruit juices

Coffee and Tea

### Create your own ploughman's lunch

\$ 25.00 per person

A selection of fresh Breads & wraps

Delicatessen Platter of cold & Roast Meats with Char-grilled Vegetables

An assorted platter of healthy sandwich options

Australian Cheese Platter served with crackers and dried fruits

Garden Salad accompanied with dressings, home-made sauces & condiments

A platter of seasonal fruits

Chilled fresh fruit juices

Coffee and Tea

### Mini Buffet luncheon (minimum of 10 persons)

\$ 27.00 per person

Freshly baked bread

Flavoured Rice

Curry of the day

Pasta of the day

Chef's selection of two salads

A platter of seasonal fruits

A platter of freshly baked cake from the bakery

Chilled fresh fruit juices

Coffee and Tea





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## CONFERENCE LUNCHESES cont.

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**Buffet luncheon** (minimum of 15 persons)

\$ 29.00 per person

Freshly baked bread

Cold meat platter

Selection of two hot dishes

Panache of Vegetables

Vegetarian dish of the day

Fragrant Rice

An assortment of Salads and dressings

A platter of seasonal fruits

Sweet selection from the bakery

Chilled fresh fruit juices

Coffee and Tea

Please note prices are subject to change without prior notification.



# BANQUET MENU

## CANBERRA

### ENTRÉE

Rich pea & mint soup topped w/ crispy pancetta  
 Roasted vegetable and lentil soup w/ yoghurt  
 Warm bean and roasted pumpkin salad served w/ walnut  
 Home cured trout paper thin w/ vegetable salad and jalapeno dressing  
 Rocket and apple salad w/ blue cheese and honey mustard drizzled w/ a squeeze of lemon  
 Venison Carpaccio, juniper berry infused oil and truffle scented panacotta  
 Grilled tandoori chicken breast served over mesclun w/ riata  
 Fettuccini served w/ rocket and pistachio pesto, olive oil, lemon and parmesan  
 Pumpkin gnocchi tossed through tomato and basil sauce gratine w/ parmesan cheese  
 Salt and pepper calamari and lime compote aioli dressing dusted w/ Szechwan pepper

### MAINS

Duck leg confit, semolina gnocchi and blackcurrant glaze  
 Moroccan spiced beef served on vegetable couscous and slow roasted root vegetables  
 Butternut pumpkin and udon noodles tossed w/ light coconut milk, lime and coriander  
 Crispy skin Baby Barramundi served w/ beetroot borscht, spaetzel and braised cabbage  
 Asian flavoured fish baked in banana leaf w/ a side of basmati rice  
 Rendang lamb curry w/ steamed basmati rice and pineapple chilli chutney  
 Malaysian laksa of chicken, prawn and pork  
 Roasted lamb loin served w/ mint and pea farce, wrapped in prosciutto  
 Grilled salmon served on polenta w/ wilted spinach and tomato olive salsa  
 Grilled lemon pepper chicken w/ gremolata on steamed smashed chats

### DESSERT

Thick apple cake topped with muesli and cinnamon ice cream  
 Ile flottante, a delicious light meringue floating on a passion fruit coulis  
 Soft centre chocolate pudding served w/ praline ice cream  
 Lemon and fruit matchstick topped w/ honeycomb  
 Affogato – consists of vanilla ice cream w/ a shot of espresso and Galliano liqueur  
 Japanese dessert tasting plate – peach flavoured fruit sashimi, banana tempura and nashi pear gyoza passion fruit and raspberry dipping sauce

**2 Course Menu** - \$45.00\* per person

**3 Course Menu** - \$55.00\* per person

\*Served alternatively





## BBQ MENU

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CANBERRA

Minimum 15 persons

Gourmet veal and chicken chipolatas served with a tomato chutney

King prawn kebabs marinated in lemon myrtle

Sweet baby corn on the cob served with herb butter

Marinated chicken skewers served with a spicy yoghurt

Cajun vegetable kebabs

Mini beef fillet steak sandwiches with Smokey cheddar cheese

Chefs selection of two salads

Charred fruit skewers finished with a berry glaze

BBQ luncheons can be held on either of the pool balconies or on the terrace of the Private Dining Room

**\$55.00 per person**

room hire charge may be applicable.

Please note prices are subject to change without prior notification.



# COCKTAIL PARTY CANAPÉS

Minimum 20 persons

CANBERRA

## Premium Selection

- Crunchy crudities with dips
- Vegetarian sushi with soy and wasabi
- Compote of tomato, avocado, and fresh herbs on crostini
- Chicken and Pistachio nut vol-a-vent
- Roast Vegetable and yoghurt Roulade
- Thai beef salad
- Baby octopus salad, served with snowpea tendrils and a lemon dressing

- Selection mini pies & pizzas
- Gourmet mini quiches
- Wild mushroom cups stuffed with goats cheese, semidried tomato and spinach
- Thai style fish cakes with coriander chilli dipping sauce
- Skewers of roasted vegetables
- Homemade vegetable spring roll
- Chicken Satay's
- Tempura rolled Salmon served with wasabi mayonnaise

## Gourmet Selection

- Sesame salmon served in a wonton cup
- Duck a la orange terrine served on crostini
- Mini Peking duck rolls
- Vietnamese rice-paper vegetarian rolls
- Tempura prawns with soy sauce
- Spinach, ricotta and semi dried tomato involtines
- Skewers of lamb backstrap rolled in dukka
- Salt and Pepper Calamari

## Selection of Canapés

- Selection of 7 items from premium selection
- Selection of 7 items including gourmet selection

## 1 Hour Package

- \$21.00 per person
- \$28.00 per person

## 1 Hour F&B Package

- \$36.00 per person
- \$43.00 per person

## Additional Cocktail Platters

We recommend 1 platter per 5 guests per hour

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|--|--------------------|
| Assorted Dips with Crudités and Crackers | \$19.00per platter |
| Seasonal Fruit Platter                   | \$20.00per platter |
| Antipasto Platter                        | \$23.00per platter |
| Mini Pies, Quiches and Pizza             | \$35.00per platter |
| Mixed Sushi                              | \$45.00per platter |
| Honey glazed Fruit Kebabs                | \$25.00per platter |
| Mini sweet selection of fruit tartlets   | \$25.00per platter |
| Premium selection Cheese Platter         | \$35.00per platter |
| Gourmet selection Cheese Platter         | \$40.00per platter |

Please note prices are subject to change without prior notification.



## BEVERAGE PACKAGE

CANBERRA

### Standard Package Includes:

Local Full Strength Beer

Light Beer

House White Wine

(willow glen semillon chardonnay)

House Red Wine

(willow glen cabernet merlot)

House Sparkling Wine

(willow glen brut)

Soft Drinks

Orange Juice

1 Hour	\$15.00 per person
2 hours	\$23.00 per person
Each subsequent hour or part-thereof	\$ 6.00 per person

### CASH BAR / BAR TAB

A cash Bar or 'Bar Tab' is another popular option. Beverages will be charged on consumption from the price list below:

Light Beers	\$5.50	each
Local Beers	\$6.50	each
Premium Beers	from \$6.50	each
Imported Beers	from \$7.00	each
House Wines	\$6.50	per glass
	\$26.00	per bottle
Juice	\$12.50	per jug
Soft Drink	\$12.00	per jug

### A detailed wine list is available on request

Please note for beverages on consumption – a minimum spend applies prices are subject to change without prior notification.

