



LAW
INSTITUTE
VICTORIA

LIV MEETING &
FUNCTION FACILITIES

LIV FUNCTIONS, MEETINGS AND CATERING

Situated in the heart of Melbourne's legal precinct on the corner of William and Bourke Streets, the LIV has flexible and stylishly-appointed, state-of-the-art facilities that are available to hire for meetings, mediations and corporate functions.

The premises are modern, comfortable and have an abundance of natural light. Complementary 100% organic Fairtrade tea and coffee is also included with room bookings.

Our spaces and services include:

- Small to large meeting and function spaces for up to 120 people
- State-of-the-art AV equipment
- WiFi and online meeting facilities
- Complementary tea and coffee
- Flexible spaces that can be set up in a variety of configurations
- Spacious reception area for registration and networking
- Fresh, contemporary catering offering a wide variety of options
- Catering for special dietary requirements
- An onsite corporate hospitality team
- Disabled access
- Law library and book shop
- LIV member's lounge and kitchen
- Work stations for LIV member use

ALTERNATIVE DISPUTE RESOLUTION (ADR) MEDIATION SUPPORT

The six meeting rooms, two conference rooms and a substantial boardroom on our Members' Floor can be utilised for mediations involving multiple parties. The rooms are flexible, some with movable partitioning, which makes for ideal break-out rooms for parties to conduct private sessions with the mediator and their legal advisors.

VISIT US OR MAKE A BOOKING

A personal inspection of the premises is encouraged to appreciate the facilities available. We welcome you to visit us, or make a time to take a tour and discuss your options.

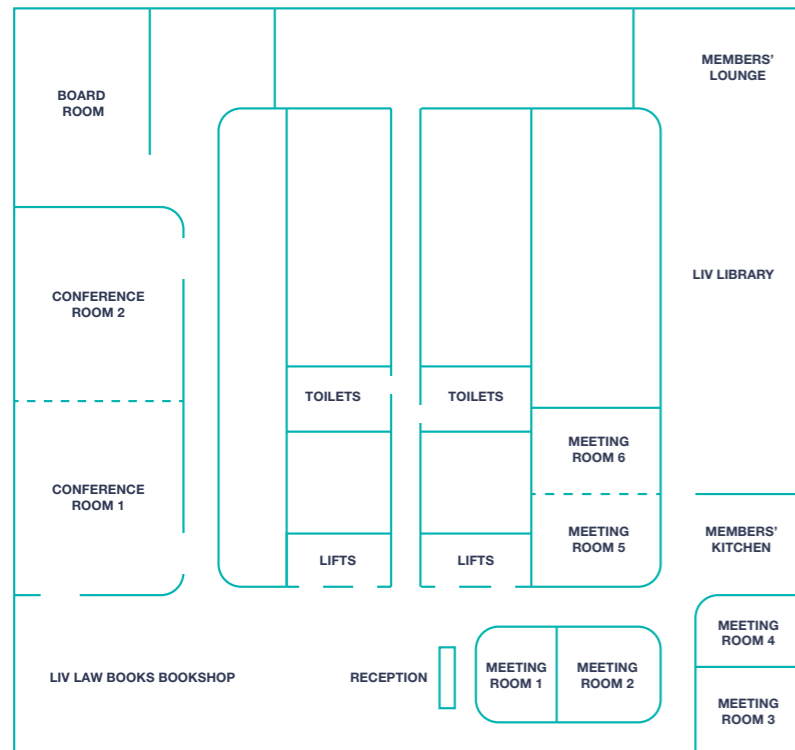
Level 13, 140 William Street, Melbourne VIC 3000
03 9607 9568 | roombooking@liv.asn.au
www.liv.asn.au/MeetingRooms



