

SPRING ST. EVENTS



TEA ROOM • SIGLO • MELBOURNE SUPPER CLUB

WEDDINGS

wedding packages 2018

OUR WEDDING VENUES

Whether you are planning an intimate family dinner, a wedding reception or a lavish cocktail party for 150, our Executive Chef Ian Curley has designed a range of menus tailored to suit all your requirements.

Our iconic Melbourne venues, The Tea Room, Melbourne Supper Club, Siglo and Spring Street Grocer offer unique, bespoke, and original inner city chic spaces with a difference, our venues offer the perfect solution.



THE TEA ROOM

This versatile space caters to all types of wedding receptions, allowing for a variety of room configurations, including cocktail events, small ceremonies and intimate dining.

SIGLO

Perched over Spring Street, overlooking the gothic spires of St. Patrick's Cathedral and the grandeur of Parliament House, the views from our rooftop terrace offer the perfect backdrop for a memorable ceremony.

Siglo can accommodate up to 80 guests seated or 150 guests standing and is available for exclusive reservation Monday to Sunday until 4:00pm.



MELBOURNE SUPPER CLUB

Plush leather suites and shaded lamp lighting evokes a cool continental chic with beautiful city views through the iconic circular bay window.

The Melbourne Supper Club can accommodate up to 20 guests seated or 90 guests standing and is available all year round for an exclusive reservation Monday to Sunday until 4:00pm.



FOR FURTHER INFORMATION PLEASE CONTACT

Jess Lazzaro or Amy Collins on 03 9654 0811 or 0427 230 166 or email us at info@springstreetevents.com.au

BOOKING TERMS & CONDITIONS

OPERATION TIMES

*Reservations are for a maximum of 5 hours. Reservations exceeding 5 hours will incur a room hire fee of \$1000 for every hour.

	<i>Tea Room</i>	<i>Siglo/Melbourne Supper Club</i>
Breakfast	7.30am – 11.00am	9.00am – 11.00am
Lunch	12.00pm – 5.00pm	12.00pm – 4.00pm
Dinner	5.00pm – 11.00pm	NOT AVAILABLE
Cocktail	7.00am – 12.00am	7.00am – 4.00pm

• PLEASE NOTE – Siglo is not available for groups after 4pm

It is the responsibility of the organiser to inform all guests attending that the event is exclusive to the reserved area ie. the Tea Room, and that entry into other venues within the building will not be permitted.

SEATING CAPACITY

CONFIGURATION	<i>Tea Room</i>	<i>Melbourne Supper Club</i>	<i>Siglo</i>
Cocktail	70	90	150
Seated Event	50	20	80

MINIMUM CHARGES

This can be used towards food and beverages. *Please note: this is not a room hire fee. Ceremony fee is additional.

JAN – OCT 2018	<i>Tea Room</i>		NOV – DEC 2018	<i>Tea Room</i>	
Breakfast (Mon – Sun)	\$1500			\$2500	
Lunch (Mon – Wed)	\$2250			\$2850	
Lunch (Thur – Sun)	\$2850			\$3250	
Dinner (Mon – Wed)	\$3000			\$4000	
Dinner (Thur – Sun)	\$3500			\$4850	
MAY – SEPT 2018	<i>Melbourne Supper Club</i>	<i>Siglo</i>	OCT – APRIL 2018	<i>Melbourne Supper Club</i>	<i>Siglo</i>
Breakfast (Mon – Sun)	\$1500	\$3000		\$1500	\$4000
Lunch (Mon – Wed)	\$1850	\$5000		\$2000	\$7250
Lunch (Thurs– Sun)	\$3500	\$7500		\$4000	\$8500
Dinner (Mon – Wed)	NOT AVAILABLE	NOT AVAILABLE		NOT AVAILABLE	NOT AVAILABLE
Dinner (Thur – Sun)	NOT AVAILABLE	NOT AVAILABLE		NOT AVAILABLE	NOT AVAILABLE

All menus are seasonal and maybe subject to variation. All prices are GST inclusive and are subject to change



VENUE

What is included in hosting your wedding with us:

- Exclusive use of your desired venue space
- Cake table and cake cutting knife
- Gift table
- Tea light candles and holders (evening only)
- Hand towels, organic hand soap and moisturiser
- Linen table cloths, napkins
- iPod facilities in all venues and background music to suit the venue
- Professional and experienced staff dedicated to you on the day
- Specialised list of preferred suppliers
- Personalised menus for every guest
- Executive Chef Ian Curley's menu selection
- Access to award winning in-house florist

