

Hawthorn Receptions – Conference & function venue

Located at 555 Glenferrie rd, in the heart of one of Melbourne's most chic suburbs; Hawthorn.... Only minutes away from the CBD.

Hawthorn Receptions, once a period family home, now boasts a purpose built function space, constructed onto what were the expansive gardens fronting to Glenferrie Rd.

Elements of art-deco antique charm are still evident in the useful grand foyer; part of the original home, where your guests are welcomed before being led into the main function area, with unobstructed views offering countless configurations for any corporate set-up.

Room Hire Weekdays

All prices inc GST

\$880.00 per day

\$550.00 ½ day (< 4 hours)

Room Capacity

U Shape / cabaret style up to 150 delegates

Theatre style up to 300 delegates

Cocktail up to 350 delegates

Audio & Visual Conference Equipment

Hawthorn Receptions provides you with Audio & visual equipment required to make your conference a success. The following standard equipment is complimentary with your conference package, additional or special equipment is available at reasonable hire cost.

Standard Equipment Included on request

Up to 2 Roaming microphones
Lapel microphone
Whiteboard, markers & eraser
In house Audio system

Lectern
Facsimile Service
CD/DVD player
Flipchart stand

Additional equipment available to hire

Prices based on a per day basis and inc GST

8' projector screen	\$185.00	day hire
Data Projector	Price on application (BYO Welcome)	
Carousel Slide projector	Price on application	
Video camera & tripod	Price on application	
Laptop hire	\$175.00	day hire
Electronic whiteboard	\$195.00	day hire

Business Centre services

Photocopying	\$0.55	per sheet
Local fax	\$1.00	first sheet
	\$0.55	per sheet thereafter
STD Fax	\$2.00	first sheet
	\$1.00	per sheet thereafter
International Fax	\$5.00	first sheet
	\$3.00	per sheet thereafter

If you require something in particular please do not hesitate to ask. All packages can be personalized to suit your needs

Delegate Packages & Menu Options

Prices shown are based on a per delegate basis & include GST

Breakfast Packages

Light Breakfast - \$ 9.00 per delegate

Freshly brewed coffee, tea, chilled juice plus fresh seasonal fruit platters catered for the confirmed number of delegates

Hot Breakfast - \$28.50 per delegate

Individually cooked breakfast, comprising of poached eggs served on thick toast, fresh bacon, continental sausage, tomato, sautéed mushrooms and a mini croissant per person with a selection of preserves

Freshly brewed coffee, tea & chilled orange juice

Continental Buffet Breakfast - \$18.50 per delegate

Fresh seasonal fruits, assorted pastries, yoghurt & breakfast cereals.

Freshly brewed coffee, tea and chilled orange juice

Half day packages

Half day package one - \$22.00 per delegate

Tea & coffee on arrival

Iced water

Orange juice

Morning wake-up with assorted pastries OR afternoon boost with sweet cookies

Lunch, consisting of four corner sandwiches & platters of fresh seasonal fruits

Half day package two - \$29.50 per delegate

Tea & coffee for the entire function duration

Iced water

Orange juice & soft drinks

Morning wake-up with assorted pastries OR afternoon boost with sweet cookies

Lunch consisting of four corner sandwiches & platters of fresh seasonal fruits and Australian cheeses with water crest crackers

We would be pleased to cater for any special dietary requirements that may arise.

Full day packages

Full day package one - \$35.00 per delegate

Tea & coffee on arrival

Iced water

Orange juice

Morning wake-up with assorted pastries

Lunch consisting of four corner sandwiches & platters of fresh seasonal fruit

Afternoon boost with assorted cookies, coffee & tea

Full day package two - \$42.00 per delegate

Tea & coffee for the entire function duration

Iced water

Orange juice

Assorted pastries on arrival

Morning wake-up with muffins

Lunch including four corner sandwiches, platters of fresh seasonal fruits and Australian cheeses

Afternoon boost of assorted cookies

Beverage packages

Beverages are charged on consumption

Assorted Red & White wines, sparkling white wine, a range of heavy & light beers, low joule beer, a variety of basic spirits & soft drinks are available upon request

Red Wine

DeBortoli Willowglen Cabernet Shiraz 2004 \$15.00 per bottle

DeBortoli Willowglen Cabernet Merlot 2004 \$15.00 per bottle

White Wine

DeBortoli Willowglen Chardonnay 2004 \$15.00 per bottle

Hardy's Sauvignon Blanc \$15.00 per bottle

Sparkling White Wine

DeBortoli Willowglen Sparkling white wine \$20.00 per bottle

Beer

Carlton Draught 800ml bottle \$10.00 per bottle

VB 800ml bottle \$10.00 per bottle

Foster Light ice \$ 8.00 per bottle

Carlton Low joule stubbies \$3.50 per stubbie

**To discuss your individual event requirements, please
contact us at Hawthorn Receptions on 03) 9818 1355**