



essoign events

Events & Catering Package 2017



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# Introduction

The Essoign is a vibrant space conveniently located on William Street the heart of Melbourne's CBD. A contemporary venue filled with an abundance of natural light and magnificent views of the Supreme Court.

The Essoign offers a multipurpose facility to cater for a range of events with a fully equipped industrial kitchen. With an extensive and outstanding reputation for its ability to cater to the requirements of Essoign Club members, The Victorian Bar, The Supreme Court, Melbourne Law Courts and the wider private and corporate sectors.

From platters of sandwiches, to a full cocktail party, sit down dinners or themed events, Essoign Events offers an extensive catering service with on and off-site options available.

- **DINING ROOM:** Seating up to 170
- **LOUNGE:** Ideal for intimate functions, or larger cocktail parties up to 200
- **BAR:** Fully serviced modern bar for intimate cocktail events of up to 50

Essoign Events is the dedicated on-site team managing all function and event bookings at The Essoign.

|                        | Dining Room | Lounge | Bar |
|------------------------|-------------|--------|-----|
| <b>Cocktail</b>        | n/a         | 200    | 50  |
| <b>Dining</b>          | 170         | n/a    | n/a |
| <b>Seminar</b>         | n/a         | 100    | n/a |
| <b>Audio-Visual</b>    | Yes         | Yes    | Yes |
| <b>Disabled Access</b> | Yes         | Yes    | Yes |

## *Flexibility is the key!*

*All menus are a help and guideline; we are happy to tailor a menu to suit your personal taste or budget.*



# Orders

Bookings and orders may be placed via the following methods:

**Email :** [essoign@vicbar.com.au](mailto:essoign@vicbar.com.au)

**Phone :** (03) 9225 6748

All email orders will be confirmed via email or phone.

The minimum number quoted will be the minimum charged for.

**The below refers to business days and cut off time is 12.00pm**

## Catering Orders, Numbers Of Guests And Payment

| Catering & Packages   | Menu Selection | Dietaries | Min Guest Numbers | Final Guest Numbers | 50% Deposit Payment | Final Payment       |
|-----------------------|----------------|-----------|-------------------|---------------------|---------------------|---------------------|
| <b>Breakfast</b>      | 10 Days        | 10 Days   | 10 Days           | 5 Days              | 10 Days             | Event/Delivery Date |
| <b>Dinners</b>        | 10 Days        | 10 Days   | 10 Days           | 5 Days              | 10 Days             | Event/Delivery Date |
| <b>Cocktail Party</b> | 7 Days         | 7 Days    | 7 Days            | 5 Days              | 7 Days              | Event/Delivery Date |
|                       |                |           |                   |                     |                     |                     |
| <b>Conference</b>     | 3 Days         | 3 Days    | 3 Days            | 3 Days              | 3 Days              | Event/Delivery Date |
| <b>Platters</b>       | 3 Days         | 3 Days    | 3 Days            | 3 Days              | 3 Days              | Event/Delivery Date |
| <b>Sandwiches</b>     | 3 Days         | 3 Days    | 3 Days            | 3 Days              | 3 Days              | Event/Delivery Date |
|                       |                |           |                   |                     |                     |                     |
| <b>Beverages</b>      | 3 Days         |           | 3 Days            | 3 Days              | 3 Days              | Event/Delivery Date |
|                       |                |           |                   |                     |                     |                     |
| <b>Equipment</b>      |                |           |                   | 3 Days              |                     | Event/Delivery Date |

## Payment

**EFT Payments:**

**BSB:** 063 009

**Account:** 10310344

Please sent remittance advice to: [essoign@vicbar.com.au](mailto:essoign@vicbar.com.au)

Invoices paid by Credit Cards will incur a surcharge.

AMEX, Diners 3% Mastercard, Visa 1.8%



# Event Information

## Flexibility

In all cases flexibility is the key. We are here to help turn your vision of your event into reality and as such all menus should be treated as a help and guideline. We would be happy to tailor a package to suit your personal taste or budget.

