

Thank you for considering Marybrooke Manor for your next meeting or conference

Marybrooke is nestled on the edge of the majestic Sherbrooke Forest in the Dandenong Ranges. This magnificent National Trust listed reception centre and guesthouse is the perfect one-stop destination for your next meeting, conference, training session, workshop or corporate retreat.

Built in 1940, Marybrooke began as the grandest guesthouse in a chain of six guest houses all using the prefix "Mary" designed and built by Eric Dowdle between 1927 and 1940. It is registered as a socially, historically and architecturally significant property.

Over recent years Marybrooke has undergone extensive renovations to restore and reinstate the building to reflect its original charm and elegance.

Marybrooke Manor offers you and your clients the following facilities:

- ◆ 5 meeting rooms of varying sizes, catering for up to 120 delegates. All of our conference rooms have plenty of natural light, beautiful garden outlooks and block-out blinds.
- ◆ 20 guest rooms within the Manor, with a capacity of 30 guests twin share. A separate 4 bedroom Cottage only 300 meters away from the Manor can sleep an additional 6 guests twin share. All accommodation rooms have been recently refurbished to a four-star standard and include breakfast in the rate.
- ◆ PJ's Restaurant, available for private hire year-round. Relax in front of the open log fire and soak in the old-world charm while enjoying a meal and drink with friends and colleagues.
- ◆ Extensive gardens and wine garden, perfect for working or relaxing outside.
- ◆ Complimentary WiFi throughout the whole venue, including meeting rooms and accommodation.
- ◆ Ample car parking – and easy access for buses.

Most importantly, we can offer exclusive use of the venue, as we only host one corporate event at a time.

Marybrooke Manor is located less than 60 minutes from the Melbourne CBD, allowing you and your delegates to benefit from the fresh, calming environment of the country without the long drive.

To discuss your event in detail and to learn more about what Marybrooke Manor has to offer, please do not hesitate to call us on 03 9755 2755 or email us at enq@marybrooke.com.au. We are available from 9am – 5pm daily for site inspections, and at other times by appointment. Alternatively, we can come to you to discuss your conferencing needs. We look forward to welcoming you to Marybrooke Manor.



PACKAGES AND INCLUSIONS

All of our conference and meeting packages include the following as standard:

- ◆ Projector, screen and laptop
- ◆ Lectern and microphone & additional handheld cordless microphone
- ◆ Electronic and standard whiteboards with markers
- ◆ Flipcharts with markers
- ◆ Complimentary WiFi access
- ◆ Registration table
- ◆ Your own dedicated conference manager for the duration of your meeting

Full Day Package \$75 per person

Additional Inclusions:

- ◆ Full day meeting room hire (8 hours)
- ◆ Fresh fruit, tea, coffee and juice on arrival and available throughout the day
- ◆ Morning and Afternoon tea
- ◆ Gourmet a la carte or working style lunch including a range of hot and cold buffet options
- ◆ Pads, pens, mints and water at each place setting

Half Day Package \$55 per person

Additional Inclusions:

- ◆ Half day meeting room hire (4 hours)
- ◆ Fresh fruit, tea, coffee and juice on arrival and available throughout the day
- ◆ Morning tea OR afternoon tea
- ◆ Gourmet a la carte or working style lunch including a range of hot and cold buffet options
- ◆ Pads, pens, mints and water at each place setting

Accommodation \$220 per room 'run of house' special corporate rate

We have 20 single share accommodation rooms with their own ensembles catering for 20 guests single share or 30 guests twin share. A fully cooked breakfast with continental items is included for all guests who stay overnight.

Optional Extras

- Three course evening meals can be provided for \$55 per person plus beverages.
- Bus transfers for your group to and from your office or any other off-site activities and Marybrooke Manor can be quoted separately.
- Upgrade to our premium tea and coffee package for an extra \$5 per person. This includes espresso coffees and specialty teas from the Madame Flavour range.
- Add platters for an extra \$5 per person. Options include Italian Anti-Pasto, Greek, Asian or seasonal fruit platters.
- A range of gourmet, team-building and tourist experiences are available through our local partners can be arranged (inc. wine tastings, Puffing Billy, ropes course, bushwalking, etc.). Please contact us to discuss the options and provide a quote.

A customised quote can be prepared for you once we understand your conference requirements in detail.



MEETING ROOMS



Dining Room

This is our largest function room located on the ground floor. The Dining Room is elegantly designed, with large windows providing plenty of natural light. It is ideal for groups of up to 120 set in theatre style or 110 set in banquet style.



Conference Room

Located on the first floor but with wheelchair access, the Conference Room is the perfect private meeting space with plenty of room for break out activities. It can cater for groups of up to 120 set in theatre style and suits larger groups very well.



Sherbrooke Room

The Sherbrooke Room is a more intimate space. Immediately next door to the Conference Room and containing its own bar, it is ideal for groups of up to 18 delegates seated in a U shape, meals and networking opportunities. This is also the ideal space for smaller conference groups of up to 50 people.



