

# **MERRIMU CORPORATE PACKAGE**

## **CONFERENCES & EVENTS**



**Merrimu is a unique and elegant venue, catering for groups of 50 to 400 people, delivering the highest standards in corporate conferencing facilities.**

**Our creative and experienced function coordinators can personally assist you in transforming any of our tastefully decorated function rooms to any type of corporate event, morning, day or evening, such as seminars, conferences, training workshops and trade shows.**

**Combined with state of the art audio visual equipment, close proximity to the Melbourne CBD and ample parking facilities, Merrimu is the measure of standards for award winning conference and function facilities. Our professional five star kitchen will surpass all culinary expectations also catering to suit all your dietary needs.**

**To discuss your individual event requirements please contact us  
at Merrimu on 9568-1811.**

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## The Grand Ballroom

Merrimu's Grand Ballroom is a purpose built function space and can cater for up to 400 seated delegates, providing unhindered viewing with large windows, raised staging and professional lighting adjacent to a large welcoming foyer, useful for greeting guests on arrival.



## The Merrimu Room

The Merrimu Room is perfect for the smaller conference group, makes use of the original colonial homestead, completely restored with ornate period features and can cater for groups of 50 to 150 seated delegates, also complete with its own entrance and welcoming foyer.



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State of the art audio visual facilities are available in both function rooms. The Merrimu Room is also convenient to be made use of as a large break out area from the Grand Ballroom, for larger events.

### Set Up Room Capacities

<i>Room</i>	<i>U Shape</i>	<i>Cabaret</i>	<i>Theatre</i>	<i>Cocktail</i>
<b>Merrimu</b>	Up to 30	80	150	250
<b>Grand Ballroom</b>	N/A	250	400	400

### Room Hire

<i>Room</i>	<i>Hire Cost Weekdays</i>
<b>Merrimu</b>	\$660
<b>Ballroom</b>	\$990

Room hire prices are based on either a daytime session  
(7am - 10am), (9am - 5pm)  
or evening  
(6pm, out by 10:30pm).

### **Audio Visual Equipment Included in Room Hire:**

Projector screen  
White board including pens and eraser  
Radio microphone  
Lapel microphone  
Lectern  
In house audio system  
WiFi Internet access  
240v and 3 phase power

**Data Projector Hire: \$165 inc.GST (BYO welcome)**

Any further Audio Visual equipment may be arranged through us at cost price,  
or you are welcome to BYO.

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## Merrimu Conference Catering Packages

Ask us about tailoring a catering package to your needs or choose from:

**\*Half Day Package - \$22.00 p/person inc. GST**

Assorted tea & coffee on arrival and throughout event  
Iced water & mints provided

Morning OR afternoon tea: Scones, muffins or torte

Lunch: Four corner gourmet sandwiches, wraps, fresh fruit platters  
served with soft drink & orange juice

**\*Full Day Package - \$35.00 p/person inc. GST**

Assorted Tea & coffee on arrival and throughout event  
Iced water & mints provided

Morning tea: assorted muffins or torte

Lunch: Four corner gourmet sandwiches, wraps, fresh fruit platters

Afternoon tea: Scones, sweet biscuits & cookies

Soft drink & orange juice served throughout, morning tea, lunch & afternoon tea.

**\*Optional additions for Half & Full Day Catering Packages:**

Assorted pastries served on arrival with tea/coffee - Add \$3.50 p/p inc. GST

3 hot finger food items served with lunch - Add \$7.50 p/p inc. GST

**\*Sit down Breakfast Package - \$35.00 p/person inc. GST**

On the tables, platters to share, mini croissants served with preserves, and fresh seasonal fruit.

Individually served hot Continental Breakfast including:

Poached OR scrambled eggs on toast with bacon,  
buttered mushroom, gourmet sausage & grilled tomato.

Served with: Orange juice, chilled water, freshly brewed coffee and assorted teas.

Assorted cereals & toasted muesli served prior to hot breakfast - Add \$7.50 p/person inc. GST

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## Terms & Conditions

A 15% deposit of the total cost will be required to secure the booking and will be non-refundable. The cost of catering will be based on the quoted number of guests regardless of the number of attendees. Full payment of the account will be required on the day of the conference or function.

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