On top of this, to make your day seamless, we also offer the following package for \$850

- 3 x 1 hour consultations with our wedding coordinator to discuss menus and running of the day
- 1x 30 minute consultation with one of our amazing Sommeliers
- 1x1 hour practice rehearsal at a convenient time to both parties
- Enjoy a food tasting in our iconic restaurant the European for yourself and partner (additional guests will be charged accordingly)
- Use of the Tea Room and the Melbourne Supper Club for photographs if available (15 minutes for each venue)
- Staff member to specially assist and direct guests

CEREMONY

AVAILABILITY

9.00am to 4.00pm ~ Inclusive

COST

Siglo	\$1200	Ceremony Fee*
Melbourne Supper Club	\$750	Ceremony Fee*
Tea Room	\$500	Ceremony Fee*

INCLUDING

- 12.5m astro turf aisle runner framed with boxed hedge
- Speaker with corded microphone
- 2 x rows of 5 wicker chairs on each side of the aisle

This is inclusive of a 2 hour bump in prior to the event and a half an hour bump out time

Plus the venue minimum spend requirement – please refer to second page (Booking Terms & Conditions)

***Plus minimum spends**

CEREMONY ONLY

AVAILABILITY

9.00am to 11.00am ~ Inclusive

COST

Siglo	\$2000
Melbourne Supper Club	\$1500
Tea Room	\$1500

INCLUDING

- Venue hire for 2 hours
- Signing Table clothed with white linen and two chairs
- 20 chairs for your guests
- 12.5 m Astro turf aisle runner
- Use of the Tea Room, Melbourne Supper Club or Siglo for photographs if available (15 minutes for each venue)
- 1x1 hour practice rehearsal at a convenient time to both parties



LUNCH & DINNER

MENUS

\$80.00 PER PERSON	Set Menu 2 courses – served alternately	PLEASE SELECT A MAX OF 2 OPTIONS PER COURSE
\$95.00 PER PERSON	Set Menu 3 courses – served alternately	PLEASE SELECT A MAX OF 2 OPTIONS PER COURSE
\$110.00 PER PERSON	A la Carte 3 courses	PLEASE SELECT A MAX OF 3 OPTIONS PER COURSE

To add canapés on arrival, side dishes or cheese to share, please refer to the 'Additional Items' page.

FIRST COURSE

PLEASE SELECT FROM THE FOLLOWING OPTIONS

Whipped cod roe, caviar, blinis
Buffalo mozzarella, pickled fennel, basil, sourdough
Raw tuna, avocado, horseradish cream
Heirloom tomatoes, stonefruit, whipped curds
Wagyu carpaccio, green tomato, anchovy, sage, grissini
Country style terrine, pickles, sourdough
Tasmanian scallops, chorizo, hazelnut butter

MAIN COURSE

PLEASE SELECT FROM THE FOLLOWING OPTIONS

Cotoletta of chicken, Italian coleslaw
Porterhouse, onion rings, green sauce, petite salad
John Dory, clams, sauce meuniere
Chicken & pickled beef pithivier
Western Plains pork cutlet, beetroot, barley
Pan fried gnocchi dell'orto

DESSERTS

PLEASE SELECT FROM THE FOLLOWING OPTIONS

Chocolate salty caramel, peanuts
& dolce di latte gelati
Lemon tart, vanilla cream
Vanilla Raspberry Creme Brulee, candied
orange biscuit
Tiramisu & amaretti espresso crunch
Blueberry & Lemon Eton Mess (GF)
Warm jaffa tart, confit orange, vanilla ice cream
Delice de Bourgogne from our Cheese Cave

TO FINISH ALL PACKAGES INCLUDE:

Espresso & Tea
Almond Biscotti

\$130.00 PER PERSON	5 Course Degustation	Available on request
\$230.00 PER PERSON	Includes matched wine	

• Please note: For groups over 30 we suggest the La Famiglia or Set Menu options. A la Carte is not available for groups larger than 30 in Siglo.

• Please ensure that your menu selections are confirmed 2 weeks prior to your event.

All menus are seasonal and maybe subject to variation. All prices are GST inclusive and are subject to change



LA FAMIGLIA

"Sharing good food & wine is an essential part of life at the European."

This menu is reflective of our passion for these elements, lending itself to celebration and conversation shared between old famiglia & new friendships forged across the dining table.