## Venue Hire

In most cases there is no venue hire for the use of the Essoign Club. However, there are minimum spend requirements. We will advise you if a venue or hire charge is applicable for your event.

## Dietary Requirements

Our innovative team of chefs can cater to any dietary or cultural requirements including (but not limited to) vegetarian, vegan, gluten free, peanut allergies, Halal and Kosher. Please advise our Events Manager and we will create dishes to suit your requirements. Additional costs may apply.

## Food and Beverage Packages

All food and/or beverage packages include a staff component that will set up, service and breakdown the event. Certain events may require the use of staff and equipment that will be charged on an events needs basis.

## Audio/Visual Equipment

Should you require a lectern and microphone one will be available for your use on the day of your function. We are able to provide any AV requirements that you may have. Please inform us of your requirement to organise a quote.

## Security

A security door person will be required for the front doors of Owen Dixon Chambers East for any after-hours event held at the Essoign Club, at a minimum fee of \$200. This person will allow guests access to the building and elevators outside of normal business hours (after 6.00pm) for the duration of your function.

## GST

Prices quoted are inclusive of all GST charges.

## Pricing

All prices are based on current costs and are subject to change without notice, unless the booking is confirmed in writing.



# Breakfast Menu

With seating of up to 170 guests in the Essoign dining room, plated or buffet breakfast events are achieved with ease. The Essoign dining room is the perfect venue to host a guest speaker or list breakfast with use of audio visual facilities. Off-site breakfast events can also be accommodated for.

All prices include staffing for events held at The Essoign. Additional charges may be incurred for events held off-site.

## Plated Breakfast

**\$31.50 pp**  
(Minimum 20 Guests for all breakfast types)

*Scrambled eggs, toasted brioche, roasted truss tomato, bacon, basil pesto*

*Mixed platter of seasonal fruit OR Danish pastries for the table*

*Served with Orange juice, water, Cisco's coffee and Twining's tea*

## Cold Buffet Breakfast

**\$31.50 pp**  
(Minimum 20 Guests)

*Served with Orange juice, water, Cisco's coffee and Twining's tea*

*Salami and basil pesto scrolls*

*Smoked salmon bagels with light cream cheese*

*Essoign-made Bircher muesli*

*Assorted healthy muffins*

*Fresh seasonal fruit platter*

*Assorted Danishes*

## Hot Buffet Breakfast

**\$36.50 pp**  
(Minimum 20 Guests)

*Served with Orange juice, water, Cisco's coffee and Twining's tea*

*Assorted mini quiches*

*Tomato and cheese croissants*

*Ham and cheese croissants*

*Mini gourmet sausages*

*Grilled bacon*

*Scrambled eggs*

*Sautéed mushroom and spinach Grilled tomatoes*

*Toasted brioche*

*Fresh seasonal fruit platter*

(V) Vegetarian, (GF) Gluten Free, (Ve) Vegan



# Conference Menu

Essoign Events will provide all equipment, crockery, cutlery and serviettes for the service of the Conference Menu option. Staffing is included.

**Arrival Service** - Includes Cisco's Coffee & Twining's Tea, orange juice, served with chef's choice biscuit/slice

**Morning Tea & Afternoon Tea Service** - Includes Cisco's Coffee & Twining's Tea, orange juice, sparkling mineral water

**Lunch Service** - includes orange juice, sparkling mineral water, coke zero

**Morning or Afternoon Tea Only**      **\$14.50 pp, per day**      *2 choices morning tea OR 2 choices afternoon tea*  
(Minimum 20 guests)

**Lunch Only**      **\$27.50 pp, per day**      *4 choices lunch*  
(Minimum 30 guests)

**Half Day Conference**      **\$35.50 pp, per day**      *Arrival service / 2 choices morning tea*  
(Minimum 20 guests)      *OR*  
*2 choices afternoon tea / 3 choices lunch*

**Full Day Conference Option**      **\$66.50 pp, per day**      *Arrival service / 1 choice morning tea / 4 choices lunch /*  
(Minimum 20 guests)      *2 choices afternoon tea*

# Coffee & Tea Stations

**\$5.50 per person**

**Tea and coffee station**

On-site freshly brewed tea and coffee with ceramic cups and saucers. Includes set up, milk and sugar. All above coffee/tea costs include equipment, set up and break down.

