



Whether you are planning a corporate breakfast, lavish brunch or important business meeting, our highly experienced chefs have designed a range of menus tailored to all your requirements.

Our iconic Melbourne venues, The Tea Room, Melbourne Supper Club and Siglo, offer distinctly versatile spaces.

## TEA ROOM

### The Tea Room

This versatile space caters to all types of breakfast events, including buffet, stand up cocktail or sit down A La Carte.

### Siglo

Siglo can accommodate up to 80 guests seated or 150 guests standing and is available for exclusive breakfast reservations Monday to Sunday until 10.30am.

## SIGLO

## THE MELBOURNE SUPPER CLUB

### Melbourne Supper Club

The Melbourne Supper Club can accommodate up to 20 guests seated or 90 guests standing and is available for exclusive breakfast reservations Monday to Sunday until 10.30am.

#### FOR FURTHER INFORMATION PLEASE CONTACT

Jess Lazzaro, Sara Dean or Caroline Shek on 03 9654 0811 or 0427 230 166 or email us · [info@springstreetevents.com.au](mailto:info@springstreetevents.com.au)

# GUIDELINES

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## OPERATION TIMES

\*Reservations are for a maximum of 3 hours.

Reservations exceeding 3 hours will incur an additional minimum spend requirement of \$1,000 per hour.

Tea Room • Siglo • Melbourne Supper Club  
Breakfast 7.00am to 10.30am

## SEATING CAPACITY

Configuration	Tea Room	Melbourne Supper Club	Siglo
Cocktail	80	90	150
Seated Event	56	20	80

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## MINIMUM CHARGES

This can be used towards food and beverages.

\*Please note: this is not a room hire fee.

<b>JAN - OCT</b>	<b>Tea Room</b>	<b>NOV - DEC</b>	<b>Tea Room</b>
Breakfast (Mon - Wed)	\$1,500		\$2,500
Breakfast (Thur - Sun)	\$2,000		\$3,000
<b>MAY - SEPT</b>	<b>Melbourne Supper Club</b>	<b>OCT - APRIL</b>	<b>Melbourne Supper Club</b>
Breakfast (Mon - Sun)	\$1,500		\$1,500
	Siglo		Siglo
	\$3,000		\$4,000



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

# CONTINENTAL BREAKFAST

## OPTION 1

### BREAKFAST MENU \$65 PER PERSON

ON ARRIVAL - PLEASE CHOOSE ONE

Bircher muesli with yoghurt  
Seasonal fruit salad pots with yoghurt  
Croissant with condiments - to share

### MAIN COURSE

PLEASE CHOOSE A MAXIMUM OF THREE

For groups exceeding 30 guests, please select 1 dish only  
European Breakfast ~ scrambled eggs, bacon, mushroom, tomato & toast  
Toasted nut & seed bread with poached eggs & avocado  
Eggs Florentine (spinach)  
Eggs Benedict (ham)  
Eggs Atlantic (salmon)  
Petuna salmon, herb blinis, horseradish  
Pikelets, clotted cream & maple syrup

- 2 hour continuous cold pressed orange juice, tea & coffee
- All other beverages are charged on consumption

## OPTION 2

### CANAPÉ MENU

\$55 ALL INCLUSIVE

Trout rilette, blini, caviar  
Fruit and yoghurt pots  
Pikelet with clotted cream and strawberries  
Mini Croque Monsieur

- 2 hour continuous cold pressed orange juice, tea & coffee

## OPTION 3

### CONTINENTAL BREAKFAST MENU

\$45 PER PERSON

Savoury muffins  
Pastries including croissants with condiments

- 2 hour continuous cold pressed orange juice, tea & coffee

### ADDITIONAL ITEMS • Additional items to have on arrival

- **\$7.50** per person (please select one option)  
Fruit muffins, Mini Croissants, Pastries
- **\$30** per person  
A glass of NV Doyard, Champagne, France
- **\$20** per young person (appropriate for children 12 and under)  
Kids menu 1 x Course (main course)

PLEASE CHOOSE ONE DISH - TWO WEEKS PRIOR TO YOUR EVENT

- 1 Croque Monsieur, Pikelets with clotted cream or Scrambled eggs on toast
- 2 Continuous cold pressed orange juice and hot chocolate.

