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ACCOR · LIVE LIMITLESS

MEETING PLANNER

NOVOTEL CANBERRA
CONFERENCE AND EVENTS PACKAGES





Welcome to Novotel Canberra

An International 4.5 star hotel conveniently located in the heart of Canberra's city centre. Boasting direct access to the light rail and city bus interchange at our doorstep, surrounded by many Federal Government and corporate offices. Experience the best of Canberra's retail, entertainment, and culinary delights with the hotel positioned footsteps away from all the action the Nation's capital has to offer.

Offering 286 guest rooms, seven flexible function rooms catering for up to 200 guests, premium dining options and extensive well-being facilities – we are the perfect venue for your next meeting or event.

Hotel Rooms & Apartments

First Edition Restaurant & Bar

Room Service

Heated Swimming Pool

Spa & Sauna

Gym

High Speed Wifi

24hr Reception

On-Site Car Hire

Central Location





About Us

EVERY DETAIL IS TAKEN CARE OF

With absolute flexibility and an eye on the detail, every Novotel meeting and event is directed with flair.

COMMITTED TO YOU EVERY STEP OF THE WAY

Your dedicated event coordinator will work with you every step of the way, carefully considering your requirements and the unexpected (latecomers, delays, changes in equipment or meal schedules, etc.). As a true business partner, Meeting at Novotel will also guarantee quality follow-up and help map out your forthcoming events.

SOLUTIONS AS INDIVIDUAL AS YOUR BUSINESS

Whatever the purpose of your meeting and however many people may be involved, Novotel offers you an entirely bespoke service. Our meetings team are trained to the highest industry standards with fresh ideas to ensure you receive a tailor-made experience – before, during and after your meeting.

ALLSAFE - THE IMPORTANCE OF WELL-BEING

ALLSAFE represents some of the most stringent cleaning standards & operational protocols in the world of hospitality. Welcoming, safeguarding and taking care of others is at the heart of our actions and who we are. The health, safety and well-being of our staff, guests, owners and partners remain our top priority as the world goes through this unprecedented crisis.

PROUD TO BE PART OF PLANET 21

The Planet 21 programme involves 21 concrete and quantitative objectives relating to local sourcing, water, energy and waste management. Our commitment comes with meeting and beating energy and water reduction targets with a focus on recycling and eliminating single use plastics from our hotel.

