

SPRING **ST.**EVENTS



TEA ROOM • SIGLO • MELBOURNE SUPPER CLUB

# WEDDINGS

WEDDING PACKAGES

# OUR WEDDING VENUES

Whether you are planning an intimate family dinner, a wedding reception or a lavish cocktail party for 150, our experienced team of chefs have designed a range of menus tailored to suit all your requirements.

Our iconic Melbourne venues, the Tea Room, Melbourne Supper Club and Siglo 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 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 20 guests seated and is available for exclusive reservations 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 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 with an additional 1 hour allowed for a ceremony. Reservations exceeding 5 hours will incur an additional minimum spend requirement of \$1,000 per hour.

	<i>Tea Room/Supper Club</i>	<i>Siglo</i>
Lunch	12.00pm – 5.00pm	12.00pm – 4.00pm
Dinner	6.00pm – 12.00am	6.00pm – 12.00am (Sun - Mon ONLY)

• PLEASE NOTE – Siglo and the Melbourne Supper Club are 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*

## SEATING CAPACITY

CONFIGURATION	<i>Tea Room</i>	<i>Supper Club</i>	<i>Siglo</i>
Cocktail	44	64	92
Seated Event	44	20	80

## MINIMUM CHARGES ~ TEA ROOM, SUPPER CLUB

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

### JAN – OCT

	Tea Room	Supper Club
Lunch (Mon – Fri)	\$2,000	\$2,000
Lunch (Sat – Sun)	\$2,250	\$2,500
Dinner (Mon – Fri)	\$2,500	\$3,000
Dinner (Sat– Sun)	\$2,750	\$3,500

### NOV – DEC

Lunch (Mon – Fri)	\$3,000	\$2,000
Lunch (Sat – Sun)	\$3,500	\$4,000
Dinner (Mon – Fri)	\$4,000	\$3,000
Dinner (Sat– Sun)	\$4,850	\$5,000

## MINIMUM CHARGES ~ SIGLO

### MAY – SEPT

Lunch (Mon – Wed)	\$5,000
Lunch (Thurs – Sun)	\$7,500
Dinner (Tues – Sat)	n/a
Dinner (Sun –Mon)	\$10,000

### OCT – APRIL

Lunch (Mon – Wed)	\$7,500
Lunch (Thurs – Sun)	\$8,500
Dinner (Tues – Sat)	n/a
Dinner (Sun –Mon)	\$15,000

*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

- 1x1 hour consultation with your 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 menu tasting in our iconic restaurant the European for yourself and your partner (additional guests will be charged accordingly)
- Use of the Melbourne Supper Club for photographs if available (15 minutes)

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## CEREMONY

### AVAILABILITY

**11.00am to 4.00pm ~ Inclusive**

### COST

Siglo	\$1,200 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 if available prior to the event and half an hour bump out time

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

**\*Plus minimum spends**



# 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

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## ENTRÉE

Olives  
Oysters, mignonette  
Whipped cod roe, caviar, focaccia  
House salumi, pickles  
Buffalo mozzarella, pickled fennel, basil

## MAIN COURSE

Butcher's Cut, pepper sauce & mustard  
Grilled salmon, sorrel sauce, fine herb

## ACCOMPANIMENTS

Green leaf, & herb salad  
Pomme frites

## CHEESE

A selection of cheese from the Cheese Cellar

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# CANAPÉ MENU

Canapés \$7.50 per person, per piece  
Tasting dishes \$15.00 per person, per piece

## COLD

Oysters, mignonette  
Crostini of ricotta, broadbean, mint  
Whipped cod roe, caviar, blini  
Beef tartare, potato crisp  
Comté gougères, truffle aioli  
Foie gras pâté, milk bread, wild fig  
Buffalo ricotta and tomato toast

## TASTING DISHES

Flathead goujons, chips, tartare sauce  
Pan fried sage and ricotta gnocchi, dell orto  
Wagyu beef burger, pickles  
Mushroom risotto, truffle oil  
Classic Reuben, Russian dressing

