

Karstens mediation rooms



www.mediationrooms.com.au

Mediation Rooms

Organisers' Kit



118 Queen Street Melbourne VIC 3000
Tel (03) 8601 2712 Fax (03) 8601 2711

Overview

Welcome to Karstens Mediation Rooms, the newest mediation & arbitration facility in Melbourne. Founded and managed by Hendrik Karsten who has over 25 years experience in managing restaurants and function centres, Karstens affords you and your organisation the absolute best in ambience, amenities and service. This, combined with the latest equipment and superbly appointed rooms, makes Karstens Mediation Rooms the best possible choice.

Karstens Mediation rooms is conveniently located at 118 Queen Street in Melbourne's CBD. Our mediation facility with adjoining breakout rooms, comfortable chairs and complimentary espresso coffee and tea, is a secure and ideal environment for your mediation.

At Karstens we are customer focused, an attribute which has led to our outstanding reputation within the business community. Contact us for an obligation-free proposal or to view our facilities.

Our features

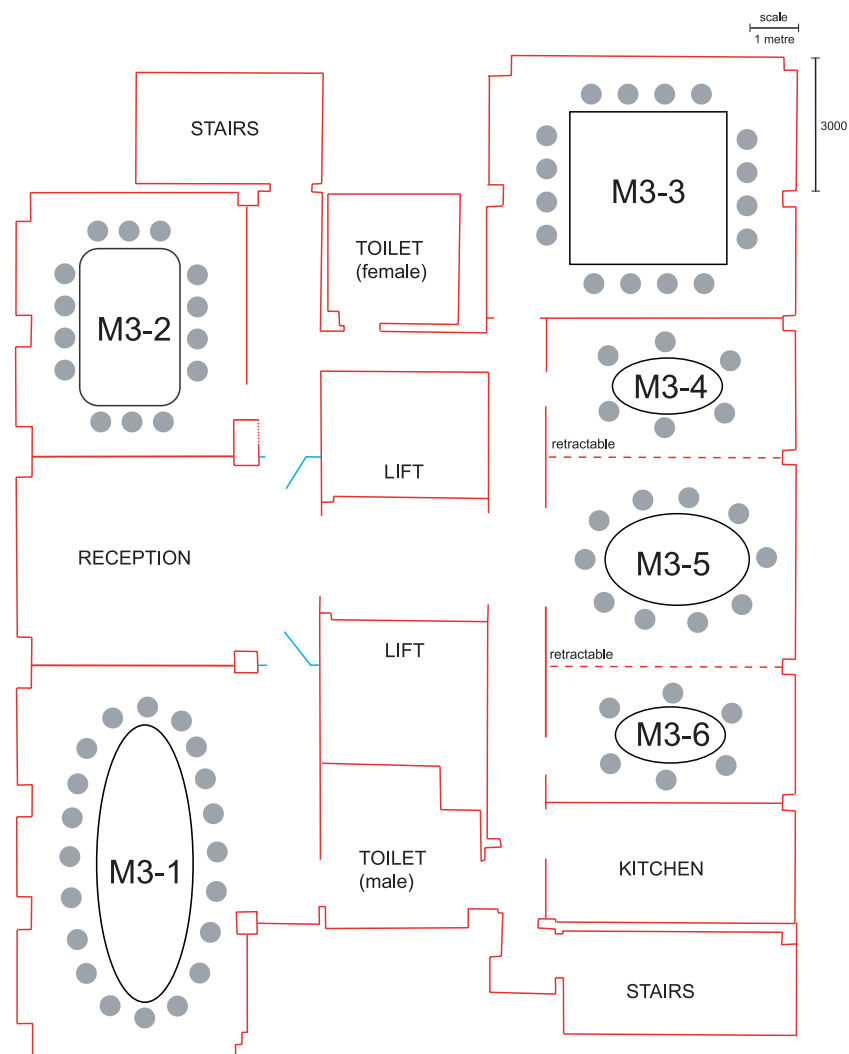
- Spacious and well appointed mediation rooms with adjoining breakout rooms.
- Reception and quality administrative services
- Extensive conference rooms, meeting rooms and IT facilities available.
- Full catering packages and options
- Optional booking notification and billing to all parties
- Negotiable pricing structure for longer term bookings

Our services

- Secure boardroom computer networks
 - Latest equipment
 - Strong technical support team
 - Spacious breakout areas
 - Complimentary espresso coffee and a selection of teas
 - Natural Light in all rooms
 - Photocopy, telephone, fax access (complimentary for low volume usage)
 - We offer a multitude of hardware, software, equipment and hospitality.
 - Binding, Shredding, Colour printing, Scanning, on request
 - Colour printing, teleconferencing, AV
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- Open: Monday-Friday 8.30-5.30

Mediation Rooms

Level 3, 118 Queen Street



Other meeting rooms available on Level 6, additional conference, boardroom and meeting rooms directly across the road at our 123 Queen Street conference centre.