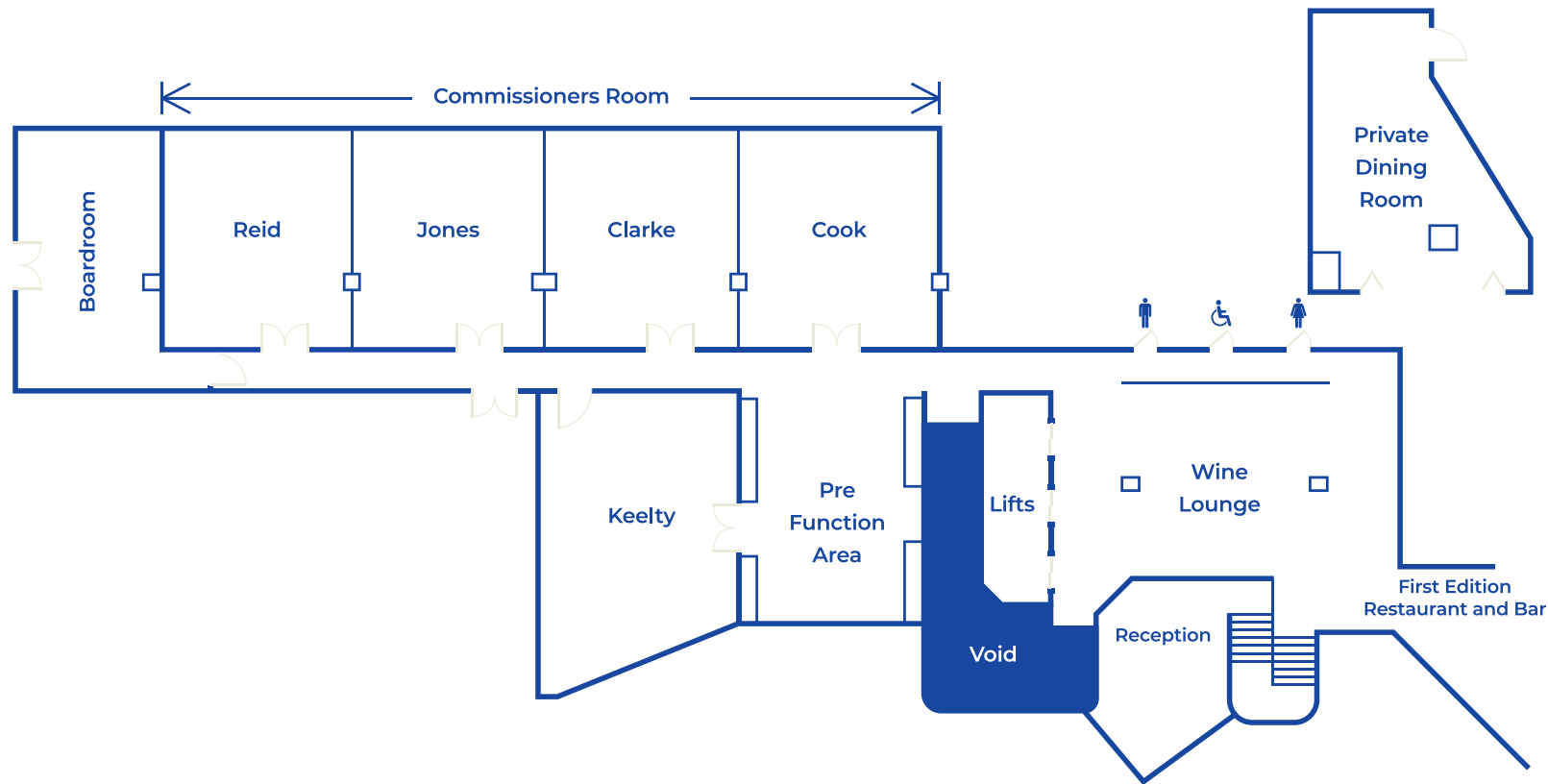


Conferences



Conference Rooms

With a series of inspiring elements from the pre-function area to the meeting room your guests will have an opportunity to pause and reflect on what creates balance in a fast-paced, demanding world. From this initial arrival experience each guest will feel more inspired to personally engage and contribute to the meeting agenda. Each event space features hardwired internet access and high speed speed wifi connectivity.



Conference Room Capacities

ROOM	HEIGHT	AREA M ²	THEATRE	CLASSROOM	BANQUET	U-SHAPE	COCKTAIL	CABARET	BOARDROOM
Cook	2.9	55	50	22	32	16	50	25	16
Clarke	2.9	55	50	22	32	16	50	25	16
Jones	2.9	55	50	22	32	16	50	25	16
Reid	2.9	55	50	22	32	16	50	25	16
Combined 2 Rooms	2.9	110	100	44	72	24	100	60	na
Combined 3 Rooms	2.9	165	150	66	112	na	150	84	na
Commissioners Room	2.9	220	220	88	152	na	200	130	na
Pre-function Area	2.9	55	na	na	na	na	60	na	na
Keelty	2.7	70	50	30	60	25	80	42	20
The Boardroom	2.4	51	0	20	20	14	na	20	14
Private Dining Room	2.7	63	na	na	40	na	40	na	na

