



ST ANDREWS  
CONSERVATORY

## Cocktail Wedding Package

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Congratulations on your engagement and thank you for considering the St Andrews Conservatory as a venue for your forthcoming wedding reception.

We understand the organisation required to make your wedding day a success, which is why we offer you an all-inclusive package.



**Package A**  
\$130.00 PER HEAD

10 CHOICES FROM THE MENU



**Package B**  
\$140.00 PER HEAD

12 CHOICES FROM THE MENU



**Package C**  
\$150.00 PER HEAD

14 CHOICES FROM THE MENU

- 5.5-hour function duration
- Your chosen canape menu from our selection
- 5-hours of continuous beverage service
- Wedding cake cut, garnished and served
- Freshly brewed coffee and tea service
- Cake table and knife, gifts table
- Dance space
- 42-inch wall mounted plasma screen
- Roving microphones and lectern
- Inbuilt audio system with AUX connectivity
- Flower centerpieces and tea light candles on each table
- White table linen
- Dedicated wedding coordinator for entire evening
- Complimentary venue hire





### **Ceremony onsite**

\$500.00

*Includes room set-up, chairs, signing table and rehearsal (if required)*

The St Andrews Conservatory, with its unique décor, is an ideal place to hold your intimate wedding ceremony. The glass ceiling and large windows provide the illusion of being outdoors, therefore no matter what the weather decides to do, you can feel comfortable in the Conservatory.

After your ceremony, you can take advantage of the many photo opportunities on our doorstep, including the surrounding historic buildings and beautiful Carlton Gardens. Your guests will be directed into the front of our Hotel, conveniently remaining in the one place, where they can relax until your reception begins.



## Cocktail Wedding Package Menu

Our cocktail packages allow you to select a large quantity of exciting and substantial items off our canapé menu which will leave your guests both satisfied and impressed.

*Crispy fried prawn tails with lime and fried parsley served in a tobasco and tomato dressing*

## COCKTAIL WEDDING PACKAGE – MENU

### COLD SELECTIONS

- Fresh Oysters – (GF)
  - served natural
  - served with nam-jim dressing
  - served as a “bloody mary” shooter
- Sushi rolls – (GF)
  - Crab omelette
  - Spicy prawn
  - Vegetarian (VG)served with wasabi, pickled ginger and soy sauce
- Light rye, smoked salmon, rocket and lemon mascarpone roulade
- Truffled Persian Fetta, marinated mushroom and rocket bruschetta (V)
- Roasted beetroot and peach bruschetta with crumbled Persian style macadamia fetta (VG)
- Citrus cured Kingfish ceviche with vodka, coriander and chilli (GF)
- Local scallops served in the shell with asian coleslaw and japanese mayonnaise (GF)
- Peking duck pancakes with hoison and sesame seed dipping sauce
- Vietnamese vegetarian rice paper roll, vermicelli noodles, mint and nuoc cham (GF) (V)
- Satay chicken, coriander and mint rice paper roll with hoison dressing (GF)

### SERVED IN A BOWL

- Marinated Thai beef salad with bean shoots, chili, Asian greens and spicy nam jim (GF)
- Citrus dusted calamari served on a tropical fruit compote with salad leaves and dill dressing (GF)
- Crumbed flathead goujons served with crispy fat chips and a saffron aioli
- Risotto of shaved smoked chicken, roasted sweet corn, basil and goats cheese (GF)
- Risotto of roasted sweet potato, sweet corn, basil and goats cheese (GF) (V)
- Gnocchi in a slowly braised lamb shoulder ragu, topped with gremolata
- Mild green chicken curry with coriander and bamboo shoots served on a bed of saffron rice sprinkled with golden shallots (GF)
- Eggplant and sweet potato yellow curry on a bed of saffron rice sprinkled with crispy shallots (GF, VG)



