

Image courtesy of
DUÛET Weddings



COCKTAIL WEDDING PACKAGE



ST ANDREWS
CONSERVATORY

CREATING SPECIAL MEMORIES

“We had so many compliments from our guests. The service was impeccable and the food was amazing. If there was ever a problem on the night, we didn’t know about it, they took care of EVERYTHING and it made the night go smoothly and run well! These guys are absolutely incredible to book with and make your wedding day super special and enjoyable! They do weddings all the time but made me feel like I was their first Bride and made my husband and I feel so special.”

Rylie O.
VIA EASYWEDDINGS.COM.AU





Image courtesy of
Finder Seeker Photography

*Congratulations on your engagement and thank you for considering the **St Andrews Conservatory**.
We understand the organisation required to make your wedding day a success, which is why we offer you an all inclusive package.*

PACKAGE A

\$160 per person

*CHOOSE ANY **10** CANAPÉ OPTIONS
+ **2** SUBSTANTIAL CANAPÉS*

PACKAGE B

\$180 per person

*CHOOSE ANY **12** CANAPÉ OPTIONS
+ **3** SUBSTANTIAL CANAPÉS*

BOTH PACKAGES INCLUDE THE FOLLOWING:

- 5.5- hour function duration
- Your chosen canape menu - page 5
- 5-hour premium beverage package - page 9
- Drinks menus displayed on bar
- Your wedding cake cut & served on roving platters
- Freshly brewed coffee & tea service
- Gifts table, cake table & knife
- Easels for signage
- Dance space
- 42-inch wall mounted plasma screen
- Roving microphones & lectern
- Inbuilt surround sound audio system with AUX connectivity
- Fresh seasonal flower centrepieces & tea light candles on each table
- White or black table linen
- Dedicated Wedding Coordinator for the entire evening
- Venue hire included (no extra charge)



Image courtesy of
Tizia May Photography

CEREMONY ONSITE

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.

\$800.00 - FLAT RATE

*Includes room set-up, chairs,
signing table with white or black linen,
rehearsal prior to the wedding day (if required),
surround sound speaker system with AUX connectivity*







MENU

COLD CANAPÉS

Smoked Leg Ham, *olive and rosemary toast, cheddar cheese, rocket, pickles*

Prosciutto Wrapped Melon Wedges, *pistou (GF)*

Natural Pacific Oysters, *sauce mignonette, EVOO (GF)*

Hand Cut Smoked Salmon, *potato blini, garlic aioli, caper, shallot, lemon and parsley salsa*

Tuna Tartare, *avocado, lemon, chives, melba toast*

Panko Prawn California Roll, *caviar, kewpie mayonnaise, soy sauce*

Onion and Cream Cheese Tart, *tomato, basil, olive sand, red vein sorrel (V)*

Braised Leek And Spring Onion Frittata, *comté cheese, aioli (GF, V)*

HOT CANAPÉS

Baked Scallop, *Jerusalem artichoke, truffle vinaigrette*

Panko Crumbed Prawns, *avocado salad, Thousand Island dressing, tomato petal*

Southern Fried Chicken Slider, *coleslaw, American cheese*

Chicken Karaage, *sticky soy glaze, toasted sesame seeds, spring onion, kewpie mayonnaise*

Portuguese Marinated Chicken Skewers, *cumin and chilli dressing*

House Made Peking Duck Pancakes, *cucumber, spring onion, hoisin dipping sauce*

House Made Lamb Kofta, *cucumber and mint yoghurt*

Beef and Burgundy Pie, *smoked tomato ketchup*

Pork Belly with a *Chinese caramel sauce (GF)*

Salt and Pepper Halloumi, *spicy chipotle mayonnaise (V, GF)*

Red Wine, Radicchio and Sundried Tomato Arancini (V)

Baked Mushroom and Truffle Tartlets, *nori dust, aioli (V)*

Vegetarian Dumplings, *black vinegar, pickled chilli (V)*

Crispy Korean Tofu, *kewpie mayonnaise (VG, GF)*

Corn And Zucchini Fritters, *red elk, mint mayonnaise (VG, GF)*

SUBSTANTIAL CANAPÉS

Prawn Cocktail, *shredded iceberg lettuce, Marie rose, baby radish, cucumber, chives (GF)*

Fish And Chips, *battered flathead, chips, tartare sauce, lemon*

Fried Calamari, *wild rocket, green chilli, lemon, aioli (GF)*

Orecchiette Al Ragu, *beef Bolognese, truffled mushrooms, Grana Padano*

Mini Cheeseburger, *cheddar cheese, pickles, house ketchup, aioli, chips*

Spicy Pulled Pork Slider, *homemade corn and pea slaw, chips*

Fried Chicken Taco, *jalapenos, onion and tomato salsa, coriander*

Pasta Primavera (V) *ADD Chicken optional*

White Wine and Soft Herb Risotto, *lemon, parmesan (V, GF)*

Stuffed Ox Heart Tomato, *rice pilaf, curry leaf (V)*

Middle Eastern Eggplant Ragu, *minted cous cous, spring onion, coriander (VG)*



LATE NIGHT SNACK OPTIONS

25 pieces of any 1 x item - \$140 flat rate

Homemade Pork & Fennel Sausage Rolls, *tomato ketchup*

Cheeseburger Spring Rolls, *smoked tomato ketchup*

Sicilian Style Pizza, *Margherita (V) OR
Pork, Fennel and Red Onion (white base)*

