



*Image courtesy of
Motta Weddings*

SEATED WEDDING PACKAGE



CREATING SPECIAL MEMORIES

“We could not recommend more! From our very first meeting, the team at St. Andrews, went above and beyond to accommodate what we wanted on our special day. Nothing ever seemed too difficult, they were always responsive and made us feel totally at ease. The venue setup was perfect, and everything ran on time. Our guests are still talking about how wonderful the food, drinks, venue and staff were. This venue was an absolute standout - it’s naturally beautiful, very affordable with no hidden costs and you absolutely get your money worth tenfold!! We wish we could relive the night over and over. Thanks again”

Emily D.
VIA EASYWEDDINGS.COM.AU

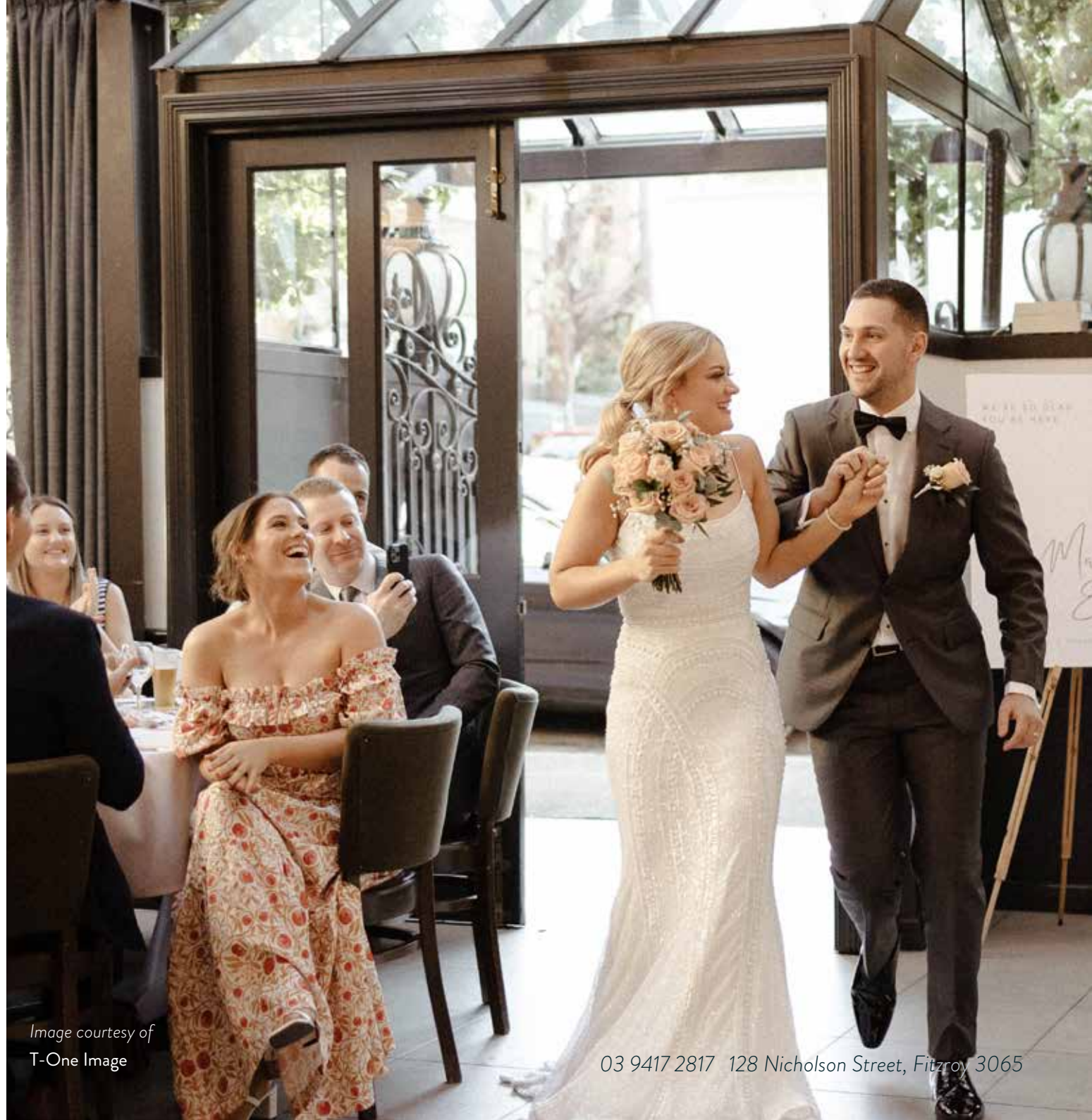


Image courtesy of
T-One Image



Image courtesy of
Motta Weddings

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.

