

SPRING **ST.**EVENTS



# WEDDINGS

WEDDING PACKAGES

TEA ROOM • SIGLO • MELBOURNE SUPPER CLUB • RECOLETA

# 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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\$105.00 per person for 3 courses (ENTRÉE, MAIN COURSE WITH SIDES AND CHEESE)

\$95.00 per person for 2 courses (ENTRÉE AND MAIN COURSE WITH SIDES OR MAIN COURSE WITH SIDES AND CHEESE)

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## ENTRÉE ~ TO SHARE

Marinated olives  
Oysters, mignonette  
Whipped cod roe, salmon caviar, focaccia  
House salumi, pickles  
Buffalo mozzarella, pickled fennel, herbs

## MAIN COURSE ~ TO SHARE

Butcher's Cut, pepper sauce & mustard  
Blue eye cod, green olive salsa verde, zucchini

## SIDE DISHES ~ SERVED WITH MAIN COURSE

Green leaf & herb salad  
Pomme frites

## CHEESE ~ TO SHARE

A selection of cheese from the Cheese Cellar

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*Our menu is served to share and all dishes will be served to the table. We are dedicated to accommodating all dietary requirements.*

*To add something sweet see additional items overleaf.*

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



# ADDITIONAL ITEMS

## SIDE DISHES

We recommend one side dish per 4 guests.

Broccoli, almond, chilli	\$17.00 per serve
Duck fat roasted potatoes, garlic, rosemary	\$19.50 per serve

## SOMETHING SWEET

### PLEASE SELECT

- Chocolate delice, salted caramel
- Tiramisu & amaretti espresso crunch
- Crème renversée
- Petit Fours

### TO SHARE

- N/A
- \$18.00 per person
- N/A
- \$15.00 per person

### PLATED

- \$20.00 per person
- \$20.00 per person
- \$20.00 per person
- N/A

OCCASION CAKE (served whole) \$9.50 per person

***Our cakes are not styled. We recommend organising coordinated cake flowers through your chosen florist.***

- Dark chocolate & raspberry roulade
- Flourless orange cake, citrus butter cream
- Lemon syrup cake, lemon frosting
- Carrot cake, mascarpone frosting, pecan praline
- Chocolate gâteau, hazelnut butter cream

BYO cake (no ice cream cakes) \$7.50 per person  
 BYO cupcakes/macarons \$5.00 per person



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



WEDDING PACKAGES

# 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)	\$55.00 per person
1 x Course (main course)	\$45.00 per person

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### MAIN COURSE

PLEASE CHOOSE 1 DISH 2 WEEKS PRIOR TO YOUR EVENT

- Fish & chips
- Kid's Burger & chips
- Spaghetti & meatballs
- Chicken schnitzel & chips

### DESSERT

A selection of gelato & sorbet

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



# CANAPÉ MENU

## COLD

*\$9.50 per person, per piece*

Oysters, mignonette  
Crostini of ricotta, broadbean, mint  
Whipped cod roe, caviar, blini  
Beef tartare, potato crisp  
Comté gougère, truffle aioli  
Prosciutto, pickled melon, lavosh  
Buffalo ricotta, tomato, toast

## HOT

*\$9.50 per person, per piece*

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

## DESSERT

*\$9.50 per person, per piece*

Vanilla crème brûlée  
Cinnamon sugar donut  
Gelato Primavera, mini cup  
Mini berry cheesecake

## GRAZING TABLE *\$30.00 per person*

*Components can be ordered individually*

House cured meats, pickles, sourdough - \$10.00pp  
Salmon gravlax, fennel, capers, crackers - \$10.00pp  
A selection of cheese from the Cheese Cellar - \$10.00pp

## TASTING DISHES

*\$20.00 per person, per piece*

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

## RECOMMENDED COCKTAIL PACKAGES

### 1-2 Hour Package

4 Pieces \$38.00 per person

6 Pieces \$57.00 per person

### 2-3 Hour Package

7 Pieces \$66.50 per person

6 Pieces + 1 Tasting \$77.00 per person

9 Pieces + 1 Tasting \$105.50 per person

### 4-5 Hour Package

Grazing Table + 8 Pieces + 1 Tasting \$126.00 per person

Grazing Table + 8 Pieces + 2 Tasting \$146.00 per person

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



WEDDING PACKAGES

# BEVERAGES ON CONSUMPTION

## WINE LIST

We need you to select 1 sparkling, 2 white & 2 red wines and you will only be charged per bottle opened.

