



My conference, meeting & event address

adinahotels.com

Adina Apartment Hotel Melbourne

189 Queen St, Melbourne VIC 3000 Australia
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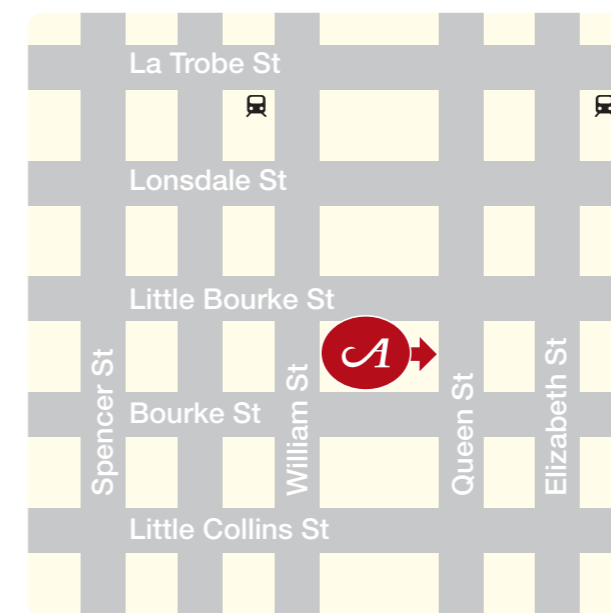


Hotel highlights

Adina Apartment Hotel Melbourne specialises in meetings, functions and banquets, from a minimum 4 people boardroom style to a maximum of 200 people for a theatre style function.

All of our larger rooms are without pillars, have natural light and access to a large outdoor terrace perfect for cocktail functions. The décor is elegant, with subtle colours and blonde timbers creating a simple yet bright and airy ambience.

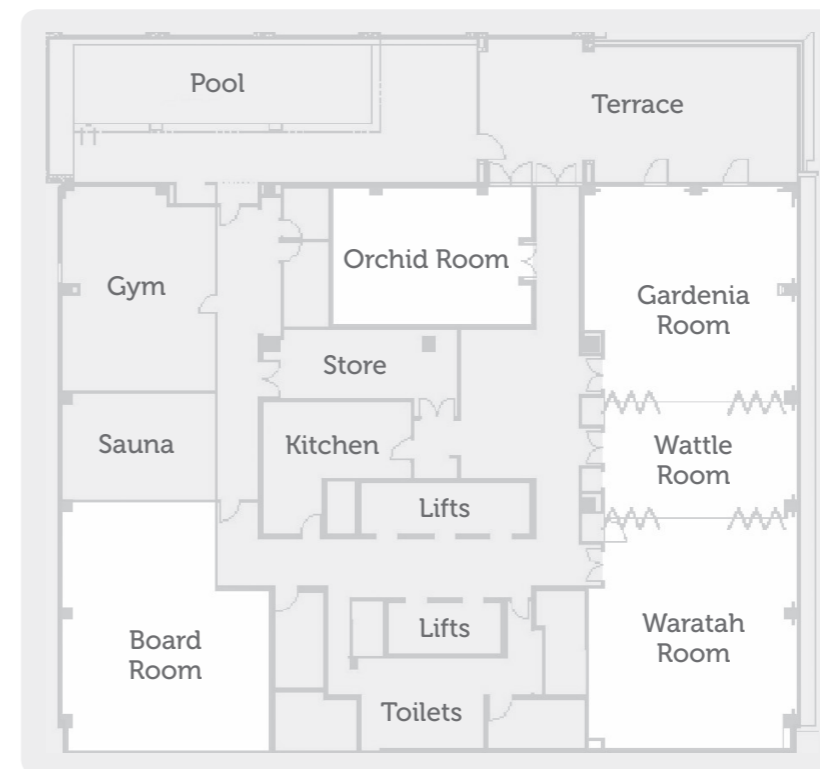
We are located on the corner of Queen and Little Bourke Streets, in the heart of Melbourne's Central Business District.





Venue capacity

Room	Sqm	Theatre	Classroom	Cabaret	U-Shape	Boardroom	Cocktail
Gardenia	95	80	35	30	22	22	150
Wattle	45	15	10	18	12	14	30
Waratah	95	80	35	30	22	22	150
Orchid	56	40	22	18	16	16	60
Gardenia/Wattle	140	115	60	48	36	30	180
Wattle/Waratah	140	115	60	48	36	30	180
Gardenia/ Wattle/Waratah	235	200	90	90	N/A	N/A	200
Boardroom	45	N/A	N/A	N/A	N/A	10	N/A





Room hire

Room	Half Day (from)	Full Day (from)
Gardenia	\$675	\$875
Wattle	\$300	\$500
Waratah	\$675	\$875
Orchid	\$475	\$575
Boardroom	\$275	\$375

Break-out rooms are available upon request – additional charges apply.
Prices include room hire, mints, iced water, note pads and pens, whiteboard, flip chart and markers



Food and beverage options

CLASSIC DAY DELEGATE PACKAGE from \$71 per person

If numbers fall below 15 guests, a room hire fee may apply

Includes:

- Conference room hire between the hours of 8am and 5pm
- Data projector and screen
- Whiteboard and markers
- Flip chart
- Pads and pens
- Mints
- Iced water

Arrival Tea and Coffee

Nespresso coffee and speciality teas

Morning Tea

Nespresso coffee and speciality teas served with bakery item

Lunch

- Assorted sandwiches
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

Afternoon Tea

Nespresso coffee and speciality teas served with bakery item

Vegetarian, gluten free, dairy free options available if requested at least 7 days prior.
Some dietary requirements may incur an additional fee.

