

ST MARY'S COLLEGE
THE UNIVERSITY OF MELBOURNE

CONFERENCE & EVENT
PLANNING GUIDE

ONNIUM PERHIBEAM



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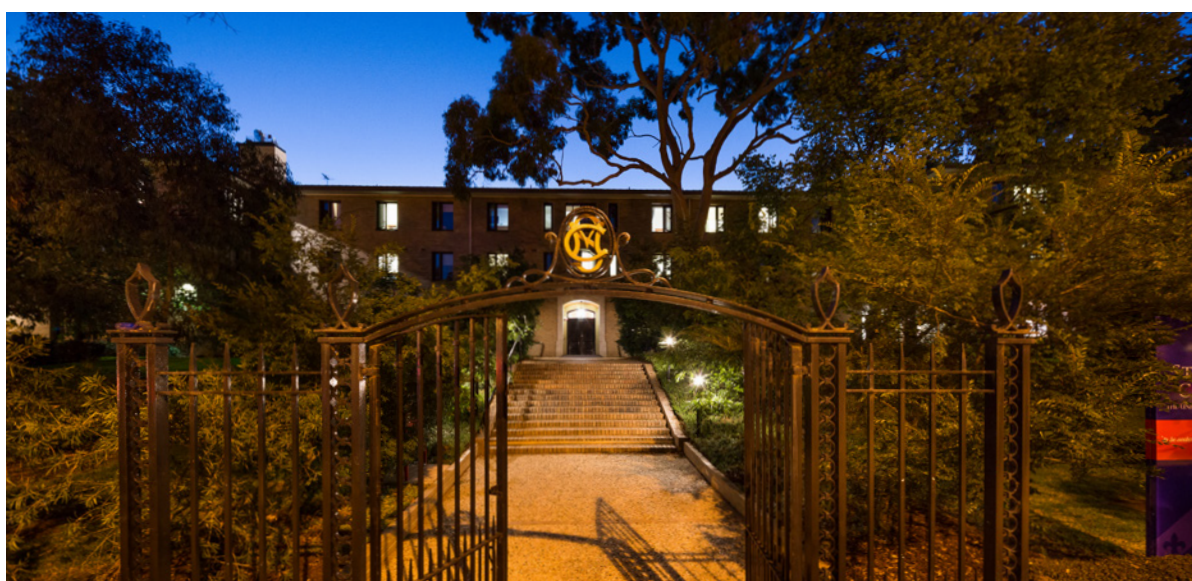
ABOUT ST MARY'S

St Mary's is an academic residential College, affiliated with the University of Melbourne. The College was originally founded by the Loreto Sisters and is based in the Catholic tradition; however, each year we welcome students from diverse religious backgrounds into our community, from all over Australia and around the world. We pride ourselves on the diversity of our students and the inclusiveness of our community.

St Mary's provides a comfortable and relaxing environment for you to host your conference or upcoming event. Whether you are planning an event for one day or the day or staying longer, you simply can't beat the location of St Mary's College at 871 Swanston St. To begin with, it's the closest College to The University of Melbourne campus.

St Mary's borders the inner city suburbs of Carlton and Parkville, which means that visitors are surrounded by a perfect mix of green, sprawling parklands, and inner-city multicultural life. Nearby, you'll find the following attractions and amenities:

- The closest tram stop is a 5-minute walk from College at the main Melbourne Uni stop on Swanston St, providing easy access to the city and main train stations.
- The CBD is a short 10-15 minute tram ride away – or on a nice day, it's a 25-minute walk.
- Princes Park is an easy 8-minute walk from St Mary's, and Royal Park is slightly further. With plenty of tracks for cycling, jogging or walking, and wide-open spaces for frolicking.
- Cosmopolitan Lygon Street is a 5-minute walk at most, and here you'll find Melbourne's most authentic Italian gelati and finest coffee. There's a wide range of shops, restaurants and cultural venues, including the Nova Cinema, Readings Bookstore, and La Mama theatre.
- Eclectic Fitzroy is within walking distance, or a short bus ride away, with its mix of cafes, bars, and shops on Brunswick St and Smith St.
- For interstate or international residents, the airport is only a 20-minute taxi ride (outside peak hour).



ACCOMMODATION

St Mary's can be booked for residential conferences, retreats and school/sport camps from the last week in November through until the middle of the second week of February. Outside of this time we are unable to offer accommodation as our students are in residence throughout the academic year, with the option to remain during the mid-year break.

All accommodation rates include continental breakfast and are in single rooms with king single bed, mattress protector, hot and cold water sink, study desk and chair, heating and shared bathroom. A small number (5) of ensuited rooms may be available at any given time during the conference period.

