

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.



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## 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.

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## 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.



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## 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 Sara Dean on 03 9654 0811 or 0427 230 166 or email us at [info@springstreetevents.com.au](mailto: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.

<b>JAN – OCT 2018</b>	<i>Tea Room</i>		<b>NOV – DEC 2018</b>	<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	

  

<b>MAY – SEPT 2018</b>	<i>Melbourne Supper Club</i>	<i>Siglo</i>	<b>OCT – APRIL 2018</b>	<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
- 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.

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\$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  
Beetroot, goats cheese & bitter leaf salad  
House charcuterie, pickles & grissini  
Wagyu carpaccio, pickled green tomato, anchovy, sage, grissini  
Smoked ox-tongue, oyster cream, cucumbers  
Whipped cod roe, salmon pearls, blini

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## 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

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## DESSERT

Petit Fours  
Tea, espresso

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# 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 rillette, 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 polpetta  
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

Vanilla Raspberry Creme Brulee (GF)  
Strawberry jam filled donuts, vanilla sugar  
Mini ice-cream cones  
Mini blackberry white chocolate cheesecake  
Mini passionfruit 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

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## 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)

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## 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

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

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## 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)

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## 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

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## 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

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## 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

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## CHEESEMONGER FEE

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

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# 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

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### 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

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### 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.

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### SPARKLING WINES

NV	Cuvée Lorraine Blanc de Blancs Brut	<i>Bourgogne, France</i>	50
NV	Conte Loredan Gasparini Prosecco	<i>Colli Asolani, Italy</i>	55
2015	Laurens Cremant de Limoux Clos de Demoiselles	<i>Languedoc-Roussillon, France</i>	68
2013	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	William Fèvre Chablis	<i>Burgundy, France</i>	71
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

2016	Williams Crossing (by Curly Flat) Pinot Noir	<i>Macedon Ranges, Victoria</i>	58
2017	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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# 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	Cuvée Lorraine Blanc de Blancs Brut	<i>Bourgogne, France</i>
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### WHITE

2017	Crawford River Young Vines Riesling	<i>Henty, Victoria</i>
2017	Punt Road Chardonnay	<i>Yarra Valley, Victoria</i>

### RED

2017	De Bortoli Villages Pinot Noir	<i>Yarra Valley, Victoria</i>
2016	Bress Silver Chook Shiraz	<i>Heathcote, Victoria</i>

*Heavy & light beer, soft drink & mineral water*

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## *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

2013	Oakridge Blanc de Blancs	<i>Yarra Valley, Vic</i>
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### WHITE

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

### RED

2016	Williams Cros sing (by Curly Flat) Pinot Noir	<i>Macedon Ranges, Victoria</i>
2015	Poonawatta 'Four Corners' Shiraz	<i>Eden Valley, S.A</i>

*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 William Fèvre Chablis *Burgundy, 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 not permit rose petals , confetti or rice.

**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:

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## WEDDING CEREMONY

Siglo \$1200

Melbourne Supper Club \$750

Tea Room \$500

*\*Plus minimum spends*

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

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### 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*

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### 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

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### 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](mailto:info@springstreetevents.com.au) - with the attention of Jess Lazzaro or Sara Dean.

