

SPRING **ST.**EVENTS

PRIVATE DINING by the EUROPEAN

Lunch or Dinner



TEA ROOM • CHEESE CELLAR • SIGLO • MELBOURNE SUPPER CLUB



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 · Email: info@springstreetevents.com.au

OUR VENUES

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.

Siglo can accommodate up to 80 guests seated or 150 guests standing and is available for exclusive reservations Monday to Sunday until 4:00pm as well as on Sunday evenings from 6pm.



THE TEA ROOM

Complete with dark wood panelling and impressive high ceilings, the Tea Room is reminiscent of a Victorian era Gentleman's Club. This versatile space caters to all types of events, allowing for a variety of room configurations, including cocktail events and intimate dining.

MELBOURNE SUPPER CLUB

With beautiful city views through the iconic circular bay window, the Melbourne Supper Club can accommodate up to 10 guests seated and is available all year round for an exclusive reservation Monday to Sunday until 3:00pm.



CHEESE CELLAR

Our private underground dining room and cheese cellar is accessed by spiral staircase, and accommodates up to 32 guests for an intimate dinner and up to 40 for a cocktail event. and is available all year round for an exclusive reservation Monday to Sunday for lunch or dinner.

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

Marinated olives

Whipped cod roe, salmon caviar, focaccia

Raw scallop, preserved lemon, green chilli

Charcuterie selection, house pickles

Buffalo mozzarella, pickled zucchini, pistachio

MAIN COURSE ~ TO SHARE

Market fish, globe artichoke dressing, skordalia

Porterhouse, pepper sauce, mustard

SIDE DISHES ~ SERVED WITH MAIN COURSE

Pommes frites

Green leaf & herb salad

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 canapés, oysters or caviar on arrival, side dishes or something sweet, please refer to the 'Additional Items'.*

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, oysters or caviar on arrival, side dishes or something sweet, please refer to the 'Additional Items'.

ENTRÉE ~ CHOICE OF

Buffalo mozzarella, pickled zucchini, pistachio
Wagyu carpaccio, anchovy, rocket
Raw kingfish, cucumber, roast chilli

MAIN COURSE ~ CHOICE OF

Chicken schnitzel, Italian coleslaw
Market fish, globe artichoke dressing, skordalia
Steak au poivre



SIDE DISHES ~ SERVED WITH MAIN COURSE

Green leaf, herb salad
Pommes frites

DESSERT ~ CHOICE OF

Tiramisu & amaretti espresso crunch
Crème brûlée
Chocolate and mandarin delice, mandarin sorbet

- *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 3 weeks prior to your event.*

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

ADDITIONAL ITEMS

TO BEGIN

Freshly shucked oysters, classic mignonette, lemon \$7.50 each

CAVIAR SELECTION

SERVED WITH POTATO & HORSERADISH BLINI, CRÈME FRAÎCHE, CHIVES, LEMON

Yarra Valley Salmon Caviar 30g \$34.00

Yarra Valley Salmon Caviar 100g \$105.00

Yarra Valley Salmon Caviar 250g \$230.00

Oscietra Caviar 30g \$160.00

Oscietra Caviar 50g \$260.00

SIDE DISHES

We recommend one side dish per 4 guests.

Broccolini, almond, chilli \$21.00 PER SERVE

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

Bitter leaves, pear, pecorino \$21.00 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 brûlée

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

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

PRIVATE DINING - LUNCH OR DINNER

ADDITIONAL ITEMS cont.

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



KID'S 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

Burger & chips

Spaghetti & meatballs

Chicken schnitzel & chips

DESSERT

A selection of gelato & sorbet

CANAPÉ MENU

COLD

\$9.50 per person, per piece

Gilda ~ anchovy, olive, guindilla
Oyster Bar ~ freshly shucked oyster, mignonette
Crostini of ricotta, broadbean, mint
Whipped cod roe, caviar, blini
Beef tartare, potato crisp
Chicken liver parfait, toast, Madeira
Comté gougère, truffle aioli
Buffalo mozzarella, roast tomato, foccacia
Mortadella roll

