

MEETINGS & EVENTS KIT

FLAGSTAFF GARDENS
HOTEL | MELBOURNE

Flagstaff Gardens Hotel Melbourne

Located opposite Melbourne's oldest park and just a short walk from the CBD, Flagstaff Gardens Hotel Melbourne offers a relaxed and well-connected setting for meetings, conferences and events. Positioned within the Free Tram Zone and moments from Flagstaff Station, the hotel provides easy access for delegates travelling from across the city.

Flagstaff Gardens Hotel Melbourne features a range of comfortable accommodation rooms, ideal for delegates seeking a convenient city stay. Guests can enjoy complimentary high-speed Wi-Fi, practical in-room amenities and friendly, attentive service throughout their visit. Onsite dining is available at HQ's on William, with breakfast served daily and evening dining options to suit business stays.

Choose from five flexible meeting and event spaces catering for everything from boardroom meetings to larger conferences and celebrations for up to 170 guests, cocktail-style. With easy-to-use AV, high-speed Wi-Fi and an experienced events team on hand, we focus on the details, so your event runs smoothly from start to finish.



FLAGSTAFF GARDENS

HOTEL MELBOURNE

Venues Capacities

	Semaphore	Flagstaff 1	Flagstaff 2	Flagstaff 1 and 2	Parkview Room	HQ's on William
Dimensions	3x5.3 m	12x8 m	6x8 m	18x8 m	-	-
Area (m²)	16	100	50	150	20	250
Boardroom	6	18	16	-	8	-
Theatre	14	70	40	110	14	-
Banquet	-	54	18	72	-	-
Cocktail	-	120	50	170	-	150
Classroom	-	36	18	54	-	-
U-Shape	6	18	16	-	8	-
Cabaret	-	35	16	64	-	-



Flexible Room Setups



Flagstaff 1



Flagstaff 2

Breakfast

Plated breakfast | \$55 per person

Two plated breakfast dishes served alternately, complemented by warm mini pastries and seasonal fruit. Coffee, a selection of teas and a juice station are included.

- The full breakfast- scrambled eggs, bacon, chorizo, tomato, mushroom, rosti, sourdough
- Smashed avocado, edamame, hazelnut, ricotta, poached eggs, sourdough
- Vanilla mascarpone yoghurt, pistachio, rhubarb, strawberry
- Blueberry buttermilk pancakes, lemon curd, maple syrup

Canapé breakfast | \$45 per person

A selection of four breakfast canapés, complemented by warm mini pastries and seasonal fruit. Coffee, a selection of teas and a juice station are included.

- Mini slider, fried egg, smoked bacon, milk bun, BBQ sauce
- Mini croissants, mushroom ragù, asiago cheese
- Belgian waffles, vanilla mascarpone, caramelised banana, Nutella
- Smashed avocado crostini, edamame, hazelnut, ricotta



Day Delegate Packages

Full Day Package | \$80 per person

Includes:

- Tea and coffee throughout the day
- Morning and afternoon tea. Includes one sweet and one savoury item per break
- Chef-designed lunch served in HQ's Restaurant

Half Day Package | \$70 per person

Includes:

- Tea and coffee during your meeting
- Morning OR afternoon tea. Includes one sweet and one savoury item.
- Chef-designed lunch served in HQ's Restaurant

Sweet

- Black forest, cherry compote, mascarpone, dark chocolate, pistachio
- Selection of macarons: Biscoff, strawberry, lemon meringue
- Vanilla slice, buttery puff pastry, custard, icing
- Selection of mini cheesecake: Bake NY, Toblerone, raspberry
- Lemon Meringue, shortcrust, lemon curd

Savoury

- Macaroni cheese & bacon toastie, truffle
- Smoked salmon quiche, crème fraiche, dill
- Pork & fennel sausage roll, tomato chutney
- Chicken roll, wholegrain mustard, celery, walnut, crusty bread
- Hummus crostini, chickpeas, cucumber, radish, rye



Minimum numbers and spend apply.