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

### SPARKLING WINE

Delemere Tasmania Cuvée	<i>Pipers River, Tasmania</i>	83
Oakridge Estate Vintage Blanc de Blancs	<i>Yarra Valley, Victoria</i>	92
Bellussi Extra Dry Prosecco	<i>Veneto, Italy</i>	73
Domaine Chermette Crémant de Bourgogne Brut	<i>Burgundy, France</i>	104
Jean-Paul Deville 'Carte Noire' Brut	<i>Champagne, France</i>	155
Philipponnat Royale Reserve Brut	<i>Champagne, France</i>	176
Louis Roederer Collection Brut	<i>Champagne, France</i>	209

### WHITE WINE

Monopole by Dr Loosen 'Dry' Riesling	<i>Mosel, Germany</i>	66
Mount Horrocks Riesling	<i>Clare Valley, South Australia</i>	77
Erste+Neue Pinot Grigio	<i>Alto Adige, Italy</i>	80
Moorooduc Estate Pinot Gris	<i>Mornington Peninsula, Victoria</i>	79
Monte Ronca Colle Marianna Soave	<i>Veneto, Italy</i>	70
Craggy Range 'Te Muna' Sauvignon Blanc	<i>Martinborough, New Zealand</i>	68
Shadowfax 'Macedon' Chardonnay	<i>Macedon Ranges, Victoria</i>	77
Prosper Maufoux Bourgogne Chardonnay	<i>Burgundy, France</i>	90
Kooyong 'Estate' Chardonnay	<i>Mornington Peninsula, Victoria</i>	89
Vincent Tremblay Chablis	<i>Burgundy, France</i>	99
Marc Bredif Vouvray Classic	<i>Loire Valley, France</i>	88
Domäne Wachau Grüner Veltliner 'Liebenberg'	<i>Wachau, Austria</i>	77

### ROSÉ & SKIN CONTACT WINE

Domaine Gavoty Rosé	<i>Provence, France</i>	72
Prancing Horse Skin Contact Pinot Gris	<i>Mornington Peninsula, Victoria</i>	84
Domaine Ott 'By OTT' Rosé	<i>Provence, France</i>	94

### RED WINE

Toolangi Pinot Noir	<i>Yarra Valley, Victoria</i>	79
Kate Hill Pinot Noir	<i>Huon Valley, Tasmania</i>	91
Joseph Faiveley Bourgogne Rouge	<i>Burgundy, France</i>	118
Antinori 'Pèppoli' Chianti Classico	<i>Tuscany, Italy</i>	86
G.D. Vajra Langhe Nebbiolo	<i>Piedmont, Italy</i>	96
Chaume Arnaud Côtes-du-Rhône Rouge 'Chaume Arnaud'	<i>Rhône Valley, France</i>	76
Poonawatta Four Corners Shiraz	<i>Eden Valley, South Australia</i>	74
Heathcote Estate Single Vineyard Shiraz	<i>Heathcote, Victoria</i>	99
Craiglee Cabernet Sauvignon	<i>Sunbury, Victoria</i>	85
Howard Park Leston Cabernet Sauvignon	<i>Margaret River, West Australia</i>	78

### DESSERT WINE

Lions de Suduiraut Sauternes 375ml	<i>Bordeaux, France</i>	68
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All our prices are GST inclusive. Please note that beverages are charged on consumption and that we cannot guarantee if all of the above selection is available. Where an item is not available a suitable replacement will substitute it.

Vintages are subject to change.



