

SPRING **ST.** EVENTS

PRIVATE DINING

Lunch or Dinner



TEA ROOM • CHEESE CELLAR • SIGLO • MELBOURNE SUPPER CLUB • RECOLETA



ICONIC MELBOURNE VENUES

Whether you are planning a corporate dinner, a personal celebration, a presentation or a networking event, our iconic Melbourne venues, offer distinctly versatile experiences.

These versatile spaces cater to all types of events, allowing for a variety of room configurations, including theatre style, board room, stand up cocktail events and intimate dining.



FOR FURTHER INFORMATION PLEASE CONTACT

Jess Lazzaro or Sara Dean

Phone: 03 9654 0811 · Mobile: 0427 230 166 · Email: info@springstreetevents.com.au

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 and new friendships forged across
the dining table.*

\$115.00 PER PERSON FOR 3 COURSES (ENTRÉE, MAIN COURSE WITH SIDES AND CHEESE)

\$105.00 PER PERSON FOR 2 COURSES (ENTRÉE AND MAIN COURSE WITH SIDES OR MAIN COURSE WITH SIDES AND CHEESE)

ENTRÉE ~ TO SHARE

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

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

TEA ROOM SET MENUS *(Lunch Only, not available for Dinner)*

MENUS - Please note, these menus are only available for lunch service in the Tea Room

| | | |
|---------------------|---|---|
| \$110.00 per person | SET MENU 2 COURSES – SERVED ALTERNATELY | PLEASE SELECT A MAX OF 2 OPTIONS PER COURSE |
| \$125.00 per person | SET MENU 3 COURSES – SERVED ALTERNATELY | PLEASE SELECT A MAX OF 2 OPTIONS PER COURSE |
| \$125.00 per person | À LA CARTE 2 COURSES | CHOICE OF 3 OPTIONS PER COURSE |
| \$140.00 per person | À LA CARTE 3 COURSES | CHOICE OF 3 OPTIONS PER COURSE |

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

ENTRÉE ~ CHOICE OF

Buffalo mozzarella, pickled fennel and herbs
Wagyu carpaccio, anchovy, rocket
Raw kingfish, cucumber, roast chilli

MAIN COURSE ~ CHOICE OF

Chicken schnitzel, Italian coleslaw
Blue eye cod, green olive salsa verde, zucchini
Steak au poivre



SIDE DISHES ~ SERVED WITH MAIN COURSE

Green leaf, herb salad
Pomme frites

DESSERT ~ CHOICE OF

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

- *Please note: For groups over 30 we offer our La Famiglia or Set Menu options.*
- *À la Carte is not available for groups larger than 30.*
- *Please ensure that your menu selections are confirmed 2 weeks prior to your event.*

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 | \$21.00 PER SERVE |
| Duck fat roasted potatoes, garlic, rosemary | \$24.00 PER SERVE |

TO FINISH

PLEASE SELECT FROM THE BELOW

| | TO SHARE | PLATED |
|--|--------------------|--------------------|
| Chocolate and mandarin delice, mandarin sorbet | N/A | \$25.00 PER PERSON |
| Tiramisu & amaretti espresso crunch | \$20.00 PER PERSON | \$22.00 PER PERSON |
| Crème renversée | N/A | \$22.00 PER PERSON |
| Petit Fours | \$18.00 PER PERSON | N/A |
| Cheese from the Cheese Cellar (30g per person) | \$20.00 PER PERSON | N/A |

OCCASION CAKE

SERVED WHOLE

Please select one option from the below.

\$14.50 PER PERSON

MINIMUM ORDER 20 PEOPLE

Our cakes are not styled.

We recommend organising coordinated cake flowers through your chosen florist.

Lemon syrup cake, lemon frosting

Chocolate gâteau, hazelnut butter cream

BYO cakes (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

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) | \$65.00 PER PERSON |
| 1 x Course (main course) | \$50.00 PER PERSON |

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

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 and 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, dijonnaise
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

RECOMMENDED CANAPÉ SELECTIONS

*We have suggested quantities based on the duration of your event.
All catering is per person.*

1–2 Hour Event

| | |
|----------|--------------------|
| 4 Pieces | \$38.00 per person |
| 6 Pieces | \$57.00 per person |

2–3 Hour Event

| | |
|----------------------|---------------------|
| 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 Event

| | |
|-------------------------------------|---------------------|
| Grazing Table, 8 Pieces + 1 Tasting | \$126.00 per person |
| Grazing Table, 8 Pieces + 2 Tasting | \$146.00 per person |

GRAZING TABLE

\$30.00 per person

Each component can be ordered individually

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

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

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

BEVERAGES ON CONSUMPTION

WINE LIST

Please select a sparkling, 2 white & 2 red wines.