ALL PACKAGES INCLUDE THE FOLLOWING:

- 6.5-hour function duration*
- Fresh seasonal flower centrepieces & tea light candles on each table
- Black or white table linen & linen napkins
- Personalised printed menus
- Drink menus
- Dance space
- Cake table & knife
- Gifts table
- Easels for signage
- 42-inch wall mounted plasma screen
- Roving microphones & lectern
- Inbuilt surround sound audio system with AUX connectivity
- Dedicated Wedding Coordinator for entire evening
- Venue hire included (*no extra charge*)

*beverage service ends 30 mins before function finish



*Images courtesy of
Lost in Love Photography*

CLASSIC PACKAGE

3 - COURSE

\$175 per person

6-hour beverage package - page 8

3 canapes pp roaming on arrival

Artisanal bread rolls & local cultured butter

2 entrées served alternate drop

2 mains served alternate drop

Mains accompanied by seasonal leaf salads

Your wedding cake cut, garnished (*if desired*)

& served individually as dessert

Freshly brewed coffee & tea service

ADD antipasto platters on arrival - \$18pp

ADD extra side dish - \$5pp

ADD 2 desserts served alternate drop - \$15pp

ADD seasonal fruit and local cheese platters to finish - \$15pp

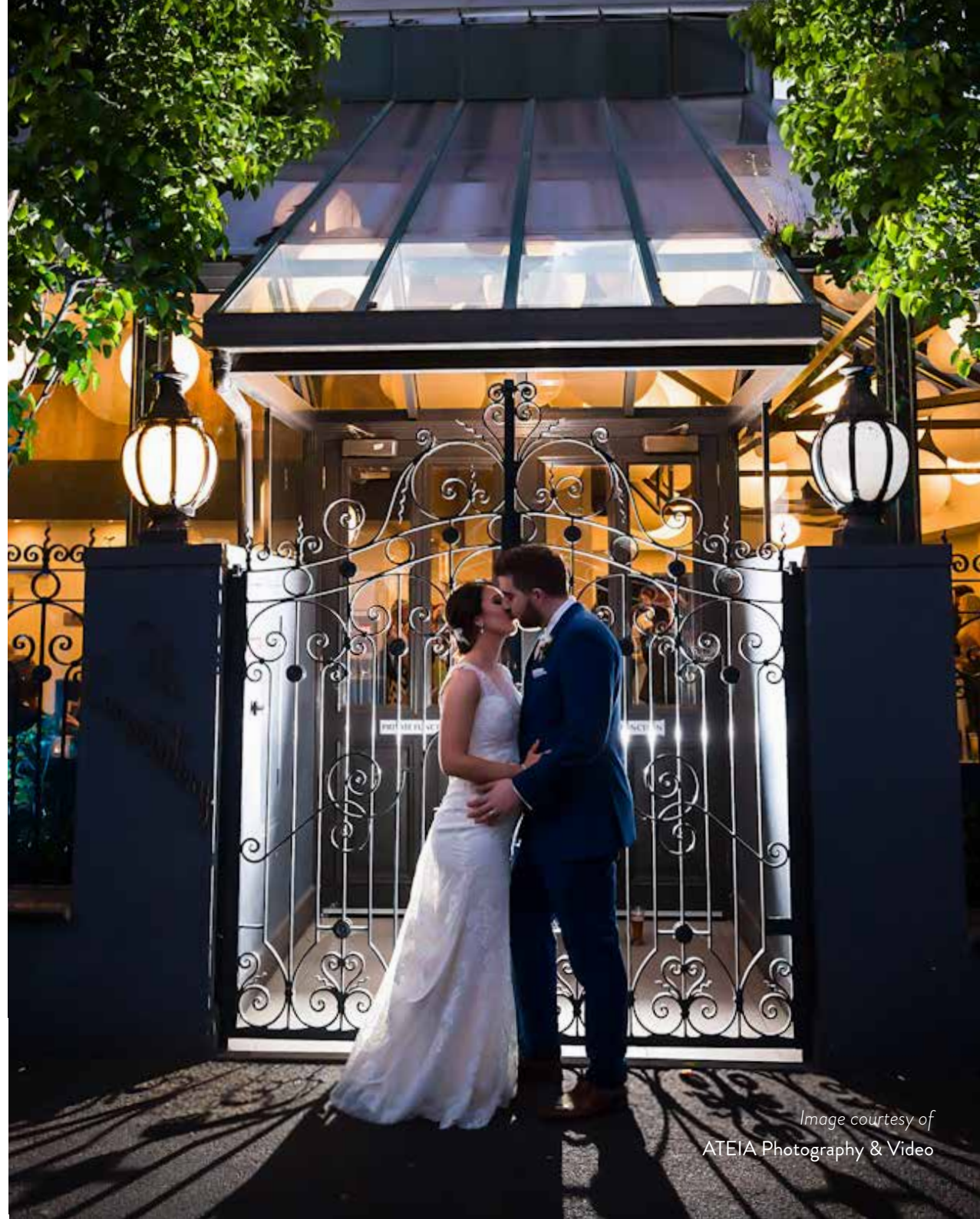


Image courtesy of
ATEIA Photography & Video



GOLD PACKAGE

4 - COURSE, À LA CARTE

\$200 per person

6-hour beverage package - page 8

Your choice - 3 canapes pp roaming *or* antipasto platters per table on arrival

Artisanal bread rolls and local cultured butter

Entrée served à la carte – guests choose from 2 options

Main course served à la carte - guests choose from 3 options

2 shared side dishes per table

Your wedding cake cut, garnished (if desired)

& served individually as dessert

Freshly brewed coffee and tea service

ADD extra side dish - \$5pp

ADD desserts served à la carte - guests choose from 2 options - \$15

ADD seasonal fruit and local cheese platters to finish - \$15pp



