InterContinental
HOTELS & RESORTS

MEET WITH CONFIDENCE

InterContinental Melbourne The Rialto

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MEET IN MELBOURNE WITH CONFIDENCE

We continue to monitor government guidance, we are working to ensure all measures are taken in line with this guidance at all times.

InterContinental Melbourne The Rialto is perfectly located on prestigious Collins Street in Melbourne, offering 253 guest rooms and suites and 13 versatile meeting and event spaces.

During uncertain times we have developed a varied offering for our meeting spaces. When you are ready to travel again, we will be ready to welcome you.

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WHAT HAS CHANGED?

Simplified Process

Email proposals and terms & conditions with flexibility including deposit and date postponement

Catering

Additional catering room complimentary as required with a dedicated staff member serving food to minimise contact

Room Setup

Physical distancing in place with options for 1.5m spacing between setting or 1 person per 4 sqm

IHG Clean Promise

All hotel employees have undergone IHG Clean Promise training to ensure increased vigilance around cleaning, hygiene and safe operational practices

Stationary

Pens & notepads are only provided if requested by meeting organiser. If pens are provided signage noting sanitised and used stations can be provided

Government Advice

We continue to monitor the government guidance, we will are working to ensure all measures are taken in line with this guidance at all times

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COVIDSAFE CAPACITY

SETUP	SIZE (sqm)	MAX GUESTS 1 per 4sqm	THEATRE	CABARET	BANQUET	CLASSROOM (2 per trestle)	BOARDROOM	U-SHAPE
LANEWAY	474	118	118	118	118	74	-	-
LANEWAY 2 & 3	322	80	71	80	80	54	-	-
LANEWAY 1 & 2	321	80	66	80	80	48	-	-
LANEWAY 2	168	42	42	42	42	32	12	12
LANEWAY 1	153	38	24	38	38	20	12	12
LANEWAY 3	153	38	29	38	38	22	12	12
STOCK & TRADE	143	35	28	35	35	28	16	16
WHEAT & WOOL	141	35	28	35	35	28	8	16
TRADE ROOM	71	17	16	17	17	12	8	8
STOCK ROOM	71	17	16	17	17	12	8	8
WOOL ROOM	70	17	16	17	17	12	8	8
WHEAT ROOM	70	17	16	17	17	12	8	8
WILLIAM PITT ROOM	39	9	9	9	9	8	8	6
PATRICK MCCAUGHAN	42	10	-	-	-	-	10	-
THOMAS FALLON	24	6	6	6	6	4	4	-
RICHARD SPEIGHT	24	6	6	6	6	4	4	-

CAPACITIES CONTINUE TO BE DEVELOPED BASED ON GOVERNMENT ADVICE

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IMPORTANT INFORMATION

IHG Clean Promise
IHG has launched a new hygiene procedure called IHG Way of Clean. It is a training in which all staff have been required to undertake as a part of our new enhanced cleaning guidelines. Please see below link which will give you are deeper insight into the IHG Way of Clean. https://www.melbourne.intercontinental.com/IHG-Clean-Promise

COVID-19 Restrictions
As a hotel we follow and adhere to the Victorian Government restrictions and safety advice regarding COVID-19. https://www.dhhs.vic.gov.au/coronavirus

Client Responsibilities
In order for the hotel to abide by current Victorian Government restrictions, we ask that you as the client and main organiser take responsibility for your delegates and event.
We require a full list of delegates contact details including name and phone number prior to the event commencing for contact tracing purposes only.
Your dedicated staff member will provide you with a sign off sheet which includes a checklist which we will require you to initial and sign to show that we as a venue have adhered to current Victorian Government restrictions. Our staff member will also sign as a mutual agreement.
As a hotel we have prepared a housekeeping briefing which is required to be presented to delegates at the beginning of your meeting/event to ensure all specified requirements are followed. This can be completed by yourself or the hotel staff member.

Meal Times
As you have a dedicated staff member for your event and specifically prepared catering, we ask for you to please adhere to your provided meal times as we need to ensure that all food is served and prepared in a timely manner.

Staff Member
As a part of the meeting experience currently for all catering requirements, you will have a dedicated staff member who will meet your onsite contact on arrival, serve all catering in your dedicated catering space and assist to any further requests throughout the day. Staff will wear appropriate protective equipment and additional cleaning will be undertaken on high touch areas such as door handles, chairs and light switches.