FLAGSTAFF GARDENS

HOTEL MELBOURNE

Day Delegate Lunch Menu

Two hot dishes, two salads, petit fours, a selection of seasonal fruit

Hot Selection

- Crispy pork belly, red cabbage
- Sticky honey & lemon chicken, stir fried vegetables
- Slow cooked lamb leg, chimichurri, fetta, flatbread
- Miso glazed salmon, sushi rice, pickled ginger, seaweed salad
- Mushroom ravioli, black garlic, sage, ricotta
- Sticky lamb ribs, sesame broccoli

Salads

- Classic Caesar salad, sourdough, egg, Grana Padano, smoked bacon
- Green salad, cucumber, avocado, iceberg, spinach, green goddess dressing
- Wild rocket, pear, Pecorino, honey mustard dressing
- Cos lettuce, house dressing, cucumber, radish, fennel, herbs
- Greek salad, Kalamata olives, marinated feta, tomato, cucumber, oregano

Petit Fours

- A selection of, brownie, rocky road, pralines



Day Delegate Packages Upgrades

Sandwich Upgrade | \$16 per person

\$16 per person | Select two sandwiches

- Chicken salad, cucumber, butter lettuce, ranch
- Salami, stracciatella, wild rocket, hot honey
- Rare roast beef, horseradish mayo, parsley, pickled onion, watercress
- Tuna, pickled jalapeno, cos lettuce
- Mortadella, mozzarella, tomato chutney, wild rocket
- Baba ghanoush, cucumber, pickled red onion, arugula, sesame bagel

Plated Lunch Options (Small Groups)

*Available for events with fewer than 12 attendees.
Offered in place of the buffet lunch.*

- Wagyu Beef burger, bacon, American cheese, pickle, milk bun, beer battered chips
- Chicken Parma, Free-Range, Napoli sauce, smoked ham, mozzarella, beer battered chips
- Fish & chips, beer battered fish, chips, tartare, lemon
- Roasted Cauliflower steak, harissa, romesco, smoked yoghurt, pomegranate

Additional Catering Options

- Lunch on its own – \$45 per person
- Additional morning or afternoon tea item – \$6 per person

Tea & Coffee

Sample the Nespresso coffee pod range with distinct flavour profiles, alongside a selection of traditional and herbal teas.

- On arrival – \$8 per person
- Continuous service – \$15 per

Additional Beverages

- Natural still spring water – \$7.50 per person
- Sparkling water – \$8.00 per person



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Canapés

1 Hour Package - \$32 per person

Includes:

- 4 standard canapés

2 Hour Package - \$46 per person

Includes:

- 5 standard canapés
- 1 substantial items

Additional Items

\$6 per additional canape - hot, cold or desserts.
\$9 per additional substantial

Hot and cold

- Chicken & mushroom filo, truffle
- Arancini cabonara, black garlic, Grana Padano
- Slow cooked beef & mushroom pie, tomato chutney
- Spanner crab & apple salad, crostini, caviar
- Pumpkin & leek tart, marinated fetta
- Corn croquette, romesco, gruyere
- Kingfish ceviche, chilli, sesame cracker
- Spicy salami pizza, oregano, ricotta, sugo

Dessert

- Selection of macaroons, Biscoff- strawberry- lemon meringue
- Selection of mini cheesecake, Bake NY- Toblerone- Raspberry
- Lemon Meringue, shortcrust, lemon curd

Substantial

- Fish & chips, chicken salt, tartare sauce, lemon
- Mini wagyu hamburger, secret sauce, pickle, American cheese, milk bun
- Slow cooked lamb shoulder ragù, sugo, oregano, rissoni pasta
- Crispy Chicken katsu burger, celeriac slaw, coriander

While best efforts will be made to accommodate all dietary requests, unfortunately guarantees of allergen free foods cannot be made due to cross contact risks within the kitchen.

Plated Lunch and Dinner Menu

2 Course Alternate Drop | \$62 per person

3 Course Alternate Drop | \$76 per person



Entrée

- Crispy pork belly, lime, chilli, sesame, coriander, peanut praline
- Kingfish ceviche, tomato picante, macadamia Pangrattato
- Local handmade burrata, apple, fennel, smoked honey, rye bread
- Slow cooked sticky lamb ribs, chimichurri

Main

- Smoked free range Duck Breast, crispy skin, beetroot, blackberry, apple
- 200g eye fillet, peppercorn, charred lemon
- Braised beef cheek pappardelle, tomato ragu, basil, Grana Padano, basil
- Confit Atlantic Salmon, oyster mushroom, leek, burnt butter sauce
- Roasted Cauliflower steak, harissa, romesco, smoked yoghurt, pomegranate

