

CONFERENCE KIT

NOVOTEL BRISBANE AIRPORT



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VENUE &
MEETING SPACE

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BREAKFAST &
BREAKS

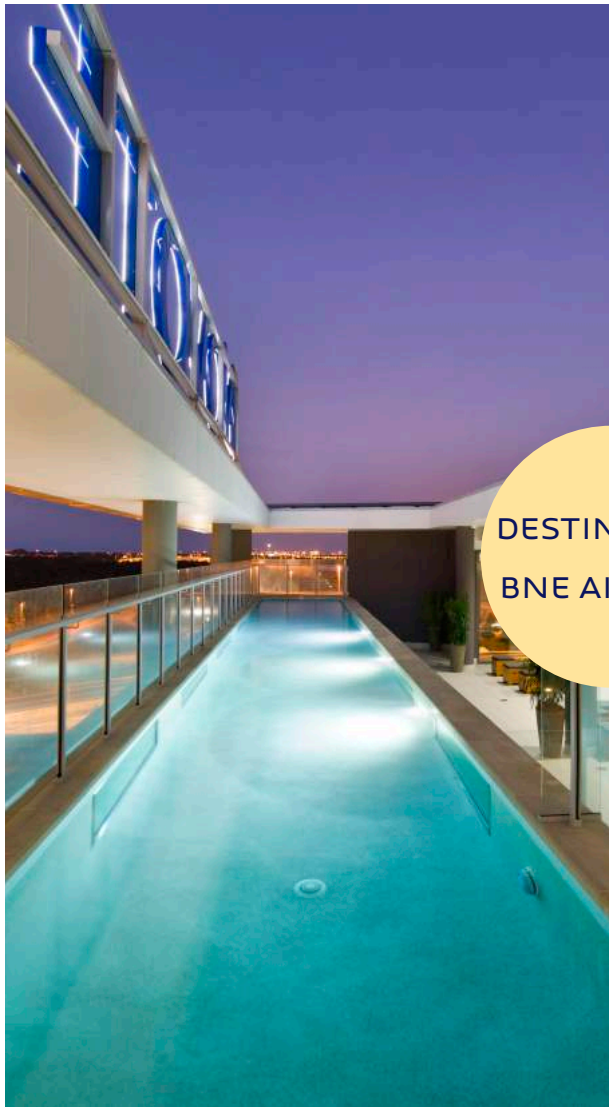
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LUNCH &
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CANAPES &
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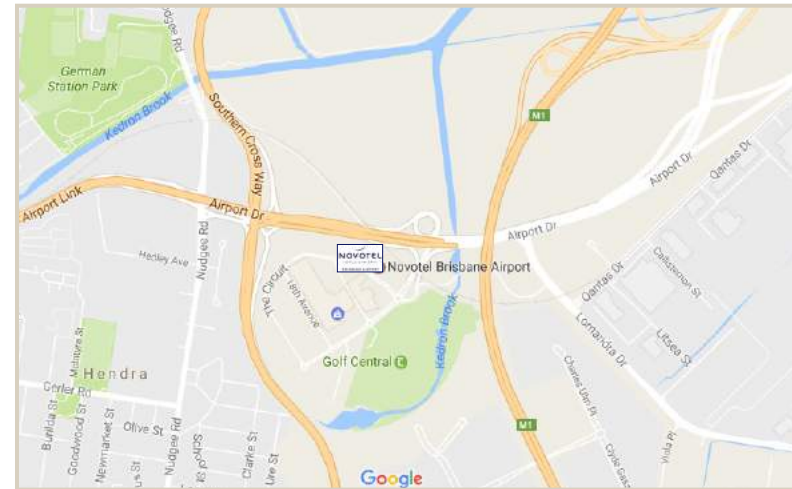
DESTINATION
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LOCATION AND FACILITIES

Novotel Brisbane Airport is a 4 ½ star hotel offering a state of the art conference centre and unbeatable access. Choose from six dedicated event rooms with a capacity of up to 120 delegates, and a purpose built executive boardroom. All rooms feature floor to ceiling windows, state of the art audio visual and double glazed windows which ensure quiet meeting spaces.

The hotel is conveniently located just minutes from the Domestic and International terminals and 20 minutes from Brisbane CBD. Adjacent to the Skygate Precinct, DFO Shopping Centre and the Gateway Motorway with easy access from the Sunshine Coast and Gold Coast.

Nearby are Brisbane Entertainment Centre, Doomben and Eagle Farm races, Brisbane Cruise Terminal and Portside Wharf.