## COCKTAIL WEDDING PACKAGE – MENU

### HOT SELECTIONS

- Smokey mozzarella, mint, crushed pea and parsley arancini with a spicy chipotle aioli (V)
- Red quinoa, mushroom and mint arancini with a sweet potato and caramelized onion dipping sauce (VG)
- Individual zucchini, kale and sweetcorn fritters topped with tomato jam (GF, VG)
- Chicken, mushroom and spinach mini pie
- Lamb and rosemary mini pie
- Portuguese marinated chicken skewers with a cumin and chilli oil dressing (GF)
- Crispy fried prawn tails with lime and fried parsley served in a tobasco and tomato dressing
- Seared Canadian scallop with white bean puree, truffle oil and sprinkled with pancetta dust (GF)
- Mini beef burger with cheddar cheese, onion jam and bush tomato chutney on brioche bun
- Mini vegan burger with beetroot, white bean, red quinoa and dukkah patty, Persian style macadamia fetta, lettuce, chilli jam (VG)
- Spicy pork and chilli corn slider with crème fraiche and corn salsa
- Marinated lamb, haloumi and chorizo skewer topped with mint yoghurt (GF)
- Mini lamb koftas topped with a ginger and cucumber yoghurt (GF)
- Master stock pork belly with a Chinese caramel sauce (GF)
- Steamed Vegetarian dumpling served with an Asian dipping sauce (V)
- Tartlet of wild mushrooms, goats curd and asparagus spears (V)

### DESSERTS

- Assortment of petite fours
- Seasonal fresh fruit buffet
- Local and imported cheese buffet

Your wedding cake can be cut and individually plated as dessert.

*Freshly brewed coffee and a selection of teas (included).*



*“With our expertise and a genuine interest in the way you want your wedding to be, our dedicated wedding coordinator will work with you every step of the way to create an experience that is uniquely yours.”*

Management and staff strive to ensure that all wedding receptions run smoothly and that all your guests have a wonderful and memorable evening, so you can relax and enjoy an occasion you’ll remember forever.



*Smokey mozzarella, mint, crushed pea and parsley arancini with a spicy chipotle aioli (V)*

## COCKTAIL WEDDING PACKAGE – BEVERAGES

### TAP BEERS

Carlton Draught

Fat Yak Pale Ale

Stella Artois

Bonamy's Apple Cider

Cascade Premium Light (bottled)

### SPARKLING

Chevalier Blanc de Blanc, France

La Zona Prosecco, King Valley, Victoria (vegan)

### ROSÉ

Angas & Bremer Sangiovese Rosé, Langhorne Creek, SA

### WHITE

T'Gallant "Juliet" Moscato, Mornington Peninsula, VIC

Kilikanoon Skilly Valley Pinot Gris, Clare Valley, SA (vegan)

Chrimont Riesling, King Valley, VIC

Run Riot Sauvignon Blanc, Marlborough, NZ

T'Gallant Cape Schanck Pinot Grigio, Mornington Peninsula, VIC

Delatite High Ground Chardonnay, Mansfield, VIC

### RED

Chain of Ponds Pinot Noir, Adelaide Hills, SA (vegan)

Cape Margaret Cabernet Sauvignon, Margaret River, WA

Bud Burst Shiraz, Barossa Valley, SA

Finca Enguera Tempranillo, Valencia, Spain (organic, vegan)

Jed Malbec, Mendoza, Argentina

### SOFT DRINKS

Coke, Sprite, Lift, Diet Coke, Soda Water, Mineral Water, Lemon, Lime & Bitters

### JUICES

Orange, Apple, Pineapple, Cranberry, Tomato

*\*Spirits are not included in the function fee but can be purchased at the bar by guests*

*\*Beverages are subject to seasonal changes*

### **Additional Services**

Package extension –

\$10.00 per person, per hour.

Includes venue hire, staff and beverages

Include basic spirits - \$15.00 per person

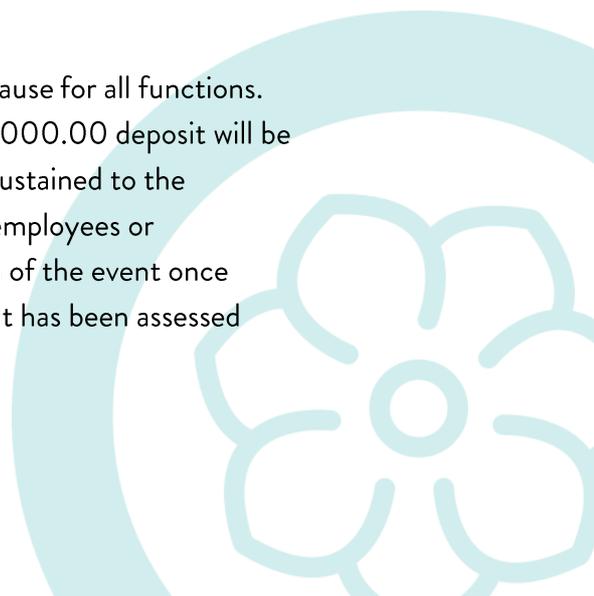
(Chivas Regal, 666 Vodka, Tanqueray Gin,

