

Meetings and Events

PARKROYAL Melbourne Airport is the premier choice for meetings and events, uniquely positioned as the only hotel directly connected to Melbourne Airport via a convenient sky bridge. Following a stunning transformation in May 2024, our hotel boasts even more sophisticated spaces and services, ideal for hosting everything from executive meetings to grand gala dinners. With over 1,000 square metres of custom-designed event space, and the most spacious accommodation rooms within the airport precinct our dedicated team is here to make your event a seamless success.

At PARKROYAL Melbourne Airport, we bring out the best in you and your event.

WORLD TRAVEL AWARDS WINNER 2024

Oceania's Leading Airport Hotel

PARKROYAL
MELBOURNE AIRPORT



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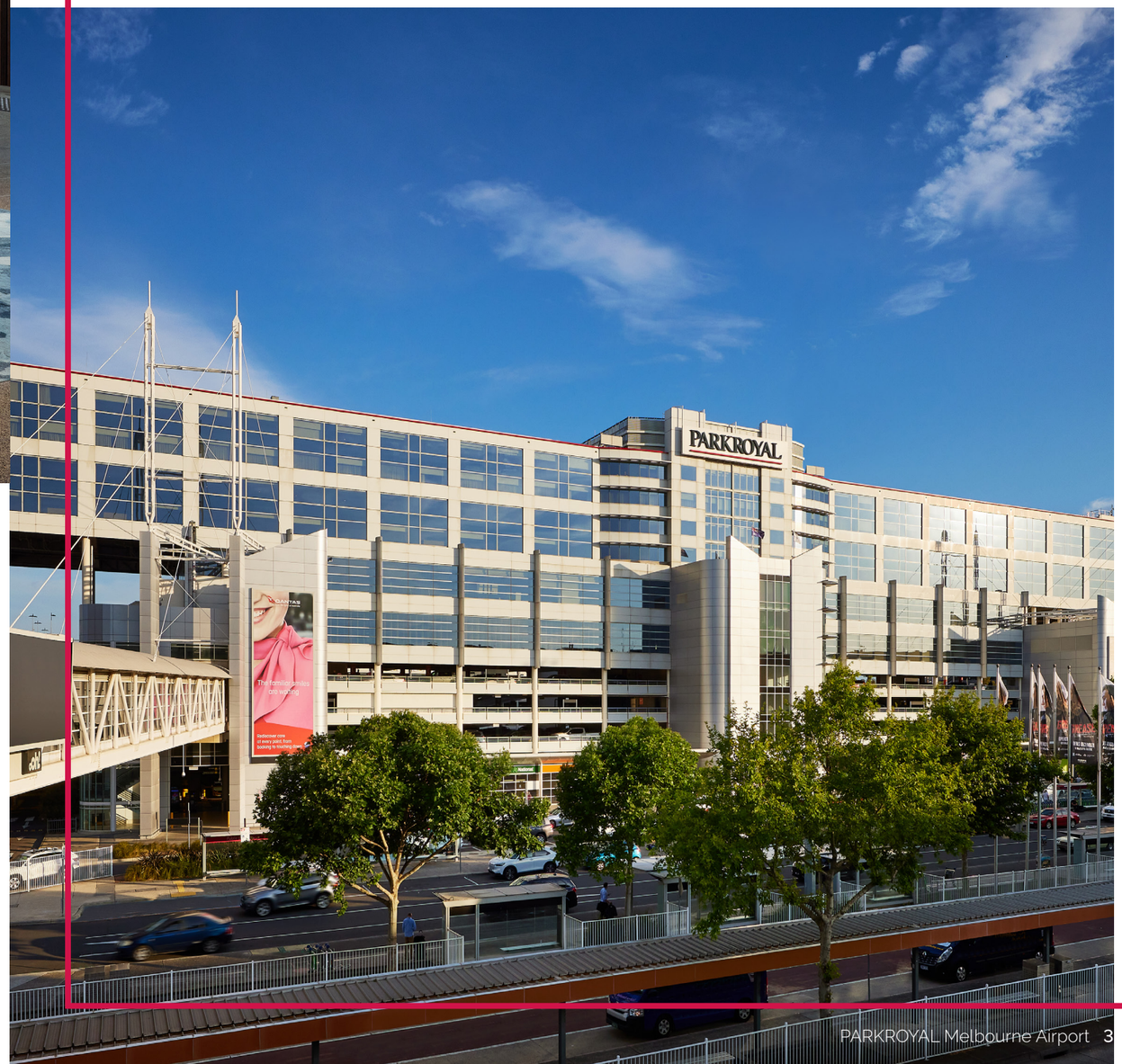
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PARKROYAL
MELBOURNE AIRPORT

