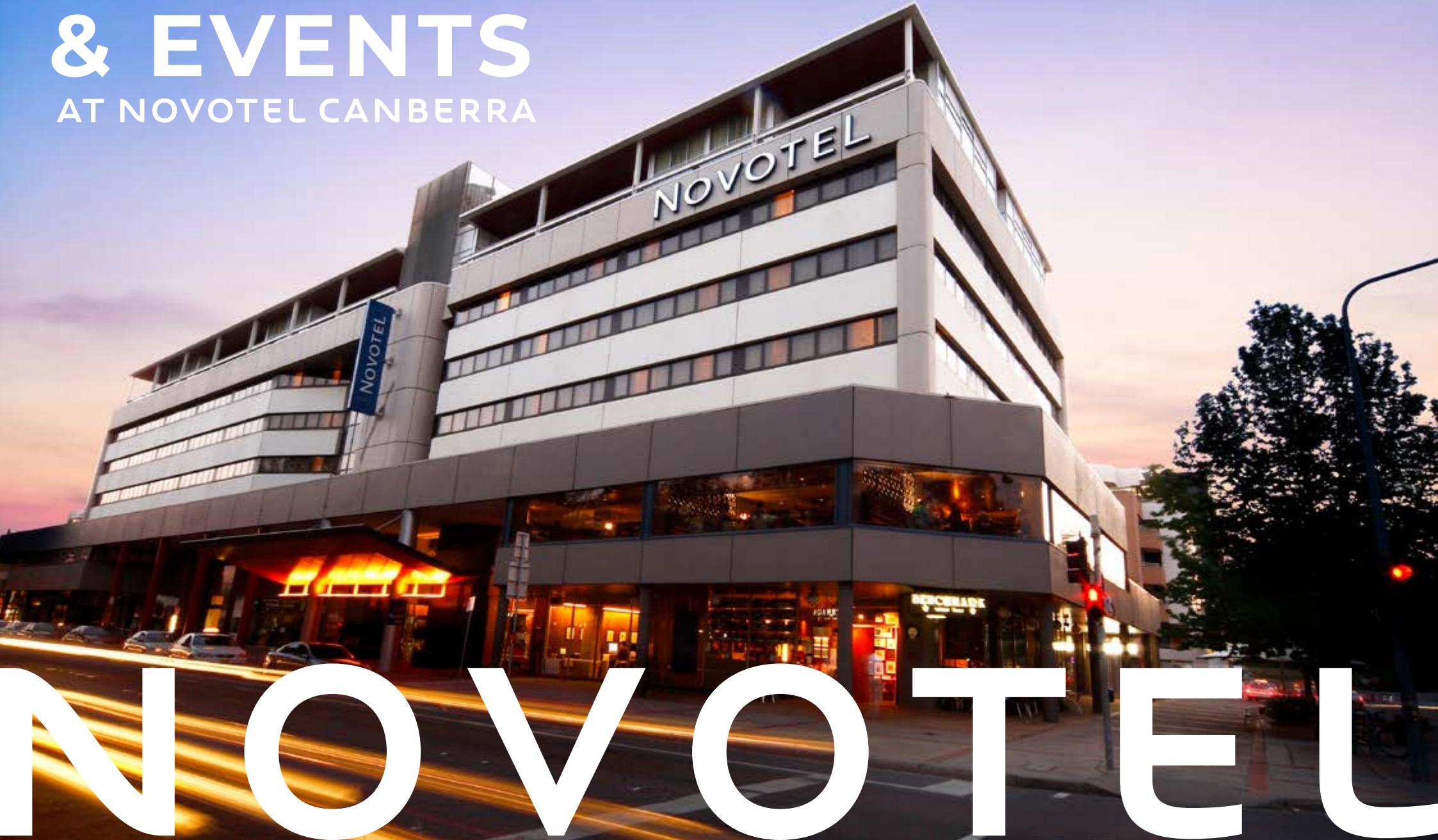


MEETINGS & EVENTS

AT NOVOTEL CANBERRA



NOVOTEL

TABLE OF CONTENTS

About us

Conference Venues

 _ FLOOR PLAN

 _ CAPACITY CHART

All Accor Rewards

Early Bird 2026 Special

Audio Visual Solutions

Day Delegate Packages

Gourmet Catering

 _ BREAKFAST

 _ ENERGISING BREAKS

 _ BUFFET LUNCH

 _ COCKTAIL EVENTS

 _ BANQUET DINNERS

 _ BUFFET DINNER

 _ LIVE COOKING STATIONS

 _ SPECIAL EVENT MENUS

 _ BEVERAGE PACKAGES

Request a Proposal

ABOUT US

Elevate your next event at Novotel Canberra. Located just steps away from major government departments, corporate headquarters, and the city's vibrant cultural attractions. Perfectly positioned in the heart of the city, our 4.5-star hotel serves as the premier hub for business, government, and leisure.

Providing space to scale, with eight flexible, purpose-built meeting rooms capable of hosting up to 220 delegates. Whether it's a training seminar, a conference, or a banquet dinner, our versatile floor plans cater to your specific requirements.

Your attendees' comfort is paramount; we create a productive environment with 286 spacious guest rooms, each featuring a large desk, ergonomic chair, Novotel Live N Dream Beds and high-speed Wi-Fi.

At the core of every event is our dedicated events team. From the initial concept to the final keynote, we act as your on-the-ground partners, ensuring every detail is executed with precision. Experience the perfect blend of central convenience and thoughtful hospitality at Novotel Canberra.

HOTEL ROOMS AND APARTMENTS

FIRST EDITION RESTAURANT & BAR

ROOM SERVICE

INDOOR HEATED SWIMMING POOL

GYM , SPA AND SAUNA

HIGH SPEED WIFI

24HR RECEPTION

CENTRAL LOCATION

ALL ACCOR LOYALTY PROGRAMME

SUSTAINABLE TOURISM CERTIFIED



NOVOTEL
CANBERRA

65 Northbourne Ave
Canberra ACT 2601
Australia

Director of Commercial: Justin Henry
Tel: +61 2 6245 5000
Email: Justin.Henry@accor.com