School groups	\$75 per night (subtract \$5 if BYO bed linen)
University conferences	\$75 per night (subtract \$5 if BYO bed linen)
Non-school or university groups	\$80 per night including linen

A minimum group booking of 15 is required, and when groups are less than 100 people, you may be sharing the facilities with other smaller groups. Where possible will be attempted to locate your group together in their own wing, or on their own floor. Enquiries for less than 15 people will normally only be considered for rural and regional school groups.

COMMON ROOM

The Junior Common Room with tea and coffee facilities is available to be shared by groups during this time. If you require separate or exclusive meeting spaces, you will need to hire other rooms as part of your booking. The rates for these are available below.

ADDITIONAL MEALS

Continental breakfast is included in the accommodation rate. Cooked breakfasts are available for an additional \$15 per person.

Dinner and lunch options can be added to stays of 2 nights or more.

Lunch options include fresh bread/rolls and a selection of cold meats with full salad bar is available for \$15 per person. Hot lunch is available for \$20 per person.

Dinner is \$30 per person for a two-course meal. Examples of meals include: Chicken Parmigiana, Lasagna or other Pasta, Roast, Curry, Wraps for example. This includes salad/vegetables and dessert.

ROOM HIRE RATES & CAPACITIES

	FREWIN ROOM	LORETO ROOM	WEST HALL	JUNIOR COMMON ROOM	DINING HALL	CHAPEL (for mass or sacraments only)
Classroom	100	14	40	50	80	-
Theatre	200	0	80	80	200	60
Banquet	160	12	-	-	160	-
Cocktail	250	180	120	200	0	
Half day (max. 4 hours)	\$450	\$250	\$250	\$150	\$300	\$300 per use
Full day (max. 8 hours)	700	400	400	300	450	450 per use
Availability	Year round	Year round	Year round	Semester break	Semester break	Year round
Internet	Wifi	N	N	Wifi	Wifi	N
Datap projector Installed	Y	N	N	N	N	Y

ACADEMIC CENTRE	Jabiru Room	Tutorial Rooms 1-9
Classroom	20	1-9
Theatre	40	20
Banquet	-	-
Cocktail	60	60
Half day (max. 4 hours)	\$250	\$130 each
Full day (max. 8 hours)	490	190 each
Availability	Semester break	Semester break
Internet	Wifi	Wifi
Datap projector Installed	Y	Y



(Price includes GST.)



MEALS – CONFERENCE AND FUNCTIONS

St Marys' has a wonderful reputation for its fine food. We are happy to cater for your individual dietary needs and simply request that these are notified at least ten days before your conference is due to commence, as we order and use the freshest seasonal produce available.

All menus are based on a minimum of **25 people**. Additional charges will apply for guest numbers under 25 (except the Loreto Room & Academic Centre). An additional flat rate of \$300 also applies for functions held on a weekend or scheduled for a Monday, due to prepping work on Sunday.

Hire of additional rooms, AV hire or labour fees are in addition to the packages below.

We require orders, final payment, a list of special dietary requirements and final guest numbers 10 days prior to your event to ensure we can meet your requirements.



WORKING LUNCHEONS

FULL DAY WORKING MEAL OPTION 1

\$30 per person

Morning Tea

Tea & Coffee
Homemade snack (sweet or savoury)

Lunch

Traditional assortment of sandwich
points and rolls
Orange juice & still water

Afternoon Tea

Tea & Coffee
Homemade snack (sweet or savoury)

FULL DAY WORKING MEAL OPTION 2

\$35.00 per person

Morning Tea

Tea & Coffee
Homemade snack (sweet or savoury)

Lunch

Traditional assortment of sandwich
points and rolls
Savoury tart or quiches
Fresh fruit platter and orange juice

Afternoon Tea

Tea & Coffee
Homemade snack (sweet or savoury)

FULL DAY WORKING MENU OPTION 3

\$40 per person

Morning Tea or Afternoon Tea

Tea & Coffee
Homemade snack (sweet or savoury)

Lunch

Assorted mini rolls and wraps
Savoury tart or quiches
Fresh fruit platter
Cheese platter
Orange juice

Afternoon Tea

Tea & Coffee
Homemade snack (sweet or savoury)

HALF DAY WORKING MENU

\$30.00 per person

Morning Tea or Afternoon Tea (one only)

Tea & coffee
Homemade snack (sweet or savoury)

Lunch

Assorted sandwiches and wraps
Savoury tart
Fresh fruit platter and orange juice

GOURMET BUFFET LUNCHEONS

\$40.00 per person (minimum of 25 guests)

Our gourmet buffets are served in our dining hall between 1.30pm to 2.30pm only. They include a variety of fresh garden salads, condiments, juice and water. Our Chef/s may be able tailor a menu to your liking if desired. These meals are walk-through.