Conference Packages

HALF DAY DELEGATE PACKAGE - \$76PP

- AllSafe meeting room set up with Dettol sanitisation station
- Arrival tea & coffee with Dilmah exceptional teas
- Morning or Afternoon tea break served with two menu items of your choice
- Buffet lunch served in First Edition Restaurant
- Whiteboard, markers, eraser and flip-chart
- Data projector and drop down screen 16:9
- Room set up with note pad and pen per delegate
- Jugs of iced water on tables
- Complimentary venue hire*
- 24/7 event concierge service
- Complimentary Wifi access

FULL DAY DELEGATE PACKAGE - \$85PP

- AllSafe meeting room set up with Dettol sanitisation station
- Arrival tea & coffee with Dilmah exceptional teas blends
- Morning tea break served with two menu items of your choice
- Buffet lunch served in First Edition Restaurant
- Afternoon tea break served with two menu items of your choice
- Whiteboard, markers, eraser and flip-chart
- Data projector and drop down screen 16:9
- Room set up with note pad and pen per delegate
- Jugs of iced water on tables
- Complimentary venue hire*
- 24/7 event concierge service
- Complimentary Wifi access

An extensive range of state-of-the-art Audiovisual (AV) equipment is available through our preferred in house AV partner, Encore Event Technologies.

*Subject to minimum numbers or minimum spend

Menu



Morning / Afternoon Tea

Morning tea - select 2 menu items

Afternoon tea - select 2 menu items

Non-package price - \$18.50pp per break

SWEET

- Freshly baked house cookies (V)
- Yoghurt and raspberry coulis (V)
- Petit tartlets (V)
- Country style fresh scones with house made berry jam with vanilla whipped cream
- Warm Portuguese tarts (V)
- Vanilla custard and pistachio Sicilian cannoli (V)
- Flourless orange & poppyseed muffins (DF, GF, V)

SAVORY

- Ham and cheese mini croissants
- Ricotta pumpkin flower (V, GF)
- Bronx bagel with smoked salmon, cream cheese and spinach (GF)
- House bacon and egg wrap with smokey BBQ sauce (DF)
- Selection of petit quiches

Minimum numbers apply. Our menu may vary based on fresh produce availability.



Lunch

Non-Package price - \$55pp

BUFFET LUNCH

- 2 Energizing Salads
- Chef's slow braise of the day
- Vegetarian hot dish (e.g. curry of the day)
- Roasted vegetables
- Fruit platter
- Chef's petit fours
- Mixed selection of juices, soft drinks
- Tea & coffee station

Minimum numbers apply. Our menu may vary based on fresh produce availability.





Canapés

\$5.50pp per canape item
\$12pp per substantial canape item

COLD

- Mini classic Italian bruschetta with vine ripened tomatoes on Three Mills sourdough (DF, V)
- Traditionelle French Boursin served on rice cracker (GF, V)
- Tasmanian Atlantic Salmon with dill cream and house made potato cracker (GF)
- Cherry Bocconcini with Italian glaze biscotti (GF)
- Old school prawn cocktail (DF, Gf)

HOT

- Cheese polenta rosti with ricotta and blue cheese sauce
- Charcoal and fetta arancini
- Duck spring roll with an Asian sticky sauce (H)
- Ricotta Pumpkin Flower (V)
- Tandoori chicken skewer with mint aioli (H, GF)

DESSERT

- Chefs housemade petit cupcakes
- Mango coconut
- Strawberry mousse slab
- Black forest slab
- Decadent chocolate dipped strawberry
- Petit tartlets

SUBSTANTIAL CANAPE MENU

- Sticky glazed pork belly + slaw slider
- Crumbed Brie + slaw slider (GF, V)
- Catch of the day fish and chips (V, GF)
- Suppi with black garlic aioli
- Beef Kofta skewers (H, GF)

Minimum numbers apply. Our menu may vary based on fresh produce availability.