CLASSIC & GOLD PACKAGE SAMPLE MENU*

CANAPÉS

COLD

FRESH SEASONAL OYSTERS ~ fresh lime, tabasco and sauce mignonette (GF)

HAND CUT SMOKED SALMON ~ potato blini, garlic aioli, caper, shallot, lemon and parsley salsa

ONION, TOMATO, BASIL AND CREAM CHEESE TART ~ olive sand, red vein sorrel (V)

HOT

PORTUGUESE MARINATED CHICKEN SKEWERS ~ cumin and chilli dressing

PANKO CRUMBED PRAWNS ~ avocado salad, Thousand Island dressing, tomato petal

CHILLI AND SALTED CALAMARI POTS ~ crispy salad leaves and garlic aioli (GF)

BEEF AND BURGUNDY PIE ~ smoked tomato ketchup

VEGETARIAN ARANCINI (V)

BAKED MUSHROOM AND TRUFFLE TARTLETS ~ nori dust, aioli (V)

CORN AND ZUCCHINI FRITTERS ~ red elk, mint mayonnaise (VG, GF)

ENTRÉE

TRADITIONAL FRENCH ONION SOUP (V) ~ cheddar and chive toast

HOUSE CURED CHILLI AND GINGER SALMON (GF) ~ served on an asparagus, orange and goats curd salad with a horseradish and buttermilk dressing

RIGATONI POLLO WITH MARINATED CHICKEN ~ fresh herbs, fennel and black olives in a rich tomato ragu topped with grana padana

SESAME CRUSTED CALAMARI (GF) ~ served on a tossed Vietnamese salad with nam-jim aioli and a spicy lime vinaigrette

TIGER PRAWN RISOTTO (GF) ~ chorizo, saffron, chilli and rocket

CRISPY PORK BELLY (GF) ~ served with an apple and fennel slaw, granny smith apple puree, cider vinegar jus and sprinkled with soft herbs

SHITAKE, OYSTER AND FIELD MUSHROOM RISOTTO (GF, V) ~ shallots, chives and goats cheese
Optional addition: roasted duck (GF)

MAIN COURSE

STEAK (GF) (SELECT ONE CUT)

FLINDERS & CO SELECT, VICTORIAN EYE-FILLET STEAK 250gm

OR CHAR-GRILLED JACK'S CREEK PORTERHOUSE STEAK 300gm ~ served with a silky truffled Paris mash, buttered baby carrots, prosciutto wrapped green beans and topped with a caramelised shallot jus

OVEN ROASTED CHICKEN BREAST FILLED WITH RICOTTA AND SPINACH (GF) ~ served on a potato and herbed parsnip rosti with slowly roasted tomatoes and a creamy mustard seed jus