About Us

As Melbourne's premium Airport hotel, PARKROYAL Melbourne Airport is connected directly to the domestic and international terminals (via sky bridges), and is the ultimate destination for those wanting to meet, connect and relax. With views of the airport offering the traveller's dream backdrop, there is something for everyone from 276 rooms, a dedicated meeting and events floor, onsite pool and gym and our renowned restaurant and bar.

With 16 modern and spacious meeting rooms spread over 1000 square metres, conveniently located all on one level, guests will enjoy state-of-the-art technology, on-site audio-visual support and unlimited access to Wi-Fi as well as personalised guidance by our expert events team.



Our Location

When it comes to business or social connections, we've got you covered. Enjoying a premium airport location, PARKROYAL Melbourne Airport is the only hotel directly connected to Melbourne's domestic and international terminals (via sky bridges), ensuring delegates and guests stay connected with ease.

Distance to Key Areas

Living Legends – 6 minute drive

URBNSURF Melbourne – 8 minute drive

DFO Essendon Fields – 9 minute drive

Sunbury wine region – 10 minute drive

Flemington Racecourse – 15 minute drive

Melbourne City Centre – 30 minute drive

Yarra Valley – 45 minute drive





Getting Here

DRIVING

Situated next to the Airport Short Term Car Park, guests can take advantage of our valet parking (follow the signs for PARKROYAL) or follow the Short-Term Car Park signs to find convenient parking located on levels 3 – 6 with direct access to guests lifts (on the ground level or Level 2).

