



ST ANDREWS
CONSERVATORY

Corporate Cocktail Package

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COCKTAIL CORPORATE PACKAGE

Thank you for considering the St Andrews Conservatory as the venue for your forthcoming function or event.

Our finger food prices start from \$30.00 per head and include a large selection of different and exciting hot and cold food choices.



8 Choices
\$30 PER HEAD



10 Choices
\$40 PER HEAD



12 Choices
\$50 PER HEAD

To secure the Conservatory a room hire fee of \$330.00 is applicable and includes the following:

- 5.5-hour maximum function duration
- Freshly brewed coffee and tea service
- Dance or lounge space (if required)
- 42-inch wall mounted plasma screen
- Roving microphones and lectern
- Inbuilt audio system with AUX connectivity
- Portable data projector and pop-up screen
- Flower centerpieces and tea light candles on each table
- White table linen

Beverages are charged on a consumption basis at our bar prices and can either be purchased by guests for each individual beverage or placed on an account for the host to pay (bar tab).

Please note we require a minimum spend of \$25.00 per person on beverages.

**This package is not available on Fridays and Saturdays during December (including the last Friday in November).*

COCKTAIL CORPORATE PACKAGE – ALL INCLUSIVE

If you prefer, we are happy to offer you an all-inclusive package that includes food, beverages and room hire for a set price per person.



Package A

\$70 PER HEAD

8 CHOICES FROM THE MENU



Package B

\$80 PER HEAD

10 CHOICES FROM THE MENU



Package C

\$90 PER HEAD

12 CHOICES FROM THE MENU

- 5.5-hour maximum function duration
- Your chosen canapé menu from our selection
- 5-hour beverage package
- Freshly brewed coffee and tea service
- Dance or lounge space (if required)
- 42-inch wall mounted plasma screen
- Roving microphones and lectern
- Portable data projector and pop-up screen
- Inbuilt audio system with AUX connectivity
- Flower centerpieces and tea light candles on each table
- White table linen
- Complimentary room hire



COCKTAIL CORPORATE PACKAGE - MENU

COLD SELECTIONS

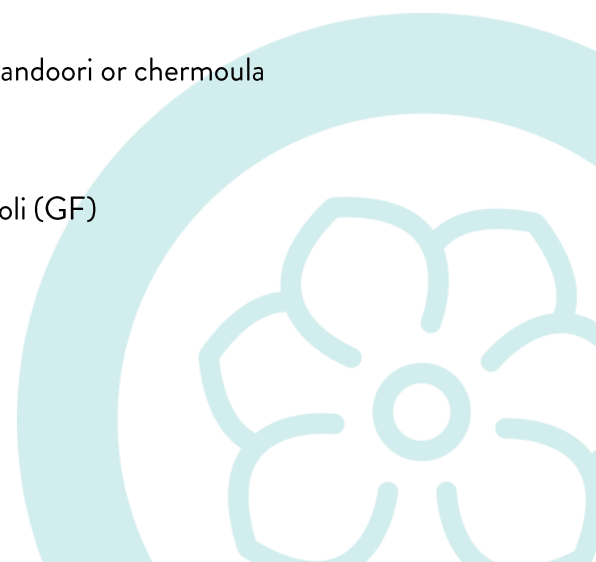
- Oysters served natural or with a tomato, chilli & coriander dressing (GF)
- Smoked salmon, rocket and lemon mascarpone rolls
- California sushi rolls with wasabi, pickled ginger and soy (GF)
- Tomato, basil, pesto and fetta bruschetta topped with balsamic reduction (V)
- BBQ chicken and spring onion wraps with plum sauce (GF)

SERVED IN A BOWL

- Thai beef salad (GF)
- Wild mushroom risotto (GF, V)
- Spinach and ricotta ravioli with tomato ragu (V)
- Gnocchi with chicken pieces in a creamy pesto sauce
- Chilli and salted calamari with garlic aioli (GF)

HOT SELECTIONS

- Portuguese chicken skewers served with a cumin and chilli oil dressing
- Lamb or beef skewers marinated in either black bean, tandoori or chermoula served with minted yoghurt (GF)
- Garlic and herb prawn skewers with a lime & pepper aioli (GF)
- Samosas with condiments (V)



COCKTAIL CORPORATE PACKAGE – MENU

- Cocktail spring rolls with condiments (V)
- Mini dim sims with condiments (V)
- Pizza
 - sundried tomato, garlic, oregano and mozzarella (V)
 - grilled chicken, caramelised onion and bacon
 - mild salami, mushroom, olives, onion and mozzarella
- Mini cheese burgers with bush tomato chutney
- Home-made sausage rolls with condiments
- Thai chicken sausage rolls with condiments
- Roasted red pepper, pumpkin and fetta arancini with sundried tomato mayonnaise (V)
- Stuffed button mushrooms with blue cheese and pinenut (V)
- Corn crusted chicken strips with spicy mango sauce
- Grilled spicy chorizo sausage with sweet tomato relish (GF)
- Fish fillets crumbed in smoked paprika with a preserved lemon tartare sauce

DESSERTS

- Seasonal fruit buffet
- Local cheese buffet

Selection of teas & freshly brewed coffee (included)



COCKTAIL CORPORATE PACKAGE – BEVERAGES

Beverages included in the all-inclusive function fee are listed below.

Additional beverages may be purchased at bar prices for each individual beverage.

TAP BEERS

Carlton Draught

Fat Yak Pale Ale

Stella Artois

Bonamy's Apple Cider

Casacade Premium Light (bottled)

Additional Services

Include basic spirits - \$15.00 per person
(Chivas Regal, 666 Vodka, Tanqueray Gin,
Plantation Rum, Maker's Mark, Jack Daniels)

SPARKLING WINE

Rothbury Estate Cuvee Brut

BOTTLED WINE

Rothbury Estate Chardonnay

Rothbury Estate Sauvignon Blanc

Rothbury Estate Cabernet Merlot

Rothbury Estate Shiraz Cabernet

SOFT DRINKS

Coke

Sprite

Lift

Diet Coke

Soda water

Lemon, lime and bitters

JUICES

Orange

Apple

Pineapple

Cranberry

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



COCKTAIL CORPORATE PACKAGE - TERMS & CONDITIONS

1. A minimum spend of \$8,000.00 (eight thousand dollars) is required to secure a Saturday. A minimum spend of \$5,000.00 (five 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. Final guest numbers are required 7 (seven) days prior to the event. Any guest cancellations after this time cannot be accommodated.
4. 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.
5. Crew meals (DJ's, Band members, photographers etc.) can be catered for at a reduced price.
6. 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.



FUNCTION AGREEMENT

Function Provider – JAMAER Pty Ltd ATF The Jamaer Trust T/AS St Andrews Hotel – Fitzroy (**the Venue**)

ABN 29 810 361 372

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 / /

Client

Signed by/for The Venue on / /

The Venue // St Andrews Hotel - Fitzroy





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