\$95.00 PER PERSON FOR 3 COURSES

\$80.00 PER PERSON FOR 2 COURSES

ENTRÉE

PLEASE CHOOSE A MAXIMUM OF THREE DISHES – TO SHARE

Roasted Moreton Bay bug, crispy chicken, cabbage & chervil salad
Buffalo mozzarella, pickled fennel, basil, sourdough
Raw tuna, avocado, horseradish cream
Heirloom tomatoes, stonefruit, whipped curds
House charcuterie, pickles & grissini
Wagyu carpaccio, pickled green tomato, anchovy, sage, grissini
Smoked ox-tongue, oyster cream, cucumbers
Whipped cod roe, salmon pearls, blini

MAIN COURSE

PLEASE CHOOSE A MAXIMUM OF TWO DISHES– TO SHARE

Châteaubriand: Salt roasted with bourguignon garnish
John Dory, clams, sauce meuniere
Flinders Island roast lamb shoulder
Porchetta, apple, sauerkraut
(Optional suckling pig for events larger than 30pax - requires two week's notice & \$10 supplement per person)
Roasted free range chicken, butternut squash, salsa verde, pumpkin seeds
Duck galantine a l'orange

ACCOMPANIMENTS

Roquette salad with aged balsamic
Duck fat roasted potatoes, garlic, rosemary

DESSERT

Petit Fours
Tea, espresso

All menus are seasonal and maybe subject to variation. All prices are GST inclusive and are subject to change



CANAPÉ MENU

COLD

Oysters, mignonette
Foie gras pate, brioche, pear chutney
Crostini of ricotta, broadbean, mint
Tuna and avocado, squid ink cracker
Beef tartare, potato crisp
Trout rilette, blini, caviar
Truffled spring street cheese gougeres
Whipped cod roe, potato skin, caviar
Bresaola, anchovy grissini
Country style terrine, brioche

HOT

Soft curd croquettes
Sicilian arancini
Pulled pork, slaw, romesco
Beef polpette
Polenta chips, sour cream
Cypriot haloumi, pickled walnut
Grilled octopus, smoked eggplant, caper dressing
Crab cakes, toasted corn
Lamb kofta skewers, garlic yoghurt

TASTING DISHES

Nicoise of petuna ocean trout
Pan fried sage and ricotta gnocchi, dell orto
Mushroom risotto, truffle oil
Fish & chips, tartare sauce
Classic Reuben, Russian dressing
Braised lamb, soft polenta, cucumber
Seafood paella
Orecchiette, tuna, broccoli, anchovy
Wagyu beef burger, pickles
Buttermilk fried chicken

DESSERT

Hazelnut & praline Crème brûlée
Chocolate filled donuts, cinnamon sugar
Mini ice-cream cones
Mini salted caramel cheesecake
Mini lemon meringue pies

LA FAMIGLIA TABLE



\$35.00 PER PERSON

A La Famiglia table is a central table with a selection of antipasti, including cured meats, duck liver parfait, marinated olives and imported cheeses.

Dishes are served in a cocktail setting, and tailored to complement your canapé selections.

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COCKTAIL

CANAPÉS

\$7.50 PER PERSON, PER PIECE

TASTING DISHES

\$15.50 PER PERSON, PER PIECE

Recommended Cocktail Packages

1 – 2 Hour Package

4 pieces	Select 2 cold & 2 hot items (or dessert)	\$30.00 PER PERSON
6 pieces	Select 3 cold & 3 hot items (or dessert)	\$45.00 PER PERSON

2 – 3 Hour Package

7 pieces	Select 4 cold & 3 hot items (or dessert)	\$52.50 PER PERSON
6 pieces + 1 tasting	Select 3 cold, 3 hot (or dessert) & 1 tasting dish	\$60.00 PER PERSON
9 pieces + 1 tasting	Select 5 cold, 4 hot (or dessert) & 1 tasting dish	\$75.00 PER PERSON

4 – 5 Hour Package

11 pieces + 1 tasting	Select 6 cold, 5 hot (or dessert) & 1 tasting dish	\$92.50 PER PERSON
11 pieces + 2 tasting	Select 6 cold, 5 hot (or dessert) & 2 tasting dish	\$107.50 PER PERSON

HIGH TEA

\$65.00 per person

- Petit fours
- Mini chicken sandwiches
- Traditional cucumber sandwiches
- Savoury tart
- Mini lemon meringue pies
- Mini ice-cream cones
- Scones - cream and jam
- Fresh fruit
- Tea & Coffee