Room Pricing

All prices are inclusive of GST.

Room	Max. Capacity	1/2 Day	Full Day
M3-1	20	\$440	\$740
M3-2	14	\$340	\$560
M3-3	16	\$380	\$640
M3-4	6	\$140	\$240
M3-5	10	\$230	\$380
M3-6	6	\$140	\$240

Complimentary Services & Facilities

Included in room hire cost

- Local telephone calls (free for resonable use)
- Photocopy, fax access for low volume usage
- Projector Screen, Whiteboard and markers
- Continuous teas and coffee
- Wireless access on all levels
- Rooms setup as per booking request
- Administrative and onsite technical support
- Fully airconditioned

Audiovisual Options

	1/2 Day	Day	2 Days	3 - 5 Days
LCD Data Projector	\$120	\$190	\$350	\$450
Dell Notebook	\$73	\$124	\$197	\$270
DVD / Video Player	\$29	\$48	\$77	\$106
Mini hifi system CD, USB	\$30	\$45	\$60	\$75
Mini DVD Digital Camera includes tripod	\$110	\$170	\$280	\$390
Cordless/Lapel Microphone	\$96	\$138	\$210	\$295
Electronic Whiteboard	\$110	\$166	\$275	\$375
Conference Phone	\$95	\$150	\$245	\$340
Clicker for PowerPoint	\$14	\$20	\$34	\$48
Flip Chart & Paper	\$29	\$39	\$68	\$97
Extra paper (50 sheet)	\$20			
A4 Overhead projector	\$36	\$48	\$80	\$112
Photocopying	20c per copy			
Internet "Hub" (per room)	\$75	\$125		
Audio Visual Technician	\$70 per hour			

All prices are inclusive of GST.

All levels have access to free wireless internet.

Some equipment may need to be installed by a qualified audiovisual technician.

Additional Services

Karstens is an experienced provider of hospitality services, all of which can be incorporated into your mediation room booking.

These include;

Karstens at CQ - conference rooms

Our conference centre Karstens at CQ at 123 Queen Street is one of the premiere conference centres in Melbourne. Affordable, state-of-the-art conference and training rooms for groups of 4 to 600 people. Comfortable modern surroundings, an abundance of natural light, individualized air-conditioning, soundproofing and quality audiovisual technology.

Karstens Computer Rooms

Our Computer rooms are located on Level 6,7 and 8 of 118 Queen Street; fully equipt with all necessary facilities, services and breakout area.

CQ functions

An exciting space able to accommodate functions up to 1200 guests (cocktail). Beautifully renovated with the latest PA and audio visual equipment CQ functions is your choice for larger conferences or events.

Blue Diamond Club

A nightclub and venue for drinks, food and entertainment in a sophisticated lounge environment. Located on the 15th floor of 123 Queen St, it has breathtaking views over Melbourne.

Lanai Restaurant

With décor designed around the Japanese garden in the court yard with waterfall and tropical plants, and balcony views over Queen Street; Lanai is open for lunch, dinner and drinks till late.

CQ Bar

The CQ bar is located on the elevated ground floor and commands great views over Little Collins and Queen Streets. The relaxed atmosphere and the numerous beers on tap make it the ultimate bar to unwind.

CitiClub Hotel

Seventy-one room hotel with high speed internet access, cable TV, ample work space, parking, fitness room, sauna and squash courts. Karstens will gladly make all the necessary arrangements should you require accommodation with your training.

Catering

We provide a variety of catering options for your mediation, we know that your participants are looking forward to the breaks and we make sure that it is worth looking forward to!

Package

All room hire inclusive of coffee and tea.