GRAZING STATIONS

(min 50 people)

Charcuterie Table - \$12 per person

Premium Charcuterie Table - \$15 per person

Dessert & Petit Four Table / Roaming - \$15 per person

Seasonal Fresh Fruit Buffet - \$10 per person

OPTIONAL EXTRAS

Champagne & Caviar on arrival
\$30 per person (min 20 people)

Oyster Station - POA

Ice Cream & Gelati Cart - POA



Image courtesy of
Riverside Creative





Image courtesy of
Brit Trim Photography

BEVERAGES

TAP BEER

Carlton Draught
Pirate Life Pale Ale
Stella Artois
Bulmers Apple Cider
Cascade Premium Light *(bottled)*
Holsten Alcohol Free 0.0%
(bottled)

SPARKLING WINE

Chevalier Blanc de Blanc, France
La Zona Prosecco, King Valley,
Victoria *(vegan)*

ROSÉ

Angas & Bremer Rosé, SA

WHITE WINE

Chalkhill Blue Moscato, SA
Angove Pinot Gris,
Mclaren Vale, SA
Kilikanoon “Killerman’s Run”
Riesling, *Clare Valley, SA*
Below the Clouds Sauvignon
Blanc, *Marlborough, NZ*
Chain of Ponds Novello Pinot
Grigio, *Adelaide Hills, SA*
Chain of Ponds Miller’s Creek
Chardonnay, *Adelaide Hills, SA*

RED WINE

Holm Oak “The Protégé”
Pinot Noir, *Tasmania*
Cape Margaret Cabernet
Sauvignon, *Margaret River, WA*
Bud Burst Shiraz,
Barossa Valley, SA
Casa Lluch Tempranillo,
Valencia, Spain (organic, vegan)
The Matador Grenache,
Barossa Valley, SA

JUICES

Orange
Apple
Pineapple
Cranberry

SOFT DRINKS

Coke
Coke No Sugar
Sprite
Lift
Soda Water
Tonic
Dry Ginger Ale
Lemon, Lime & Bitters
Sparkling Mineral Water

ADDITIONAL SERVICES

COCKTAILS

\$12 PER COCKTAIL

Mojito (Classic, Strawberry or Passionfruit)

White rum, lime, mint, flavoured liqueur

Mango Daiquiri

White rum, lime, mango liqueur

Strawberry Daiquiri

White rum, lime, strawberry liqueur

Cucumber and Elderflower Daiquiri

White rum, elderflower liqueur, lime, cucumber

Watermelon and Mint Daiquiri

White rum, watermelon liqueur, mint, lime

Margarita

Tequila, Cointreau, lime

Negroni

Malfy Gin, Campari, sweet vermouth

Tequila Paloma

Tequila, lime, grapefruit liqueur

Kiki Beach

Passionfruit vodka, Chambord, lime, fresh strawberries

Max 2 options - minimum quantity 20

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FROZEN COCKTAILS

\$15 PER COCKTAIL

Mango Daiquiri, Strawberry Daiquiri, Margarita, Piña Colada, Frosé, Gin Granita

INCLUDE BASIC SPIRITS

\$15 PER PERSON

Chivas Regal, Stolichnaya Vodka, Stolen Rum, Tanqueray Gin, Makers Mark, Jack Daniels

PACKAGE EXTENSION

POA

Includes venue hire, staff and beverages.



*Image courtesy of
Lost in Love Photography*





WEDDING TERMS, CONDITIONS, FAQ'S

MINIMUM SPENDS

A minimum spend of \$14,000.00 (fourteen thousand dollars) is required to secure a Saturday. A minimum spend of \$10,000.00 (ten thousand dollars) is required to secure a Friday or Sunday. Please note: minimum spends are negotiable on weekdays (Mon – Thurs) – please enquire directly.

Please note a 10% surcharge applies on Sundays and a 15% surcharge on public holidays.

DEPOSITS / PAYMENTS

Initial Deposit - An Initial deposit of \$2,000.00 (two thousand dollars) is required no later than two weeks after confirming the function date and is payable by cash, credit card or bank transfer. This Initial deposit is non-refundable and non-transferable.

Progress Payment - A progress payment of \$3,000.00 (three thousand dollars) is required 6-months prior to the function date and is payable by cash, credit card or bank transfer. Please note the progress payment 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.

