



**Karstens**

# Conference Rooms Information Kit





“The individual needs of every patron and the importance of your event is thoroughly understood and meticulously catered for.”

Karstens Conference & Meeting Venues offers premier spaces for corporate events across Australia and New Zealand. Established in 2006, Karstens focuses on delivering exceptional ambience, state-of-the-art facilities, and unparalleled service for meetings, conferences, and functions. Located in the heart of major cities like Melbourne, Sydney, Brisbane, Perth, and Auckland, Karstens

provides large pillar-less rooms, natural light-filled breakout areas adorned with local artwork, and ergonomic furniture to ensure comfort. With the latest audio-visual equipment, in-house catering offering a variety of healthy and delicious options, and dedicated support teams, Karstens is committed to understanding and meticulously catering to the individual needs of every patron, ensuring the success of your event.





## Our Venues

“Karstens offers you the unique flexibility of different room sizes to accommodate your meeting and training requirements. We can up or downsize according to your final participant numbers.”

- ✓ Centrally located close to public transport in the CBD of Melbourne, Sydney, Brisbane, Perth and Auckland
- ✓ Affiliate venues in Adelaide, Canberra, Hobart, Wellington and Christchurch
- ✓ Large communal break-out areas, to enjoy our in-house catering
- ✓ One point of contact for all your Australian and New Zealand events
- ✓ Standardised pricing and facilities and services across all venues
- ✓ Abundance of natural light in all rooms
- ✓ Complimentary wireless internet access in break-out areas
- ✓ Access for participants and trainers to enter venues from 7am with access to break-out area and conference room
- ✓ Car parking, hotel and restaurants nearby
- ✓ Technical and audiovisual support team available
- ✓ Hybrid video conferencing facilities

### Our Rooms

- Natural light in all rooms
- Air conditioned
- Ergonomically designed furniture to ensure optimum comfort
- Sound for your multimedia presentations
- Ceiling mounted data projector or LCD screen
- Audiovisual connectivity with HDMI points
- Large communal break-out areas
- In-house catering
- Help phone in each break-out area for immediate assistance
- Dedicated high speed (400mbps) fibre optic internet access on request
- Nespresso coffee, large selection of teas
- Selection of magazines in break-out areas
- Access to photocopier

### Included in Room Hire

- Data Projector & screen, or wall mounted LCD screen
- Water & mints on each table
- Complimentary secure wireless internet (WiFi) in break-out areas
- Sound
- Whiteboard and markers
- Karstens 'Presenters Box' with essential stationery items
- Continuous nespresso coffee and selection of teas
- Individual controlled air conditioning\*
- Receiving and storage of course materials
- On-site technical support

*\* may vary in some venues*



# Room Capacities

## Melbourne

Rooms	M <sup>2</sup>	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large (1)	200	180	90	80	-	-	96
Large (3)	120	120	55	60	36	27	72
Medium (7)	100	80	36	36	24	19	48
Standard (7)	60	40	20	27	18	15	40
Extra Large Boardroom (3)	50	-	-	12	12	12	-
Boardroom (3)	30	-	-	-	8	8	-
Meeting (1)	15	-	-	-	-	-	4

## Sydney

Rooms	M <sup>2</sup>	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large (1)	180	160	96	80	48	-	112
Large (4)	90	100	50	50	30	36	80
Medium (3)	70	60	25	30	20	24	50
Standard (6)	43	-	18	20	16	18	30
Extra Large Boardroom (4)	35	-	-	12	12	12	-
Boardroom (6)	30	-	-	-	8	8	-
Meeting (4)	12	-	-	-	-	-	4

## Brisbane

Rooms	M <sup>2</sup>	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large (1)	180	160	90	80	48	-	112
Large (2)	110	100	42	40	28	-	56
Medium (4)	70	60	25	30	20	24	40
Extra Large Boardroom (1)	36	-	-	12	12	12	-
Standard (3)	50-60	40	18	20	16	18	24
Boardroom (3)	30	-	-	-	8	8	-
Meeting (2)	12	-	-	-	-	-	4