Dessert

- Crème brulee, burnt sugar, rhubarb
- Whisky dark chocolate mousse tart, orange, peanut praline
- Double choc chip ice cream sandwich, roasted peanut butter ice cream
- Local Cheese selection, crackers, quince paste

Shared sides

- Beer battered chips, aioli
- Cos lettuce, fennel, radish, cucumber, hazelnuts, balsamic dressing

Buffet

Dinner | \$76 per person

Two hot dishes, two salads, petit fours, seasonal fruit

Hot Selection

- Crispy pork belly, red cabbage
- Sticky Honey & lemon chicken, stir fried vegetables
- Slow cooked lamb leg, chimichurri, fetta, flatbread
- Miso glazed salmon, sushi rice, pickled ginger, seaweed salad
- Porchetta, roasted pumpkin, peppercorn sauce
- Mushroom ravioli, black garlic, sage, ricotta
- Sticky lamb ribs, sesame broccoli

Salads

- Classic Caesar salad, sourdough, egg, Grana Padano, smoked bacon
- Green salad, cucumber, avocado, iceberg, spinach, green goddess dressing
- Wild rocket, pear, Pecorino, honey mustard dressing
- Cos lettuce, house dressing, cucumber, radish, fennel, herbs
- Greek salad, Kalamata olives, marinated feta, tomato, cucumber, oregano

Petit Fours

- A selection of, brownie, rocky road, pralines

Seasonal Fruit

- A selection of, watermelon, pineapple, strawberries, rockmelon, grapes

Beverage Packages

Classic Package

1 Hour - \$27 pp
2 Hours - \$35 pp
3 Hours - \$42 pp
4 Hours - \$47 pp
5 hours - \$55 pp

- Cascade Premium Light, Pure Blonde, Great Northern
- Rothbury Estate Wines— Sparkling, Sauvignon Blanc, Shiraz
- Cabernet (Hunter Valley, NSW)
- Chilled juices, soft drinks, sparkling water and iced water

Premium Package

1 Hours - \$30 pp
2 Hours - \$37 pp
3 Hours - \$44 pp
4 Hours - \$52 pp
5 Hours - \$59

- Pure Blonde, Fat Yak Pale Ale, Cascade Premium Light
- T’Gallant Sparkling Prosecco (Mornington Peninsula, VIC)
- Leo Buring Riesling (Clare Valley, SA) or Cape Shank Pinot
- Grigio (Mornington, VIC)
- Wolf Blass Private Release Shiraz (Barossa Valley, SA) or
- Fickle Mistress Pinot Noir (Malborough, NZ)
- Chilled juices, soft drinks, sparkling water and iced water

Deluxe Package

1 Hour - \$34 pp
2 Hours - \$42 pp
3 Hours - \$50 pp
4 Hours - \$58 pp
5 Hours - \$65 pp

- Corona, Peroni, Coopers Pale Ale, Cascade Premium Light
- T’Gallant Sparkling Prosecco (Mornington Peninsula, VIC)
- Squealing Pig Sauvignon Blanc (Marlborough, NZ) or St Hubert’s
- ‘The Stag’ Chardonnay (Yarra Valley, VIC)
- Pepperjack Cabernet Sauvignon (Barossa Valley, SA) or
- Coldstream Hills Pinot Nior (Yarra Valley, VIC)
- Chilled juices, soft drinks, sparkling water and iced water

Non-Alcoholic Package

1/5 Hour - \$15 pp
1 Hour - \$19 pp
3 Hours - \$22 pp
4 Hours - \$27 pp
5 Hours - \$30 pp

- Chilled juices, soft drinks, sparkling water and iced water

Audio Visual

Flagstaff Gardens Hotel Melbourne can assist with your audio visual and technical requirements for meetings and events. We partner with MAV, our preferred external audio-visual provider, to support more specialised production needs where required.