HOT

\$9.50 per person, per piece

Fried oyster, horseradish cream
Pigs head fritti, gribiche, pickled fennel
Baked scallop, shellfish butter
Smoked beef, remoulade, milk bun
Roast Jerusalem artichoke, truffle honey, pecorino
European fried chicken, Dijonnaise
Globe artichoke fritti
Escargot, garlic butter, baguette
Spiced cheese croquettes

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

Prawn & lobster roll
Flathead goujons, chips, tartare sauce
Pan fried sage and ricotta gnocchi, dell orto
Wagyu beef burger, pickles
Risotto Primavera, aged Parmesan
Braised lamb shoulder, polenta, salsa verde

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 quantites 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

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>	93
Dominique Portet Sparkling Rosé	<i>Yarra Valley, Victoria</i>	104
Bellussi Extra Dry Prosecco	<i>Veneto, Italy</i>	102
Domaine Chermette Crémant de Bourgogne Brut	<i>Burgundy, France</i>	143
Pichot Vouvray Brut	<i>Loire Valley, France</i>	94
Jean-Paul Deville 'Carte Noire' Brut	<i>Champagne, France</i>	199
Philipponnat Royale Reserve Brut	<i>Champagne, France</i>	221
Louis Roederer Collection Brut	<i>Champagne, France</i>	258

WHITE WINE

Ansgar Clüsserath Vom Schiefer Riesling Trocken	<i>Mosel, Germany</i>	98
Kanta Riesling	<i>Adelaide Hills, South Australia</i>	88
Erste+Neue Pinot Grigio	<i>Alto Adige, Italy</i>	100
Moorooduc Estate Pinot Gris	<i>Mornington Peninsula, Victoria</i>	109
Monte Ronca Colle Marianna Soave	<i>Veneto, Italy</i>	82
Greywacke Sauvignon Blanc	<i>Marlborough, New Zealand</i>	88
Shadowfax 'Macedon' Chardonnay	<i>Macedon Ranges, Victoria</i>	100
Fervor Funka Chardonnay	<i>Great Southern, Western Australia</i>	79
Prosper Maufoux Bourgogne Chardonnay	<i>Burgundy, France</i>	112
Prancing Horse Estate Chardonnay	<i>Mornington Peninsula, Victoria</i>	113
Vincent Tremblay Chablis	<i>Burgundy, France</i>	123
Aubuisieres Bernard Fouquet Vouvray Sec 'Cuvée de Silex'	<i>Loire Valley, France</i>	102
Domäne Wachau Grüner Veltliner 'Liebenberg'	<i>Wachau, Austria</i>	100

ROSÉ & SKIN CONTACT WINE

Prancing Horse Skin Contact Pinot Gris	<i>Mornington Peninsula, Victoria</i>	109
Gavoty 'La Cigale' Rosé	<i>Provence, France</i>	82
Vannières Bandol Rosé (Mourvèdre/Grenache/Cinsault)	<i>Bandol, France</i>	135

RED WINE

Toolangi Pinot Noir	<i>Yarra Valley, Victoria</i>	90
Kate Hill Pinot Noir	<i>Huon Valley, Tasmania</i>	115
Joseph Faiveley Bourgogne Rouge	<i>Burgundy, France</i>	164
Antinori 'Pèppoli' Chianti Classico	<i>Tuscany, Italy</i>	112
G.D. Vajra Langhe Nebbiolo	<i>Piedmont, Italy</i>	125
Chaume Arnaud Côtes-du-Rhône Rouge 'Chaume Arnaud'	<i>Rhône Valley, France</i>	97
Hedonist 'Ecology' Shiraz	<i>McLaren Vale, South Australia</i>	88
Mt. Camel Ridge Estate Syrah	<i>Heathcote, Victoria</i>	106
Craiglee Cabernet Sauvignon	<i>Sunbury, Victoria</i>	109

DESSERT WINE

Lions de Suduiraut Sauternes 375ml	<i>Bordeaux, France</i>	89
Royal Tokaji Late Harvest 500ml	<i>Tokaj, Hungary</i>	77

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.

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
Plus Minus Prosecco ~ 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

PRIVATE DINING - LUNCH OR DINNER

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

Kate Hill Pinot Noir

Huon Valley, Tasmania

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 or the Melbourne Supper Club.