FIRST EDITION CANBERRA

250m² area | Max capacity 200



KEELTY

70m² area | Max capacity 80



COOK

55m² area | Max capacity 50



CONFERENCE VENUES

THE TERRACE ROOM

63m² area | Max capacity 40



COMMISSIONERS

220m² area | Max capacity 220



CLARKE

55m² area | Max capacity 50



PRE-FUNCTION AREA

55m² area | Max capacity 60



REID

55m² area | Max capacity 50



BOARDROOM

51m² area | Max capacity 22



JONES

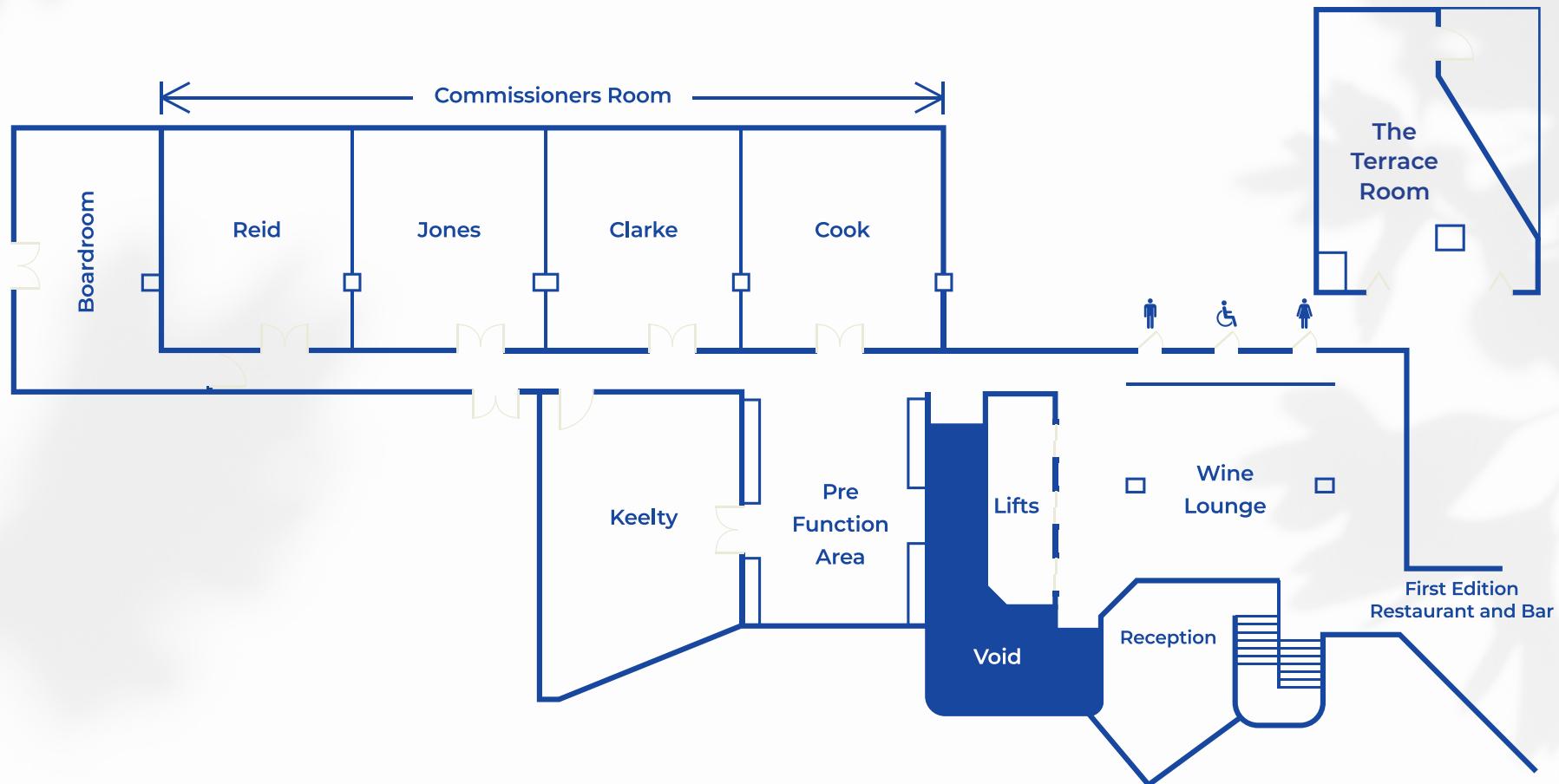
55m² area | Max capacity 50



CONFERENCE VENUES

FLOOR PLAN

Located on Level 1, our eight versatile meeting rooms accommodate everything from private board meetings to large-scale events for up to 220 guests. Our dedicated meeting rooms feature integrated AV technology and digital touch-pads for instant concierge support, with select rooms offering natural light and private outdoor access. Complemented by our pre-function area, our flexible floorplan provides a seamless flow from event registration and networking breaks to multi-stage presentations and sporting groups.



CONFERENCE VENUES

CAPACITY CHART

ROOM	HEIGHT	AREA M ²	THEATRE	CLASSROOM	BANQUET	U-SHAPE	COCKTAIL	CABARET	BOARDROOM
Cook	2.9	55	50	22	40	23	50	36	22
Clarke	2.9	55	50	22	40	23	50	36	22
Jones	2.9	55	50	22	40	23	50	36	22
Reid	2.9	55	50	22	40	20	50	36	22
Combined 2 Rooms	2.9	110	100	44	80	na	100	72	na
Combined 3 Rooms	2.9	165	150	66	120	na	150	108	na
Commissioners Room	2.9	220	220	88	170	na	200	153	na
Pre-function Area	2.9	55	na	na	na	na	60	na	na
Keelty	2.7	70	50	30	60	25	80	45	24
The Boardroom	2.4	51	40	20	na	18	20	na	22
The Terrace Room	2.7	63	20	na	40	15	40	na	20
First Edition Canberra			na	na	150	na	200	na	na

Please note that all capacities are full wall-to-wall capacities and do not account for AV, lectern or staging requirements.