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# CHAMPAGNE BREAKFAST

## OPTION 1 - CHAMPAGNE BREAKFAST \$82.50 PP

On Arrival

Seasonal fruit salad pots with yoghurt

### Main course

European Breakfast - scrambled eggs, bacon, mushroom, tomato & toast

A Glass of NV Doyard Cuvée Vendémiaire

- Champagne, France

## OPTION 2 - CHAMPAGNE BREAKFAST \$60 PP

On Arrival

Seasonal fruit salad pots with yoghurt

### Main course

European Breakfast - scrambled eggs, bacon, mushroom, tomato & toast

Champagne on consumption, please choose from the list below.



## BEVERAGES CHARGED ON CONSUMPTION

### Sparkling Wine

NV	Francois Labet Cuvée Loraine Blanc de Blancs Brut	Burgundy, France	50
NV	Loredan Gasparini Asolo Superiore Prosecco	Valdobbiadene, Italy	58
2016	Pichot Vouvray Brut	Loire Valley, France	60
2014	Oakridge Blanc de Blancs	Yarra Valley, Victoria	84
NV	Pierre-Marie Chermette Domaine du Vissoux Brut	Burgundy, France	89
NV	Veuve Forney Grande Réserve	Champagne, France	141
NV	Doyard Cuvée Vendemiaire	Champagne, France	172
NV	Pol Roger Brut Réserve	Champagne, France	203

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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*

## WHEEL CHAIR ACCESS

There is no wheelchair access to the Tea Room, Melbourne Supper Club or Siglo.

## LOCATION



 CLICK ON MAP



## AUDIO VISUAL

### COMPLETE FUNCTION HIRE

Quotes can be provided on request (not included in the minimum spend)

 [VIEW WEBSITE](#)



## FLOWERS

### THE ROAD STALL

We recommend flowers by The Road Stall 0459 737 855 or [events@theroadstall.com.au](mailto:events@theroadstall.com.au) (our in house florist)

 [VIEW WEBSITE](#)



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

# AUDIO VISUAL PRICELIST

ITEM	DESCRIPTION	AMOUNT
Plasma Screen & Stand	64.5" Diag Portable Screen Plasma Aspect Ratio 16:9	\$520
Projector Screen	100 inch Diag Portable Screen	\$90
Data Projector	XD250U	\$250
PA System	Speaker w/ corded microphone	\$235
Cable - HDMI		\$5
Laser Presentation Remote		\$25
Power Boards		\$5
Extension Leads		\$5
Coffee Machine	2 Group handle	\$250
Grass Runner		\$250
White Board		\$100
Flip Chart and Paper	1.5 X 12.5m	\$75
Wooden Lecturn (no microphone)	1.5 x 0.9m w/ 2 x markers	\$70

*These prices include delivery and damage waiver*

# PACKAGE PRICELIST

ITEM	DESCRIPTION	AMOUNT
Projector Screen		
Data Projector		
PA System	100 inch Diag Portable Screen	
Extension Leads	XD250U	\$495
Power Boards	Speaker w/ corded microphone	
Laser Presentation Remote		

*These prices include delivery and damage waiver*



If you require more extensive Audio Visual our preferred supplier is: Complete Function Hire. PH: 9699 9935

[www.cfhire.com.au](http://www.cfhire.com.au)

# BOOKING 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:

## 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. All items and equipment must be bumped out at the conclusion of the event. The venue accepts no responsibility for any items left behind. At the conclusion of your event, your account will need to be finalised by credit card or cash. 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                      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, Sara Dean or Caroline Shek