ALL OTHER BEVERAGES CHARGED ON CONSUMPTION



ADDITIONAL ITEMS

CANAPÉS \$7.50 PER PERSON, PER PIECE

PLEASE SELECT

Crostini of ricotta, mint & broad beans
Oysters, mignonette
Trout rillette, blini, caviar
Beef tartare, potato crisp
Soft curd croquettes
Foie gras pate, brioche

CHEESE \$15.00 PER PERSON

TO SHARE

Our resident Cheesemongers will put together a selection of cheese served with house made condiments (based on 30g person)

OCCASION CAKE (served whole with personalised plaque)

Hazelnut & Chocolate mousse cake
Flourless Orange Cake with vanilla ricotta cream
Lemon drizzle Cake with lemon butter frosting
Chocolate mud Cake with 70% chocolate ganache
Red velvet with mascarpone
Carrot cake with candied walnuts

BYO cakes \$7.50 PER PERSON
BYO cupcakes/macaroons \$5.00 PER PERSON

SOMMELIER FEE

Hire one of our highly experienced Sommeliers to walk you and your guests through our extensive range of old and new world wine \$300.00 (max 3 hours)

SIDE DISHES

*We recommend one side dish per 4 guests.
Please choose a maximum of 3 options.*

Zucchini, tomato vierge \$18.00
Roquette salad with aged balsamic \$17.00
Green salad, pickled shallots \$15.00
Broccoli, pear, almond, chilli \$16.00
Duck fat roasted potatoes, garlic, rosemary \$19.50

ANTIPASTO \$18.00 PER PERSON

TO SHARE

A selection of cured meats, grilled vegetables & cheese

TO FINISH

Chocolate Truffles \$5.50 PER PERSON
Petit fours \$12.50 PER PERSON

AS A PETIT FOUR

\$9.50 PER PERSON
\$9.50 PER PERSON
\$9.50 PER PERSON
\$9.50 PER PERSON
\$9.50 PER PERSON
\$9.50 PER PERSON

AS DESSERT

\$16.50 PER PERSON
\$16.50 PER PERSON
\$16.50 PER PERSON
\$16.50 PER PERSON
\$16.50 PER PERSON
\$16.50 PER PERSON

CHEESEMONGER FEE

Use one of our in house fromagerie experts to explore our cheeses from around the world \$300.00 (max 3 hours)

All menus are seasonal and maybe subject to variation. All prices are GST inclusive and are subject to change



ADDITIONAL ITEMS cont

KIDS MENU

PLEASE CHOOSE 2 WEEKS PRIOR TO YOUR EVENT (APPROPRIATE FOR CHILDREN 12 AND UNDER)

2 x Courses (main course & dessert)

\$45.00 PER PERSON

1 x Course (main course)

\$35.00 PER PERSON

MAIN COURSE

PLEASE CHOOSE 1 DISH 2 WEEKS PRIOR TO YOUR EVENT

Fish & Handcut chips with tomato sauce

Spaghetti & Meatballs

Chicken Schnitzel and Handcut chips

DESSERT

PLEASE CHOOSE 1 DISH 2 WEEKS
PRIOR TO YOUR EVENT

Chocolate Sundae

Kid's Petit Fours

Hot chocolate & orange juice

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WINES

BEVERAGES ON CONSUMPTION

We recommend selecting a sparkling, 2 white & 2 red wines.

A heavy & light beer, soft drink & mineral water will also be available.

SPARKLING WINES

NV	Mainegra Cava Brut	<i>Catalunya, Spain</i>	50
NV	Conte Loredan Gasparini Prosecco	<i>Colli Asolani, Italy</i>	55
NV	Mancey Cremant de Bourgogne	<i>Burgandy, France</i>	72
2012	Oakridge Blanc de Blancs	<i>Yarra Valley, Vic</i>	70
NV	Visoux Crémant de Bourgogne Brut	<i>Burgundy, France</i>	83
NV	Christophe Brut Tradition	<i>Champagne, France</i>	110
NV	Doyard Cuvée Vendemiaire	<i>Champagne, France</i>	150
NV	Pol Roger Brut	<i>Champagne, France</i>	192