Plantation Rum, Maker's Mark, Jack Daniels)



## COCKTAIL WEDDING PACKAGE – TERMS & CONDITIONS

1. A minimum spend of \$12,000.00 (twelve thousand dollars) is required to secure a **Saturday**. A minimum spend of \$8,000.00 (eight thousand dollars) is required to secure a **Friday or Sunday**.  
*Please note: minimum spends are negotiable on weekdays (Mon – Thurs) and between the months of May and September.*
2. A deposit of \$1,000.00 (one thousand dollars) is required within two weeks of confirming the function date and is payable by cash, cheque, credit card or bank transfer.
3. A second deposit payment of \$2,000.00 (two thousand dollars) is required 6-months prior to the function date and is payable by cash, cheque, credit card or bank transfer. *Please note the entire deposit is non-refundable if a function is cancelled less than 6 months before the function date as per our cancellation policy outlined in the attached Function Agreement.*
4. Final guest numbers are required 7 (seven) days prior to the event. Any guest cancellations after this time cannot be accommodated.
5. Entertainment is restricted to either iPod or MP3 playlists, DJ's, or acoustic bands\*. The Conservatory is equipped with an in-house audio system complete with surround sound. You may bring your compatible music device to connect to the audio system and have full control of your music throughout your event.  
*Please note that any instrument that cannot be connected to our sound system is not permitted in the venue (e.g. percussion instruments such as bongos, drums, gongs, cultural instruments or saxophones). Allowances can be made for bands with electronic drum kits and saxophones, however these must be approved by us prior to being booked.*  
\*for further information regarding band allowances, please enquire directly.
6. Crew meals (DJ's, Band members, photographers etc.) can be catered for at a reduced price.
7. A bond is required under the "Damage to the Venue" clause for all functions. Function organisers are financially responsible. Your \$1,000.00 deposit will be used as a bond to be held against any damages or theft sustained to the premises or equipment by you, your guests or invitees, employees or contractors. The bond is fully refunded upon conclusion of the event once management's inspection of the premises and equipment has been assessed and clearance granted.



## CLIENT (PERSON / COMPANY):

Name: \_\_\_\_\_ (the Client) Date of Function: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Type of Catering: \_\_\_\_\_

**DURATION OF FUNCTION:**

The duration of a function is either defined by the function package chosen or by the function coordinator. Please note, we cannot guarantee that the function period can be extended if this later becomes necessary.

The latest finishing times are 12.00am Monday – Saturday and 11.00pm Sundays.

- The maximum duration of this function is \_\_\_\_\_ hours and the finishing time is \_\_\_\_\_ am/pm.

**FUNCTION FEE:**

The function fee is:

\$\_\_\_\_\_ per function guest for food only with beverages payable on consumption; or

\$\_\_\_\_\_ per function guest for a food and beverage package.

Minimum spend requirements are applicable and dependent on the type of function, day of the week and time of year the function is being held as stated in the function packages.

- A minimum spend of \_\_\_\_\_ total (incl GST) is required to secure to the Client the exclusive use of The “Conservatory” on this date.

If the minimum spend quoted for the function is not met, the additional charge will become the room hire fee and will be payable on completion of the function.

The Function Fee is payable as follows:

- An initial deposit of \$1,000.00 payable upon the signing of this agreement.
- A second deposit of \$2,000.00 payable 6 months prior to function date (weddings only).
- The balance of the function fee is payable 5 working days prior to the function date by \_\_\_\_\_ cash, direct deposit or credit card.

The Venue applies a Payment Processing Fee of 1.5% including GST to all Master Card, Visa Card and AMEX transactions. This Payment Processing Fee reflects the Merchant Service Fee costs associated with accepting major cards. The Venue engages an independent 3rd party to provide this service and does not profiteer from any Payment Processing Fees received.

Final guest numbers are required 7 days prior to your function. This number will form the basis for your final balance. After payment has been processed, no refunds will be offered should your numbers decrease, or you experience no shows on the day of the function.

Should payment not be received by the due date, the Venue reserves the right not to proceed with the function. Beverages on consumption tabs must be paid upon conclusion of the event.

**BEVERAGES:**

Beverages consist of tap beer, bottled wine, soft drinks and juices as stated in the function packages and are included in the function fee only when an all-inclusive package has been selected.

When an all-inclusive package has not been selected, beverages are charged on a consumption basis at current bar prices with a minimum spend applicable.