Allow us to fulfil your needs. Please let one of our team members know if you have any special dietary requirements, food allergies or food intolerances. Whilst all care is taken in the preparation of all food, traces may still be found due to accidental cross contamination.

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EXECUTIVE DAY DELEGATE PACKAGE from \$78 per person

If numbers fall below 15 guests, a room hire fee may apply

Includes:

- Conference room hire between the hours of 8am and 5pm
- Data projector and screen
- Whiteboard and markers
- Flip chart
- Pads and pens
- Mints
- Iced water

Arrival Tea and Coffee

Nespresso coffee and speciality teas

Morning Tea

Nespresso coffee and speciality teas served with bakery item

Lunch

- Assorted sandwiches
- Your selection of 2 hot savouries from our seasonal menu
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

Afternoon Tea

Nespresso coffee and speciality teas served with bakery item

PREMIUM DAY DELEGATE PACKAGE from \$81 per person

If numbers fall below 10 guests, a room hire fee may apply. Maximum of 15 guests.

Includes:

- Conference room hire between the hours of 8am and 5pm
- Data projector and screen
- Whiteboard and markers
- Flip chart
- Pads and pens
- Mints
- Iced water

Arrival Tea and Coffee

Nespresso coffee and speciality teas

Morning Tea

Nespresso coffee and speciality teas served with bakery item

Lunch

Hot plated lunch served in Queen Street Rescue Cafe. Menu available upon request.

Afternoon Tea

Nespresso coffee and speciality teas served with bakery item

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OUR MORNING DELEGATE PACKAGE from \$69 per person

If numbers fall below 15 guests, a room hire fee may apply

Includes:

- Conference room hire between the hours of 8am and 5pm
- Data projector and screen
- Whiteboard and markers
- Pads and pens
- Flip chart
- Mints
- Iced water

Arrival Tea and Coffee

Nespresso coffee and speciality teas

Morning Tea

Nespresso coffee and speciality teas served with bakery item

Lunch

- Assorted sandwiches
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

AFTERNOON DELEGATE PACKAGE from \$69 per person

If numbers fall below 15 guests, a room hire fee may apply

Includes:

- Conference room hire between the hours of 12pm and 5:30pm
- Data projector and screen
- Whiteboard and markers
- Flip chart
- Pads and pens
- Mints
- Iced water

Arrival Tea and Coffee

Nespresso coffee and speciality teas

Lunch

- Assorted sandwiches
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

Afternoon Tea

Nespresso coffee and speciality teas served with bakery item

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ADDITIONAL BREAK OPTIONS from \$10 per person/per break

Health Fix

- Seasonal fruit platter
- Yoghurt and muesli cup
- Dried fruits and trail mix

Sweet Tooth

- Selection of chocolates
- Sweet slice
- Hot chocolate

Keep It Cheesy

- Cheese platter
- Fruit salad

KICK START YOUR DAY Sunrise Breakfast \$20 per person

Minimum 10 guests

Cold Selection (3 options)

- Seasonal fruit platter
- Yoghurt and muesli cup
- Freshly baked croissants
- Danish pastries
- Assorted muffins

Beverages

- Iced water
- Fresh orange juice
- Nespresso coffee and speciality teas

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MORNING AND AFTERNOON TEA \$9 per person per break

Nespresso coffee and a selection of teas served with your choice of one of the following

- Danish pastries
- Cake bites
- Assorted sweet muffins
- Chocolate croissants
- Assorted quiches
- Assorted gourmet mini pies

Upgrade options

- Add a fruit platter for \$50
- Cheese platter (8–10 people) \$70
- Add a second option for \$4 per person per break

LUNCH

Express Lunch \$19 per person

- Nespresso coffee and speciality teas
- Executive mixed sandwiches

Add a bakery item for \$4 per person

Classic Lunch \$29 per person

- Assorted sandwiches
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

Add a bakery item for \$4 per person

Classic Lunch with Hot Option \$35 per person

- Assorted sandwiches
- Your selection of 2 hot savouries from our seasonal menu
- Chef's salad
- Seasonal fruit platter
- Tea, Nespresso coffee

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Some dietary requirements may incur an additional fee.

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SUNDOWNERS

Minimum of 20 guests

Served on the Pool Terrace – room hire fees may apply

Option One \$24 per person

Selection of 2 hot and 2 cold canapés from our seasonal menu

Option Two \$31 per person

Selection of 3 hot and 3 cold canapés from our seasonal menu

BEVERAGE PACKAGES

Standard Package

Drink package includes the house selection of sparkling wine, white wine, red wine, heavy beer, light beer, soft drink and orange juice

1 hour duration at \$21 per person

2 hour duration at \$31 per person

3 hour duration at \$39 per person



Audio-visual equipment

Equipment	Full Day Delegate	Half Day Delegate	Room Hire	Individual Hire / Extras
High Speed WiFi Access	Free of Charge	Free of Charge	Free of Charge	
Iced Water & Mints	Free of Charge	Free of Charge	Free of Charge	
Delegate Stationery	Free of Charge	Free of Charge	Free of Charge	
Lectern	Free of Charge	Free of Charge	Free of Charge	
Flip Chart	1 x complimentary	1 x complimentary	1 x complimentary	\$45
Whiteboard	1 x complimentary	1 x complimentary	1 x complimentary	\$45
Data Projector/ Screen/Speakers	1 x complimentary	1 x complimentary	1 x complimentary	\$250
Handheld Microphone	-	-	-	\$250
Polycom Phone	-	-	-	\$250

All AV equipment is subject to availability at the time of booking. Additional AV equipment available upon request, additional charges may apply.

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