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LOCATION & TRANSPORT



CAR PARKING

Parking options for delegates include,

- 2 hours free parking at the adjacent Woolworths
- 4 hours free parking at DFO Shopping Centre
- Multi-level carpark at DFO Shopping Centre where charges per hour apply (please visit our website for detailed costs)

All parking options are within 5 minutes walking distance to the hotel. Please see **MAP** for detailed aerial view of the Skygate Precinct and best directions from your point of origin.

AIRPORT SHUTTLES

Hotel Shuttle @ \$6.00 per person each way
The shuttle services operates daily from 4am to 11pm on a loop service every 40 minutes
Skygate Shuttle @ complimentary service
The shuttle operates from 6.30am to 6pm, every 20 minutes

Visit our website to view the latest transport options fact sheet outlining the shuttle schedule and pick up location maps.

PRIVATE AND GROUP TRANSFERS

Private and group charters can be arranged by our conference sales team. All pricing will be quoted on request basis dependent on your requirements.

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FLOOR PLAN

ROOM CAPACITY



ROOM	AREA	THEATRE	CABARET	CLASSROOM	U-SHAPE	BANQUET	BOARD ROOM	COCKTAIL
WALDORF	48	32	21	18	15	24	16	50
MCLEOD	43	28	14	18	15	16	16	40
WALDORF MCLEOD	90	65	35	48	33	40	24	90
ROBINSON	30	n/a	n/a	n/a	11	12	12	n/a
BAILEY	65	45	28	21	18	32	18	70
FLYNN 1	60	60	28	27	18	32	16	50
FLYNN 2	60	60	28	27	18	32	18	60
FLYNN 1 & 2	120	120	56	54	n/a	72	n/a	120

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EQUIPMENT	PRICE PER DAY
Data projector & screen	\$270
42" LCD TV (Robinson Boardroom)	\$200
Wireless presenter	\$30
Microphone & lectern	\$110
Laptop	\$200
Panasonic interactive whiteboard (no printer)	\$150
Double sided whiteboard	\$45
Flip chart	\$45
6' Tripod screen	\$75
Polycom teleconferencing unit	\$120 + phone call cost

THEMING

Event styling is the art of creating a look and feel for your event. Making it unique, our Conference Sales Executive can assist in planning a tailor made event to suit your needs.

Please note: Live musical entertainment and in some cases amplified music is not permitted. Please check with your Event Executive for further information.

AUDIO VISUAL
EQUIPMENT



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CONFERENCE PACKAGES

STANDARD CONFERENCE PACKAGE SET UP

All conference packages include:

- Whiteboard & flip chart
- Pads & pens
- Chilled water & mints
- Electronic signage for your event
- Registration table is available on request

FULL DAY DELEGATE PACKAGE | \$75.00 PER PERSON

Arrival tea and coffee

Freshly brewed coffee and tea selection

Morning tea

Freshly brewed coffee and tea selection and Chef's selection of two delicious items

Lunch - choose from the following

- Catalina Restaurant Buffet Lunch (min. 20 guests)
- Plated Lunch (small groups – max. 20 guests)
- The Spread Working Lunch (min. 10 guests)
- From the Bakery Working Lunch (min. 10 guests)

Afternoon tea

Freshly brewed coffee and tea selection and Chef's selection of two delicious items

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HALF DAY DELEGATE PACKAGE | \$67.00 PER PERSON

Arrival tea and coffee

Freshly brewed coffee and tea selection

Selection of morning tea or afternoon tea

Freshly brewed coffee and tea selection and Chef's selection of two delicious items

Lunch - choose from the following

- Catalina Restaurant Buffet Lunch (min. 20 guests)
- Plated Lunch (max. 20 guests)
- The Spread Working Lunch (min. 10 guests)
- From the Bakery Working Lunch (min. 10 guests)

PREMIUM CONFERENCE PACKAGE

FULL DAY \$79.00 PER PERSON | HALF DAY \$71.00 PERSON

Standard Conference Package inclusions
Plus Nespresso coffee served during breaks

BELLISSIMO CONFERENCE PACKAGE

FULL DAY \$120.00 PER PERSON | HALF DAY \$115.00 PERSON

Standard Conference Package inclusions
Plus seasonal 2 course alternate serve dinner and evening room hire

ADD NESPRESSO COFFEE | \$4.00 PER PERSON

CONFERENCE PACKAGES



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ARRIVAL TEA & COFFEE

Freshly brewed coffee and tea selection

\$6.00 per person - standard and bellissimo conference package inclusion

Nespresso coffee and tea selection

\$11.00 per person - premium conference package inclusion

Basket of freshly baked Danishes, croissants and fruit muffins

\$18.00 per basket - serves 10 people

MORNING AND AFTERNOON TEA

Freshly brewed coffee and tea selection

Chefs choice of two delicious items

\$12.00 per person - standard and bellissimo conference package inclusion

Nespresso coffee and tea selection

Chefs choice of two delicious items

\$18.00 per person - premium conference package inclusion

COFFEE BREAKS



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HEALTHY ALTERNATIVES - Choice of 2 | Upgrade \$4.00 per person