Additional beverages may be purchased by guests at the bar at current bar prices.

**ROOM HIRE FEE:**

A \$330.00 room hire fee (incl GST) is a part of all function charges unless already stated to be included in a function package.

- Room hire fee is applicable / non-applicable.

To host your wedding ceremony onsite in addition to a wedding reception package, an additional \$500.00 room hire fee (incl GST) is applicable (weddings only).

**STAFF AND SECURITY:**

The Venue will provide adequate waiting, bar and reception staff included in all packages.

Particular functions may require additional security. This will be decided at the discretion of the Venue management and will be charged to the client prior to the event proceeding.

- Security is applicable / non-applicable

**ENTERTAINMENT:**

Entertainment is restricted to either iPhone or MP3 playlists, DJ's and small acoustic bands only\*. Unfortunately, residential restrictions prohibit larger bands from performing at the premises.

DJ's and all band instruments must be connected into our sound system as we reserve the right, in our absolute discretion, to alter the volume setting at any time. Please note that any instrument that cannot be connected to our sound system is not permitted in the venue (e.g. percussion instruments such as bongos, drums, gongs, cultural instruments or saxophones). \*for further information regarding band allowances, please enquire directly.

Bands must be pre-approved by the Venue, with our prior consent and then only in accordance with the terms of that consent we reserve the right, in our absolute discretion, to alter the volume setting at any time

**DECORATIONS AND FLORAL ARRANGEMENTS:**

The Venue will supply floral arrangements that are standard for each function as stated in the function packages and discussed with the function coordinator. Arrangements that may be required by the Client will be at the Client’s direct expense.

**ADDITIONAL CONDITIONS:**

**1. Price Increase:**

If the period between the date of this Agreement and the function date is more than 6 months, The Venue may at its discretion increase the fee payable in the same proportion as the increase in the Consumer Price Index for Melbourne published by the Australian Bureau of Statistics between the date of the Agreement and the date upon which The Venue proposes to increase the fee payable under this clause (“price increase”). In some cases, these price increases are already stated in the function packages.

The Venue will give written notice to the client prior to imposing a price increase.

**2. Cancellation:**

If the client cancels the function less than six (6) months before the function date the entire deposit will be forfeit to The Venue.

If the client cancels the function less than twelve (12) months but more than six (6) months before the function date 50% of the deposit will be forfeit to The Venue.

If the client cancels the function more than twelve (12) months before the function date the deposit will be refunded in full to the client less \$50.00 retained by The Venue as an administration fee.

In the event of Government restrictions prohibiting the function to proceed on the scheduled date, the Venue will refund in full all deposits paid to the Client or agree to post-pone the function and transfer all deposits paid to a new available date selected by the Client.

**3. Damage to the Venue:**

The client accepts responsibility for any damage, theft, breakage or vandalism to the venue, its surrounds, fittings and equipment caused by you, your guests or invitees, employees or contractors and you will, on demand, pay the full amount for any repairs, replacements or other financial loss resulting from that damage.

The venue does not accept any responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.

**4. Right to exclude:**

We reserve the right to exclude or eject any person or persons from the premises for any reason whatsoever without liability.

It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards.

**5. External service providers:**

You may only engage another person to provide a service at the venue in connection with your function with our prior consent and providing that person holds insurance which is satisfactory to us. Our consent may be withheld in our absolute discretion.

**6. Use of The Venue:**

You cannot use the venue for any purpose other than the Type of Function stated. You will comply with our directions and policies in respect of your use of The Venue and your use of The Venue must not obstruct ordinary business activities in any other area of the premises of which the venue forms a part. We reserve the right to veto the use of any unauthorized photographs or film shot in or around The Venue.

**7. Indemnity:**

The client indemnifies JAMAER Pty Ltd for any loss or damage sustained or suffered by JAMAER Pty Ltd as a result of the actions of the function guest and/or any third-party service providers.

The client indemnifies The Venue against all loss and damages suffered or incurred by any guest including but not limited to personal injury damage to property and economic loss unless that loss or damage is suffered as a direct result of the negligence of The Venue.

The Venue is not liable for any loss or damage suffered or incurred by the client or any other person that such loss or damage is due to circumstances beyond the control of The Venue including acts of God, strikes and power failures.

**SIGNATURES:**

Signed by/for the Client on     /     /

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Client

Signed by/for The Venue on     /     /

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The Venue // St Andrews Hotel - Fitzroy





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