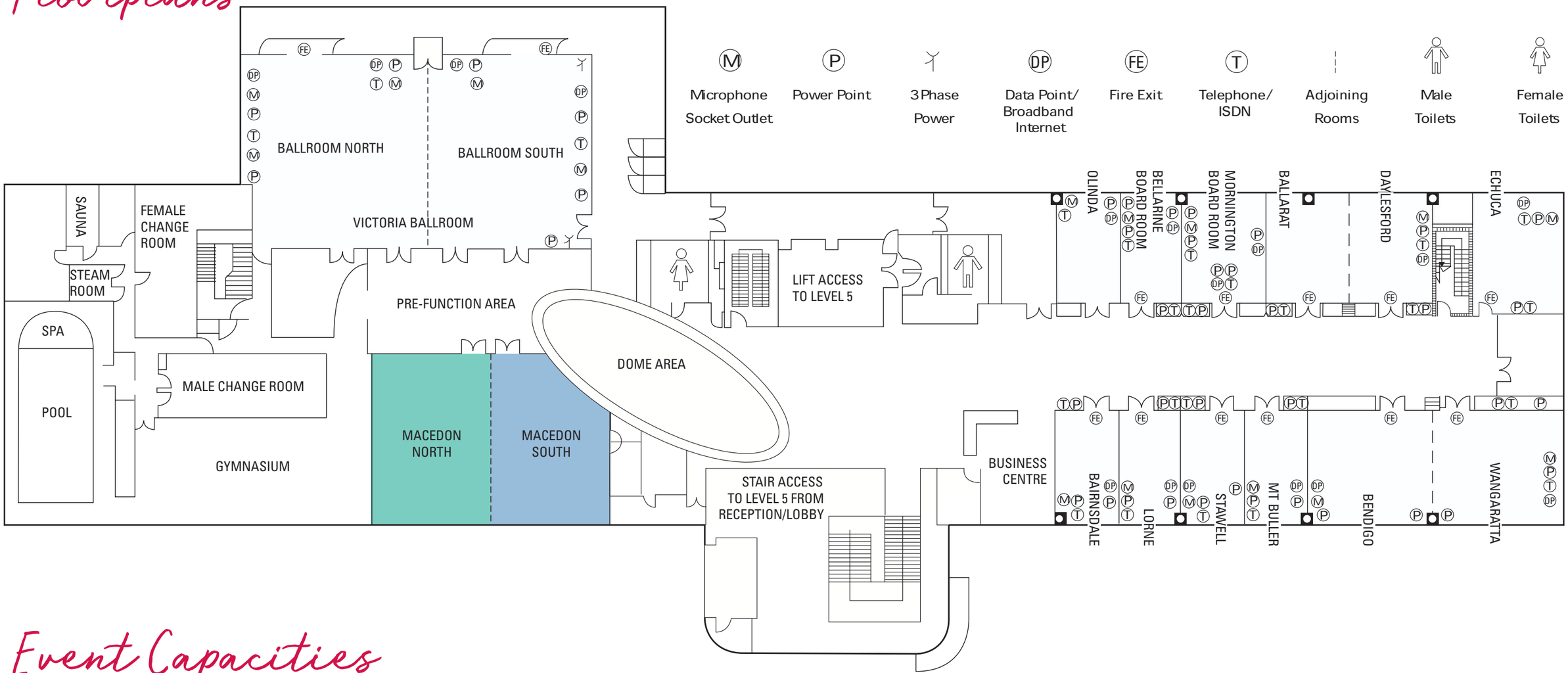
FLYING

PARKROYAL Melbourne Airport enjoys direct access to Melbourne Airport (Terminal 1 and 2) via the sky bridge and is a short walk to Terminal 3 and 4.

SKYBUS

Sit back, relax and stay connected with free Wi-Fi on the SkyBus express service between the city centre and Melbourne Airport (Tullamarine). With frequent 20 minute departures, a bus is never far away. Departs and drops off from Terminal 1 & 2.