ALL ACCOR REWARDS

ELEVATE YOUR EVENTS WITH LOYALTY ADVANTAGES!

Join ALL Meeting Planner and turn every booking into a gateway for global travel and exclusive perks.

THE BENEFITS

- Earn Everywhere:** Accrue points at 2,400+ hotels across 90 countries.
- Easy Entry:** Earn points on any booking of 8+ delegates or 8+ guest rooms.
- Cost Efficiency:** Use your points to pay for future events or personal holidays.
- VIP Perks:** Enjoy priority check-in, room upgrades, and member-only offers.
- Give For A Cause:** Convert your Rewards points into a donation.

WHAT QUALIFIES?

Earn on everything from social events, professional seminars and conferences to group travel for sports teams and leisure. Simply book 8+ rooms or 8+ delegates to qualify; no dedicated event space is required for accommodation-only bookings.

FLEXIBLE REWARDS

From impactful business meetings to social celebrations, every professional event at Novotel Canberra is a rewarding opportunity.

FIND OUT MORE

novotelcanberra.com.au/offers/all-meeting-planner/



2026 EARLY BIRD SPECIAL

Plan your 2026 meetings and events in advance with Novotel Canberra.

Enjoy added value that makes early bookings smarter, easier and more rewarding. Be rewarded with double reward points when you book your event with us!

MAKE YOUR 2026 EVENTS GO EVEN FURTHER

- **Earn 2x ALL Accor reward points, PLUS!**
- **Lock in 2025 pricing** for 2026 meetings, conferences, dinners and group stays
- **Receive 5 complimentary car parks*** when you secure your event early

How to be rewarded

1. Register for the 'Let's Make It' offer online to get started
2. Secure your meeting or event, held between 10 September and 31st May 2026.
3. Get rewarded with 2x Rewards points credited to your account

Not a member of ALL Accor? Join today and start being rewarded with points, exclusive perks, and more. The best part? It's FREE!

Set the stage for a successful 2026 event with benefits that begin long before the day arrives.

FIND OUT MORE

novotelcanberra.com.au/offers/early-bird-meetings/

LET'S MAKE IT
REWARDING
From meetings to milestones
2x Reward points. Until 31 May 2026