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

SPARKLING WINE

| | | |
|---|-------------------------------|-----|
| Thalia 'Brut' Sparkling | <i>Pipers River, Tasmania</i> | 90 |
| Dominique Portet Sparkling Rosé | <i>Yarra Valley, Victoria</i> | 101 |
| Bellussi Extra Dry Prosecco | <i>Veneto, Italy</i> | 97 |
| Domaine Chermette Crémant de Bourgogne Brut | <i>Burgundy, France</i> | 139 |
| Pichot Vouvray Brut | <i>Loire Valley, France</i> | 91 |
| Jean-Paul Deville 'Carte Noire' Brut | <i>Champagne, France</i> | 194 |
| Philipponnat Royale Reserve Brut | <i>Champagne, France</i> | 215 |
| Louis Roederer Collection Brut | <i>Champagne, France</i> | 251 |

WHITE WINE

| | | |
|--|--|-----|
| Ansgar Clüsserath Vom Schiefer Riesling Trocken | <i>Mosel, Germany</i> | 95 |
| Kanta Riesling | <i>Adelaide Hills, South Australia</i> | 85 |
| Erste+Neue Pinot Grigio | <i>Alto Adige, Italy</i> | 97 |
| Moorooduc Estate Pinot Gris | <i>Mornington Peninsula, Victoria</i> | 106 |
| Monte Ronca Colle Marianna Soave | <i>Veneto, Italy</i> | 80 |
| Greywacke Sauvignon Blanc | <i>Marlborough, New Zealand</i> | 85 |
| Shadowfax 'Macedon' Chardonnay | <i>Macedon Ranges, Victoria</i> | 97 |
| Fervor Funka Chardonnay | <i>Great Southern, Western Australia</i> | 77 |
| Prosper Maufoux Bourgogne Chardonnay | <i>Burgundy, France</i> | 109 |
| Kooyong 'Estate' Chardonnay | <i>Mornington Peninsula, Victoria</i> | 121 |
| Vincent Tremblay Chablis | <i>Burgundy, France</i> | 120 |
| Aubuisieres Bernard Fouquet Vouvray Sec 'Cuvée de Silex' | <i>Loire Valley, France</i> | 99 |
| Domäne Wachau Grüner Veltliner 'Liebenberg' | <i>Wachau, Austria</i> | 97 |

ROSÉ & SKIN CONTACT WINE

| | | |
|---|---------------------------------------|-----|
| GioVino Orange | <i>Sicily, Italy</i> | 73 |
| Prancing Horse Skin Contact Pinot Gris | <i>Mornington Peninsula, Victoria</i> | 106 |
| Gavoty 'La Cigale' Rosé | <i>Provence, France</i> | 80 |
| Vannières Bandol Rosé (Mourvèdre/Grenache/Cinsault) | <i>Bandol, France</i> | 131 |

RED WINE

| | | |
|--|---------------------------------------|-----|
| Toolangi Pinot Noir | <i>Yarra Valley, Victoria</i> | 87 |
| Kate Hill Pinot Noir | <i>Huon Valley, Tasmania</i> | 112 |
| Joseph Faiveley Bourgogne Rouge | <i>Burgundy, France</i> | 160 |
| Antinori 'Pèppoli' Chianti Classico | <i>Tuscany, Italy</i> | 109 |
| G.D. Vajra Langhe Nebbiolo | <i>Piedmont, Italy</i> | 121 |
| Chaume Arnaud Côtes-du-Rhône Rouge 'Chaume Arnaud' | <i>Rhône Valley, France</i> | 94 |
| Hedonist 'Ecology' Shiraz | <i>McLaren Vale, South Australia</i> | 85 |
| Mt. Camel Ridge Estate Syrah | <i>Heathcote, Victoria</i> | 103 |
| Craiglee Cabernet Sauvignon | <i>Sunbury, Victoria</i> | 106 |
| Howard Park Leston Cabernet Sauvignon | <i>Margaret River, West Australia</i> | 97 |

DESSERT WINE

| | | |
|------------------------------------|-------------------------|----|
| Lions de Suduiraut Sauternes 375ml | <i>Bordeaux, France</i> | 86 |
| Royal Tokaji Late Harvest 18 500ml | <i>Tokaj, Hungary</i> | 75 |

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.