Floorplans



Event Capacities

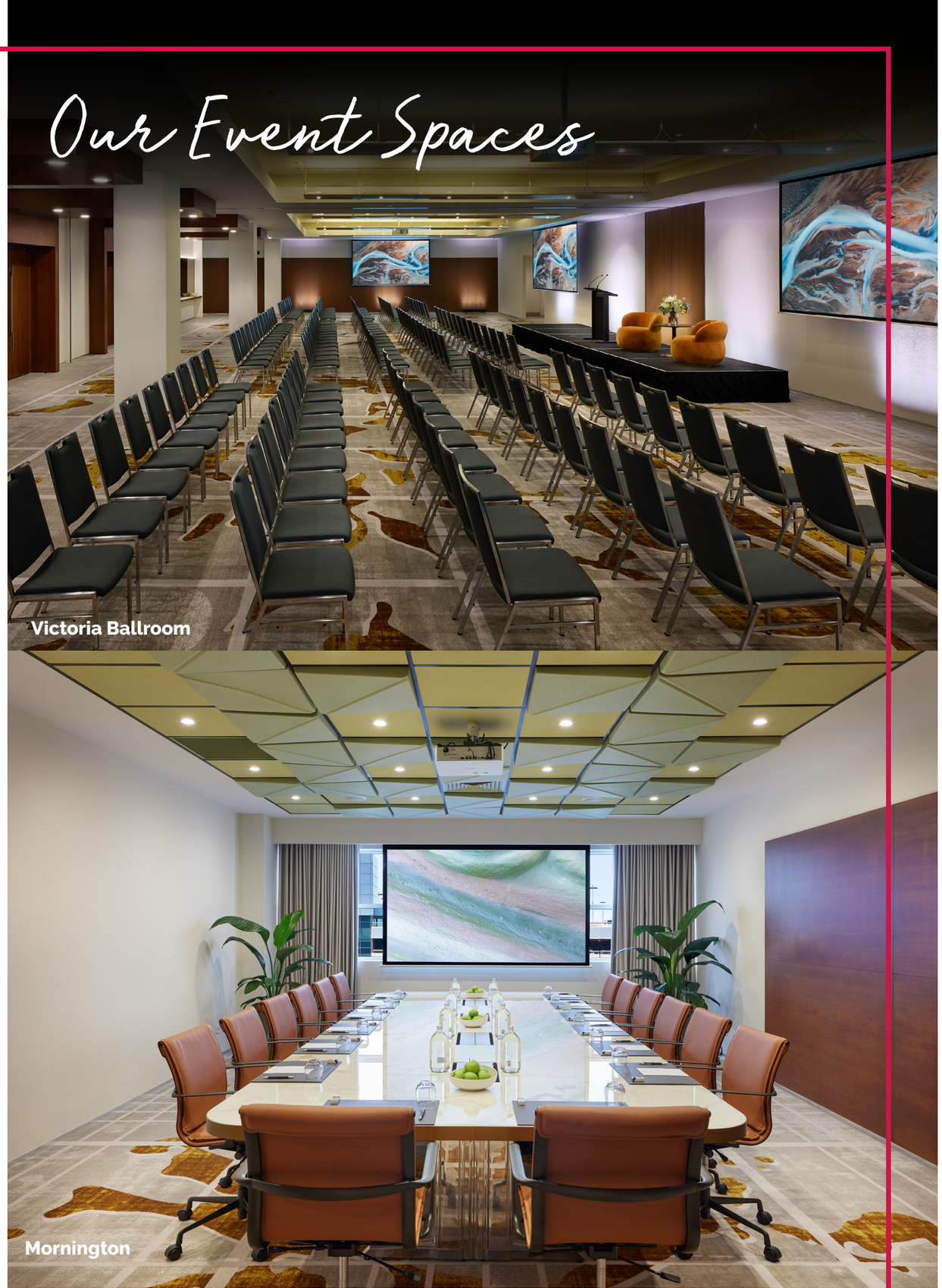
- Over 1,000 square metres of event space all on one level
- 16 versatile function rooms, most with natural light
- State-of-the-art audio-visual equipment and onsite audio-visual support
- Complimentary Wi-Fi access throughout the hotel
- Space for up to 15 exhibition booths
- Double glazed windows
- Business support centre, offering printing, faxing, photocopying and secretarial services
- An expert team of planners to help you co-pilot your event.

Room Capacity Chart

	SqM	Boardroom	U-Shape	Theatre	Classroom	Cabaret	Cocktail	Hollow Square	Banquet
Vic Ballroom Combined	318	70	80	300	120	152	300	84	190
Vic Ballroom South	156	30	38	120	60	64	110	44	80
Vic Ballroom North	161	30	38	120	60	64	110	44	80
Macedon South	67.5	24	30	60	40	40	70	40	50
Macedon North	70.5	24	30	60	40	40	70	40	50
Macedon Facing Window	138	22	50	120	72	88	140	60	100
Macedon Facing Wall	138	40	50	120	72	88	140	60	100
Bairnsdale Boardroom	31	12	-	-	-	-	-	-	-
Lorne Boardroom	31	12	-	-	-	-	-	-	-
Stawell	31	12	-	-	-	-	-	-	-
Mt Buller	31	12	-	-	-	-	-	-	-
Olinda	31	12	-	-	-	-	-	-	-
Mornington Boardroom	41	16	-	-	-	-	-	-	-
Bellarine Boardroom	31	14	-	-	-	-	-	-	-
Echuca	40	14	16	25	18	16	25	24	20
Daylesford	42.5	12	15	24	18	16	30	22	20
Ballarat	41	12	15	24	18	16	30	22	20
Daylesford+Ballarat	85	24	30	64	42	40	80	36	50
Bendigo	63	18	21	50	21	32	60	28	40
Wangaratta	65	18	21	50	21	32	60	28	40
Bendigo+Wangaratta	128	36	40	90	63	64	110	50	80

Our Event Spaces

Our Event Spaces



Victoria Ballroom

Mornington

VICTORIA BALLROOM

Host your next event in the contemporary and versatile Victoria Ballroom, accommodating up to 300 guests this flexible space can also be split into two individual event spaces to accommodate smaller meetings and breakout sessions.