SPECIAL
PRICING FOR
LIV MEMBERS



OUR FACILITIES

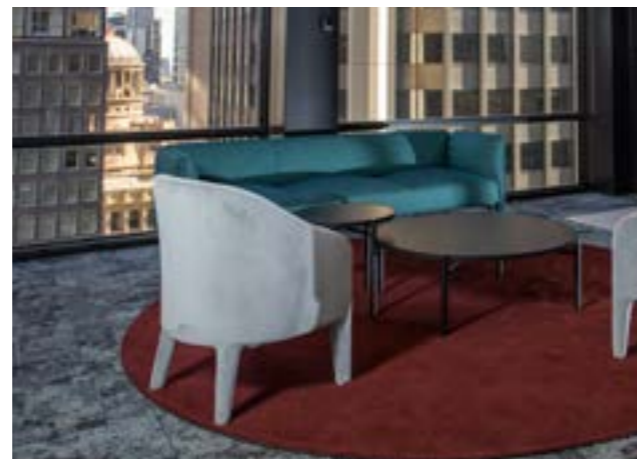


LOCATION AND CONTACT

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PARKING

There are many and various parking options within a short walking distance. Options can be found on Google Maps [click to view](#).

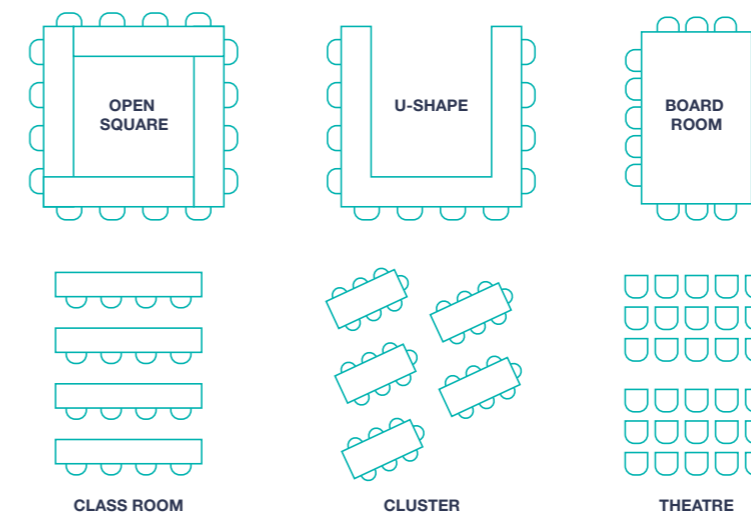


OUR ROOM RATES

	Member		Non-member	
	Full day	Half day	Full day	Half day
Mediation room hire (member pricing only)				
3 room mediation	\$1220	\$850	\$1700	\$1200
2 room mediation	\$820	\$650	\$1000	\$830
Room hire				
	Per hour	Full day	Per hour	Full day
Boardroom – seats 22	\$255	\$1100	\$300	\$1400
Meeting room 1 – seats 6 (No AV / Conferencing)	\$90	\$395	\$120	\$600
Meeting room 2 – seats 12	\$140	\$620	\$200	\$800
Meeting room 3 – seats 12	\$140	\$620	\$200	\$800
Meeting room 4 – seats 6	\$90	\$395	\$120	\$600
Meeting room 5 – seats 12 (Meeting rooms 5 & 6 can be combined)	\$140	\$620	\$200	\$800
Meeting room 6 – seats 12 (Meeting rooms 5 & 6 can be combined)	\$140	\$620	\$200	\$800
Conference room 1 & 2				
	Per hour	Full day	Per hour	Full day
Theatre style up to 120 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Class room up to 70 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
U-shape up to 30 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference table up to 40 (1 & 2 combined)	\$360	\$1980	\$420	\$2510
Conference Room 1 or 2 (Bookable separately)	\$275	\$1250	\$320	\$1350
Equipment hire				
	Per hour	Full day	Per hour	Full day
Video-conferencing	POA	POA	POA	POA
Laptop PC	\$55	\$195	\$90	\$350
PowerPoint	\$85	\$375	POA	POA
Electronic white board	\$55	\$150	\$95	\$270
Standard white board	\$50	\$125	\$80	\$325
Hand-held microphone (each)	\$80	\$340	\$140	\$630
Lapel microphone (each)	\$80	\$340	\$140	\$630
IT support services	POA	POA	POA	POA

Note that all rooms, apart from Meeting Room 1, have Video Conferencing and AV facilities.

TABLE CONFIGURATION OPTIONS



- Available in:
- Conference Room 1
 - Conference Room 2
 - Conference Rooms 1 & 2 combined
 - Meeting Rooms 5 & 6 combined

CATERING

Our catering partners help us to offer delicious menu options for your meeting or event. From gourmet breakfasts and lunches to canapés and platters, our catering offerings can be tailored to suit your needs and to meet special dietary requirements.