**\$7.50 per person**

The above service with the addition of orange juice and sparkling mineral water.



# Conference Menu

## Morning & Afternoon Tea Options

*Mini fruit cups, Greek yoghurt on the side (GF) (Ve without yoghurt)*  
*Freshly baked scones, jam, fresh whipped cream – pre-loaded*  
*Banana, oatmeal, chia seed muffin*  
*Mixed berry friend (GF)*  
*Assorted fruit Danish pastries*  
*Fruit skewers (V) (Ve) (GF)*  
*Macarons - assorted flavours (GF)*  
*Mini bircher muesli cups, blueberries with toasted almonds*

## Lunch Options

*Bagel, roast beef, tomato relish, onions, provolone cheese*  
*Bagel, smoked salmon, capers, chives, cream cheese*  
*Bagel, Cajun chicken, avocado, guacamole, and lime*  
*Sandwich, poached chicken breast, home style mayonnaise, parsley and spring onion*  
*Wrap, roasted red pepper, eggplant, hummus, chick peas, feta (GF) (V)*  
*Buckwheat blini, smoked salmon, avocado salsa*  
*Vegetarian rice paper rolls, noodles, coriander, carrot, nuoc cham (V) (GF)*  
*Assorted sushi rolls, including vegetarian, soy dipping sauce (GF)*  
*Kitchen made flaky sausage rolls, tomato sauce*  
*Assorted mini quiches*

## Salads

*Cornslaw, wombok, roasted corn, Asian herbs, Thai dressing (V)*  
*Quinoa, roasted cauliflower, chick pea, pumpkin seed, currant and feta salad (V)*  
*Marinated chicken salad, Asian greens, soy, garlic, galangal, coriander, lemongrass, ginger (GF)*  
*Baby beetroot, orange, feta, XVOO, rocket (V) (GF)*  
*Beef salad, black eyed peas, corn, chimichurri (GF)*  
*Coconut roasted pumpkin, cauliflower, chilli, lime, cashew salad (GF) (V)*  
*Steamed vegetables, rice noodles, toasted cashews, spinach (V) (Ve) (GF)*  
*Prosciutto, French lentils, feta, XVOO, rocket (GF) (V)*  
*Seared wasabi (mild) salmon, brown rice salad (GF)*

*(V) Vegetarian, (GF) Gluten Free, (Ve) Vegan*





# Sandwiches & Platters

All sandwiches are prepared fresh daily and are designed for easy handling over a boardroom table or standing.

## What Is A Sandwich Round?

A sandwich round is used to determine a 'serve' per person. That is one sandwich from the selection below is one round. The round is then cut into 4 pieces. In most instances the usual quantity provided is 1.5 rounds per person - rounding up to the nearest whole round. Eg, 5 guests would be served 8 rounds of sandwiches. This is usually sufficient for a lunch time meal. However, you may order as many rounds as you like to suit your personal and budgetary requirements.

## Our Sandwiches

All our sandwiches are made by our team of chefs using the freshest available ingredients. All platters of sandwich selections include a rotating mixture of meats, poultry, fish (salmon or tuna) and vegetarian, ensuring that there is a sandwich for all tastes

On request vegetarian and/or gluten free sandwiches can be plated on separate plates.