- Multiple dropdown projector screens and inbuilt data projectors
- E-concierge to directly contact our expert team
- Individual air conditioning controls
- Wireless Internet connectivity

MACEDON ROOM

The Macedon Room is ideal for mid-to-large sized events with the flexibility to divide into two rooms or open at full capacity for 100 guests. With the airport as your event's backdrop, coupled with abundant natural light, discussions and interactions are bound to take on a livelier turn in this space.

- Large dropdown projector screens and inbuilt data projectors
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

DAYLESFORD / BALLARAT

If you're looking for the perfect venue to hold a presentation or cocktail event why not combine our Daylesford and Ballarat rooms, catering 64 theatre style or 80 for a cocktail event.

- Large drop-down projector screen and inbuilt data projector
- Abundant natural light
- Individual air-conditioning controls
- Wireless Internet connectivity

BAIRNSDALE

The ideal venue for your next board or directors meeting, the Bairnsdale Boardroom caters to the most discerning with premium executive chairs providing guests with comfort for longer meetings, while state-of-the-art equipment facilitates all your multimedia needs.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

BELLARINE

Create an ambience suitable for all important occasions in this dedicated boardroom hosting up to 12 guests. Fitted with smooth Internet connectivity and audio-visual ports to ensure that all your multimedia needs are met, deluxe executive chairs also provide your guests with greater comfort for longer meetings.

- Large dropdown projector screen and inbuilt data projector
- Individual air conditioning controls
- Wireless Internet connectivity

BENDIGO/WANGARATTA

Give your guests an event to remember with large windows providing natural light and airport views. Perfect for small to mid-sized events, each room caters for up to 50 guests or can be combined to accommodate 90 guests.

- Large dropdown projector screen & inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity
- View of the Melbourne Airport

ECHUCA

Our Echuca meeting room combines space with city-facing views. Large enough for up to 25 guests, this room is ideal for training, inductions, seminars or full-day meetings.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

OLINDA

Adorned with lush natural light, Olinda offers an intimate venue ideal for employee workshops, seminars and full-day meetings for up to 15 guests.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

MT BULLER

Perfect for training, inductions, seminars and full-day meetings, Mt Buller is designed for small group interactions. Mt Buller can accommodate up to 10 guests.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

STAWELL

The Stawell meeting room is spacious, naturally well-lit and comfortable. Perfect for training, inductions, seminars and full-day meetings, Stawell offers an ideal environment for smaller group discussions and workshops.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

LORNE

With Melbourne Airport views, the Lorne Room (10 guest capacity) is perfect for training, inductions, seminars and full-day meetings.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity

MORNINGTON

With mountain views, Mornington is spacious, naturally well-lit and comfortable. Perfect for training, inductions, seminars and full-day meetings, this room is designed to be conducive for smaller-scale interactions and can accommodate up to 15 guests.

- Large dropdown projector screen and inbuilt data projector
- Abundant natural light
- Individual air conditioning controls
- Wireless Internet connectivity
- View of City Skyline

RESTAURANT & BAR

Refuel with us!

Airo Restaurant – Modern Australian and Asian cuisine from an open kitchen with a private dining room for special events for up to 60 guests.

Café Airo – Quick and casual. Get your caffeine hit and enjoy freshly baked pastries and other light bites.

Bar Airo - Choose from our large cellar of regional wines, boutique beers and signature cocktails.