All ACCOR

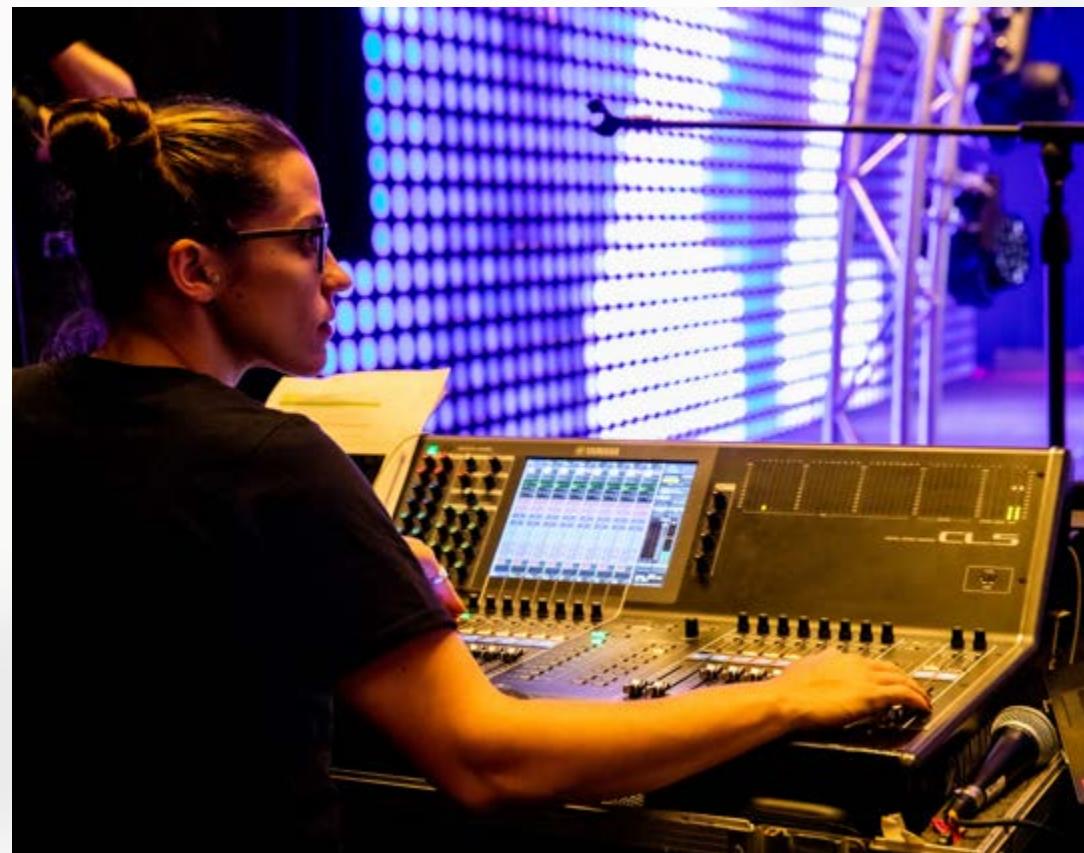
AUDIO VISUAL SOLUTIONS

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, live streaming
- 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.



INNOVATIVE TECHNOLOGY THAT DELIVERS THE 'WOW!'

Maximise your event's impact with our extensive suite of event technology solutions, from immersive audiovisual, lighting, to digital solutions tailored to captivate your audience and ensure peak performance during your event's most critical moments.

You don't need to be a tech expert to create unforgettable event experiences – you just need the right event production partner.

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

DAY DELEGATE PACKAGES

FULL DAY DELEGATE PACKAGE - \$89PP

HALF DAY DELEGATE PACKAGE - \$79PP

- Arrival tea and coffee with Piazza Doro Espresso Coffee & a selection of Exceptional Dilmah Tea's
- 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
- Notepad, pen & mints per delegate
- Iced water on tables
- Complimentary venue hire^
- 24/7 event concierge service
- Complimentary Wifi access



*Half day delegate package includes choice of morning or afternoon tea. ^Subject to minimum numbers or minimum spend.



GOURMET
CATERING



GOURMET CATERING BREAKFAST

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 fresh sourdough, feta, dukkah

On tables

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

NETWORKING BREAKFAST \$25PP

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

BUFFET BREAKFAST \$35 PP

Served in the meeting room

HOT SELECTION

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

CONTINENTAL SELECTION

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

DRINK STATION

- Selection of juices
- Piazza Doro Espresso Coffee
- Selection of Exceptional Dilmah Tea's



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



GORMET CATERING

ENERGISING BREAKS

NON-PACKAGE PRICE - \$18.50PP PER BREAK

Included in Day Delegate Packages

Select 2 menu items

SWEET OPTIONS

- Freshly baked house cookies
- Warm Portuguese tarts
- Mini muffins
- Assorted mini lamingtons
- Carrot cake
- Chia pudding
- Mini donuts
- Banana bread with mascarpone

SAVOURY OPTIONS

- Assorted mini quiches
- Chicken empanada
- Spinach and fetta roll
- Kale and feta tart with caramelised onion
- Corn fritter with tomato relish
- Beef & burgundy pie with tomato sauce
- Mini ham and cheese croissants



GOURMET CATERING BUFFET LUNCH

NON-PACKAGE PRICE - \$55PP

Included in Day Delegate Packages

Select 2 menu items

2 Energising salads

Chef's slow braise of the day

Vegetarian hot dish (e.g. Thai Green Curry)

