

ST MARY'S COLLEGE
THE UNIVERSITY OF MELBOURNE

CONFERENCE & EVENT
PLANNING GUIDE

ONNIUM PERHIBEAM

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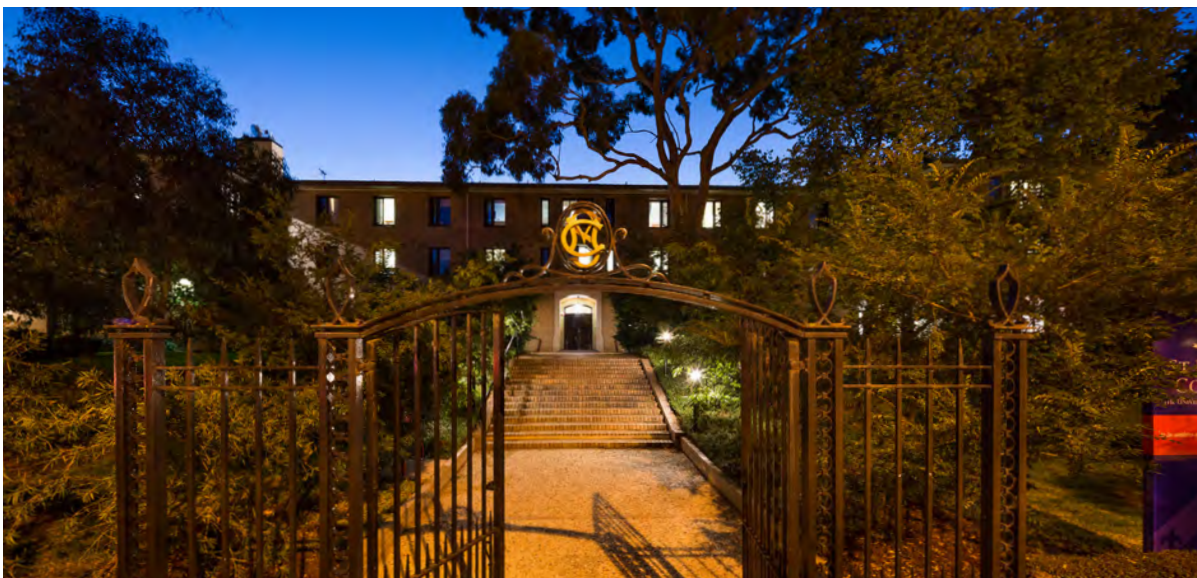
ABOUT ST MARY'S

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 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 staying longer, you simply can't beat the location of St Mary's College, the closest College to The University of Melbourne campus, at 871 Swanston St

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 2-minute walk from College at the main Melbourne University stop on Swanston St, providing easy access to the city and main train stations.
- The CBD is a short 5-10 minute tram ride away – or on a nice day, an easy walk.
- Princes Park and Royal Park are both easy walks from St Mary's, with plenty of tracks for cycling, jogging or walking, and wide-open spaces for frolicking.
- Cosmopolitan Lygon Street is less than a 5-minute walk, 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 and Readings Bookstore.
- Eclectic Fitzroy is also 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 second week of February. Outside of this time we are unable to offer accommodation as our students are in residence throughout the academic year, and do not vacate during the mid-year break.

All accommodation rates include continental breakfast in the dining room, and are in single rooms with king single bed, hot and cold water sink, desk and chair, heating and shared bathrooms. A small number of ensuite 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

When groups are less than 100 people, you may be sharing the facilities with other smaller groups. Where possible we will attempt to locate your group together in their own wing, or separate 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 outside of the academic year. 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 on the following page.

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.

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 from \$25 per person for a two-course meal. Examples of meals include: Chicken Parmigiana, Lasagna or other Pasta, Roast, Curry. Includes salad and vegetables and desert.

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	100	80	200	60
Banquet	160	12	-	-	160	-
Cocktail	250	180	120	200	0	
Half day (max. 4 hours)	\$450	\$250	\$250	\$200	\$300	\$300 per use
Full day (max. 8 hours)	700	400	400	350	450	450 per use
Availability	Year round	Year round	Year round	Semester break	Semester break	Year round
Internet	Wifi	N	N	Wifi	Wifi	N
Dataprojector 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
Dataprojector 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 seven 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 preparation 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 7 days prior to your event to ensure we can meet your requirements.





WORKING LUNCHEONS

FULL DAY WORKING MEAL OPTION 1

\$25 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

\$30 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

\$25 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

\$30.00 per person (minimum of 25 guests)

Includes a variety of fresh garden salads, rice or bread, condiments, juice and water. Our Chef/s may be able tailor a menu to your liking if desired.

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 or Vegetarian 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.

FORMAL LUNCHEONS & DINNERS

2 course plated menu \$50.00

3 course plated menu \$65.00

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 cheeses, quince paste and dried fruit

COCKTAIL FUNCTION PACKAGES

*Minimum of 25 guests – 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

DRINKS AND ALCOHOLIC BEVERAGES

(COMBINED WITH FOOD PACKAGES ONLY)

Beer – Crown Lager	\$6 per person
Red, White or Sparkling quality Wine	\$30 per bottle
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. The minimum we can offer is sandwich or cheese platters at a cost of \$160 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
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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

St Mary's is proud of 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.

AV HIRE

AV equipment is fitted to the Frewin Room, West Hall, Jabiru Room and Dining Room. The Frewin and Dining Rooms have 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

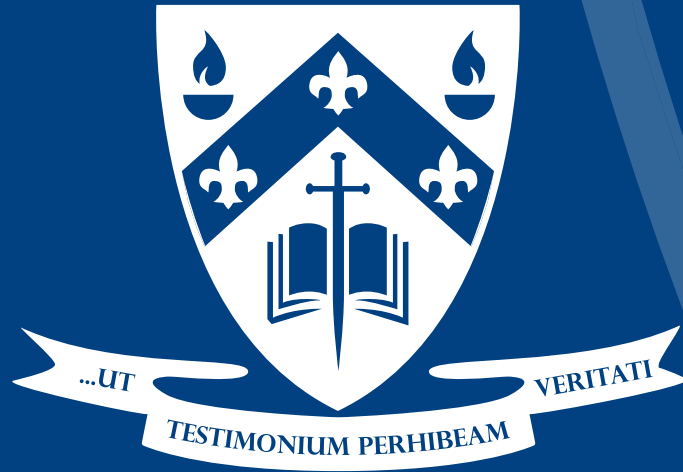
Confirmation of your booking is established once the Business Operations Manager notifies by email that your booking has been confirmed, and the required deposit has been received.

DEPOSIT

A deposit equal to 25% of the total quoted price of the event for amounts exceeding \$1000.00 is required to confirm your booking. 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.

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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