

# Conferencing & Events

## Melbourne





## Thank you for considering Oaks.

At Oaks Hotels & Resorts, we know attention to detail makes all the difference in the success of your conference or event, our knowledgeable events team are here to assist you from conception to completion, ensuring your conference or event runs smoothly.

Spoilt for choice, Oaks Hotels & Resorts offers you two unique hotels in Melbourne's CBD, Oaks on Collins and Oaks on Market. With seven flexible function rooms you are sure to find the ideal venue for your upcoming event. Our Executive Chef is available to consult with you and design a menu that caters to your specific requirements to ensure your event is a success. All menus are alternate drop with an additional vegetarian option available on request.

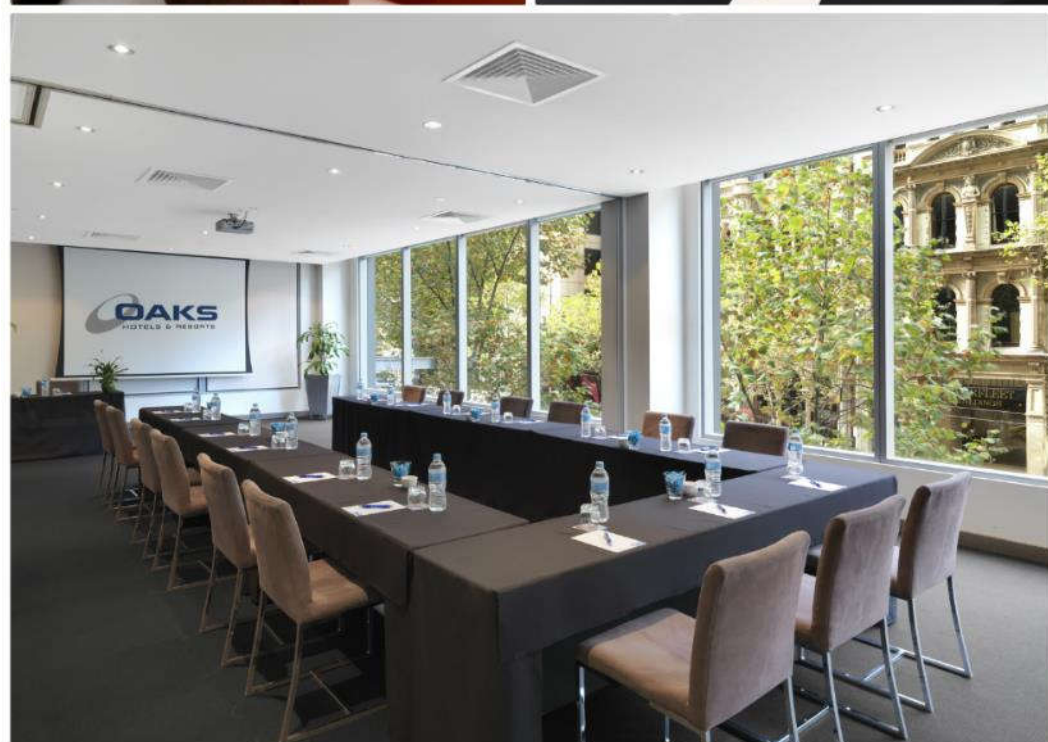
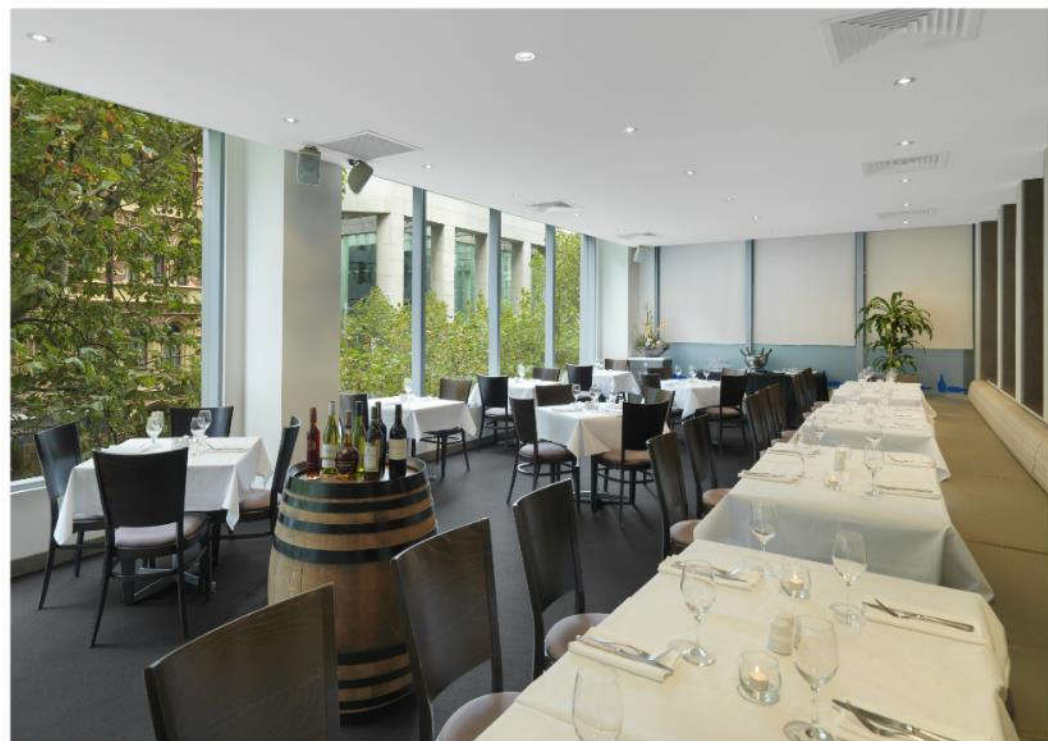
**Oaks on Collins** is located in the heart of the Melbourne's CBD, opposite the Rialto Towers, it is the ideal location for your next conference, meeting or dinner. With four multipurpose conference and banquet rooms, featuring natural light and contemporary decor, Oaks on Collins offers complete flexibility for a wide range of conference schedules and delegate numbers.