# BEVERAGES ON CONSUMPTION CONT.

## BEERS & CIDER

McKay Lager ~ 4.5%	<i>Derrimut</i>	\$13.00
Trumer Pils ~ 4.8%	<i>Austria</i>	\$15.50
Peroni Red Label ~ 4.7%	<i>Italy</i>	\$13.00
Sierra Nevada Pale Ale ~ 5.6%	<i>United States</i>	\$15.00
Coldstream Apple Cider ~ 5%	<i>Yarra Valley</i>	\$12.00

*\*Select a maximum of 2 options*

## LOW/NO ALCOHOL

Mischief & Wolf Aperitivo Spritz~ 0%	\$14.50
T.I.N.A ~ High mountain oolong, calamansi, rose & lemon myrtle	\$14.50
Richard Juhlin Blanc de Blancs ~ 0%	\$52.00
'NON' Non Alcoholic Wine ~ 0%	\$54.00
Leitz Eins-Zwei-Zero Riesling 0%	\$49.00
Leitz Eins-Zwei-Zero Pinot Noir 0%	\$49.00
Heaps Normal Quiet XPA ~ 0%	\$12.00
Coopers Light ~ 2.9%	\$11.00

*\*Mineral water and soft drink will also be available*

## COCKTAILS

Aperol Spritz	<i>Prosecco, Aperol &amp; Soda</i>	\$21.00
Southside	<i>Gin, Mint &amp; Lime</i>	\$26.50
Negroni	<i>Campari, Gin &amp; Rosso</i>	\$26.50
Pimms Cup	<i>Pimms, Dry Ginger Ale, Lemonade, Mint, Cucumber &amp; Orange</i>	\$26.00
Tom Collins	<i>Gin, Lemon &amp; Soda</i>	\$26.00
Margarita	<i>Tequila, Cointreau, Lime &amp; Salt</i>	\$26.50
Espresso Martini	<i>Vodka, Coffee Liqueur, Espresso</i>	\$26.50
Old Fashioned	<i>Bourbon, Bitters, Sugar, Orange</i>	\$26.50

*\*Select a maximum of 2 options. Cocktails are charged on consumption.*

## SPIRITS

Ketel One Vodka	\$15.00
Tanqueray Gin	\$15.00
Johnnie Walker Black Label Whisky	\$15.50
Makers Mark Kentucky Straight Bourbon	\$15.00
Pampero Añejo Especial Rum	\$15.00

*\*Select a maximum of 2 options.*



# BEVERAGE PACKAGES

A beverage package runs for the duration of your event and is free flowing and charged per person.

**Beverage packages include 30 minutes for last drink service.**

Should you wish to include any spirits or cocktails, these are charged on consumption.

## Classic Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$55.00 per person
3 hours	\$75.00 per person
4 hours	\$90.00 per person
5 hours	\$105.00 per person

**Beverage packages include 30 minutes for last drink service.**

### SPARKLING

Vallformosa Brut MVSA Cava

*Catalunya, Spain*

### WHITE

Xavier Goodridge PaPa Gris

*Mount Gambier, South Australia*

### RED

Mont-Redon Côtes-du-Rhône Rouge

*Rhône Valley, France*

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

## Superior Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$75.00 per person
3 hours	\$95.00 per person
4 hours	\$110.00 per person
5 hours	\$125.00 per person

**Beverage packages include 30 minutes for last drink service.**

### SPARKLING

Barringwood Tasmanian Cuvée Methode Traditionelle

*Tamar Valley, Tasmania*

### WHITE

Frankland Estate Riesling  
Toolangi Chardonnay

*Frankland River, West Australia  
Yarra Valley, Victoria*

### RED

Tarrawarra Estate Pinot Noir  
Monopole by Steve Pannell Shiraz/Grenache Blend

*Yarra Valley, Victoria  
McLaren Vale, South Australia*

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

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





# BEVERAGE PACKAGES CONTINUED

## Exclusive Beverage Package

WINES ARE SUBJECT TO CHANGE

2 hours	\$120.00 per person
3 hours	\$140.00 per person
4 hours	\$160.00 per person
5 hours	\$180.00 per person