BEER

**Select a maximum of 2 options*

| | | |
|---|-----------------------------|---------|
| 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 |
| Hart's Farm Medium Dry Apple Cider ~ 5.6% | <i>Mornington Peninsula</i> | \$16.50 |
| Coopers Light ~ 2.9% | <i>South Australia</i> | \$11.00 |

COCKTAILS

**Select a maximum of 2 options*

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

SPIRITS

**Select a maximum of 2 options*

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

LOW/NO ALCOHOL

| | |
|---|---------|
| Mischief & Brew Aperitivo Spritz 0% | \$14.50 |
| T.I.N.A ~ High mountain oolong, calamansi, rose & lemon myrtle 0% | \$14.50 |
| Richard Juhlin Blanc de Blancs ~ 0% | \$52.00 |
| 'NON' Non Alcoholic Wine ~ 0% | \$54.00 |
| Leitz Eins-Zwei-Zero Reisling 0% | \$49.00 |
| Leitz Eins-Zwei-Zero Pinot Noir 0% | \$49.00 |
| Heaps Normal XPA ~ 0.5% | \$12.00 |

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

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 | \$60.00 per person |
| 3 hours | \$80.00 per person |
| 4 hours | \$95.00 per person |
| 5 hours | \$110.00 per person |



Beverage packages include 30 minutes for last drink service.

SPARKLING WINE

Vallformosa Brut MVSA Cava

Catalunya, Spain

WHITE WINE

Lethbridge Pinot Gris

Geelong, Victoria

RED WINE

Mont-Redon Côtes-de-Rhône Rouge

Rhône Valley, France

Heavy & light beer, soft drink & mineral water

SUPERIOR BEVERAGE PACKAGE

WINES ARE SUBJECT TO CHANGE

| | |
|---------|---------------------|
| 2 hours | \$80.00 per person |
| 3 hours | \$100.00 per person |
| 4 hours | \$115.00 per person |
| 5 hours | \$130.00 per person |



Beverage packages include 30 minutes for last drink service.

SPARKLING WINE

Thalia 'Brut' Sparkling

Tasmania, Australia

WHITE WINE

Frankland Estate Riesling

Frankland River, West Australia

Toolangi Chardonnay

Yarra Valley, Victoria

RED WINE

Strelley Farm Pinot Noir

Multi-regional, Tasmania

Monopole by Steve Pannell Shiraz/Grenache Blend

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 cont.

EXCLUSIVE BEVERAGE PACKAGE

WINES ARE SUBJECT TO CHANGE

| | |
|---------|---------------------|
| 2 hours | \$140.00 per person |
| 3 hours | \$160.00 per person |
| 4 hours | \$180.00 per person |
| 5 hours | \$200.00 per person |



Beverage packages include 30 minutes for last drink service.

CHAMPAGNE

Jean-Paul Deville 'Carte Noire' Brut

Champagne, France

WHITE WINE

Erste+Neue Pinot Grigio

Alto Adige, Italy

Vincent Tremblay Chablis

Burgundy, France

RED WINE

Joseph Faiveley Bourgogne Rouge

Burgundy, France

Mt. Camel Ridge Estate Syrah

Heathcote, Victoria

Heavy & light beer, soft drink & mineral water

NON ALCOHOLIC BEVERAGE PACKAGE

FOR ANY GUESTS WHO ARE NOT DRINKING ALCOHOL

| | |
|---------|--------------------|
| 2 hours | \$30.00 per person |
| 3 hours | \$40.00 per person |
| 4 hours | \$50.00 per person |
| 5 hours | \$60.00 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.



ADDITIONAL INFO

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

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

The only private room that has wheelchair access is the Spring St Grocer Cheese Cellar, which has service lifts.