Natural yoghurt pots, chia, nuts, berry compote (GF)

Chefs selection of bliss balls

Fresh garden crudities – carrot, celery, red capsicums, blanched broccolini & hummus (GF)

Summer fruits, shaved Brazil nuts, sunflower seed granola

Mixed berry smoothies (V, GF)

Wholemeal banana bread, toasted walnuts & ricotta

Poached chicken & grilled vegetable wrap, avocado, garlic yoghurt sauce

CONTINENTAL CLASSICS - Choice of 2 | Upgrade \$4.00 per person

Apple turnover in crisp puff pastry, whipped vanilla cream

French éclair selection – coffee, lemon cream, raspberry, dark chocolate & vanilla

Chocolate twist pastries, chocolate dip

Cinnamon swirl buns

French butter pastry croissants, pastrami, Swiss cheese avocado & tomato

Vanilla bean panna cotta, raspberries & white chocolate

HIGH TEA - Upgrade \$18.00 per person | Package \$35.00 per person

Buttermilk scones with strawberry jam & vanilla cream

Petite four selections

Smoked salmon ribbon sandwiches

Roasted chicken ribbon sandwiches

Assorted macarons

Chocolate dipped strawberries

UPGRADE
YOUR BREAK



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EXPRESS BREAKFAST

One hot selection - \$19.00 per person | Two hot selections - \$22.00 per person

Natural yoghurt pots with fruit compote, chia seed and almonds (GF)

Pain au chocolate

Fresh chilled juice

Freshly brewed coffee and tea selection

HOT SELECTIONS

Ham, cheese and tomato croissants

Bacon and egg English muffin, Swiss cheese

Mushroom, roasted capsicum & feta tart, tomato relish (V)

Turkey, cranberry and cream cheese bagel

GOURMET PLATED

One plated selection - \$38.50 per person | Alternate serve selection - \$43.50 per person

Assorted Danishes, muffins and crossaints

Seasonal sliced fruit

Fresh chilled juice

Freshly brewed coffee and tea selection

PLATED MEAL SELECTIONS

Grilled American style bacon, roma tomato, scrambled eggs, mushroom & toasted Ciabatta

Classic eggs Benedict, poached eggs, shaved leg ham, hollandaise sauce, English muffin

Cheese and chive frittata, chorizo and beans, cherry tomatoes and grilled sourdough

Grilled pork sausage, tomato relish, wilted spinach, feta omelette, toasted Turkish bread

House made potato hash brown, creamed egg, smoked salmon, asparagus and avocado puree

BREAKFAST



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LUNCH

EXPRESS - \$22.00 per person
 Variety of fresh bakery breads and wraps with assorted fillings
 Chefs selection of crisps
 Seasonal fruit platter

THE SPREAD - \$31.00 per person (Min. 10 guests)
 Selection of freshly baked bread and wraps, assorted gourmet fillings and accompaniments
 Antipasto platter including cured deli meats, cheese, olives and pickled vegetables
 Chef's choice of two fresh salads and dressings
 Chefs selection of crisps
 Petite cakes, pastries and seasonal fruit platter

FROM THE BAKERY - \$34.00 per person (Min. 10 guests)
 Chef's choice of two fresh salads and dressings
 Assorted selection of savoury pastries and fillos
 Italian style antipasto platter
 Assorted mustards and relishes
 Seasonal sliced fruit
 Choice of two bakery items

STREET STYLE - \$36.00 per person (Min. 10 guests) | Upgrade \$4.00 per person
 Chef's choice of two fresh salads and dressings
 Assorted dressings and accompaniments
 Sliced seasonal fruits
 Selection of filled mini donuts

Choice of three
 Fish 'n' chips, lemon, mushy peas, tartare sauce
 New York dogs, mustard, sauerkraut, onions & brioche buns
 BBQ pork fried rice, egg, crispy shallots, peas & bean shoots
 Prawn chow mein, noodles, cabbage, sesame, oyster sauce
 Vegetable Pakora, cucumber raita, mango relish (V)
 Buffalo wings
 Spicy pulled pork sliders, slaw, cheddar, tomato relish
 New York style pizza slice
 Satay chicken skewers
 All lunches served with chilled juice, soft drinks, freshly brewed coffee & tea selection.