**Beverage packages include 30 minutes for last drink service.**

### CHAMPAGNE

Jean-Paul Deville 'Carte Noire' Brut

*Champagne, France*

### WHITE

Erste+Neue Pinot Grigio

*Alto Adige, Italy*

Vincent Tremblay Chablis

*Burgundy, France*

### RED

Joseph Faiveley Bourgogne Rouge

*Burgundy, France*

Heathcote Estate Single Vineyard Shiraz

*Heathcote, Victoria*

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

## Non Alcoholic Beverage Package

FOR ANY GUESTS WHO ARE NOT DRINKING ALCOHOL

2 hours	\$25.00 per person
3 hours	\$35.00 per person
4 hours	\$45.00 per person
5 hours	\$55.00 per person

**Beverage packages include 30 minutes for last drink service.**

Free flowing soft drink & mineral water for guests who are not drinking alcohol.

To be served when a beverage package is selected for your event.

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WEDDING PACKAGES

# VENUE INCLUSIONS

A VENUE HIRE FEE OF \$1,500 APPLIES REGARDLESS OF REQUIREMENTS, THIS INCLUDES ACCESS TO OUR VENUES FOR YOUR WEDDING, ALONG WITH THE EXTENSIVE LIST BELOW:

What is included in hosting your wedding with us:

- 12.5m astro turf aisle runner framed with boxed hedge (Siglo Only)
- Bentwood chairs for your ceremony seating (maximum of 20 depending on venue)
- Cordless roaming microphone for use during the ceremony and reception
- Signing table clothed with white linen and two chairs
- Exclusive use of your desired venue space
- Liaising with external suppliers to confirm and co-ordinate the set up & pack down within access times
- Cake table and cake cutting knife
- Cutting & serving of your wedding cake when ordered from our pastry kitchen
- Gift table
- Easel Stand for your Welcome Sign
- The set up of small personal items such as place cards, bonbonnières, guest book & photo frames
- Tea light candles and holders (evening only)
- Organic hand soap and moisturiser
- Linen table cloths and 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 (seated events only)
- Access to award winning in-house florist
- 1 hour consultation with your wedding coordinator to discuss menus and running of the day.

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.



# ADDITIONAL ITEMS

ON TOP OF THIS, TO MAKE YOUR DAY SEAMLESS, YOU CAN ALSO BOOK THE BELOW OPTIONS

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## WEDDING CEREMONY

Additional bentwood chairs for ceremony \$10 per chair

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

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

## PHOTOGRAPHY

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

Siglo      Melbourne Supper Club      Tea Room

*Subject to availability*

## MENU & BEVERAGE SELECTIONS

30 minute phone Consultation with a Sommelier to organise a retail wine order to try at home \$60 (wine charged in addition)

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

Menu tasting in the European for 2 people, showcasing a pre-set range of our most popular dishes.  
(seated menu only) \$105 per person

*We recommend for couples to dine within 2 months of their wedding date as our menu is seasonal and subject to change. Kindly note, Spring Street Events does not offer a full tasting of our menu or canapé tastings.*