WHITE WINES

2017	Crawford River Young Vines Riesling	<i>Henty, Victoria</i>	57
2016	Greywacke Sauvignon Blanc	<i>Marlborough, NZ</i>	55
2016	Onannon Pinot Gris	<i>Mornington Pen, Vic</i>	54
2016	Terlan Pinot Grigio	<i>Alto Adige, Italy</i>	79
2016	Louis Michel AC Chablis	<i>Chablis, France</i>	77
2017	Punt Road Chardonnay	<i>Yarra Valley, Victoria</i>	46
2016	Montalto Estate Chardonnay	<i>Mornington Peninsula, Victoria</i>	77
2015	Burton McMahon D'Aloisio's Chardonnay	<i>Yarra Valley, Victoria</i>	61

ROSÉ WINES

2016	Riotor Grenache/Cinsault/Syrah	<i>Provence, France</i>	52
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RED WINES

2015	Williams Crossing (by Curly Flat) Pinot Noir	<i>Macedon Ranges, Victoria</i>	58
2016	De Bortoli Villages Pinot Noir	<i>Yarra Valley, Victoria</i>	43
2014	Charteris Central Otago Pinot Noir	<i>Central Otago, NZ</i>	73
2016	Fiore Nero Chianti	<i>Tuscany, Italy</i>	44
2016	Mesta Tempranillo	<i>Uclés, Spain</i>	45
2015	Oakridge Local Vineyard Cabernet Sauvignon	<i>Yarra Valley, Victoria</i>	63
2013	Bellwether Cabernet Sauvignon	<i>Coonawarra, Victoria</i>	89
2016	Clonakilla O'Riada Shiraz	<i>Canberra District, NSW</i>	79
2016	Bress Silver Chook Shiraz	<i>Heathcote, Victoria</i>	48
2015	Poonawatta 'Four Corners' Shiraz	<i>Eden Valley, S.A</i>	63

DESSERT WINE

2012	Lions de Suduiraut Semillon/Sauvignon Blanc (375ml)	<i>Sauternes, France</i>	77
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All menus are seasonal and maybe subject to variation. All prices are GST inclusive and are subject to change



BEVERAGE PACKAGES

Classic Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$50.00 per person
3 hours	\$62.00 per person
4 hours	\$72.00 per person
5 hours	\$80.00 per person

SPARKLING

NV	Mainegra Cava Brut	Catalunya, Spain
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WHITE

2017	Crawford River Young Vines Riesling	Henty, Victoria
2017	Punt Road Chardonnay	Yarra Valley, Victoria

RED

2016	De Bortoli Villages Pinot Noir	Yarra Valley, Victoria
2016	Bress Silver Chook Shiraz	Heathcote, Victoria

Heavy & light beer, soft drink & mineral water

Superior Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$60.00 per person
3 hours	\$70.00 per person
4 hours	\$80.00 per person
5 hours	\$90.00 per person

SPARKLING

2012	Oakridge Blanc de Blancs	Yarra Valley, Vic
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WHITE

2016	Onannon Pinot Gris	Mornington Pen, Vic
2016	Burton McMahon D'Aloisio's Chardonnay	Yarra Valley, Victoria

RED

2015	Williams Cros sing (by Curly Flat) Pinot Noir	Macedon Ranges, Victoria
2012	Poonawatta 'Four Corners' Shiraz	Eden Valley, S.A

Heavy & light beer, soft drink & mineral water

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BEVERAGE PACKAGES cont

Exclusive Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$95.00 per person
3 hours	\$115.00 per person
4 hours	\$130.00 per person
5 hours	\$145.00 per person

CHAMPAGNE

NV Christophe Brut Tradition *Champagne, France*

WHITE

2016 Terlan Pinot Grigio *Alto Adige, Italy*
2016 Louis Michel AC Chablis *Chablis, France*

RED

2014 Charteris Central Otago Pinot Noir *Central Otago, NZ*
2016 Clonakilla O'Riada Shiraz *Canberra District, NSW*

Heavy & light beer, soft drink & mineral water

BEERS & CIDER

Pilsner	Trumer Pils ~ 4.8%	<i>Austria</i>	\$12.00
Lager	Peroni Red Label ~ 4.7%	<i>Italy</i>	\$10.00
Lager	McKay ~ 4.5%	<i>Victoria, Australia</i>	\$10.00
Lager	Barrow Boys Stormy Amber Lager ~ 6.5%	<i>Victoria, Australia</i>	\$11.00
Cider	Hills Apple Cider ~ 5%	<i>S.A, Australia</i>	\$10.00
Low Alcohol	Coopers Light ~ 2.8%	<i>S.A, Australia</i>	\$8.00