PARMESAN AND HERB CRUSTED CHICKEN BREAST ~ served with a goats cheese gratin, slowly roasted pickled beetroot and a tomato and truffle fondue

CRISPY SKINNED VICTORIAN DUCK BREAST (GF) ~ on top of slowly cooked du-puy lentils with truffled green beans, shimeji mushrooms and a red wine jus

ROASTED LAMB RUMP (GF) ~ served with parsley duck fat potatoes, spiced pancetta brussel sprouts, mango chutney and a tarragon reduction

GRILLED NT BARRAMUNDI FILLET OR TASMANIAN SALMON FILLET (GF) ~ served on a preserved lemon and herb risotto with a roasted leek puree and lemon oil

SIDES

CRISPY CHAT POTATOES ~ orange, rosemary and garlic gremolata, flaked sea salt

SEASONAL LEAF SALAD ~ selection of seasonal leaves, shaved baby radish, walnuts, soft herbs

GARDEN SALAD ~ locally grown leaves, cherry tomatoes, cucumber, spanish onion, vinaigrette

HEIRLOOM TOMATO SALAD ~ torn basil, aged vinegar dressing

GREEN BEANS ~ ricotta insalata, red wine vinaigrette

BROCCOLINI AMANDINE ~ lemon, brown butter, toasted almonds

ROASTED DUTCH CARROTS ~ honey yoghurt, Cavolo Nero, dukkah

POMME FRITES ~ sea salt

DESIREE POTATO MASH ~ cultured butter, cream

**Please enquire with our Events Team for current menu*



Image courtesy of
Brit Trim Photography

CLASSIC & GOLD BEVERAGE PACKAGE

SPARKLING WINE

CHOICE OF 1:

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

WHITE WINE

CHOICE OF 2:

Angas & Bremer Rosé, SA
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

CHOICE OF 2:

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

TAP BEER

ALL INCLUDED

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

JUICES

ALL INCLUDED

Orange, Apple,
Pineapple, Cranberry

SOFT DRINKS

ALL INCLUDED

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



Images courtesy of
DUÛET Weddings



PLATINUM PACKAGE

6 - COURSE

\$280 per person

6-hour exclusive beverage package - page 12

Signature cocktail on arrival

3 canapes pp roaming on arrival

Antipasto platters per table

Artisanal bread rolls & local cultured butter

Entrée served à la carte – *guests choose from 3 options*, exclusive menu page 11

Main course served à la carte – *guests choose from 3 options*, exclusive menu page 11

3 shared side dishes per table

Dessert served à la carte – *guests choose from 3 options*, exclusive menu page 11

Your wedding cake served on platters per table

Selection of premium French cheeses & seasonal fruit to finish

Freshly brewed coffee & tea service



ALL INCLUDED
Orange
Apple
Pineapple
Cranberry

Image courtesy of
Maegan Brown Moments

PREMIUM PACKAGE MENU SAMPLE*

CANAPÉS - SELECT 3

KINGFISH CEVICHE SHOTS ~ citrus and vodka cured Hiromasa kingfish, wheat and potato souffle

BUCKWHEAT AND BROWN BUTTER BELLINIS ~ smoked salmon, cultured crème fraiche, seaweed, black caviar

FRESHLY SHUCKED SYDNEY ROCK OYSTERS ~ lemon, tabasco (GF)

LAMB, HALLOUMI AND SMOKED CHORIZO SKEWERS ~ mint yoghurt

SOUTHERN FRIED GLOBE ARTICHOKEs ~ firecracker aioli, green scallions, toasted sesame (V)

DUCK AND SHITAKE MUSHROOM CIGAR ~ hoisin dressing

TRADITIONAL PORK SIU MAI ~ smoked soy sauce, fermented chilli

DARK ALE BRAISED BEEF TARTLETS ~ birista onions

ENTREÉ - SELECT 3 TO BE SERVED À LA CARTE

OCTOPUS CARPACCIO (GF)

smoked red pepper, shallot and chive salsa, paprika oil, lemon

SEARED SASHIMI GRADE TUNA (GF)

Japanese vodka, kohlrabi and wakame seaweed slaw, Japanese mayo, salmon caviar, lemon

HOUSE SMOKED KING SALMON (GF)

pickled, pureed and fresh beetroot, crisp apple pearls, heirloom beetroot crudites