**Oaks on Market** is discreetly positioned in the heart of Melbourne's central business precinct, it is the perfect venue for your upcoming event. With three multi-purpose conference and banquet rooms located exclusively all on level one of the hotel. Boasting a large function foyer and outdoor terrace, the versatile facilities at Oaks on Market offer complete flexibility for any conference, dinner or meeting. For a relaxing break amidst your busy conference schedule, meals and refreshments can be catered for on the outdoor terrace.

Our dedicated conference and events team are available to assist you with a range of Conference Services:

- ✓ Accommodation requirements
- ✓ Pre and post conference functions / cocktail events
- ✓ Personalised menus and beverage package selections
- ✓ Event theming and decorations
- ✓ In-house audio visual support
- ✓ Business services and support
- ✓ Wireless broadband

Please note that all pricing and menu items shown in this document are subject to change without notice, minimum 20 people or additional room hire fee may apply.





# Oaks on Collins

Venue	Cabaret	Classroom	U Shape	Boardroom	Theatre	Cocktail	Banquet
Oaks 4 & 5	42	45	40	30	80	90	54
Oaks 5	21	18	15	15	40	30	18
Oaks 4	21	30	20	20	50	40	27
Oaks 2-4	91	90	-	-	180	200	120
Oaks 2 & 3	60	60	35	30	120	120	72
Oaks 2	35	30	25	25	60	50	36
Oaks 3	21	18	15	15	40	40	27
1 <sup>st</sup> Floor Restaurant & Bar	-	-	-	-	-	150	80