Roasted vegetables

Fruit platter

Chef's petit fours

Mixed selection of juices, soft drinks

Tea & coffee station



GOURMET CATERING

COCKTAIL EVENTS

STANDARD CANAPE

\$6 per person per item

SUBSTANTIAL CANAPE

\$12 per person per item

SUBSTANTIAL CANAPÉ

- Wagyu cheeseburger slider, brioche bun, pickles and special sauce
- Pulled beef cheek served with truffle mash
- Tuna poke bowl, rice, seaweed salad, pickles and miso mayo
- Fish and chips served with lime aioli
- Singaporean beef noodles, crispy onion

COLD CANAPÉS

- Balsamic beetroot and fetta tartlet with pickled red onion
- Falafel, smoked hummus and pomegranate
- Smoked salmon with sour cream and garlic toast
- Tomato and basil bruschetta
- Roast beef on garlic crouton with horseradish and pickled cucumber
- Cocktail prawn with smoked aioli

HOT CANAPÉS

- Ricotta pumpkin flower
- Lamb skewer served with mint yoghurt
- Charcoal and fetta arancini with smoky sauce
- Vegetable spring rolls and sweet chilli jam
- Prawn gyoza served with ponzu sauce
- Grilled satay chicken skewers
- Mini quiche with tomato jam
- Tempura prawn and lime aioli

DESSERT CANAPÉS

- Assorted profiteroles
- Petit four tartlets
- Mini baked cheesecake



GOURMET CATERING BANQUET DINNERS

2-COURSE \$70 PER PERSON

3-COURSE \$82 PER PERSON

Add on sides \$10 per item

ENTRÉE

- Stracciatella, argula, prosciutto and pesto
- 12 Hour slow cooked pork belly, miso glaze with sesame crackers
- Burn tomatoes, ricotta and honey tart
- Tuna gravlax, fennel salad, pickled shallots esrved with citrus dressing
- Sous vide chicken, herb pangrattato with harissa

MAINS

- Lamb rump cap, salsa verde, Dutch carrots topped with house made jus
- Confit duck leg, cauliflower puree, cavolo nero finished with cherry jus
- Crispy skin salmon, burnt butter ponzo sauce and seasonal vegetables
- Chicken supreme, wild mushroom, kipfler potato and red wine jus
- Spinach and ricotta ricciolo, napolitan sauce with grana padano
- 8 hour slow cook beef cheeks and truffle mash with pickle radish
- Roasted cauliflower, harissa paste, chickpeas served with citrus dressing

DESSERT

- Chocolate fondant, berry compote topped with chocolate flakes
- Pistachio tiramisu with pistachio fairy floss
- Tres leches cake, ricotta cream and mandarin crumble
- Merengue nests with citrus curd mousse, chocolate soil and berries
- Apple and rhubarb crumble finished with mascarpone cream



SIDES

- Steamed broccolini with garlic butter
- Herb roasted kipfler potatoes or sweet potato
- Honey roasted butternut pumpkin
- Classic mash
- Buttered seasonal vegetables
- Mixed leaves with pear and pecorino salad

GOURMET CATERING BUFFET

CLASSIC BUFFET - \$65PP

Includes dinner rolls, two salads, one meat and one vegetarian main, one side dish, chef selection of one dessert and a fruit platter

SIGNATURE BUFFET - \$87PP

Includes dinner rolls and your choice of, three salads, three main dishes, two side dishes finished with chef selection of two desserts

MAINS

- Grilled chicken with lemon sauce
- Braised pork belly with adobo sauce
- Roast lamb leg with rosemary jus
- Baked salmon, capers and shallots
- Pumpkin ravioli, garlic and sage sauce
- Beef steaks with chimichurri
- Vegetable Thai green curry
- Butter chicken
- Eggplant casserole in napoli sauce
- Vegetable and egg fried rice