WAGYU BEEF TARTARE

golden potato rosti, chive crème fraiche, black caviar

BRAISED CHICKEN, FENNEL AND OLIVE ARANCINI

tomato fondue, Mount Zero olives, pumpkin tuille, grana Padano, fresh basil

HOMEMADE CAVOLO NERO AND LEMON ZEST CAPPELLO PASTA

herb butter emulsion, toasted almonds, soft herbs

HAND PULLED BURRATA (V)

XO, black bean and confit tomato sauce, Barossa Valley salt and pepper bark, pistachio and hazelnut crumble, cold pressed EVOO





MAIN COURSE - SELECT 3 TO BE SERVED À LA CARTE

CHARGRILLED SWORDFISH (GF)

poached tiger prawns, confit potatoes, tomato and herb butter sauce

SEAFOOD AND PEARL COUS COUS STEW

Kingscliff calamari, Port Arlington mussels, Lakes Entrance King Prawns, Canadian scallops, fennel, saffron, green peas

GRILLED NORTHERN TERRITORY BARRAMUNDI

braised leek and preserved lemon puree, scallops, dill pickles

WAGYU SCOTCH-FILLET MB9+ OR

RANGERS VALLEY BLACK ONYX PORTERHOUSE (GF)

crisp potato tot, wilted warrigal greens, red wine jus

CORN FED CHICKEN BREAST (GF)

pommes au gratin, 12-hour roasted heirloom tomatoes, pickled sweetcorn, peas, tomato dust, mustard cream

FLINDERS ISLAND LAMB RUMP

eggplant caponata, fregola, smoked tomato and white bean sugo, chimichurri

GREAT OCEAN ROAD DUCK BREAST

free range, truffled pumpkin puree, pearl barley, smoked bacon, edamame, wild mushroom ragout

SIDES - SELECT 3

CRISPY CHAT POTATOES ~ orange, rosemary and garlic gremolata, flaked sea salt

SEASONAL LEAF SALAD ~ selection of seasonal leaves, shaved baby radish, walnuts, soft herbs

GARDEN SALAD ~ locally grown leaves, cherry tomatoes, cucumber, spanish onion, vinaigrette

HEIRLOOM TOMATO SALAD ~ torn basil, aged vinegar dressing

GREEN BEANS ~ ricotta insalata, red wine vinaigrette

BROCCOLINI AMANDINE ~ lemon, brown butter, toasted almonds

ROASTED DUTCH CARROTS ~ honey yoghurt, Cavolo Nero, dukkah

POMME FRITES ~ sea salt

DESIREE POTATO MASH ~ cultured butter, cream

**Please enquire with our Events Team for current menu*





PLATINUM BEVERAGE PACKAGE

FRENCH CHAMPAGNE

CHOICE OF 1:

G.H Mumm Cordon Rouge, *Brut Champagne NV*
Moët & Chandon, *Brut NV Champagne*
Collet, *Brut Cru Art Déco, NV Champagne*

WHITE WINE

CHOICE OF 2:

Penfolds Polish Hill Reisling, *Barossa Valley, SA*
J.Moreau & Fils Les Coches Chardonnay, *France*
Flowstone Sauvignon Blanc, *Margaret River, WA*
Troupe Albarino, *Spain*
Markus Huber Grüner Veltliner, *Clare Valley, SA*
Penfolds Max's Rosé, *Barossa Valley, SA*
Les Peyrautins Rose, *Languedoc-Roussillon, France*

RED WINE

CHOICE OF 2:

Penfolds Bin 28 Shiraz, *Barossa Valley, SA*
Coombe Farm Pinot Noir, *Yarra Valley, VIC*
Levrier Anubis Cabernet Sauvignon, *Eden Valley, SA*
Condie Estate Sangiovese, *Heathcote, VIC*
XO Wine Co Grenache, *Barossa Valley, SA*

TAP BEER

ALL INCLUDED

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

JUICES

ALL INCLUDED

Orange
Apple
Pineapple
Cranberry

SOFT DRINKS

ALL INCLUDED

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



Image courtesy of
Finder Seeker 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*



Images courtesy of
Ashleigh Haase Photography

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

FROZEN COCKTAILS

\$15 PER COCKTAIL

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

INCLUDE BASIC SPIRITS

\$15 PER PERSON

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

OPTIONAL EXTRAS

Champagne & Caviar on arrival

\$30 per person (min 20 people)

Oyster Station - POA

Ice Cream & Gelati Cart - POA



*Image courtesy of
Lost in Love Photography*



Images courtesy of
Finder Seeker 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