LOCATION



 [CLICK ON MAP](#)

AUDIO VISUAL

Myles AV

8a Abbott St
Alphington VIC 3078
Telephone: 03 9499 5097

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
(our in house florist)

 [VIEW WEBSITE](#)



PLEASE REFER TO THESE LOCATIONS IN YOUR INVITATIONS:

- SIGLO (above the Melbourne Supper Club) Level 2/161 Spring St Melbourne VIC 3000
- 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
- SPRING STREET GROCER CHEESE CELLAR Basement, 157 Spring St Melbourne VIC 3000
 - RECOLETA Upstairs at 10 Bourke Street, Melbourne, VIC 3000

GUIDELINES

OPERATION TIMES

*Reservations are for a maximum of 4 hours for a lunch event and 5 hours for a dinner event.

Reservations exceeding 5 hours will incur a room hire fee of \$1,000 per hour. The maximum event duration is 6 hours.

| | <i>Melbourne Supper Club</i> | <i>Siglo</i> |
|--------|------------------------------|-----------------------------------|
| Lunch | 12.00pm – 3.00pm | 12.00pm – 4.00pm |
| Dinner | Not available | 6.00pm – 11.00pm (Sun - Mon ONLY) |

| | <i>Tea Room</i> | <i>Cheese Cellar</i> | <i>Recoleta</i> |
|--------|------------------|----------------------|------------------|
| Lunch | 12.00pm – 4.00pm | 12.00pm – 4.00pm | 12.00pm - 4.00pm |
| Dinner | 6.00pm – 11.00pm | 6.00pm – 11.00pm | 6.00pm - 11.00pm |

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>Siglo</i> | <i>Tea Room</i> | <i>Supper Club</i> | <i>Cheese Cellar</i> | <i>Recoleta</i> |
|---------------|--------------|-----------------|--------------------|----------------------|-----------------|
| Cocktail | 150 | 80 | N/A | 40 | 70 |
| Seated | 80 | 50 | 10 | 28 | 36 |



MINIMUM SPENDS 2024

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 | Cheese Cellar | Recoleta |
|--------------------|--------------------------|--------------------------|--------------------------|
| Lunch (Mon – Fri) | \$3,000 + 5% service fee | \$2,250 + 5% service fee | \$2,500 + 5% service fee |
| Lunch (Sat – Sun) | \$3,500 + 5% service fee | \$2,750 + 5% service fee | \$3,000 + 5% service fee |
| Dinner (Mon – Fri) | \$4,000 + 5% service fee | \$3,250 + 5% service fee | \$3,500 + 5% service fee |
| Dinner (Sat– Sun) | \$4,500 + 5% service fee | \$3,750 + 5% service fee | \$4,000 + 5% service fee |

| NOV – DEC | Tea Room | Cheese Cellar | Recoleta |
|--------------------|--------------------------|--------------------------|--------------------------|
| Lunch (Mon – Fri) | \$3,500 + 5% service fee | \$2,750 + 5% service fee | \$3,000 + 5% service fee |
| Lunch (Sat – Sun) | \$4,000 + 5% service fee | \$3,250 + 5% service fee | \$3,500 + 5% service fee |
| Dinner (Mon – Fri) | \$4,500 + 5% service fee | \$3,500 + 5% service fee | \$4,000 + 5% service fee |
| Dinner (Sat– Sun) | \$5,000 + 5% service fee | \$3,750 + 5% service fee | \$4,500 + 5% service fee |

| JAN – OCT | Supper Club |
|--------------------|--------------------------|
| Lunch (Mon – Fri) | \$2,000 + 5% service fee |
| Lunch (Sat – Sun) | \$2,500 + 5% service fee |
| Dinner (Mon – Sun) | Not available |

| NOV – DEC | Supper Club |
|--------------------|--------------------------|
| Lunch (Mon – Fri) | \$2,500 + 5% service fee |
| Lunch (Sat – Sun) | \$3,000 + 5% service fee |
| Dinner (Mon – Sun) | Not available |

| MAY – SEPT | Siglo |
|---------------------|---------------------------|
| Lunch (Mon – Sun) | \$9,500 + 5% service fee |
| Dinner (Tues – Sat) | Not available |
| Dinner (Sun –Mon) | \$13,000 + 5% service fee |

| OCT – APRIL | Siglo |
|---------------------|---------------------------|
| Lunch (Mon – Sun) | \$10,500 + 5% service fee |
| Dinner (Tues – Sat) | Not available |
| Dinner (Sun –Mon) | \$17,000 + 5% service fee |

Please use the online enquiry form to ask about availability.

CANCELLATION OR 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.

Spring Street Events accepts no responsibility or liability for any equipment that is brought in from an external supplier.

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. 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.