



Arts
Centre
Melbourne

CONFERENCES
MEETINGS
& EVENTS

CONFERENCE GUIDE



CONFERENCES
MEETINGS
& EVENTS

Conferences, Meetings & Events at Arts Centre Melbourne
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CONFERENCES, MEETINGS & EVENTS AT ARTS CENTRE MELBOURNE

Situated underneath the iconic spire piercing Melbourne’s skyline, Arts Centre Melbourne is famous for hosting many of the world’s most talented performers. What many don’t realise is that the venue also boasts an extraordinary collection of art filled event spaces.

Featuring 10 function rooms, four theatres and dedicated pre-function areas, Arts Centre Melbourne is perfectly suited to host a wide range of functions and events, ranging from intimate banquets and meetings through to impressive cocktail functions and conferences.

From cosy, circular rooms featuring rich earthy tones, through to light filled contemporary spaces boasting stunning city views, each of Arts Centre Melbourne’s event spaces offer an exciting and memorable point of difference, guaranteed to bring the wow factor to any event.

Priding itself on providing an exceptional service and hospitality experience, Arts Centre Melbourne employs an experienced and professional team, delivering extraordinary events in a seamless fashion. The in-house culinary team has a passion for flavour, freshness and innovation, tailoring menus to suit the theme and style of each event.

Arts Centre Melbourne also boasts state-of-the-art audio visual capabilities, onsite car parking, security, complimentary Wi-Fi, cloakroom facilities and access to a broad range of talented performers, suitable for all budgets and themes.

Room	Cocktail	Banquet	Theatre	Boardroom	Cabaret	SQ (m)
The Pavilion	700	300	350	N/A	240	510
		240*				
Amcor Lounge	90	60	70	20	40	136
State Theatre Lounge	70	40	40	20	32	116
Hugh Williamson Room	40	20		30		45
Plaza Room	30	18	20	18		63.8
Members' Dining Room	100	60	60	20		170
BHP Lounge	20	10				32.9
Truscott Lounge	20	10				29.4
Melbourne Room	40	20	40			61
Premium Lounge	40	20				74

* Banquet with dance floor.
 ** Exit by 3pm

THE FACTS

- 10 dedicated meeting rooms
- 350 seat function room
- Dinner on stage
- Extraordinary spaces
- Audio visual and production services
- 24 hour security
- Outdoor terraces and gardens
- 850 secure parking spaces
- Concierge
- Accessible facilities



VENUE HIGHLIGHTS

LOCATION

Arts Centre Melbourne is located in the heart of Melbourne's arts precinct. Overlooking the Yarra River and boasting stunning city views, the venue is within a five minute walk of Flinders Street Station, meaning it can easily be accessed via train or tram. Its central location also puts it within easy walking distance of many of Melbourne's premium accommodation offerings.



EVENT PLANNING

The highly-qualified events team at Arts Centre Melbourne ensure all events are delivered in a seamless fashion by providing expert advice and assistance through every step of the event. From an initial meeting with a Sales Manager through to event execution with a professional Event Manager, the passionate and dedicated team take the stress out of planning events.

TECHNOLOGY / AUDIO VISUAL

Arts Centre Melbourne boasts an in-house team of highly-experienced audio visual technicians, along with state-of-the-art equipment, which is available within each of the venues event spaces. Each event is assigned a dedicated AV technician, ensuring all AV requirements are delivered seamlessly and professionally. Complimentary internet access is available for all guests upon request.

VISITOR SERVICES

A number of additional guest services are available at Arts Centre Melbourne which can be utilised by both event organisers and delegates. Visitor services include a secretariat room, concierge, security, secure car parking, accessible access, onsite ATM and public Wi-Fi.

CAR PARKING

Conveniently located underneath the building, Arts Centre Melbourne has its own private car park which boasts over 800 spaces. Event organisers are offered two complimentary day passes for each day of their event, with additional passes charged at a competitive \$17 per car per day. Entry is via Sturt Street at the back of the venue, with access from the carpark directly into the venue.

ENTERTAINMENT

As Australia's largest performing arts centre, Arts Centre Melbourne has hosted many of the country's leading artists, providing event organisers with an impressive pool of performers to draw from. Based on event themes and budget, Arts Centre Melbourne can recommend everything from jazz bands to rock stars, singing waiters to opera vocalists and much more to entertain and inspire event attendees.

A RESERVE DAY DELEGATE PACKAGE

A RESERVE PACKAGE

FULL DAY DELEGATE PACKAGE

ARRIVAL	Espresso coffee and T2 tea station
MORNING TEA	Espresso coffee and T2 tea station Select one sweet or savoury item Seasonal fruit platter
LUNCH	Select one hot dish Select two salads and three sandwiches Orange juice and mineral water Espresso coffee and T2 tea station
AFTERNOON TEA	Espresso coffee and T2 tea station Select one sweet or savoury item Seasonal fruit platter

INCLUSIONS

Notepads, pens, water and mints
Complimentary Wi-Fi
Two complimentary car parking spaces for the organisers
Discounted car parking rates at \$17 per car per day

TERMS AND CONDITIONS

General terms and conditions apply
Valid until 30 June 2018, subject to availability
8.30am through to 5.00pm

