

CONFERENCE & EVENT PACKAGES 2022-23



- > Breakfast Packages
- > Morning & Arvo Tea Packages
- > Lunch Packages
- > Half & All Day Packages

*The
Meadows*

CONFERENCE + EVENTS CENTRE

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Welcome to the Meadows Conference & Events Centre. Let our committed conference and meetings team assist you in ensuring that your next event is impeccably taken care of.

From the moment we opened our doors to events and conferencing, a familiar response has come from all those who've been a guest or booked the venue.

“This place is so much more than I expected.”

It's a wonderful compliment to the Melbourne Greyhound Racing Association (MGRA) and architects who designed the venue and to our brilliant staff and team who service and run it. We hold such a compliment close to our hearts and use it to ensure every event and engagement we facilitate has customers and visitors leave thinking the same way.

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Spaces for hire

It's an undeniable fact that The Meadows Conference & Events Centre is a one of a kind venue. With seven superb spaces, each with their own unique size, aspect, shape, decor and integrated facilities, there's every chance one will be the perfect fit for the event, occasion or engagement you're looking to have hosted. We also offer the ability to use the outdoor grounds as a hire space, should the need be for a larger scale event or activity.



> Temlee Room



> Temlee West



> Temlee East



> Midas Room



> The Deck



> Board Room



> Terrace

To see these spaces in more detail please visit themeadowsevents.com.au or arrange a venue visit.

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Hire costs

Below is the list of unique spaces we have available for hire. Each has it's own specific hire cost. The hire cost covers staffing to support the occasion/event and the use of any necessary or requested equipment (Eg. Audio & visual requirements, lecterns, specific tables and seating requests, space set-ups). All space hires require a minimum attendance, based on the event type.

SPACE	HIRE COST	MAX. GUEST NUMBERS
Temlee Dining Room	\$450	500 stand-up / 200 seated
Temlee West	\$350	80 stand-up / 60 seated
Temlee East	\$350	60 stand-up / 30 seated
Midas Room	\$450	300 stand-up / 120 seated
The Deck	\$450	150* stand-up / 60 seated
Terrace	\$300	300 stand-up
Board Room	\$100	15 seated

NB: For Sunday hires please add 20% *Figure includes use of outside deck space.

Some space hires also require a security guard to be present. This is an additional fee that needs to be paid as part of a space hire. The Meadows Conference & Events Centre Venue Manager will advise of this requirement and cost when providing a hire estimate.



CONFERENCE & EVENT PACKAGES 2022-23



Breakfast Packages

**Meadows
Continental
Breakfast
Package**

\$25

PER PERSON

**Meadows
Hot English
Breakfast
Package**

\$40

PER PERSON

Complement your morning space hire selection with a Continental or Traditional style breakfast catering. Both options are a buffet style arrangement, where guest can help themselves to delicious freshly prepared options.

Meadows Breakfasts are ideally suited to The Temlee West, Temlee East, Temlee, Midas Room and Board Room hires or those events conducted outside and require a food and drinks break. Conferences, presentations, workshops and meetings find these packages the ideal way to keep people fuelled and focused.

CONTINENTAL BREAKFAST MENU INCLUSIONS

- > Toast with jam/butter
- > Bacon & egg roll
- > Assorted danishes
- > Assorted cereals with milk
- > Fresh fruits
- > Tea, Coffee, Juice & Water Station

Barista made beverages, such as Espresso Coffees can also be served. These beverages will be charged per cup.

HOT ENGLISH BREAKFAST MENU INCLUSIONS

- > Scrambled Eggs
- > Grilled Bacon
- > Oven Roasted Tomatoes
- > Sauteed Mushrooms
- > Chipolatas
- > Toast with conserves
- > Assorted cereals and milk
- > Fresh fruits & Yoghurt
- > Tea, Coffee, Juice & Water Station

Barista made beverages, such as Espresso Coffees can also be served. These beverages will be charged per cup.