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

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>
Lunch	12.00pm – 4.00pm	12.00pm – 4.00pm
Dinner	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>
Cocktail	150	80	N/A	40
Seated	80	50	10	32



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

BOOKING CONFIRMATION & DEPOSIT

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.

Bookings are only confirmed upon receipt of a signed contract and a deposit amount \$1,000/\$2,000 paid in full. This deposit can be paid via credit card or EFT.

MINIMUM SPEND

The minimum spend required to hire a space as stated by your event manager and reflected in the booking contract, must be met across food and beverages only.
In the case that the total food and beverage bill does not equal the same as that of the minimum spend or higher, a room hire fee will be charged to make up the difference.
Additional costs such as AV, decorations, service charges or anything outside of food and beverages do not count towards the minimum spend.

PRICES & GST

All prices are inclusive of GST
Prices are subject to change
All credit card deposits or pre-payments incur a processing fee of up to 1.8%
Events held on a Sunday will incur a 15% surcharge on food and beverage items
Events held on a public holiday will incur a 20% surcharge on food and beverage items

FINAL PAYMENT

The remaining balance of your event (less the deposit) is to be paid in full on the day of your event by credit card or cash unless organised prior to the event with your event manager.
If you wish to pay the balance by EFT, funds need to be cleared into our bank account at least 48 hours prior to your event with a remittance sent to your event manager.
If you have selected beverages on consumption, final payment must be paid in full on the day of your event by credit card or cash.
For payment post-event, a credit card authorisation is required by the business at least 48 hours prior to your event and payment must be received the next business day or a 10% late payment fee will be applied to the outstanding amount.

SERVICE CHARGE

For all event bookings, an automatic 5% service charge is added by Spring Street Events.

CHANGE OF DATE

If you wish to change the date of your event after the deposit has been paid, Spring Street Events will accommodate the change providing the below conditions are met:

- The change is notified no less than 30 days prior to the event date
- The venue is available for the new proposed date
- The new date is no more than 6 months from the original date
- The date may only change once
- Minimum spends are still met (may vary from original minimum spend)

BOOKING TERMS & CONDITIONS cont.

GUEST NUMBERS

Upon booking the event, you must give an accurate as possible number of guests attending the event and keep your manager informed of any changes in the lead up to your event date. Final numbers of guests can not vary by more than 10% of the latest confirmed number of guests, within 7 days of the event.

In the case that numbers do vary by more than 10% in the 7 days prior to the event you will be charged for 50% of the last confirmed guest numbers. Final numbers must be confirmed with your events manager 2 business days prior to the booking. Once confirmed, this will be the minimum number catered and charged for. We will do our best to accommodate any last minute guest additions, but this cannot be guaranteed. Furthermore, we will not issue any refunds for any guests that do not attend the event after they have been confirmed.

MENU

Your menu selection is to be finalised no later than 21 days prior to your event. Failure to do so means that menu selections may not be guaranteed and specific requests may not be able to be accommodated. Due to seasonal availability and other circumstances beyond our control, menu options may not always be available. In such circumstances, we reserve the right to present and/or select an appropriate alternative. We will endeavour to provide 7 days notice, however in some circumstances, it may be less.

BEVERAGES

You are welcome to have your beverages charged on a consumption basis (bar tab). Please be aware we do not split bills or offer a cash bar.

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.

Up to 2 cocktails can be arranged and can be served as a round, either on arrival or at a chosen time, or to be available for the duration of the event. All events allow for 30 minutes of last drink service.

Your beverage selections are to be finalised no later than 21 days prior to your event. Failure to do so means that beverage selections may not be guaranteed and specific requests may not be able to be accommodated.

Due to seasonal availability and other circumstances beyond our control, beverage varieties may not always be available. In such circumstances, we reserve the right to present and/or select an appropriate alternative. We will endeavour to provide 7 days notice, however in some circumstances, it may be less.