CONFERENCE DAY PACKAGE per person A Reserve 89

Minimum numbers applied:
The Pavilion 90 Delegates
Other spaces 15 Delegates

B RESERVE DAY DELEGATE PACKAGE

B RESERVE PACKAGE

FULL DAY DELEGATE PACKAGE

ARRIVAL Espresso coffee and T2 tea station

MORNING TEA Espresso coffee and T2 tea station
Select one sweet or savoury item
Seasonal fruit platter

LUNCH Select two salads and three sandwiches
Orange juice and mineral water
Espresso coffee and T2 tea station

AFTERNOON TEA Espresso coffee and T2 tea station
Select one sweet or savoury item
Seasonal fruit platter

INCLUSIONS

Notepads, pens, water and mints
Complimentary Wi-Fi
Two complimentary car parking spaces for the organisers
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TERMS AND CONDITIONS

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8.30am through to 5.00pm

CONFERENCE DAY PACKAGE per person B Reserve 79

Minimum numbers applied:
The Pavilion 90 Delegates
Other spaces 15 Delegates

GENERAL ADMISION DAY DELEGATE PACKAGE

GENERAL ADMISSION

FULL DAY DELEGATE PACKAGE

ARRIVAL Espresso coffee and T2 tea station

MORNING TEA Espresso coffee and T2 tea station
Select one sweet or savoury item

LUNCH Select two salads and three sandwiches
Orange juice and mineral water
Espresso coffee and T2 tea station

AFTERNOON TEA Espresso coffee and T2 tea station
Select one sweet or savoury item

INCLUSIONS

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TERMS AND CONDITIONS

General terms and conditions apply
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8.30am through to 5.00pm

CONFERENCE DAY PACKAGE per person General Admission 69

Minimum numbers applied:
The Pavilion 90 Delegates
Other spaces 15 Delegates

VENUE SPOTLIGHT

THE PAVILION

The most popular of all of Arts Centre Melbourne's event spaces, The Pavilion features a spectacular domed ceiling, floor to ceiling windows, gold leaf interiors and wraparound balcony. Boasting magnificent views over the Yarra River towards Melbourne's city centre, this versatile semi-circular event space is perfect for cocktail, cabaret, banquet or theatre style events. Located in the Theatres Building, this spacious light filled space measures 510 square metres and can host up to 700 guests.

This impressive venue includes complimentary use of the light filled entry foyer, which features woven tapestries from the Victorian Tapestry Workshop. This space is the perfect location for a cocktail event or break out area. A 10-seat boardroom is also included in the package, providing a private meeting area or an ideal storage space.

Room	Cocktail	Banquet	Theatre	Boardroom	Cabaret	SQ (m)
The Pavilion	700	300 240*	350	N/A	240	510

* Banquet with dance floor.



VENUE SPOTLIGHT

THE HUGH WILLIAMSON ROOM

The Hugh Williamson Room, located in the Theatres Building, is one of Arts Centre Melbourne's most popular event spaces. This versatile space, which is ideal for cocktail functions, intimate dinner parties or boardroom style meetings, offers both privacy and comfort for your guests. Floor to ceiling windows allow plenty of natural light to fill the room, which features bold azure tones and an eye-catching Melbourne cityscape painting by artist Michael Shannon.

The adjoining private balcony boasts spectacular views over St Kilda Road towards Queen Victoria Gardens, providing the ideal location for a cocktail style event. This inspiring space also features a charming entrance lounge and private bathroom facilities. Encompassing 45 square metres, this venue comfortably sits 20 guests.

Room	Cocktail	Banquet	Theatre	Boardroom	Cabaret	SQ (m)
Hugh Williamson Room	40	20		30		45



VENUE SPOTLIGHT

MEMBERS DINING ROOM

The perfect venue for half day conferences or breakfast events, the Members' Dining Room is an open, light filled space which boasts views over Arts Centre Melbourne's own art filled gardens. Works of art inspired by The Famous Speigeltent provide a vibrant splash of colour to this bright and airy space.

Located in the Theatres Building, this versatile 170 square metre room can be configured in a banquet or theatre style for up to 60 guests. It is also the ideal venue for cocktail functions, hosting up to 100 guests and boasting its own full service bar and private bathrooms.

Room	Cocktail	Banquet	Theatre	Boardroom	Cabaret	SQ (m)
Members' Dining Room	100	60	60	20		170



FOOD AND BEVERAGE OFFERING

Positioned in the heart of one of the culinary capitals of the world, Arts Centre Melbourne prides itself on delivering a truly exceptional hospitality experience. With a passion for flavour, freshness and innovation, Executive Chef Andreas Koker, along with his culinary team, have crafted a suite of menus that showcase the very best in local, seasonal produce.

With an exciting mix of dining venues on offer, event organisers can choose from one of the thoughtfully curated existing menus, or let the team at Arts Centre Melbourne tailor a menu to suit the theme or style of their event. Wines can be matched with each dish, drawing from the venues impressive wine list, which has a strong focus on leading Victorian and Australian wines. Dietary requirements are well catered for with specially crafted dishes for those with specific requests. Kosher food is also available through the highly regarded Roquette Catering.