## HOT

Beef polpette  
Soft curd croquettes  
Baked 1/2 shell scallop, salsa verde  
Polenta chip, sour cream  
European fried chicken, dijonaise  
Sicilian arancini  
Grilled king prawn

## DESSERT

Vanilla crème brûlée  
Cinnamon sugar donuts  
Gelato Primavera, mini cones  
Mini berry cheesecake

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## 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

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# ADDITIONAL ITEMS

## SIDE DISHES

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

Green beans, confit shallots	\$18.00
Green leaf & herb salad	\$17.00
Pomme frites	\$15.00
Duck fat roasted potatoes, garlic	\$19.50

## GRAZING TABLE \$30.00 PER PERSON

House cured meats, pickles, sourdough  
Salmon gravlax, fennel, capers, crackers  
A selection of cheese from the Cheese Cellar

## DESSERT \$15.00 PER PERSON TO SHARE

PLEASE SELECT

Chocolate delice, salted caramel  
Tiramisu & amaretti espresso crunch

## OCCASION CAKE (served whole with personalised plaque)

Dark chocolate & raspberry roulade  
Flourless mandarin cake with citrus butter cream  
Lemon chiffon cake with lemon frosting  
Carrot cake with mascarpone frosting, pecan praline  
Red velvet' with vanilla cream cheese mousse

## HIGH TEA \$60.00 PER PERSON

Mini chicken sandwiches  
Traditional cucumber sandwiches  
Savoury muffin  
Mini Meyer lemon tart  
Mini ice-cream cones  
Scones - cream and jam  
Fresh fruit  
Tea & Coffee  
*all other beverages charged on consumption*

### AS PETIT FOURS

\$9.50 PER PERSON

\$9.50 PER PERSON

\$9.50 PER PERSON

\$9.50 per person \$16.50 per person

\$9.50 per person \$16.50 per person

### AS DESSERT

\$16.50 PER PERSON

\$16.50 PER PERSON

\$16.50 PER PERSON

BYO cake \$7.50 PER PERSON

BYO cupcakes/macarons \$5.00 PER PERSON

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# ADDITIONAL ITEMS CONTINUED

## 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 & chips
- Spaghetti & meatballs
- Chicken schnitzel & chips

### DESSERT

A selection of gelato & sorbet

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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	Mainegra Cava Brut Nature	<i>Penedès, Spain</i>	50
NV	Bellussi Extra Dry Prosecco	<i>Valdobbiadene, Italy</i>	64
2015	Oakridge Blanc de Blancs	<i>Yarra Valley, Victoria</i>	80
NV	Verve Fourny Grand Réserve	<i>Champagne, France</i>	136

## WHITE WINES

2020	Clos Clare Riesling	<i>Clare Valley, South Australia</i>	60
2018	Tertan Pinot Grigio	<i>Alto Adige, Italy</i>	85
2019	Domaine William Fevre Chablis AC	<i>Chablis, France</i>	101
2019	Bouchard Pere & Fils Bourgogne Blanc	<i>Burgundy, France</i>	76

## ROSÉ WINES

2018	Riotor Grenache/Cinsault/Syrah	<i>Provence, France</i>	60
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## RED WINES

2016	Lucien Muzard Bourgogne Rouge	<i>Burgundy, France</i>	66
2018	Pierre Amadiou Cotes Du Rhone Rouge	<i>Rhone Valley, France</i>	50
2017	Woodlands Clementine Cabernet Merlot	<i>Margaret River, Western Australia</i>	93
2016	Poonawatta Four Corners Shiraz	<i>Eden Valley, South Australia</i>	69

## DESSERT WINE

2015	Lions de Suduiraut (375ml)	<i>Sauternes, France</i>	58
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# BEVERAGE PACKAGES

## *Classic Beverage Package*

WINES ARE SUBJECT TO CHANGE

2 hours	\$55.00 per person
3 hours	\$70.00 per person
4 hours	\$80.00 per person
5 hours	\$90.00 per person