Note that our choices are seasonally driven and updated constantly to include fresh and local ingredients, so menu options may change.

100% organic Fairtrade tea and coffee is included with room bookings.

See the following menus for a selection of our wide variety of catering choices. Please contact our helpful team to discuss your options and prices and to help you create the perfect menu for your event. We have a wide range of choices to meet special dietary needs, including vegetarian, vegan, gluten free and dairy free along with Halal and Kosher options.

Contact details:
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START YOUR MEETING OR EVENT WITH A DELICIOUS BREAKFAST

A selection of breakfast options is listed below, contact our team to discuss your selections.

Breakfast Combo 1 - A mixture of sweet muffins, Danish pastries, and a serve of fruit

Breakfast Combo 2 - A mixture of banana bread slices, almondine pastries, petite sweet muffins and half a serve of fruit

Breakfast Combo 3 - A mixture of fresh scones, petite sweet muffins and a serve of fruit

Savoury & Sweet Croissants

Fresh Scones

Sweet & Savory Muffins

Assorted sweet Danish Pastries

Savory English Muffins

Breakfast Burgers

BLT Rolls

Smoked Salmon New York Mini Bagels

Banana Bread - With honeyed butter

Fruit Skewers - With yogurt and berry dipping sauce

Fruit Platters

Yoghurt Cups - With a variety of toppings

Vegan Chia Pods (gf, vgn)



A SWEET TREAT TO SEE YOU THROUGH

Below are just some of the treats available to you. Please contact our team to discuss your options.

Assorted Muffins

Fresh Scones

Assorted Sweet Tarts

Lamingtons

Sweet Croissants

Danish Pastries

Slices & Cakes

Cup Cakes

Portuguese Tarts

Corporate Biscuits

Friands

Raw Vegan & Gluten Free Slices

Platters

Executive Sweet Platter (gf) Selection may include chocolate curls, flourless orange, carrot and banana cakes

Assorted Sweet Platter - A mixture of slices, cakes, petite sweet muffins, corporate biscuits and petite sweet tarts

Petite Assorted Tartlets - Platter of 24, varieties may include, pecan tarts, almondine, chocolate ganache, custard, lemon meringue and orange clementine



TIME FOR A TASTY LUNCH BREAK

The selections below come with a variety of choices of fillings and options, please contact our team to discuss your selections.

Schwobs Executive Point Sandwiches

Ribbon Sandwiches

Wraps

Rustic Cobbs

New York Mini Bagels

Baps

French Baguettes

Mini Ciabattas

Panini Rolls

Demi Baguettes

Turkish Pides

Noodle Boxes

Lunch platters and combos

All platters come with 20% vegetarian options.

Assorted Lunch Platter 1 - A mix of sandwiches that includes executive points, baps and wraps

Assorted Lunch Platter 2 - An assortment of ribbon sandwiches, French baguettes and wraps

Assorted Lunch Platter 3 - An assortment of demi baguettes, wraps and executive points

Assorted Lunch Platter 4 – Enjoy popular baps and mini ciabatta along with fresh fruit

Artisan Lunch Platter 1 - A popular hearty mix which may include point sandwiches, rustic cobb, Turkish pides and baguettes

Artisan Lunch Platter 2 - A selection of wraps, Turkish pides, baps and cobbs

Lunch Combo Standard – Enjoy a mix of ribbon sandwiches, wraps and a half serve of fruit

Lunch Combo Meeting – A tasty mix of rustic cobbs, sausage rolls, mini burgers and a half serve of fruit

Lunch Combo CBD – Enjoy a mix of executive cut sandwiches, mini burgers, mini pizzas, sausage rolls and a half serve of fruit

GRAZE OUR GOURMET FRESH FRUITS AND CHEESES

Fruit Platter - Freshly sliced seasonal fruit arranged elegantly for you to enjoy

Cheese Platter - A choice selection of local and imported cheeses served with nuts, dried fruit, fruit bread, water crackers and quince paste

Fruit and Cheese Platter - Freshly sliced seasonal fruit with local and imported cheeses served with water crackers, nuts and fruit bread

Cheese and Dips Platter – Four cheeses, fruit, two different dips, dried fruit, nuts and crackers

Fruit Skewers - Served with yoghurt and berry dipping sauce



MOUTH-WATERING CANAPES AND PLATTERS, FRESHLY MADE EVERY DAY

See our selections below, contact our helpful team to discuss your event and options, along with suggested canape menus.