DIETARY REQUIREMENTS

We cater for vegetarians, vegans, gluten free, lactose free as well as other allergies and intolerances. We do not cater to personal preferences. Replacement dishes in line with any given dietary requirements are provided on a chef's selection basis, and requirements need to be received in writing at least 7 days prior to your event. Complex and/or last minute dietary requirements, may incur additional charges. While we endeavour to accommodate meal requests for guests with food allergies or intolerances, we cannot guarantee completely allergen free meals due to the potential of trace allergens in the work environment and supplied ingredients.

EVENT DURATION

The duration of your event is outlined in the event contract. Lunch events can run anywhere between 12pm and 4pm and dinner events anytime from 6pm until 11pm. If you wish to hold an event anytime outside of these hours, additional minimum charges will apply. Guests are required to vacate the venue at the event conclusion time 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.

ENTERTAINMENT / MUSIC

We play background music in all of our venues using Spotify on iPods and if you want to connect a device to our system, you can via our AUX cable. Alternatively, you are also able to send us a Spotify link to the playlist and we can download it onto the iPod we have there. The playlist must be clearly titled with the name of your event. If you require multiple playlists to be played at specific times, you are required to have a responsible person within your party allocated to manage the timing. If you wish to organise additional music / entertainment, requests must be submitted in writing to your event manager for approval prior to booking the vendor. We will liaise with your vendors regarding access and any venue rules and regulations.

Spring Street Events is not able to accommodate DJ's and Live music in any venue without the express written consent of your event manager.

BOOKING TERMS & CONDITIONS cont.

AUDIO VISUAL

We do have a list of Audio Visual and other Equipment available for hire. Please speak to your event manager should you require equipment hire. All equipment must be booked in advance of your event as delivery and logistics need to be coordinated. We do have preferred suppliers for external equipment hire and will be happy to obtain a quote for any of your audio-visual needs. If you wish to bring in your own AV equipment, please provide detailed information to your event manager for approval.

DECORATIONS

If you wish to include more decoration, please inform your manager in advance with details of items and arrangements. The request for any additional theming or decorations must be submitted in writing to your event manager for approval at least 7 days prior to your event. Please note, we do not allow the use of glitter, rose petals or confetti of any type in any of our venues.

BYO

No food or beverage of any kind is to be brought into the venue to be consumed during the event. If you wish to apply for an exemption from this clause, you must do so in writing to your event manager.

CAKE

A celebration cake may be brought in for your event. If you would like to have the cake sliced and served, we will charge a \$7.50 per person cakeage fee.

BUMP IN AND OUT / ACCESS

Client or supplier access to the event spaces can be available 2 hours prior to and 30 minutes after the event start/end time and must be pre-arranged. Earlier access may be available depending on other bookings and must be requested in writing to your event manager at least 7 days prior to the event but may not be approved up until 48 hours prior to the event. Should an earlier access time be approved, additional fees may apply.

CLEANING FEE

An additional cleaning charge will apply should the space require extra or professional cleaning following your event. This is at the discretion of management and will be added to your final bill if deemed necessary. You may be billed up to 5 business days post event.

DELIVERIES

All deliveries to Spring Street Events must be agreed with your events manager prior to the delivery and must be delivered to the venue within the agreed upon times. Deliveries must be clearly labelled with the name and date of the event. Deliveries should be made within the bump in time allowed on the of your event, unless otherwise organised with your event manager.

LEFT OVER ITEMS

Any items brought in for the event must be removed at the completion of the event. If approved by your event manager, items may be stored at Spring Street Events for up to 24 hours after the event. If they are not collected within this time, Spring Street Events reserves the right to remove and dispose of the items.

LOST PROPERTY

Spring Street Events aims to provide a safe environment for all guests and whilst we take care of your property, Spring Street Events accepts no liability for damages or loss of items before, during or after an event.

DAMAGES

You are responsible for any costs associated with any loss or damage whatsoever incurred to any part of the premises or any equipment in the venue which is caused by you, your guests or third parties engaged by you. This includes any damage to the building, furniture or property including the cost of repair or replacement. You may be billed up to 5 business days post event.

RESPONSIBILITY / RSA

By law, all staff working with Spring Street Events have a Liquor Licensing accredited RSA and may refuse alcohol to a person or persons whom they believe to be intoxicated. Spring Street Events reserves the right to ask anyone behaving in an irresponsible or reckless manner to leave the premises.