Final Payment - Payment in full (less Initial deposit and progress payment) is required 5-business days prior to your function date and is payable by cash, credit card or bank transfer.

FINAL NUMBERS

Final guest numbers are required 7 (seven) business days prior to the event. Any guest cancellations after this time cannot be accommodated.

MUSIC / ENTERTAINMENT

Entertainment is restricted to either AUX connection (iPod, iPhone, Android playlist), 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. The music must be turned off when the bar closes.

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/drums 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.*

DIETARY REQUIREMENTS

All dietary requirements must be confirmed with your final numbers 7-business days prior to your event.

We aim to provide suitable options for all dietary requirements but if there is something you are concerned about please speak with our Events Team directly.

BOND

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.

EXTERNAL SUPPLIER ACCESS / BUMP-IN - BUMP-OUT

Bump-in times vary from day to day so please enquire directly for the earliest set-up time for your event. It will always be a minimum of 2-hours prior to event start time.

Bump-out can be arranged immediately following the event or for the next day.

A full list of your external suppliers and their contact information must be supplied to the venue with your final numbers.

We may book another event on the same day as your function providing that the event concludes 2-hours prior to your function start time.

VENDORS

Vendor meals (DJ's, Band members, photographers etc.) can be catered for at a reduced price.

ACCESSIBLE VENUE

Our venue is fully accessible including a separate accessible restroom located in the front of the Hotel.

PARKING

We do not have onsite parking. Parking is available on Nicholson St or we recommend the undercover carpark at the Melbourne Museum which is a very short stroll from the venue.

RECOMMENDED SUPPLIERS

We have a full list of external suppliers we love and trust. From music, to styling, to furniture hire. Just ask and we'll send it your way.

VENUE CAPACITY

We cater for cocktail and seated events and can adjust the space to suit your needs. For smaller events we are able to manipulate the space to create an intimate atmosphere.

Cocktail / standing event - 160max (with dance space)

Seated event - 120max (with dance/mingling space) or 140max (without dance space)

VIEWINGS

Appointments are essential to tour the space.

We usually have plenty of viewing times available on a Saturday afternoon and can also do midweek day/evenings. Call or email our friendly team to make an appointment.

TENTATIVE BOOKINGS

At or following your viewing we are more than happy to take a tentative booking for your preferred date and can hold this for a maximum of two weeks. To secure the date, a \$1,000 deposit is required.

CHILDREN

Children and minors are welcome to attend your event provided they are accompanied by parent or legal guardian for the entire duration. We have separate pricing options for children's meals, please enquire directly for further information.



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) Address: _____

Tel: _____ Email: _____

Date of Function: _____ 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:

WEDDINGS:

- An initial deposit of \$2,000.00 (non-refundable & non-transferable) is payable upon the signing of this agreement.
- A progress payment of \$3,000.00 (non-refundable) is 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.

FUNCTIONS/EVENTS:

- An initial deposit of \$1,000.00 (non-refundable & non-transferable) is payable upon the signing of this agreement.
- The balance of the function fee is payable 5 working days prior to the function date by cash, direct deposit or credit card.

A 10% surcharge applies on Sundays and a 15% surcharge on public holidays.

The Venue applies a Payment Processing Fee of 1.65% including GST to all Master Card and Visa Card transactions and to all Debit Card 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 business 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 \$440.00 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 \$800 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 DJ's and 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/drums 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.



FUNCTION AGREEMENT

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/Postponement of Event:

Written notification by the client is required for a cancelled event.

Where the client cancels the event with less than six (6) months' notice before the event date, the entire progress payment will be retained by The Venue.

Where the client cancels the event within 14-days of the event date - 100% of the minimum spend for that date (based on the agreed minimum spend detailed in the Function Agreement) shall be payable to or retained by the Venue.

Where the client cancels the event with more than 14-days' notice (but less than 6-months' notice) of the event date - 70% of the minimum spend for that date (based on the agreed minimum spend detailed in the Function Agreement) shall be payable to or retained by the Venue.

Written notification by the client is required in order to postpone the event.

The Venue will attempt to re-book the event on an alternate date, subject to availability and another deposit payment of \$2,000 will be payable. Postponement within 6 months of the event date is considered, to the extent permitted at law, as a cancelled event.

Acknowledgement regarding cancellation and postponement:

The parties acknowledge that provisions in this Clause 2. are reasonable and necessary (especially in the Venue's particular industry) for the protection of the Venue's proprietary and legitimate commercial interests.

3. Independent Legal Advice:

Each party warrants that it has:

- been given an adequate opportunity to read this Function Agreement;
- understood the extent and nature of its obligations under this Function Agreement before executing it; and
- received independent legal advice about this Function Agreement or otherwise waived its rights to do so.

4. 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, theft of or loss of merchandise or personal belongings 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.

5. 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.

6. 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.

7. 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.

8. 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



Image courtesy of
Brit Trim Photography



ST ANDREWS
CONSERVATORY