Entertainment Meal (Band/Photographer) Main Course \$45 per person

Cake Service Charge for BYO Cake \$7.50 per person

## TABLE SET UP

Name Place Cards \$5 each

Gold and Glass Wishing Well for your Gift Table \$30

Additional Easel Stand for your Seating Plan \$25

Table Numbers \$10 each

Bar Top Easel Stand for Beverage Menu \$15 each



# ADDITIONAL INFORMATION

## SECURE PARKING



### BOURKE SQUARE PARKING

392 Bourke Street  
Melbourne VIC 3000

03 9600 1066



### FIRST PARKING

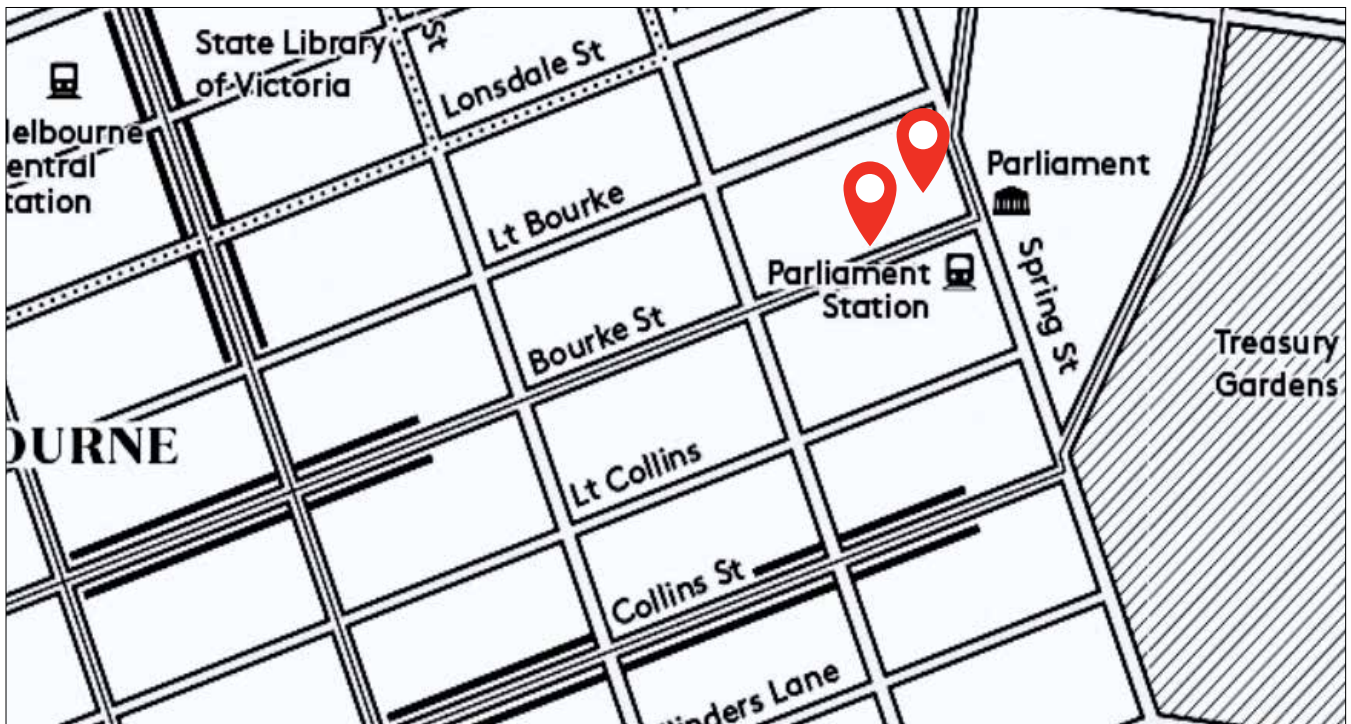
34-60 Little Collins Street,  
Melbourne VIC 3000

1300 178 727

## WHEELCHAIR ACCESS

The only private room that has wheelchair access is the Spring St Grocer Cheese Cellar, which has service lifts. There is no wheelchair access to our other venues.

## 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
- **RECOLETA:** Upstairs at 10 Bourke Street, Melbourne, VIC 3000



WEDDING PACKAGES

# ADDITIONAL INFORMATION CONTINUED

**DECORATIONS:** We do not permit rose petals, confetti or rice. Spring Street Events DO NOT provide styling or set up of florals, candles or any associated styling items. Please see our extensive list of suppliers for vendor suggestions.

**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. Subwoofers are not allowed.

\*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 0421 947 824  
[preciouscelebrations.com.au](http://preciouscelebrations.com.au)

### FLORIST



**FLOWERS BY THE ROAD STALL**  
(our in house florist)  
Claire 0450 496 729  
[theroadstall.com.au](http://theroadstall.com.au)

### PHOTOGRAPHERS



**LEI LEI CLAVEY PHOTOGRAPHY**  
Lei Lei 0404 836 773  
[leileiclavey.com](http://leileiclavey.com)

### ENTERTAINMENT



**MELBOURNE ENTERTAINMENT COMPANY**  
Nathan 1300 858 981  
[melbourneentertainmentco.com.au](http://melbourneentertainmentco.com.au)

Please see our website for our extended supplier list.



WEDDING PACKAGES

# GUIDELINES

## OPERATION TIMES

\*Reservations are for a maximum of 4 hours for a lunch event and 5 hours for an evening event with an additional 1 hour allowed for a ceremony.