Our full day catering package is \$34.90 per person;

Morning tea:

A selection of Danishes, mini croissants and mini muffins (\$6.50 per person)

Lunch:

Gourmet baguettes with a variety of fillings (¼ is vegetarian), fruit & cheese platter and juices (\$21.90 per person)

Afternoon tea:

Selection of cakes and slices (\$6.50 per person)

For multiple conference days we ensure that different items are served for lunch, such as;

- **Sushi - Wraps - Open Sandwiches - Mini Rolls**
- **Party Pies, Sausage Rolls and Vegetarian Pastries - Focaccias**

All catering is served at the following times, unless pre-arranged:

07.30-09.00	Arrival coffee/tea
10.30-11.30	Morning tea
12.30-02.00	Lunch
02.30-04.00	Afternoon tea

Other options;

Fruit platter \$3.50 per person

Breakfast \$16.50 per person, a selection of Danishes, sweet & savoury muffins, mini croissants, warm egg and bacon mini quiches, fruit platter, orange juice and coffee/tea

Mini magnums \$3.50 per person

A selection of yoghurts \$3.50 per person

After conference drinks \$15.00 per person (1st hour)

(light and heavy beer, sparkling, white and red wine, soft drinks and orange juice)

After conference cocktail option 1 \$22.90 per person; a choice of 3 cold and 4 hot canapés from our cocktail menu

After conference cocktail option 2 \$17.90 per person; cold selection of pates, cheeses and dips, hot selection of mini quiches, sausage rolls and party pies.

After conference cocktail option 3 \$4.50 per person; a selection of chips and cashew nuts.



Booking Request Form

Please fax, or use our online form at www.mediationrooms.com.au

DETAILS

Company Name:
Street/Number:
City/Postcode:
Contact Person:
Contact Phone:
Contact Mobile:
Email:

Account Details

Contact Name:
Phone:
Email:

Event Signage/Name:
Start date: End Date:
Start time: Finish time:
Number attending: Number of rooms required:

OPTIONS

- | | |
|--|---|
| <input type="checkbox"/> Data projector | <input type="checkbox"/> Flip Chart |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Multifunction (print) server |
| <input type="checkbox"/> Conference Phone | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Clicker for PowerPoint | <input type="checkbox"/> Printer/Scanner |
| <input type="checkbox"/> Mini DVD Digital Camera | <input type="checkbox"/> Music System/CD Player |
| <input type="checkbox"/> Electronic Whiteboard | <input type="checkbox"/> Telephone |

Other:

CATERING

- Please quote including Standard Catering Package
 Please contact us to discuss other catering options

SIGN & FAX

Signed:

Print:

Date:

Terms & Conditions

1. Tentative Bookings – Will be held for a period of 7 days from the date of quotation unless other arrangements have been made.
2. Confirmation – A booking is deemed confirmed when the 'booking detail sheet' and the 'credit card authorisation' has been signed, dated and returned.
3. Credit Card Authorisation – Credit card details will be held as a payment guarantee and charged seven (7) days after conclusion of the booking unless payment has been received in full by any other means.
4. Cancellation – Notified in writing 14 days prior to the date no charges will apply. Bookings cancelled less than 14 days prior to the date will be invoiced the full quoted cost.
5. Final Details – Final participant number, menus, beverage arrangements, audio visual requirements, room set-ups, starting and finishing times must be confirmed 2 days prior to the event.
6. Vacating of Rooms – The organiser agrees to vacate the designated venue space at the scheduled times agreed upon. Management reserves the right to bill for after-hours occupancy of our premises, billed in 1/2 hour blocks.
7. Room Numbers – The number of participants must not exceed published and recommended room numbers.
8. Payment – All accounts are to be paid at the conclusion of the event unless alternative arrangements have been made with Karstens by way of credit facility. All approved credit arrangements require full payment within seven (7) days after conclusion of the event. Payments not received within 30 days will incur a 2% monthly interest charge.
9. Prices – Will be confirmed by email as detailed in the 'booking detail sheet'.
10. Security – Management will not accept responsibility for the loss or damage to equipment or merchandise left on the premises prior to, during, or after the function. Our manager will be pleased to discuss storage arrangements with you.
11. Compliance – Clients will be responsible to ensure the orderly behaviour of their participants and guests, Management reserves the right to intervene where it sees fit.
12. Damages – Clients will assume responsibility for any and all damages caused by any participant and their guests or any other person attending the event.
13. External Caterers – Clients are not permitted to bring in their own catering or beverages.
14. Substitute Rooms – Management reserves the right to assign another room for the function in the event the room originally designated for such function is not available or inappropriate in the opinion of Management.
15. Displays and signage – Nothing is to be nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior written permission is granted by Management.
16. Excessive noise and disruptive behaviour – Clients must not create excessive noise or disruptive behaviour which Management deems inappropriate. Clients must inform management of any potential issue at the time of booking, failure to comply may result in immediate cancellation of the event.
17. Deliveries – Equipment or documents delivered prior to the booking date must be directed to the attention of the Operations Manager with the function name and date clearly stated. Equipment or documentation delivered prior to the start of the function cannot be stored unless prior arrangements have been made. All deliveries should be made to Level 3, 118 Queen Street between 8am–5pm Monday to Friday.
18. Circumstances beyond the control of Karstens – Should Karstens be unable to provide for your event due to circumstances beyond our control, Management is not responsible for any costs, damages, loss of data or expenses that you may suffer or incur.
19. Items not collected – Any items that have not been collected after the function will be disposed of within 14 days.
20. Service Costs - All service costs including document storage, telecommunications, exceptional catering costs, additional equipment hire, will be billed after the event at rates as per our schedule current at the time of the event.