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Morning/Arvo Tea Packages

Light Tea Package

\$25

PER PERSON

Morning/ Arvo Tea Packages

\$30

PER PERSON

Every space hire has a different need in mind. Our Light Tea and Morning/Arvo Tea Packages are the perfect accompaniment when a simple selection of fares can make your proposed event just right. These packages are ideally suited to The Temlee West, Temlee East, Temlee, Midas Room and Board Room hires or those events where snacking and short breaks are necessary. Conferences, memorials, presentations, workshops and meetings find these packages ideal.

LIGHT TEA FARES

- › Scones with Jam and Cream
- › Fresh Fruit Platters
- › Assorted Fresh Sandwiches
- › Tea, Coffee and Water Station

Barista made beverages, such as Espresso Coffees can also be served. These beverages will be charged per cup.

MORNING & ARVO TEA FARES

Select three from the following options

- › Scones with Jam and Cream
- › Selection of Sweet Muffins*
- › Selection of Sweet Danishes
- › Mini Ham & Cheese Croissants
- › Fresh Fruit Platter*
- › Assorted Fresh Sandwiches
- › Mini Icecreams

Includes a

- › Tea, Coffee and Water Station

Barista made beverages, such as Espresso Coffee can also be served. These beverages will be charged per cup.

*Gluten free option available

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Lunch Packages

**Meadows
Cold
Lunch
Package**

\$40

PER PERSON

**Meadows
Hot
Lunch
Package**

\$40

PER PERSON

Complement your space hire selection with a delicious luncheon package. The Cold Lunch options are a buffet style arrangement, where guests can help themselves to delicious freshly prepared options. The Hot Lunch Package is a seated dining arrangement. Meadows Lunches are ideally suited to The Temlee West, Temlee East, Temlee Room, Midas Room and Board Room hires or those events conducted outside and require a food and drinks break. Conferences, presentations, workshops and meetings find these packages the ideal way to keep people fuelled and focused.

HOT LUNCH FARES

Select one from the four following options

- > Slow Roasted Beef with gravy
- > Crumbed chicken tenderloins with gravy
- > Baked Chicken with lemon Thyme & Garlic
- > Penne Primavera with napolli sauce & vegetables

Plus also enjoy...

- > Beer battered chips
- > Chef Salad selection
- > Fresh Fruits
- > Assorted Fruit Juices, Water & Softdrink station

Plus - select one of the following options

- > Muffins, Biscuits or Slices

Barista made beverages, such as Espresso Coffee can also be served. These beverages will be charged per cup.

COLD LUNCH FARES

- > A selection of Gourmet Sandwiches
- > Beer battered chips
- > Chef salad selection
- > Fresh fruits
- > Assorted Fruit Juices, Water & Softdrink station
- > Tea, & Coffee Station

Plus – Select one of the following options

- > Muffins, Biscuits or Slices

Barista made beverages, such as Espresso Coffee can also be served. These beverages will be charged per cup.

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Half and Full Day Catering Packages

Meadows
Morning
Tea & Lunch
Package

\$60

PER PERSON

Meadows
Lunch &
Arvo Tea
Package

\$60

PER PERSON

Meadows
Morning Tea,
Lunch & Arvo
Tea Package

\$80

PER PERSON

Should your event require a full or half day space hire we can assist with making sure all guests are catered for. To support this we offer combinations of our **Lunch, Morning and Arvo Tea Packages**.

Refer to the previous pages to make your selections.

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Beverage Packages

**Meadows
Standard
Beverage
Package**

\$55

PER PERSON

**Meadows
Premium
Beverage
Package**

\$75

PER PERSON

Complement any of our delicious food packages with a standard or premium beverage package. You can also select these even if you not planning on purchasing a food package to a Meadows space hire. Beverages package suit all room hire spaces, and are perfect for those looking to toast a special event, occasion or make a Race Night Dining Booking more cost-effective. All beverage packages are a 3 hour service arrangement.

STANDARD BEVERAGE SELECTIONS

- > House Tap Beer
- > House White & Red Wine
- > House Sparkling Wine
- > House Tap Cider
- > Softdrinks & Mineral water

PREMIUM BEVERAGE SELECTIONS

- > Basic Spirits (Neat or Mixed)
- > House Tap Beer
- > House White & Red Wine*
- > House Sparkling Wine
- > House Tap Cider
- > Softdrinks & Mineral water

*The premium beverage selection includes a more extensive range of wines.