## Perth

Rooms	M <sup>2</sup>	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large (1)	180	160	90	80	48	-	112
Large (3)	110	100	42	40	28	-	56
Medium (2)	70	60	25	30	20	24	40
Extra Large Boardroom (1)	36	-	-	12	12	12	-
Standard (4)	50-60	40	12	20	16	18	24
Boardroom (3)	30	-	-	-	8	8	-
Meeting (1)	12	-	-	-	-	-	4

## Auckland

Rooms	M <sup>2</sup>	Theatre	Cabaret	Classroom	U-shape	Boardroom	Banquet
Extra Large (1)	180	180	90	80	48	-	112
Large (1)	88	100	42	40	28	-	56
Medium (3)	70	60	25	30	20	24	40
Standard (1)	50-60	40	18	20	16	18	24
Extra Large Boardroom (1)	36	-	-	12	12	12	-
Boardroom (2)	30	-	-	-	8	8	-



# Catering

We know that your participants are looking forward to their breaks so we provide fresh, healthy and delicious food with a variety of catering options for your event.

- ✓ Continuous tea and Nespresso coffee are included in all room hire rates
- ✓ All lunch options are served with orange, apple juice and chilled water.
- ✓ Listed menu items are examples of our full offering – our chef selects and rotates items daily
- ✓ On request, you can mix and match menu items, for example – you can match a Healthy Morning and Afternoon Tea with the Buffet style lunch
- ✓ Karstens caters for vegetarian, gluten free, kosher and halal (upon request)

## Working Conference - Full Day Package

### Morning Tea

A daily rotation of one savory and one sweet items including Danishes, ham & cheese croissants, cheese & tomato croissants, almond & chocolate croissants, plain & fruit scones with jam & cream, and sweet & savoury muffins.

### Lunch

A daily rotation of two lunch items and one salad including; mini brioches, baguettes, wraps, Turkish bread, sushi, mini pies & sausage rolls.

Option: The above lunch with a cheese & fruit platter or fruit platter

### Afternoon Tea

A daily rotation of one savory item and one sweet item including; pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friands, mini cupcakes, lamington bites, quiche, and spanakopita.

## Healthy Conference - Full Day Package

### Morning Tea

A daily rotation of one savoury healthy item and 1 sweet item: including Bircher muesli, fruit skewers, flourless quinoa & almond slice, muesli slice, yoghurt with fruits, whole meal mini muffins, savory mini muffins, oats, coconut and almond slices.

### Lunch

A daily rotation of 2 healthy lunch items and a salad including; variety of meat & vegetarian salads, sushi, mini multigrain rolls, light rye rolls, multigrain baguettes with variety of healthy fillings.

Option: The above lunch with a cheese & fruit platter or fruit platter

### Afternoon Tea

A daily rotation of one savoury healthy item and one healthy sweet item including; fat free dips, served with cucumber and carrot sticks, gluten free and low fat biscuits, friands, low fat macaroon slices, apple crumble slices, low fat apricot and muesli slices, and fruit skewers.

## Buffet Conference - Full Day Package

### Morning Tea

A daily rotation of one savoury item and one sweet item including Danishes, ham & cheese croissants, cheese & tomato croissants, almond & chocolate croissants, plain & fruit scones with jam & cream, sweet & savoury muffins

### Lunch (minimum order of 10 delegates)

Daily buffet selection of 1 hot meat dish, 1 hot vegetarian dish and 1 non meat salad

### Afternoon Tea

A daily rotation of one savoury item and one sweet item including; pineapple & coconut cake, coffee macadamia cake, chocolate cake, apple & cinnamon cake, variety of macaroons, mini friands, mini cupcakes, lamington bites, quiche, spanakopita bites, and fruit scones.