Cold canapes

Salmon & Sweet Potato Rostis

Rice Paper Rolls - Vegetarian, prawn, pork and chicken varieties

Peking Duck Crepes

Frittata

Assorted Sushi Rolls

Chicken Tandoori Tartlets

Smoked Trout Mousse Tartlets

Smoked Chicken Tartlets

Creamy Chive Smoked Salmon Roulade

Garlic Roasted Prawn Parmesan Wafer – Served with olive tapenade and goats cheese

Sesame Crusted Yellowfin Tuna

Hot canapes

Gourmet Pies & Sausage Rolls

Spinach & Ricotta Rolls

Mini Quiches

Mini Pizzas

Mini Beef Sliders & Burgers

Thai Chicken Balls

Risotto Balls

Indian Samosas

Chicken Goujons

Spring Rolls

Mini Hot Dogs

Coconut King Prawns

Lamb Kofta

Chicken Skewers

Entertainment platters

Spanish Tapas Platter

Vegetarian Platter

Dip Platter

Cheese & Dip Platter

Japanese Sushi Platter

Vegetarian Sushi Platter

Canape function packages

Six canapes per person - Recommended for a one hour function. Package requires on-site service staff. Please contact us for seasonal menu.

Nine canapes per person - Recommended for a two-and-a-half-hour function. Package requires on-site service staff. Please contact us for seasonal menu.

12 canapes per person - Recommended for a three-hour function. Package requires on-site service staff. Please contact us for seasonal menu.

SALADS ON THE SIDE OR AS A MAIN

See some of our selections below, contact our helpful team to discuss your event and options.

Spinach Leaves & Roasted Pumpkin

Caesar or Chicken Caesar Salad

Falafel Salad

BBQ Veg Salad

Crunchy Cos Lettuce with Fried Chicken

Thai Beef Salad

Roast Chat Salad

Garden Salad

Greek Salad

Moroccan Pearl Couscous

Roasted Vegetables

Ancient Grains

Beetroot, Rocket Feta & Walnut Salad

Balsamic Fig, Goat's Cheese & Rocket

Chicken, Rocket, Fennel, Walnuts & Orange

ENJOY A DELICIOUS HOT BUFFET

See some of our selections below, contact our helpful team to discuss your event and options, along with suggested menus.

Puttanesca Beef Cheeks

Butter Chicken

Beef Bourguignon

Mediterranean Chicken Cacciatore

Lasagne Bolognaise

Asian BBQ Char Sui Lamb Cutlets

Gnocchi Vegetarian

Moroccan Chicken

Beef Osso Bucco

Stuffed Chicken

Thai Green Chicken Curry

Lamb Rogan Josh

Cauliflower, Green Bean, Eggplant & Chickpea Coconut Curry

Vegetarian Lasagne

Greek Slow Roasted Rolled Lamb Shoulder

Sweet Potato & Coconut Vegetable Curry

Sides

Moroccan Couscous

Seasonal Steamed Vegetables

Steamed Basmati Rice

Paris Mash Potatoes

Seasonal Roasted Vegetables

Roast Potatoes

HOT AND COLD BEVERAGES

Contact our catering team to discuss your event and your options, including beverage packages.

Complementary 100% organic Fairtrade tea and coffee is included with all room bookings.

100% Natural Juices & Smoothies

Mineral Water

Soft Drinks

Alcoholic beverages

Red & White Wines

Sparkling Wines

Heavy & Light Beers

CUSTOM EVENTS THAT ARE SURE TO DELIGHT

Plated boardroom menus

Contact our helpful catering team to discuss your event and our range of seasonal plated menu options.

Whole cakes

We have a wide range of heavenly whole cakes for your celebrations and events.

Event & function staff

We can provide chefs, waiters and certified bar staff to meet your needs.

To discuss your meeting or function requirements and catering options, to take a tour or to make a booking please contact us:

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