SIDES

- Cumin roasted carrots with green olive tapenade
- Grilled Broccolini, almonds and EVOO
- Roasted potatoes with thyme and garlic
- Steamed jasmine rice
- Seasonal buttered vegetables

SALADS

- Sweet potato and capsicum with roasted pine nuts
- Waldorf salad with apple, celery and crunchy walnut
- Chick pea, pumpkin and avocado salad
- Black rice and beetroot with walnut and feta salad
- Pesto penne salad with cherry tomatoes and parmesan
- Lentil and potato salad with crispy onion
- Wild rocket and green pear salad with parmesan
- Pearl couscous salad with roasted vegetables and mint

DESSERT

- Chocolate raspberry mousse
- Petit passionfruit panna cotta
- Mini profiteroles
- Lemon meringue tart
- Classic French opera cake
- Selection of petit fours
- Chocolate truffle



GOURMET CATERING LIVE COOKING STATIONS

MEXICAN LIVE COOKING STATION \$75 PER PERSON

\$30pp – add on to a canape food package (1 meat filling)

Build your own flour or corn tortilla

TACO STATION

Chilli con carne
Refried beans
Spicy chorizo
Grilled chicken
Chefs quesadilla station

SIDES & SALADS

Fresh pico de gallo
Guacamole and sour cream
Mexican rice
Corn chops
Salsa
Mexican cheese blend
Jalapenos

DESSERTS

Tropical mousse cake
Mini churros with dulce de leche
Fruit platter



ITALIAN LIVE COOKING STATION \$90 PER PERSON

PASTA BAR

Choose your pasta, sauce and filling

Sauce selection:

Butter chilli sauce, truffle mushroom cream,
Napoli sauce, bolognese

Add ons:

Grilled chicken, prawns, roasted vegetables,
parmesan, herbs

Pasta selection:

Cavatelli, linguini, gnocchi

SIDES AND SALADS

Garlic bread
Roast zucchini and eggplant with balsamic glaze
Caprese salad
Rocket pear parmesan
First Edition gardens salad

DESSERTS

Tiramisu cups
Panna cotta with amarena cherries
Fruit platter

GOURMET CATERING

LIVE COOKING STATIONS

BBQ STATION \$100 PER PERSON

FROM THE GRILL

- BBQ beef brisket
- Herb marinated chicken thighs
- Smoky pork sausage
- Grilled halloumi and veggie skewers

DESSERTS

- Mini churros chocolate sauce
- Assorted cheese cakes
- Fruit platters

SIDES & SALADS

- Creamy coleslaw salad
- Roast potatoes with cajun spices
- First Edition garden salad
- Mixed garden salad



GOURMET CATERING

BEVERAGE PACKAGES

HOUSE PACKAGE

1 Hour - \$25pp
2 Hour - \$32pp
3 Hour - \$44pp
4 Hour - \$50pp

- 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
- Purezza sparkling and still water
- Piazza Doro Espresso Coffee
- Selection of Exceptional Dilmah Tea's

LOCAL PACKAGE

1 Hour - \$32pp
2 Hour - \$42pp
3 Hour - \$50pp
4 Hour - \$60pp

- Lerida Estate Pinot Grigio
- Nick O'Leary Rose
- Lerida Estate Pinot Noir
- Nick O'Leary Sangiovese
- Capital Brewing Coast Ale
- Bentspoke Crankshaft
- Selection of juices and soft drinks
- Red Bull Energy drink
- Purezza sparkling and still water
- Piazza Doro Espresso Coffee
- Selection of Exceptional Dilmah Tea's

DRY PACKAGE

1 Hour - \$16pp
2 Hour - \$20pp
3 Hour - \$25pp

- Selection of juices and soft drinks
- Red Bull Energy drink
- Purezza sparkling and still water
- Piazza Doro Espresso Coffee
- Selection of Exceptional Dilmah Tea's



REQUEST A PROPOSAL

LET'S BRING YOUR VISION TO LIFE.

Our team is ready to help you design an event that leaves a lasting impression.

JUSTIN HENRY

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