COCKTAILS

<i>Aperol Spritzer</i>	Prosecco, Aperol & Soda	\$19.50
<i>Southside</i>	Tanqueray Gin, Mint & Lime	\$20.50
<i>Negroni</i>	Campari, Gin & Rosso	\$18.50
<i>Pimms Cup</i>	Pimms, Dry Ginger Ale, Lemonade, Mint, Cucumber & Orange	\$20.00

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ADDITIONAL INFORMATION

SECURE PARKING



SECURE PARKING

392 Bourke Street
Melbourne VIC 3000

Telephone: (03) 9613 0000



WILSON PARKING

34-60 Little Collins Street,
Melbourne VIC 3000

Phone: 1800 PARKING

Entry via Little Collins
or 55 Bourke Street

WHEELCHAIR ACCESS

There is no wheelchair access to the Tea Room, Melbourne Supper Club or Siglo. The only private room that has wheelchair access is the Spring St Grocer Cheese Cellar, which has service lifts.

LOCATION

 [CLICK ON MAP](#)



PLEASE REFER TO THESE LOCATIONS IN YOUR INVITATIONS:

- **TEA ROOM:** Adjacent Melbourne Supper Club Level 1/161 Spring St Melbourne VIC 3000
- **MELBOURNE SUPPER CLUB:** Level 1/161 Spring St Melbourne VIC 3000
- **SIGLO** (above the Melbourne Supper Club): Level 2/161 Spring St Melbourne VIC 3000
- **SPRING ST GROCER:** 157 Spring St Melbourne VIC 3000



WEDDING PACKAGES 2018

ADDITIONAL INFORMATION cont

DECORATIONS: We do permit rose petals but no confetti or rice is permitted

DANCING & MUSIC: Please note we do ask guests to be mindful of our other venues whilst enjoying each individual space. We do have restrictions in place to protect the atmosphere of our other venues, therefore dancing and DJ's do need to be approved by the event organiser prior to booking. Please note we have a 'no dancing' policy in the Tea Room.

BUMP IN & BUMP OUT TIMES

- 1 Spring Street events will be available for clients to bump in 2 hours before their event. This includes all external suppliers (for example florists, stylists & theming companies). A schedule of delivery times and supplier contact details must be provided to Spring Street events 7 days before the event.
- 2 Spring Street event staff is not available to assist with bumping in or bumping out of any furniture or decorations that are not belonging to the venue.
- 3 Spring Street events do not have a cool room for flowers however there is space to store a wedding cake on the day of the event.
- 4 Bump out must be completed within an hour after the conclusion of the event. This includes any furniture, table settings or floral arrangements.

PREFERRED SUPPLIERS



Charis White 0425 714 03
www.chariswhitecelebrant.com.au

VISIT WEBSITE



Melissa Cornwall 0408 554 841
melissacelebrant@gmail.com

VISIT WEBSITE

FLOWERS BY THE ROAD STALL (our in house florist)



Belinda 0459 737 855
flowers@theroadstall.com.au

VISIT WEBSITE

PHOTOGRAPHERS & FILMMAKERS



TESS KELLY PHOTOGRAPHY
Tess Kelly 0409 547 019
contact@tesskelly.net

VISIT WEBSITE



RITUAL UNION
Didier 0401 866 714
www.ritualunion.com.au

VISIT WEBSITE



BOOKING CONFIRMATION FORM

Today's Date:

Business Hours N°:

Event Organisers Name:

Mobile N°:

Reservation Date:

Email Address:

Contact for the event:

Postal Address:

Number of Guests:

Start Time:

End Time:

I'm booking the following event:

Breakfast

Lunch

Dinner

Cocktail

Wedding

Other:

Room / Area:

WEDDING CEREMONY

Siglo \$1200

Melbourne Supper Club \$750

Tea Room \$500

An indoor back-up option is available in the Melbourne Supper Club in case of extreme weather \$500

Seamless Package \$850

OR

Menu tasting in the European for 2 people (food only)

For the tasting we simply charge the same prices as mentioned in the packages per person for the food component or we can charge individually depending on how much you want to taste.