Contact & Location

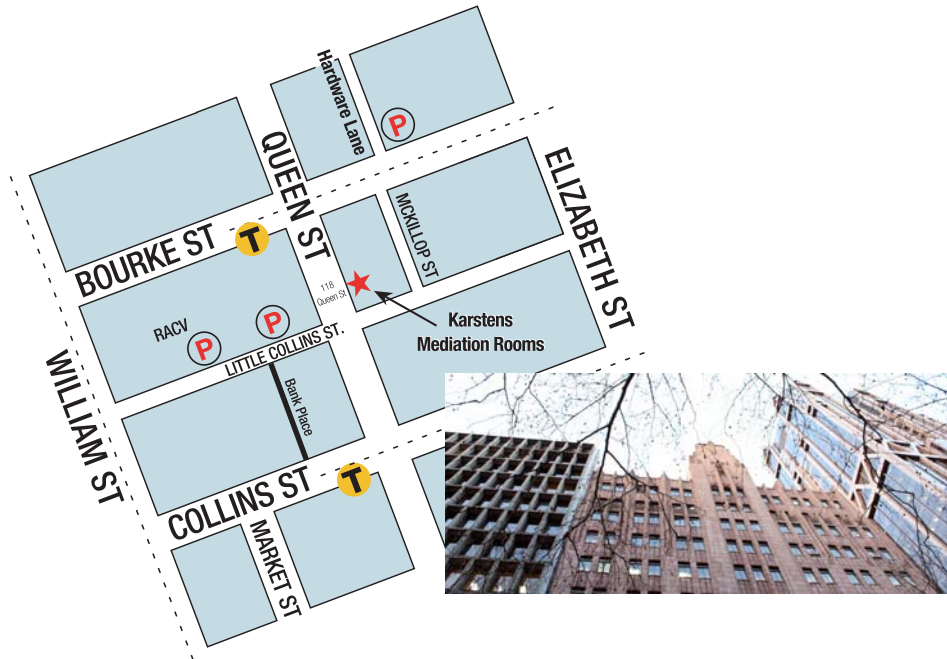
Karstens Mediation Rooms

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e. info@mediationrooms.com.au

w. www.mediationrooms.com.au

Opening Hours: Monday-Friday 8.30-5.30 (after hours can be arranged)



Parking

An underground car park is located across the road at the CQ building (113 Queen Street) entrance is from Little Collins Street. Hourly or daily rate applies. The carpark is managed by Secure Parking. Tel (03) 9613 0000

Tram

Numerous trams connect to the city, trams 31,109 and 112 travel along Collins Street, the closest tram stop is on the corner of Queen and Collins Street. Trams 86, 95 and 112 travel along Bourke Street, the closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.metlinkmelbourne.com.au

Train

Catch any service into the city, the closest station to 118 Queen Street is Flinders Street Station. Take the Flinders Street exit and turn right into Elizabeth Street. Walk along Elizabeth Street, cross Collins Street and turn left into Little Collins Street. For more information visit www.metlinkmelbourne.com.au

Interstate and Regional Trains

Disembark at Southern Cross Station and take tram 86, 95 or 112 along Bourke Street. The closest tram stop is on the corner of Bourke and Queen Street. For more information visit www.vline.com.au