Pre Function



Bendigo / Wangaratta

Our Conference Packages



Day Delegate Package

FULL DAY PACKAGE

Arrival Tea and Coffee
Freshly brewed coffee and selection of herbal and infusion tea's

Morning and Afternoon Tea
Accompanied by 2 food items
Freshly brewed coffee and selection of herbal and infusion tea's

Daily rotating menus
Selection of wraps, sandwiches and breads
A selection of hot dishes
Seasonal salads of the day
Desserts accompanied by seasonal sliced fruits
Assortment of juices
Freshly brewed coffee and selection of herbal and infusion tea's

Inclusions
Wireless high speed Internet
In-build data projector screen, one whiteboard and flipchart
Conference stationery
Individually boxed mints
Infused iced water
Onsite technology support
Dedicated Events Manager

All prices are based on a minimum of 10 delegates. For delegate numbers less than the minimum please contact a member of our Meeting and Events Team to discuss options and pricing.



Our Audio Visual Partners

PARKROYAL Melbourne Airport has partnered with Encore Event Technologies as our in-house provider of world class meetings and event services.

Located onsite for your convenience, their superior technical know- how and innovative solutions coupled with their creative flair enables us to deliver unforgettable experiences and events that exceed your expectations.

With years of experience, the Encore Event Technologies event specialists have formed a reputation as a leading event staging services provider, both locally and abroad, and together with the events team at PARKROYAL Melbourne Airport they create a winning combination for all your event needs.

encore™

Our Rooms and Suites

Each of our newly renovated 276 rooms and suites offer the most spacious and comfortable accommodations within the airport precinct. Each room features stunning views of the city skyline or the Melbourne Airport runway. Thoughtfully designed for convenience, rooms are equipped with a relaxing day bed, Nespresso machine, and a deep soaking bathtub with a separate shower. Whether you're hosting a meeting or attending an event, our rooms provide the ultimate retreat for unwinding in style. Spa suites and Family rooms are also available.

For Your Comfort

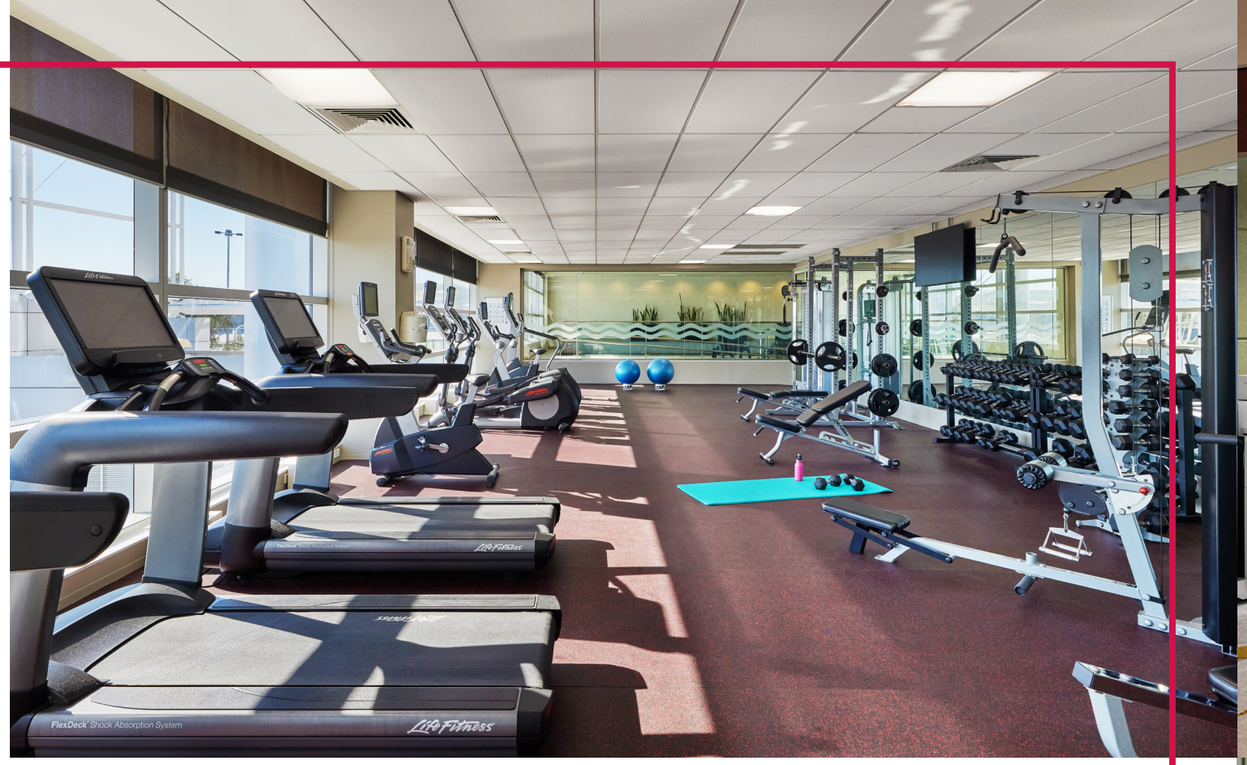
- A choice of king-sized or twin beds
- Ensuite bathroom
- Bathrobe and hairdryer