45 minute Consultation with a Sommelier tasting a maximum of 6 wines \$100

1 hour Wedding Rehearsal (at a convenient time to both parties) \$500

Photography in venues other than your primary area
(\$250 per venue 15 mins only)

Siglo

Melbourne Supper Club

Tea Room

Subject to availability



BOOKING CONFIRMATION FORM cont

WEDDING CEREMONY *continued*

Additional AV and Equipment requirements

Data Projector \$250 Projector Screen \$90

Additional wicker chairs for ceremony \$10 per chair

Stage: 2m x 1m \$70

Lectern \$90

Other

Cakeage \$7.50 per person

Entertainment Meal (Band/Photographer

Main Course \$45 per person

BOOKINGS & CONFIRMATION

Bookings are accepted on a "first come, first served basis", so if your initial inquiry was for general information, we do highly recommend that you check the availability of dates before returning the confirmation sheet.

Bookings cannot be confirmed until this form has been completed and signed and the deposit has been made.

RESTAURANT RIGHTS

Save for any negligence on its behalf, the European / MSC/ CWS/ Siglo/ Tea Room accepts no responsibility or liability for any loss or damage to any property belonging to the client or the client's guests. We reserve the right in our absolute discretion to exclude or remove any undesirable persons from the function or premises without liability. The client shall conduct the function in an orderly manner and in full compliance with the rules of the management and in accordance with all applicable laws.

At the conclusion of your event, your account will need to be finalised by credit card, cash or bank cheque. All guests will be required to vacate the venue and it is the responsibility of the organiser to inform all guests attending that the event is exclusive to the reserved area ie. The Tea Room and that entry into other venues are not permitted.

Please note that we require menu selections as soon as possible. If menus are not selected with two weeks prior to your event, the 'chef's choice' menu will be allocated.

All prices are inclusive of GST. These prices are subject to change at management's discretion.

Please note there is a 10% surcharge on Public Holidays.

CONFIRMATION & PAYMENT

For all catering, including beverage packages (if applicable), we require notification for the confirmed number of guests no later than 48 hours prior to the event. Once confirmed, this will be the minimum number catered and charged for. Any additional guests will be charged accordingly.

Balance of Payment is required at the close of your event unless otherwise arranged with a Functions manager.

Please note: If payment is made after the date of the event, a 5% surcharge to the total bill will apply.

My signature confirms that I have read and understood the terms and conditions as stated above and will adhere to them.

Signature:

Date:



CANCELLATION POLICY

CANCELLATION POLICY

Outside 60 days	Full Refund
Within 60 to 30 days	The paid deposit amount may be transferred for use to book another event. This credit must be used within 6 months of booking date.
Within 30 to 7 days	Deposit is forfeited. No refund.
Within 7 days	Minimum spends for the room will be charged.

CANCELLATION POLICY NOVEMBER & DECEMBER

Outside 90 days	Full Refund
Within 90 to 60 days	The paid deposit amount may be transferred for use to book another event. This credit must be used within 6 months of booking date.
Within 60 to 30 days	Deposit is forfeited. No refund.
Within 30 days	Minimum spends for the room will be charged.

DEPOSIT

I WILL BE PAYING MY DEPOSIT BY:

ELECTRONIC TRANSFER

(Please attach remittance advice stating the Reservation Name)

Name: The European

BSB: 013 030 **Account Number:** 4620 86056

PLEASE NOTE we will deduct the following deposit amount from your card.

• Weddings/Events Nov-Dec	\$2000
• All other Events Jan-Oct	\$1000

CREDIT CARD

BANK / COMPANY CHEQUE

CASH

Amount: \$1000 Jan-Oct \$2000 Nov - Dec \$2000 Wedding

Card type: Amex Visa MasterCard Diners Other:

Please note, all credit card payments will incur a processing fee of up to 1.7%.

Credit Card Number:

Expiry Date:

CCV N° (Credit Card Verification):

VISA, MASTERCARD and DINERS: The verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number.

AMERICAN EXPRESS: The American Express verification number is a 4-digit number printed on the front of your card. It appears after and to the right of your card number.

Name of Card Holder:

In order to secure the space indicated I understand that I need to pay a deposit. Please find my credit card details or alternative payment method, as arranged with the functions manager and signed authorization agreeing to the charges being debited from my card. In the event of a cancellation I agree to the above Terms and Conditions.

My signature also confirms that I have read and understood the terms and conditions as stated above and authorise a transaction on the specified credit card.

Signature:

✉ **PLEASE EMAIL THIS PDF TO:** info@springstreetevents.com.au - with the attention of Jess Lazzaro or Amy Collins.