Complimentary equipment

- Data projector and screen with HDMI input
- Whiteboard
- Flip chart
- Lectern and microphone
- Two roving microphones

Equipment available to hire

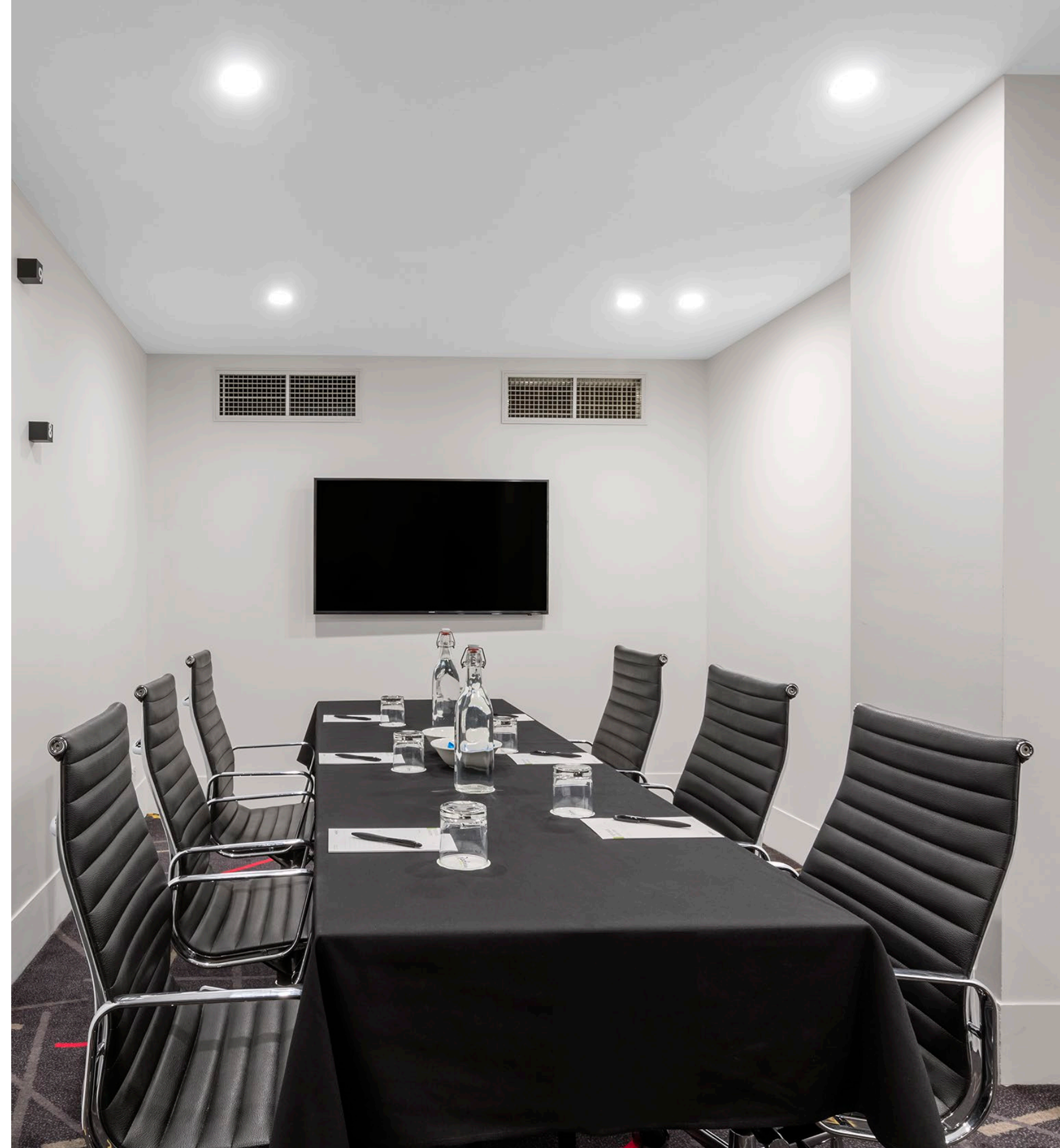
- Laptop hire – \$145 per laptop
- Lapel microphone – \$190 per item

(Pricing may change as this equipment is supplied by MAV)

Technical support

- On-site technician available on request at \$110–\$120 per hour

(Pricing may vary as technicians are supplied by MAV)



FLAGSTAFF GARDENS

H O T E L M E L B O U R N E

380 William St, Melbourne VIC 3000

events_flagstaffgardens@evt.com

+61 3 9322 8000

www.flagstaffgardenshotel.com