Items on Request
To minimise cross contamination, pens and pads are available to you complimentary on request. If these have been requested, we ask that all pens are placed in the 'used' pens bowl once they are no longer required to allow our staff to fully sanitise these.

Catering Space
You have been given an additional complimentary space for your catering. All crockery and cutlery is single use and where possible is disposable. Delegates are asked to please place their rubbish in the bins provided. No catering is to be taken out of the catering space and all crockery and cutlery is to be left in the space. Clearing of the space will occur once your meal time has concluded and all delegates have return to their function space.

Room Turnaround
With the increased level of cleaning if there is a requirement to change room set up throughout the session additional time and costs to facilitate will be incurred with changes.

Sanitiser Wipes and Hand Sanitiser Stations
Each delegate will have a sanitiser wipe placed at their setting on arrival to ensure that they are sanitising their hands. A communal hand sanitising station will be available in the pre function area for delegates to sanitise at their own discretion post meal breaks.

Entrance and Exit Signs
These will be displayed where possible. We ask for all delegates to abide by these.

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ESSENTIALS MEETING PACKAGE

Our dedicated team have curated this Essentials Meeting Package to inspire, ignite and achieve your objectives whilst giving you the peace of mind with our amended service procedures and cleaning protocols.

INCLUSIONS:
Individually prepared catering with one item served for morning tea, Chef`s daily lunch boxed selection and one item for afternoon tea. TWG tea and Nespresso coffee served at all breaks.
Complimentary separate catering spaces aligned with government guidelines
Hand sanitiser wipes within your meeting space
Full function room refresh and clean during your lunch break
Complimentary WIFI included
Dedicated staff member for your event

PRICES:
Full Day Delegate Package $99 per person
Half Day Delegate Package $89 per person

UPGRADE:
Arrival – Add a mini breakfast of cheese and tomato croissants $15 per person
Lunch - Add sweet bite selection to your lunch break $8 per person
Add beverages to any break or post event, charged on consumption.

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MELBOURNE BREAKFAST

Poached eggs, smoked salmon, spinach smashed avocado, sourdough with hollandaise sauce
OR
Char grilled bacon, scrambled egg, mushroom, tomato with hash brown on toasted sourdough

$35.00 per person
MINIMUM NUMBERS OF 20

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MORNING AND AFTERNOON TEA BREAKS

CUSTOMISE YOUR BREAK

Price per person, per serving	
One break item only	$9 per person
One break item served with tea & coffee	$15 per person
One break item served with tea & coffee	$20 per person

BREAK ITEMS

Individual portioned;
Tomato & cheese croissant
Vegetable quiche
ANZAC cookie
Chocolate & walnut brownie

Packaged selection;
Muesli bar
Lemon yoghurt slice
Banana bread
Wholegrain granola cookies

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CHEF'S DAILY LUNCH SERIES

Each expertly crafted menu has been hand-selected by our Executive Chef to enhance your meeting experience and keep your guests safe and satisfied.

All daily lunches include trail mix and piece of whole fruit to complete your meal.

Collation One
Grilled chicken, avocado, spiral carrot, mayonnaise and shredded lettuce wrap

Collation Two
Double smoked ham, cheddar cheese, tomato, lettuce with a French mustard mayonnaise on Swiss white

Collation Three
Caesar salad with croutons, crispy bacon, eggs and shaved parmesan

$37 per person
+ $5 per person to add a sweet dessert option
+ $5 per person to add one non-alcoholic beverage per person

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PLATED MENUS

Maximum of 50 guests. No alternate drop.

SET MENU OPTIONS
2 COURSE: $68 per person
3 COURSE: $85 per person

ENTRÉE
Lamb tenderloin, cauliflower purée, endive, asparagus and sweet berry tomato with berry jus
Tiger prawn, coriander mango salsa, micro herbs, red wine jelly, citrus vinaigrette

MAIN
Barramundi, broccoli and pea purée, relish, edamame, charred Spanish onion with a dill and wasabi sauce
Chargrilled striploin, jap pumpkin, green bean, semi-dried tomato, onion fig jam, cracked mustard cream

DESSERT
Vanilla bean panna cotta, passionfruit, strawberry treacle and sugar crystals
Chocolate marquis, fresh honeycomb, mango sorbet and butterscotch sauce

Dessert served with tea & coffee

Dietary catered separately. Tailored menus designed and priced on request.

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