LUNCH

PLATED LUNCH - \$38.00 per person (small groups - max. 20 guests)

Served in either Catalina Restaurant or in your function room

Individual selection from our lunch menu

Seasonal sliced fruit

Assortment of petit desserts

CATALINA RESTAURANT BUFFET LUNCH - \$39.00 per person (min. 20 guests)

Selection of freshly baked bread

Four hot fork dishes

Chef's selection of two fresh salads

Dressing and condiments

Seasonal fruit platter

Cheese board with brie, blue and aged cheddar, nuts & dried fruits, crackers

Petite pastries and cakes



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BUFFET DINNER - \$60.00 per person (min. 20 guests)

Selection of freshly baked bread

Salads

Moroccan style chickpea salad (V)

Asian slaw wombok salad (V)

New potatoes, bacon, Spanish onion and saffron mayonnaise salad (GF, DF)

Hot Selection

Roasted striploin of beef, wild mushroom sauce (GF, DF)

Ginger and chilli chicken, steamed rice, bean shoot stir fry (GF, DF)

Grilled reef fish, sautéed cabbage, peas and caramelized citrus (GF)

Lamb madras with fragrant basmati rice

Baked sweet potato & red onions (GF, DF, V)

Blanched French beans & cured bacon (GF)

Selection of sauces and accompaniments

Sweet Temptations

Flourless chocolate cake (GF)

Chocolate profiteroles (GF)

Petite four selection

Vanilla pannacotta with passionfruit jelly (GF)

Sliced seasonal fruit platter

LUNCH AND DINNER PLATED MENUS Alternate serve (min. 20 guests)

2 course selection \$55.00 per person | 3 course selection \$70.00 per person

Please refer to seasonal menu for selection options



DINNER

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COLD CANAPÉS

Citrus marinated salmon, wasabi & avocado puree (GF)
Spice rubbed beef, goats cheese & tomato relish (GF)
Dill & lemon chilled prawn, spicy seafood sauce (GF)
Olive & basil tapenade & creamed cheese tartlet (V)
Babaganoush, semi roasted cherry tomatoes, rocket pesto bilinis (V)
Chicken mousse, chives, saffron aioli, puff pastry

HOT CANAPÉS

Butter chicken samosa, cucumber raita
Chicken & chestnut sui mei with chilli soy dipping sauce
Chefs selection of assorted pies
Potato, mozzarella & fennel croquettes, black truffle mayonnaise (V)
Salmon cakes, ginger & lemon grass syrup (GF, DF)
Prawn dumplings with chilli soy dipping sauce (GF, DF)

SWEET CANAPÉS

Petite donut selection
Baby eclairs
Assorted macarons (GF)
Mango meringue tartlets
Choc coffee mousse, hazelnut crumble

SUBSTANTIAL CANAPÉS

Bigger bites:

Seared tuna with pickled vegetable salad, sesame and wasabi dressing (GF, DF)
Pulled pork, petite brioche, spiced apple slaw
Chicken Caesar salad, bacon, croutons, egg and dressing
Shredded chilli beef soft tortilla taco, lettuce, salsa
Goats cheese, spinach and caramelized onion tarts (V)
Bbq chicken and bacon pizzette with mozzarella

Boxed Delights:

Butternut pumpkin, green bean and coconut curry, steamed rice (GF, DF, V)
Tempura whiting, shoestring fries with fennel salt, caper aioli (DF)
Grilled lamb cutlet, rosemary potatoes, Chimmichirri sauce (GF, DF)
Sticky pork ribs, basmati rice, pickled cucumber, roasted peanuts (GF, DF)
Chicken and mushroom Chasseur, rice pilaf, shallots
Beef and oyster sauce, chowmein noodles, Chinese cabbage

1/2 hour Canapes \$20.00 per person | 3 selections

1 hour Canapes \$29.00 per person | 5 selections

2 hours Canapes \$37.00 per person | 7 selections

1 hour Substantial Canapes \$24.00 per person | 2 selections

2 hours Substantial Capaes \$36.00 per person | 3 selections

Petite Eats \$32.00 per person | 2 hot, 2 cold & 1 Substantial selection

CANAPES



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BEVERAGE
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STANDARD BEVERAGE PACKAGE

Bancroft Estate Shiraz Cabernet Sauvignon, Bancroft Bridge Semillon Sauvignon Blanc, Bancroft Bridge Brut , local beer, orange juice and soft drink.

- 1 hour \$22.00 per person
- 2 hour \$28.00 per person
- 3 hour \$34.00 per person
- 4 hour \$38.00 per person

PREMIUM BEVERAGE PACKAGE

HaHa Pinot Gris, Yalumba Organic Chardonnay, Redbank The Long Paddock Merlot, Yalumba Cabernet Sauvignon, local beer, orange juice and soft drink.

- 1 hour \$28.00 per person
- 2 hour \$33.00 per person
- 3 hour \$40.00 per person
- 4 hour \$44.00 per person

SOFT DRINK PACKAGE

Chilled juice and soft drink.
1 hour \$12.00 per person plus \$4.50 for each additional hour