Please choose two (2) mains and one (1) desert from the following:

Main

South Asian Chicken Curry

Nepalese Lamb Curry

Traditional Lentil Dahl (v)

Traditional Lasagna

Spinach and Ricotta Cannelloni with Napoli sauce (v)

Penne Carbonara

Spaghetti Bolognese

Sesame and honey chicken stir fry

Singapore Noodles with Chicken or Tofu, and vegetables (v)

Traditional Fried Rice

Roast beef with jus

Baked potatoes with toppings and seasonal vegetables

Provençal Ratatouille with grilled polenta (v)

Traditional roast chicken

Chargrilled vegetable lasagne

Chicken/Mushroom and Leek Risotto

Dessert

Apple crumble served with warm custard

Sticky date pudding with butterscotch sauce

Ice Cream & Fresh Fruit

Seasonal Fruit Platter

**Please note all dishes are dependent on supplier availability as all produce is purchased fresh on demand. All buffet meal will be served with seasonal salad & vegetables and rice or bread.*

FORMAL LUNCHEONS & DINNERS

2 course plated menu \$50.00

3 course plated menu \$65.00

Additional cost per alternating choice \$4.50 (per person)

Entrée

Chef's Seasonal Choice (confirmed ten days before event)

Country terrine of chicken and pork, celeriac remoulade and fruit chutney

Caesar salad with smoked salmon and lemon pepper mayonnaise

Cured ham salad with avocado and asparagus and honey vinaigrette

Ravioli of roasted pumpkin and ricotta with red pepper sauce (v)

Grilled lamb fillets on Greek salad with balsamic dressing

Prawn, saffron and leek risotto with crustacean oil

Mediterranean tian of vegetables with mushrooms gyoza (v)

Mains

Chef's Seasonal Choice (confirmed ten days before event)

Grilled catch of the day served on potato rosti with lemon beurre blanc (add \$2.50pp)

Artichokes and mushrooms risotto with walnut and coriander pesto (v)

Chermoula scented chicken breast, pumpkin and preserved lemon cous cous, pan juices

Cumin spiced lamb loin, hummus potato purée, cinnamon infused jus

Roasted vegetables torte with lentil ragu, tomato and saffron sauce (v)

Chicken "wellington" with broccoli timbale and seasonal vegetables

Braised lamb rump tagine with fragrant rice salsa verde

Grilled eye fillet of beef, potato and parmesan gratin and forest mushrooms, red wine jus

Pumpkin gnocchi with blue cheese cream and rocket (v)

Tunisian vegetables stew with fragrant burghul and marinated feta (v)

Yellow curry crispy skin salmon, coconut rice and a thai vegetable salad (add \$2.50pp)

Roasted lamb rack, cardamom and herb crust, vegetables and jus

Dessert

Chef's Seasonal Choice (confirmed ten days before event)

Chocolate pudding with coffee anglaise and double cream

Classic lemon tart with strawberry salad

Apple and rhubarb crumble with cinnamon custard

Warm sticky date pudding with butterscotch sauce and vanilla ice cream

Chocolate and pear tart with vanilla ice cream

Raspberry crème brulee, strawberry and mint salsa

White chocolate pannacotta, raspberry and passion fruit sauce

Selection of local and imported chesses quince paste and dried fruit

COCKTAIL FUNCTION PACKAGES

*Minimum of 25 pax – Canapé platters are served on dressed tables.
Waiting service is required and fees will apply.

Selection of 2 hot and 2 cold canapés Suggested half hour service	\$30.00
Selection of 3 hot and 2 cold canapés Suggested one hour service	\$35.00
Selection of 3 hot and 3 cold canapés Suggested one and a half hour service	\$40.00
Selection of 4 hot and 4 cold canapés Suggested one and a half hour service	\$45.00

Please choose from the following cold and hot canapé selections below:

Cold Selection

Chef's Seasonal Choice (confirmed ten days before event)

Smoked salmon blinis with pesto

Beef Carpaccio crouton with horseradish

Mini prosciutto, pumpkin, mozzarella and muffins

Chicken sandwich points with chives and mayonnaise

Mini Ham, cheese and cherry tomato bagels

Spicy roast pumpkin and feta pastry **v**

Asparagus and semi dried tomato tart

Ham, gruyere cheese and cherry tomato bagels

Crudites with hummus **v**

Hot Selection

Chef's Seasonal Choice (confirmed ten days before event)