The Lounge

The Lounge is located on the top level and offers delegates the opportunity to break into a small discussion group. The Lounge is perfect for groups of up to 12 to meet in a more private and relaxed setting by the fireplace.



PJ's Restaurant

Relax in front of the open log fire and soak in the old world charm while enjoying a meal and drink with friends and colleagues. PJ's Restaurant is the perfect place to unwind after a busy day of conferencing.

Room Capacities

Rooms	Dimensions	Theatre	Banquet	U-Shape	Classroom	Cocktail	Board	Cabaret
Grendon Room	135 sq mtrs (9m x 15m)	120	110	40	100	150	-	60
Conference Room	135 sq mtrs (9m x 15m)	120	100	30	100	150	-	60
Sherbrooke Room	72 sq mtrs (8m x 9m)	50	50	18	30	50	20	30
The Lounge	32 sq mtrs (4.5m x 7m)	-	-	-	-	-	12	-

Rooms layouts are highly customisable to suit your specific requirements.



ACCOMMODATION



Marybrooke Manor offers 20 luxurious 4 star queen, king and family accommodation suites that can sleep up to 20 people single share and 30 people twin share.

All suites include a private ensuite, heating and air conditioning, tea and coffee amenities, flat screen televisions, complimentary WiFi, deluxe mattresses and memory foam pillows.

Family Room (2 available)

The Family room is our largest accommodation room.
The room has a double bed and two single beds.

Executive King Room (2 available)

The Executive King Room is our next largest room, containing a king size bed and sofa to relax and unwind.

King and Single Room (1 available)

This room contains a king size bed and single bed.

Standard King Room (6 available)

This room contains a king size bed and all of the standard features you come to expect.

Queen Room (7 available)

This room is slightly smaller than the King Rooms and contains a queen size bed.

Disability Room (1 available)

This Queen size room has been modified to suit a guest with a disability and includes easy wheelchair access and modified bathroom.

Apartment

Our ground floor apartment has three bedrooms (one with a king size bed and the other two with two singles in each), a shared bathroom and lounge room.

Cottage

A separate house 300 metres from the Manor has four bedrooms (one with a queen size bed, one with a double bed, and the other two with two singles in each).



MENU OPTIONS – Full Day Package and Half Day Package

Morning Tea

Please choose two items from the following sweet and savoury options:

- ◆ Scones with jam and cream
- ◆ Chocolate Brownies
- ◆ Assorted muffins
- ◆ Carrot cake
- ◆ Banana cake
- ◆ Assorted mini quiches
- ◆ Assorted savoury scones
- ◆ Assorted mini pies



Lunch

A selection of sandwiches and wraps is provided as well as your selection of three of the following to be served from a buffet:

- ◆ Traditional Caesar salad with grilled chicken tenderloins
- ◆ Tri-coloured gnocchi in a rocket pesto cream sauce
- ◆ Homemade lasagne served with a garden salad
- ◆ Butter chicken on jasmine rice
- ◆ Slow cooked lamb on spinach & sweet potato mash
- ◆ Quiche Lorraine or vegetarian quiche

Alternatively, you can select from our a la carte restaurant lunch menu. Chosen during morning break, this allows the meals to be ready for the commencement of your lunch break.

Afternoon Tea

You can choose two items from the following sweet and savoury options:

- ◆ Homemade cookies
- ◆ Scones with jam and cream
- ◆ Chocolate Brownies
- ◆ Assorted muffins
- ◆ Carrot cake
- ◆ Banana cake
- ◆ Assorted mini quiches
- ◆ Assorted savoury scones
- ◆ Assorted mini pies



EVENING MEALS – 3 Course a la carte menu

Entrée or Soup

- Roast pumpkin soup with sour cream and croutons
- Panko crumbed prawns with rocket salad
- Beetroot bruschetta with Danish fetta, rocket & Italian glazed balsamic
- Tri-coloured gnocchi in a rocket & pine nut pesto sauce served with shaved grana pandano



Main Course

- Whole chicken breast with crumbed camembert & red onion jam served on Paris mash with carrots, spinach & green beans
- Eye fillet mignon cooked medium on Paris mash with green beans and roasted vegetables with red wine jus
- Slow cooked pork belly on sweet potato & spinach mash with sautéed cabbage & bacon, green beans, buttered carrots with apple cider jus
- Braised lamb shank served on sweet potato mash, roast vegetables, green beans with a rosemary infused jus
- Crispy Cajun salmon with garlic roasted chats, stir-fried seasonal greens & fresh lemon butter sauce



Desserts

- Lemon curd tart with soft meringue garnished with berry syrup
- Warm apple pie with strawberry & passionfruit crush & double cream
- Rich chocolate cheesecake with berry compote and double cream
- Vanilla bean panna cotta with toffee shards
- Sticky date pudding with butterscotch sauce and double cream



Customised menus can be designed upon request, and specialty dietary requirements can be met when advised in advance.