Buffet Dinner

2 Courses - \$65pp

3 Courses - \$75pp

ENTRÉE

- Antipasto platter
- Dinner Rolls

MAINS

- Mixed medley of roast vegetables (V, GF)
- Steamed Jasmine Rice

Select 2 hot dishes

- French creamy chicken
- Slow cooked lamb roast
- Creamy Thai curry (V)
- Tasmanian Atlantic Salmon with lemon butter sauce
- Classic Italian basil pesto with house made pasta. (V, GF)
- 8hr slow cooked beef short ribs with house made jus

SALADS

Select 2 items

- Sweet Potato and capsicum with roasted pine nuts
- Deluxe coleslaw, carrot, celery, red cabbage, capsicum and shallots
- Tabbouleh
- Chick pea, pumpkin and avocado salad
- Black rice and beetroot with walnut and feta salad
- Mixed seafood salad
- Chicken mustard pasta salad
- Chicken and basil pesto penne salad
- Lentil salad

DESSERTS

Select 2 items

- Classic Italian tiramisu
- Premium Australian cheese platter
- Mango coconut
- Strawberry mousse slab
- Black forest slab

Minimum numbers apply. Our menu may vary based on fresh produce availability.





Set Menu Dinner

2 Course - main with entrée or dessert - \$70pp

3 Course - entrée, main and dessert - \$85pp

ENTRÉE

- Black Truffle Suppli (V)
Cousin of the famous Italian arancini served with homemade tomato basil chutney
- 8 hr Slow Cooked Pork Belly
With cherry compote, crushed salted walnut and lemon thyme (GF)
- Lamb Kofta
Smoked eggplant, mint, goats cheese, house made dukkah (H, GF)
- Cigar Leaf Haloumi
With pine nuts and preserved lemon (V)

MAIN

- Cowra Lamb Rump (GF, H)
Lachlan Valley sous-vide lamb rump with salsa verde and a lamb jus
- Duck Croustillante (GF, H)
Sousvide duck Maryland with seasonal greens, cauliflower puree, beetroot pickle glazed with orange brandy sauce
- Crispy Skinned Barramundi (GF)
With sea succulents, citrus segment, blossom and wild rocket salad

- Roast Portobello Mushrooms (V, VG available)
Bush pepper, goats cheese, flaked almonds and rocket tossed in a vermouth vinaigrette
- Sous-vide Chicken Breast (GF, H)
With caramelized brussels sprouts with carrot puree and saffron sauce
- Basil Pesto Penne Pasta
Classic Italian basil pesto with house made pasta. (V, GF)

DESSERT

- Creme Brulee (GF, V)
Classic Vanilla Crème Brulee
- Warm Chocolate Fondant (V)
With black forest compote and vanilla bean ice cream
- Coconut Pannacotta (VG, GF)
Coconut milk, champagne and citrus mango compote
- Trio Sorbet (DF)
Choice of 3 scoops; Mango, Lemon or Raspberry Sorbet

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Grazing Platters

PREMIUM AUSTRALIAN CHEESE PLATTER

\$90

Selection of 3 premium Australian cheeses, grapes, quince paste, house made lavosh and crackers.

TILBA DAIRY FARM TASTING BOARD

\$140

Selection of 3 Tilba Dairy Farm specialty cheeses, crackers, house made lavosh, fresh grapes

CANBERRA TABLELANDS BOARD

\$90

A medley of charcuterie meats; anis plano, prosciutto and hot pamplona, paired with antipasto, Fedra olives & home made lavosh

HARVEST BOARD

\$90

Grilled seasonal vegetables, spiced chickpea hummus, Fedra olives, dukka, home made lavosh, Three Mills toasted sourdough, oil & balsamic

Each serves approx. 8 guests.