For Your Convenience

- Complimentary wireless high-speed internet access
- Iron and ironing board
- 24 hour In-room dining
- USB power outlets

For Your Enjoyment

- 55" LCD wide screen TV
- Device mirroring/streaming capabilities



Services and Facilities

- 24-hour fully equipped gym
- Heated indoor lap pool and spa
- Sauna and steam room
- Lounge and Swim package available with additional three, five and eight-hour daily rates

PARKING

Valet parking is available 24-hours a day (fees apply).
Self-parking is also available at Terminals 1, 2 and 3 next to the hotel, and Terminal 4 which is a slightly longer walk, for which a daily fee applies.

ACCESSIBILITY

Get around comfortably during your stay at PARKROYAL Melbourne Airport with our wheelchair – friendly features. All conference rooms are wheelchair friendly with accessible bathrooms located on the events floor and a total of 8 multi-purpose accommodation rooms.

FITNESS AND RECREATION

Located on level 5 and open 24-hours a day, our gymnasium includes heated pool, spa and sauna making it the perfect place to rejuvenate after a busy day.

BUSINESS FACILITIES

Our dedicated Business Centre can assist with all your administrative requirements with services including high speed internet access, printing facilities, photocopying, and express post.









At PARKROYAL Melbourne Airport, we elevate the experience in our meeting and event spaces with the premium touch of Antipodes mineral water. Antipodes symbolizes our dedication to sustainability, offering guests not just exceptional taste but also eco-conscious. Presented in its beautifully crafted glass bottle, Antipodes enhances the elegance of our settings, adding a sophisticated edge to every gathering.

Sourced from a pristine, 327-meter-deep aquifer in New Zealand's Bay of Plenty, Antipodes emerges naturally, requiring no processing thanks to its unique filtration through ignimbrite sub strata. This purity and sustainability make Antipodes one of the finest natural mineral waters available. Its delicate carbonation, known for its fine bead, pairs seamlessly with refined cuisine, ensuring an impeccable dining experience at our events.



Our DISCOVERY Program

Make your stay with PARKROYAL Hotels & Resorts even more memorable when you join our guest loyalty programme, DISCOVERY. As a DISCOVERY member you'll enjoy benefits from your first stay, such as exclusive Member Rates, room upgrades, late check-out, and more comfort-enhancing perks and experiences.

DISCOVERY is a hotel loyalty programme built for the modern global explorer, with its connection to the Global Hotels Alliance. We believe that the best travel experiences come from true immersion in a destination and we offer recognition across 35+ independent luxury hotel brands – all with their own unique character – and more than 570+ hotels spread around the globe.

For more information, visit **www.discovery.com/pan-pacific**

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