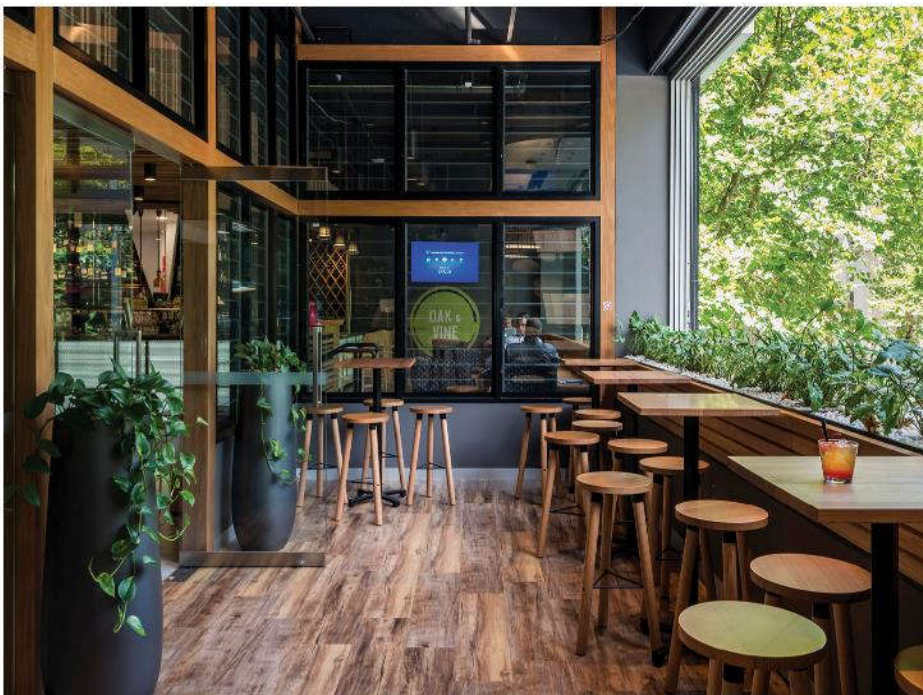


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# Oaks on Market

Venue	Cabaret	Classroom	U Shape	Boardroom	Theatre	Cocktail	Banquet
Market 1	28	40	20	20	60	50	40
Market 2	21	26	16	16	40	40	30
Market 3	70	80	50	20	130	180	90
Market 1, 2 & 3	126	120			180	220	160
Market 2 & 3	98	100			180	200	130
Terrace	-	-				100	-
Oak & Vine	-	-				150	80





# The Oaks Package

The Oaks day delegate package is a popular choice for those wanting to break away from the conference, to relax and enjoy a hot buffet lunch, served in our restaurant.

**\$71** per person

## Meeting Room

Pads, pens, mints and iced water

## Arrival Tea and Coffee

Freshly brewed coffee served with a selection of herbal and leaf teas and fresh fruit

## Morning Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by selecting **one** item from our Something Sweet **or** Something Savoury menu

## Lunch

Select **one** of our International menus served in our restaurant, served with soft drink, juice and freshly brewed tea and coffee

N.B For groups fewer than 20 guests a sit down hot plated main course will be served in our restaurant with seasonal fruit and Australian cheeses

## Afternoon Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by selecting **one** item from our Something Sweet **or** Something Savoury menu

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# The Workers Package

The Workers day delegate package is popular for those looking for a working style lunch, where events can continue or a short lunch break is required.

**\$67** per person

## Meeting Room

Pads, pens, mints and iced water

## Arrival Tea and Coffee

Freshly brewed coffee served with a selection of herbal and leaf teas and fresh fruit

## Morning Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by selecting **one** item from our Something Sweet **or** Something Savoury menu

## Lunch

Working style buffet lunch including an assortment of gourmet filled sandwiches, selection of Australian cheeses, seasonal fruit, juice, tea and coffee

## Afternoon Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by selecting **one** item from our Something Sweet **or** Something Savoury menu

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