### SPARKLING

NV Mainegra Cava Brut Nature *Penedès, Spain*

### WHITE

2020 Harvest Moon Pinot Grigio *King Valley, Victoria*

### RED

2018 Pierre Amadieu Cotes Du Rhone Rouge *Rhone Valley, France*

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

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## *Superior Beverage Package*

WINES ARE SUBJECT TO CHANGE

2 hours	\$65.00 per person
3 hours	\$78.00 per person
4 hours	\$88.00 per person
5 hours	\$98.00 per person

### SPARKLING

2015 Oakridge Blanc de Blancs *Yarra Valley, Victoria*

### WHITE

2020 Clos Clare Riesling *Clare Valley, South Australia*  
2019 Bouchard Pere & Fils Bourgogne Blanc *Burgundy, France*

### RED

2019 Monopole Pinot Noir *Yarra Valley, Victoria*  
2016 Poonawatta Four Corners Shiraz *Eden Valley, South Australia*

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

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# BEVERAGE PACKAGES CONTINUED

## *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 Verve Fourny Grand Réserve *Champagne, France*

### WHITE

2018 Terlan Pinot Grigio *Alto Adige, Italy*

2019 Domaine William Fevre Chablis AC *Chablis, France*

### RED

2016 Lucien Muzard Bourgogne Rouge *Burgundy, France*

2017 Woodlands Clementine Cabernet Merlot *Margaret River, Western Australia*

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

## BEERS & CIDER

Pilsner	Trumer Pils ~ 4.8%	<i>Austria</i>	\$14.00
Lager	Peroni Red Label ~ 4.7%	<i>Italy</i>	\$10.00
Pale Ale	Sierra Nevada Pale Ale ~ 5.6%	<i>United States</i>	\$12.50
Cider	Arquiteka Cider ~ 6.6%	<i>Yarra Valley</i>	\$9.50
Low Alcohol	Trumer Hopfenspiel ~ 2.9%	<i>Austria</i>	\$8.50

*\*Select a maximum of 2 options*

## COCKTAILS

<i>Aperol Spritz</i>	Prosecco, Aperol & Soda	\$19.50
<i>Southside</i>	Tanqueray Gin, Mint & Lime	\$22.00
<i>Negroni</i>	Campari, Gin & Rosso	\$22.00
<i>Pimms Cup</i>	Pimms, Dry Ginger Ale, Lemonade, Mint, Cucumber & Orange	\$19.50

*\*Select a maximum of 2 options*

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



# 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



WEDDING PACKAGES

# ADDITIONAL INFORMATION CONTINUED

**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 Events 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 30 minutes after the conclusion of the event. This includes any furniture, table settings or floral arrangements.
- 5 If bump out is not completed within the 30 minutes, the event may be subject to additional venue hire rates. The venue takes no responsibility for damage or theft of any items left behind. The venue is not able to store items post event.

## PREFERRED SUPPLIERS

### CELEBRANT

**PRECIOUS  
CELEBRATIONS**

Precious Fawcett 0421 947 824  
preciouscelebrations.com.au

### FLORIST

FLOWERS BY THE ROAD STALL (our in house florist)

**EST  
1971  
THE  
ROAD  
STALL**

Belinda 0459 737 855  
events@theroadstall.com.au

VISIT WEBSITE

### PHOTOGRAPHERS & FILMMAKERS

**/TESS KELLY/  
photography**

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

VISIT WEBSITE

**RITUAL  
UNION**

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

VISIT WEBSITE



WEDDING PACKAGES

# 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*



WEDDING PACKAGES

# 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 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 15% 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 the event 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

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

## CANCELLATION POLICY NOVEMBER & DECEMBER

<b>Outside 90 days</b>	Full Refund.
<b>Within 90 to 60 days</b>	The paid deposit amount may be transferred for use to book another event. This credit must be used within 6 months of booking date.
<b>Within 60 to 30 days</b>	Deposit is forfeited. No refund.
<b>Within 30 days</b>	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:** \$2000 Wedding

**Card type:** Amex      Visa      MasterCard      Agreed Minimum Spend:

*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



WEDDING PACKAGES