Mini gourmet beef pies with tomato chutney

Homemade sausage rolls with tomato sauce

Mini spring rolls with sweet chilli sauce

Herb crusted chicken goujon with aioli

Spinach and ricotta frittata **v**

Roast vegetable frittata with tomato pesto and kalamata olive **v gf**

Mini arancini **v**

Mini assorted pizza

Mini assorted quiche

Panko crumbed fish goujons with lime mayonnaise

Thai fishcakes with sweet chilli sauce

REFRESHMENTS & ALCOHOLIC BEVERAGES

(COMBINED WITH FOOD PACKAGES ONLY)

Beer, Wine & Sparkling	\$25 per bottle (of good quality)
Juice & Soft Drink	\$8 per 2 litre bottle
Sparkling Water	\$7 per 1.25 litre bottle
Tea & Coffee	\$4 per person

Alcoholic beverages required service by an attendant with RSA qualifications and will incur a labour charge. Unfortunately, we are unable to allow you to bring in your own supplies or servers.

Please note that we are unable to provide alcoholic beverages unless they include a food accompaniment, due to our commitment to the responsible service of alcohol. We recommend combining with one of our Cocktail packages. If not, the minimum we can offer is sandwich or cheese platters at a cost of \$60 per 20 people.

Alcohol can be charged on consumption. Tea & coffee is charged for all guests.

LABOUR CHARGES

Our hours of business are Monday to Friday, 9am – 5pm. Conferences, Seminars, working lunches, formal lunches and dinners as well as cocktail functions require Event Staff and consequently incur a labour charge (in most instances).

Functions held within these hours may incur the following labour rate:

Monday to Friday	\$120 for up to 4 hours
	\$240 for up to 8 hours

The college will determine staffing needs for functions outside of business hours. Functions held outside these hours may incur the following labour charges:

Saturday	\$38 per hour per attendant
Sunday	\$43 per hour per attendant
Public Holiday	\$69 per hour per attendant

SPECIAL DIETARY REQUIREMENTS

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AV HIRE

Please be aware that AV equipment is restricted to the Frewin Room, Jabiru Room and Dining Hall. The Frewin room has a microphone and lectern.

Clients are welcome to bring in their own data projector. St Mary's does not supply an AV technician and are clients are responsible for the management of their IT and Av needs. All clients are advised to inspect the rooms to ensure it meets their AV requirements before booking.

TERMS AND CONDITIONS

St Mary's College will hold a tentative booking for 7 calendar days only. Confirmation of your booking is established once the Terms and Conditions have been signed, specific deposit received and any other requested documentation. To finalise all details, the quote must be signed and returned to the Business (Operations) Manager in order for the event to proceed as confirmed. Please see the Terms and Conditions for further details.

CHILD SAFETY

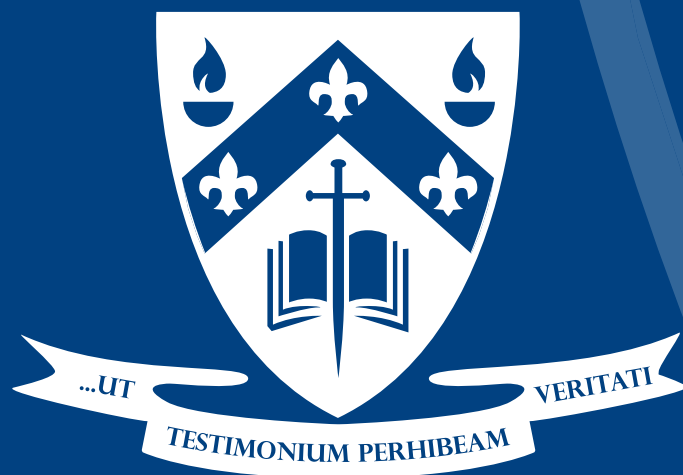
As an organization committed to the safety of children, all adults residing on this site are required to provide a copy of a valid Working With Children card at least two weeks before the commencement of the conference/camp.

DEPOSIT

A deposit equal to 25% of the total quoted price (as per Quote) of the event of a minimum of \$1000.00 is required to confirm your booking, which is the higher amount. If the event is less than \$1000.00, the full event cost will be accepted as the deposit. This deposit is mandatory, essential to secure the booking and is non-refundable. Please see our Terms and Conditions for further details.

SELECTION

St Mary's retains the right to decline conference and catering requests if it interferes in any way with the day-to-day business of the College and student life, or with the overall mission and vision of the College and its values.



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