



# CONFERENCES & EVENTS

Punthill Knox



Punthill Knox  
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Wantirna South VIC 3152

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MEETING SPACES  
CATERING  
ACCOMMODATION



Located south east of Melbourne CBD, the Wantirna Room at Punthill Knox is the perfect venue for your next meeting, seminar or conference.

Our Knox conference facilities are further complemented by our warm and stylishly designed Studio, one and two bedroom serviced apartments.

Enjoy our courtyard BBQ area, a relaxing place to unwind after a long day of business or enjoy the privacy and peace of your spacious serviced apartment.

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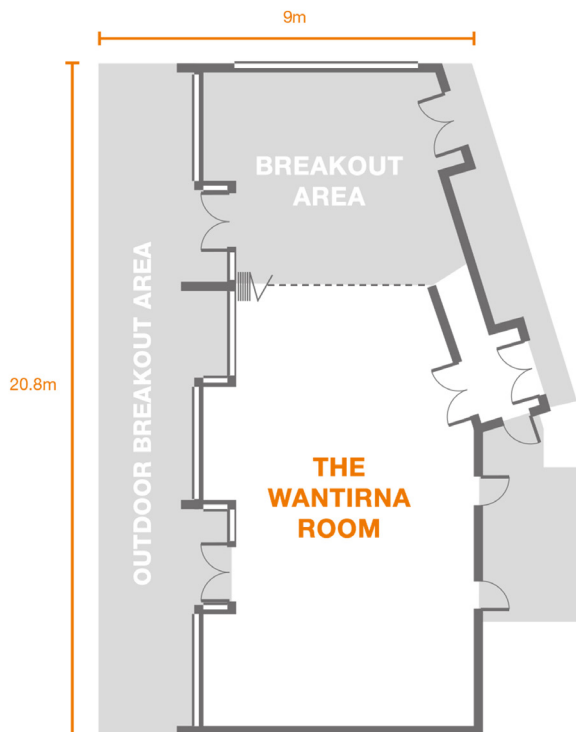
## MEETING SPACE

The Wantirna Room has an abundance of natural light and is ideal for boardroom style meetings, presentations, training workshops, product launches and corporate functions.

Our conference room also has direct access to a courtyard area ideally suited for breaks throughout the day.



	Size m2	Banquet	Cabaret	Board	Classroom	Theatre	U-Shape	Half Day	Full Day
The Wantirna Room	60	80	40	24	40	80	34	\$350	\$450



**Room Hire Includes**  
 Whiteboard and markers  
 Flipchart and markers  
 Notepads and pens  
 Mints and water  
 WiFi connectivity

\*Additional AV is available upon request.  
 Extra fees may apply.



### **Bookable Hours**

Standard hire fees apply to room hire during the hotel's normal opening hours. Any bookings made outside of this time will incur an additional fee of \$50.00 per hour booked.

Half day hire is classified as a 4 hr booking. If the booking exceeds the 4 hr limit, the client will be charged the full day price.

Full day hire is classified as an 8 hr booking. If the booking exceeds the 8 hr limit, the client will be charged an additional fee of \$50 per additional hour.

### **Car Parking**

Limited on site complimentary car parking is available for conference delegates - subject to availability.



## DAY DELEGATE PACKAGES

### Working Package (min 15 delegates)

Full Day (4-8 hours)	Half Day (1-4 hours)
<b>\$50pp</b>	<b>\$40pp</b>

Enjoy our full day / half day delegate working package including:

- Unlimited tea and coffee
- Morning tea selections (choice of one option)
- Working lunch
- Afternoon tea (choice of one option)

### Executive Package (min 15 delegates)

Full Day (4-8 hours)	Half Day (1-4 hours)
<b>\$65pp</b>	<b>\$55pp</b>

Enjoy our full day / half day delegate Executive package including:

- Unlimited tea and coffee
- Morning tea selections (choice of one option)
- Executive lunch
- Afternoon tea (choice of one option)

### Our Daily Delegate Packages are inclusive of the following:

- Room Hire
- Whiteboard and markers
- Flipchart and markers
- Notepads and pens
- Mints and water
- WiFi connectivity
- Standard A/V inclusions

*\*Dietary requirements available on request, please let us know in advance.*



## CATERING MENU (min \$150 order)

### Morning & Afternoon Tea

**\$15 pp** (additional selection \$5.5 pp)

- Tea & coffee
- Juice of the day
- Fresh seasonal fruit platter to share

Select 2 of the following:

- Assorted mini biscuits and slices
- Assorted sweet mini muffins
- Roast veggie frittata
- Crudités, breads and dips platter (GF + Vegan)
- Assorted mini-Danish portions

### Working Breakfast

**\$16 pp**

Each guest receives:

- Mini bacon and egg rolls (2 pp)
- Assorted sweet mini muffins (1 pp)
- Fresh seasonal fruit platter to share
- Juice of the day to share
- Tea and Coffee

Presented on platters to share.