Reservations exceeding these timeframes will incur a room hire of \$1,000 per hour. The maximum event duration is 6 hours.

*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.*

	Tea Room	Recoleta
Lunch	12.00pm – 4.00pm	12.00pm – 4.00pm
Dinner	6.00pm – 11.00pm	6.00pm – 11.00pm
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	Supper Club	Siglo
Lunch	12.00pm – 4.00pm	12.00pm – 4.00pm
Dinner	Not available	6.00pm – 11.00pm (Sun - Mon ONLY)

## SEATING CAPACITY

CONFIGURATION	Tea Room	Supper Club	Siglo	Recoleta
Cocktail	80	80	150	70
Seated	50	18	80	36
Ceremony & Seated Reception	20	N/A	40	30



# MINIMUM SPENDS 2024

## MINIMUM CHARGES ~ TEA ROOM, RECOLETA

Minimum spends for the calendar year are reflective of food & beverage only. Venue hire fee is additional.

\* Sunday events incur a 15% surcharge

JAN – OCT	Tea Room	Recoleta
Lunch (Mon – Fri)	\$3,000 + 5% service fee	\$2,500 + 5% service fee
Lunch (Sat – Sun)	\$3,500 + 5% service fee	\$3,000 + 5% service fee
Dinner (Mon – Fri)	\$4,000 + 5% service fee	\$3,500 + 5% service fee
Dinner (Sat– Sun)	\$4,500 + 5% service fee	\$4,000 + 5% service fee
NOV – DEC		
Lunch (Mon – Fri)	\$3,500 + 5% service fee	\$3,000 + 5% service fee
Lunch (Sat – Sun)	\$4,000 + 5% service fee	\$3,500 + 5% service fee
Dinner (Mon – Fri)	\$4,500 + 5% service fee	\$4,000 + 5% service fee
Dinner (Sat– Sun)	\$5,000 + 5% service fee	\$4,500 + 5% service fee

## MINIMUM CHARGES ~ SUPPER CLUB

JAN – OCT	Supper Club
Lunch (Mon – Fri)	\$5,500 + 5% service fee
Lunch (Sat – Sun)	\$6,500 + 5% service fee
Dinner (Mon – Sun)	Not available
NOV – DEC	
Lunch (Mon – Fri)	\$6,500 + 5% service fee
Lunch (Sat – Sun)	\$7,500 + 5% service fee
Dinner (Mon – Sun)	Not available

## MINIMUM CHARGES ~ SIGLO

MAY – SEPT	
Lunch (Mon – Sun)	\$9,500 + 5% service fee
Dinner (Tues – Sat)	Not available
Dinner (Sun –Mon)	\$13,000 + 5% service fee
OCT – APRIL	
Lunch (Mon – Sun)	\$10,500 + 5% service fee
Dinner (Tues – Sat)	Not available
Dinner (Sun –Mon)	\$17,000 + 5% service fee



# CANCELLATION & CHANGE OF DATE 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.

# BOOKING TERMS & CONDITIONS

## BOOKINGS AND CONFIRMATION

Bookings are accepted on a "first come, first served basis". Please note, we don't hold tentative bookings so no booking is confirmed until a contract is signed and a deposit is paid.

## RESTAURANT RIGHTS

Save for any negligence on its behalf, Spring Street Events 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.

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 ie. Siglo is not permitted.

Please note that we require menu selections to be confirmed in advance with your event co-ordinator. If menus are not selected three weeks prior to your event, the 'suggested' menu will be allocated.

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

## 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.

All events operate with a minimum spend requirement on food and beverages. An additional venue hire fee is applicable for weddings and private parties. Anything other than food or beverages may incur additional charges.

At the conclusion of your event, your account will need to be finalised by credit card or cash. If you are not able to pay at the conclusion of your event, you are required to complete a credit card authorisation for the 'total of final bill'.

*A 5% service fee applies to all event bookings and is charged in addition to the total bill. Any additional gratuity is at your discretion.*

*An additional surcharge of 15% applies on Sundays.*

*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 10% surcharge to the total bill will apply.*