Private Breakfast

HIGH TEA BREAKFAST

\$25pp

- Basket of Mini Croissants and Mixed Danish Pastries
- Yoghurt's
- Fruit cups
- Selection of juices on tables
- Tea and coffee station

PLATED BREAKFAST

\$45pp

Hot plated breakfast

Select 2 (alternatively served)

- Pancake Stack - with vanilla whipped cream and mixed berries
- Big Breakfast - 2 hash brown, 2 sausages, bacon, scrambled egg, tomato and mushrooms
- Smashed Avo - on Three Mills sourdough

On tables

- Basket of mini croissants and mixed Danish pastries
- Yoghurt's
- Fruit cups
- Selection of juices on tables
- Tea and coffee station

BUFFET BREAKFAST

\$35pp

Traditional hotel buffet breakfast served in meeting room

HOT SELECTION

- Scrambled eggs
- Hash browns
- Fried bacon
- Sausages
- Spiced sautéed mushrooms
- Spiced baked tomatoes

CONTINENTAL SELECTION

- Fresh platter
- Yoghurt station
- Selection of pastries
- Selection of breakfast cereals & milk
- Selection of fresh breads with self-serve toaster

DRINK STATION

- Selection of juices
- Tea & coffee station

Minimum numbers apply. Our menu may vary based on fresh produce availability.



Beverage Packages

HOUSE PACKAGE

1 Hour - \$22pp
2 Hour - \$28pp
3 Hour - \$39pp
4 Hour - \$45pp

- Bancroft Semillon Sauvignon Blanc
- Bancroft Cabernet Merlot
- Bancroft Bridge Brut NV
- Selection of heavy and light beers
- Selection of juices and soft drinks
- Red Bull Energy drink
- Perrier sparkling water
- Vittel mineral water
- Tea & Coffee Station

LOCAL PACKAGE

1 Hour - \$29pp
2 Hour - \$39pp
3 Hour - \$46pp
4 Hour - \$55pp

- Lerida Estate Pinot Grigio
- Nick O'Leary Rose
- Lerida Estate Pinot Noir
- Nick O'Leary Shiraz
- Capital Brewing Coast Ale
- Bentspoke Crankshaft
- Selection of juices and soft drinks
- Red Bull Energy drink
- Perrier sparkling water
- Vittel mineral water
- Tea & Coffee Station

DRY PACKAGE

1 Hour - \$14pp
2 Hour - \$18pp
3 Hour - \$22pp

- Selection of juices and soft drinks
- Red Bull Energy drink
- Perrier sparkling water
- Vittel mineral water
- Tea & Coffee Station

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Audio Visual



Audio Visual

OUR COMMITMENT TO YOUR EVENT

The Encore Event Technologies on-site Audio Visual Services Manager will provide technical specifications, competitive quotation and advice on a comprehensive product and service range to suit your business event:

- Installed in-room audio visual systems
- Floor plans which include seating and audio visual for your event
- Creative content development
- Technical production management
- Full range of audio systems
- Stage and draping
- Intelligent lighting and LED lighting systems
- Conference delegates participation and interaction – audience response
- Video and audio recording
- Video conferencing, webcasting, livestreaming
- Video on demand (VOD)

Encore Event Technologies will accurately set up on time, meet and greet you to launch your event and be on hand throughout the day.

We commit to ensure your event is a success and will impress your audience.

CREATIVE CONTENT DEVELOPMENT - 'THE MESSAGE'

Encore Event Technologies will guide the creative development of 'the message' for your event and create the 'take-out' that will guarantee great outcomes with the concept's purpose being to transform and stylise your event's theme into a high impact digital presentation of the message. Within a short lead time Encore Event Technologies will adapt digital animation, dynamic branding banners and 3D mapping technologies to uniquely present the message that will motivate your participants.





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Become an Accor Live Limitless Meeting Planner member and earn points for every event you organise. Choose from over 2,400 hotels worldwide specialised in hosting professional meetings and events, from luxury to economy. As a Meeting Planner member, you will benefit from exclusive services and individual support throughout your stay.

- More Choice with over 2,400 Accor properties from luxury to economy, in 90 countries
- Earn points with every event with a minimum of 8 delegates or 8 rooms
- Offset the cost of events by paying with points earned
- Enjoy exclusive member benefits from property check-in, room upgrades and more
- Enjoy more rewards with our program partners

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NOVOTEL

CANBERRA



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