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Equipment, Features & Facilities

- › House Audio Visual Equipment
- › Conference and event furniture
- › Free Wi-fi for all delegates
- › Space for up to 30 exhibition booths
- › FREE on-site and secure car and bus parking
- › Dedicated staff for each event
- › Lift to second level and Disability Access compliance
- › Storage of Luggage and or equipment
- › 15 minute drive from Melbourne Airport and 25 minute drive from CBD

Hire Times

The Meadows Conference & Events Centre is a true multi-purpose venue. Built and designed with the primary purpose of hosting Greyhound Race Meetings, The Meadows host these meets on Wednesday afternoons and Saturday evenings. Therefore our venue is available for hire on the following days...

DAY	SESSION	TIMES
Monday	Day & Evening	8am-4pm / 6pm-11pm
Tuesdays	Day & Evening	8am-4pm / 6pm-11pm
Wednesday	Day (Race Meet)^ & Evening	8am-4pm / 6pm-11pm
Thursday	Day & Evening	8am-4pm / 6pm-11pm
Friday	Day & Evening	8am-4pm / 6pm-11pm
Saturday	Not available	-
Sunday	Day & Evenings	8am-4pm / 6pm-11pm

We can be flexible in the hours of hire we offer, however this must be negotiated as part of any space hire. The Meadows Events Manager will assist with this arrangement when quoting a booking cost.

^A requirement of hiring a space on a Wednesday Race day is to attend our venue when a race meet is occurring.



CONFERENCE & EVENT PACKAGES 2022-23



FAQ

Q: Do you cater for special dietary requirements?

A: Yes. We can prepare and provide food to suit special dietary requirements (Eg. Vegetarian, Gluten Free, Halal). 72 hours notice needs to be given for our in-house catering team to offer options and accommodate your request.

Q: Can I provide a cake for my special occasion or event?

A: Yes. We can assist with storing and serving your cake. A \$2 per head cake fee applies to cover napkins, plates and service. Please note no other food or beverages may be bought onto the grounds.

Q: Is there a minimum number of guests required to hire a space?

A: For some rooms and occasion there is. We're flexible in numbers, however please keep in mind that our larger rooms are better suited to more guests to create atmosphere. Ideally, 20 in a standard guest number for all rooms

Q: Can I increase the volume of food or number of selections in a package?

A: Yes. However a slight cost increase may be incurred.

Q: What types of events have you held in the past?

A: Balls, graduations, conferences (large and small), product fairs, birthdays, anniversaries, weddings, memorials, engagements, season launches, gals, fundraisers, community events. hospitality events, ceremonies, luncheons and business meetings.

Q: Do you require a deposit?

A: Yes. To secure your space hire a non-refundable deposit will need to be made. This is usually the room hire cost.

Q: Can I hire a space and not purchase a catering package?

A: Yes. We welcome space hire in this manner. However, please note you will not be able to self cater your event.

Q: Do you offer accommodation?

A No. Our Meadows Conference and Events Centre Manager can provide you nearby options.



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Enquire about an event or conference with us today.

THE MEADOWS CONFERENCE & EVENTS CENTRE

80 Northcorp Boulevard
Broadmeadows, VIC 3047

Postal Address

PO Box 103, Campbellfield, VIC 3061

T: (03) 9355 5222

E: meadows@grv.org.au

In order for us to provide you with an accurate quote please be sure to include the date of your event (or day of the week), the time your function will start and finish, the type of catering you require and the approximate number of guests.

Please note we do not allow external catering to be brought into our venue with the exception of celebration cakes where and if agreed to. A cake fee applies for this item (See FAQ section).

DISCLAIMER: All details are subject to change and may differ when a quote is supplied. Every effort has been made to ensure all information and pricing is correct at the time of publishing. MCEC will not allow this document to be used as a reference point of service supply and pricing. Your personalised quote and other forms of written correspondence is your record of service and pricing. All pricing includes GST.