## Hot Buffet Lunch Items

### Hot Dishes (example menu only)

- Slow braised wagyu beef shoulder on bean cassoulet with thyme jus served with steamed rice.
- Clover Valley roast leg of lamb, balsamic glazed seasonal vegetables.
- Stir fry Chicken with kalia, red pepper, ginger and red onion served with steamed rice.
- Farfalle primavera with oven roasted heirloom tomatoes in basil and pine nut sauce.
- Cajun fish fillets on a bed of chargrilled vegetables
- Tandoori chicken pieces served with cucumber & sweet paprika yogurt sauce with served saffron rice.
- Asian style noodles with stir fried vegetables, soy & sweet chilli sauce (V)
- Vegetarian Lasagne (v)

### Salads (example menu only)

- Sweet and tangy beef salad in cilantro aioli
- Seasonal Garden Salad
- Apple, celery, walnut and capsicum in pomegranate dressing.
- Chargrilled Mediterranean vegetable salad
- Moroccan chicken with Chinese cabbage, bean shoots, Thai basil in ginger coriander and lime dressing and cherry tomato
- Cous cous, chickpeas, sundried tomato, continental parsley in French dressing

## Breakfast

Selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, Nespresso coffee & selection of Teas.

Additional Bacon and Eggs

Orange Juice

## Add-ons, Extras & Snacks

Fruit Platter

Cheese Platter

Fruit & Cheese Platter

Orange Juice

Selection of yoghurts

Mixed soft drinks



# Post-Conference Drinks & Nibbles

## Option 1

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food including 3 cold and 3 hot items

## Option 2

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Cocktail food including party pies, sausage rolls and vegetarian quiche, and sushi & dips

## Option 3

- Standard beverage package for 1 hour with light and heavy beer, white, red and sparkling wine, soft drinks and orange juice
- Mixed platter with a selection of cheeses, dips, crackers and bread

## Beverage

- 1 hour standard beverages
- 2 hour standard beverages
- 3 hour standard beverages
- Orange/Apple juice/Soft drinks (extra)

## Cocktail Food & Nibbles

- Cocktail food including 3 cold and 3 hot items
- Canapés per item
- Party pies, sausage rolls, vegetarian quiche, sushi & dips
- Mixed platter

To upgrade these beverage and catering options, or for further details on our premium or deluxe packages please contact us.





# Other Services

## Karstens Mediation Rooms

When it comes to mediation and arbitration, we understand the absolute need for confidentiality and privacy. That's why we've created discreet spaces to support parties and facilitate more effective mediation and arbitration. Our purpose-built mediation rooms and breakout areas allow all parties to negotiate and retreat.

## Hybrid Conferencing

Work and collaborate better with our in house Logitech Conferencing technology. In today's rapidly evolving business landscape, adaptation is key to thriving. One of the most significant shifts we've seen in recent times is the rise of hybrid meetings. Combining the best of both worlds, virtual and in-person gatherings, hybrid meetings offer a plethora of advantages that can revolutionize the way you conduct training and conferences.

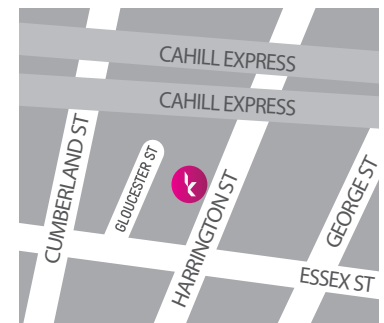
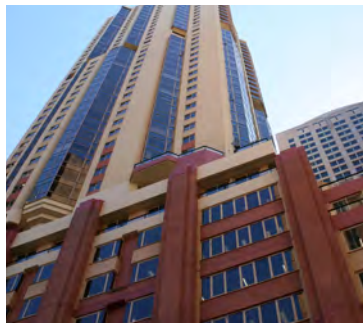


# Locations

**Melbourne**  
123 Queen Street



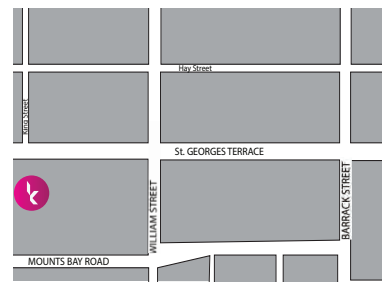
**Sydney**  
1/111 Harrington Street



**Brisbane**  
24/215 Adelaide Street



**Perth**  
1/111 St. Georges Terrace



**Auckland**  
205 Queen Street