### Executive Breakfast

**\$20 pp**

Each guest receives:

- Mini bacon and egg rolls (2 pp)
- Mini breakfast granola and yoghurt cups (1 pp)
- Assorted Danish Pastries (1 pp)
- Fresh seasonal fruit platter to share
- Juice of the day to share
- Tea and Coffee

Presented on platters to share

### Working Lunch

**\$20 pp**

Each guest receives:

- Flat bread wraps and mixed seasonal fillings (1/2 pp)
- Assorted traditional sandwiches with seasonal fillings (1 pp)
- Mini Gourmet rolls with mixed seasonal fillings (1 pp)
- Fresh seasonal fruit platter to share
- Soft drinks and juice of the day to share

Presented on platters to share

### Executive Lunch

**\$28 pp**

Each guest receives:

- Assorted Mini Gourmet rolls with mixed seasonal fillings (1 pp)
- Finger club sandwiches with mixed seasonal fillings (1 pp)
- Assorted quiches (1 pp)
- Fresh Garden Salad to share
- Fresh seasonal fruit platter to share
- Soft drinks and juice of the day to share

We automatically include 25% vegetarian options. Presented on platters to share.

*\*Dietary requirements available on request, please let us know in advance.*



## CATERING MENU - ADD ONS (min \$100 order still applies)

### Gourmet Platters

Minimum of 8 guests required for all platters

- Fresh Seasonal Fruit Platter \$7 pp
- Cheese Platter \$10 pp
- Antipasto Platter \$12 pp
- Crudites, Breads and Dips Platter \$10 pp

### Fresh Salads

All salads serve 8-10 guests

- Fresh Garden Salad \$40 each
- Greek Salad \$45 each
- Chicken Caesar Salad \$45 each
- Quinoa Salad\* \$45 each

\*With essential greens, grains and seeds

## OPTIONAL ADD ONS

In addition to the room hire and its inclusions, you may choose to upgrade your conference or event with the following add ons. We can also discuss any specific needs or requirements you may have.

### Beverage Options

Unlimited tea & coffee - **\$4.50 pp**

Calm & Stormy (Sustainably packaged)

All-Natural Sparkling Water

300ml Can - **\$3 per can**

750ml Glass Bottle - **\$7 per bottle**

300 ml Fruit Sparkling Can - **\$3.5 per can**

Your fruit sparkling range contains sparkling water blended with 5-20% Australian fruit juice and nothing else. You will receive a selection of : Blood Orange - Tasmanian Raspberry - Lemon/Lime - Pink Lady Apple.

### Snack Bags - \$15 each

Each snack bag includes one can of Calm & Stormy sparkling water and one can of fruit sparkling water, a snack bar and salted snacks\*

### Additional Flip Charts - \$39 each

*\*options may vary, please let us know of any dietary requirements*



## ACCOMMODATION

Offering Studio, One and Two Bedroom serviced apartments, Punthill Knox provides flexible accommodation options whether you're travelling for business or leisure.

Punthill Knox accommodation close to Westfield Knox Shopping Centre, business precincts of Knox, Bayswater, Scoresby & Wantirna, Knox Private Hospital, Angliss Hospital, Ferntree Gully, Swinburne Uni Wantirna and the gateway to the Dandenong Ranges.

In the heart of Knox, Punthill Knox offers apartment accommodation for short or long-term stays. With on-site parking, it is the ideal base when visiting Caribbean Business Park and the business precincts of Knox, Wantirna, Bayswater and Scoresby. The apartment hotel is around the corner from Westfield Knox Shopping Centre and Swinburne Uni, Wantirna. It is an easy drive to Knox Private Hospital, Angliss Hospital and the reception centres and attractions in the Dandenong Ranges.

Room Type	Configuration	Max Occupancy	Room Size
Studio Apartment	1 Queen	2	26m <sup>2</sup>
One Bedroom Apartment	1 Queen	3	53m <sup>2</sup>
Two Bedroom Apartment	2 Queen	5	79m <sup>2</sup>
Two Bedroom Apartment - Dual Key	2 Queen + 2 Single	5	79m <sup>2</sup>





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