**Please inform us if you have any special dietary requirements or have a favourite filling in mind**



## Bread Varieties

|   |                           |
|---|---------------------------|
| Turkish .....                               | \$8.00 per round 2 pcs    |
| Baguette .....                              | \$8.00 per round 2 pcs    |
| Mountain wraps .....                        | \$8.00 per round 2 pcs    |
| White, whole meal, multi-grain halves ..... | \$8.00 per round 4 points |
| Gluten Free Sandwich Bread .....            | \$8.00 per round 2 pcs    |

## Selection Of Local Cheeses

*Served with crackers and dried fruit and nuts*

**\$45.00 per platter (serves 5)**

**\$80.00 per platter (serves 10)**

## Selection Of International And Imported Cheeses, Dried Fruit, Quince Paste, Nuts And Crackers

*Roquefort, Brique d'Affinoise, Aged Cheddar*

**\$65.00 per platter (serves 5)**

**\$110.00 per platter (serves 10)**

## Seasonal Fruit Platter

**\$45.00 per platter (serves 5)**

**\$80.00 platter (serves 10)**

## Gourmet Dip Platter

*A trio of home-made dips, warmed Turkish bread*

**\$35.50 per platter**

## Antipasto Platter

*Selection of cured jamon, salami, smoked salmon, grilled vegetables, olives and soft marinated feta served with grissini and bread*

**\$12.50 pp (minimum 6)**

# Cocktail Party Packages

Cocktail parties can be held in the club or in the venue of your choosing. Please contact us to arrange a quote for an off site cocktail party at [essoign@vicbar.com.au](mailto:essoign@vicbar.com.au) All pricing quoted is for events held in The Essoign.

**Cocktail party packages have a fixed cost per person and include the following:**

- Experienced food service staff per 30 guests
- Mini Oven for heating of canapés
- Minimum of 20 guests

**Choose your package and then choose your savouries from the cocktail food list. Other packages may be organised to suit your personal or budgetary requirements.**

**We recommend:**

2 hour cocktail party - 6-8 items per person

3 hour cocktail party - 8-10 items per person

| Package (onsite) | 6 Items | 8 Items | 10 Items |
|------------------|---------|---------|----------|
| <b>2 Hour</b>    | \$27.50 | \$32.50 | \$36.50  |
| <b>3 Hour</b>    | \$30.50 | \$35.50 | \$40.50  |

## An Alternative To The Cocktail Party Packages Is To Order Platters On A Per Item Basis

This option allows you to spend as much as you like. All savouries will be delivered to you on our presentation platters. The platter pricing does not include staff or equipment.

*Please refer to platter pricing.*

## Food and Beverage Packages

All food and/or beverage packages include a staff component that will set up, service and breakdown the event. They also include equipment required to service the event.

All other catering may require the use of staff and equipment that will be charged on an events need basis.



# Cocktail Canapés

## Served Cold

*King prawn, buckwheat blini, macadamia coriander pesto*

*Potato roesti, roasted beef, micro cress, horseradish cream (GF)*

*Cucumber cup, sweet potato, cauliflower, young coconut, thai basil, crisp shallot (V) (GF) (Ve)*

*Baby beetroot, caramelized onion and feta tart, toasted sunflower seeds (V)*

## Served Hot

*Brioche slider - wagyu, machego cheese, tomato relish*

*Za'tar marinated lamb cutlets, chermoula aioli (GF)*

*Pan seared scallop, crisp duck, coconut, Thai basil and peanut nahm jim (GF)*

*Dukkah spiced prawn, coriander mint relish*

*Peking duck pancakes, hoisin sauce*

*Moroccan spiced quail breast*

*Garlic, rosemary, Murray salt beef skewers, honey mustard sauce (GF)*

*Greek lemon yoghurt chicken skewers, minted labna (GF)*

*Stuffed mushrooms, pesto Genovese, Mediterranean herbed toast (V)*

*Vegetarian sushi cones, soy sauce (GF) (V) (Ve)*

*Mint, pea, fetta arancini balls, rich homemade chutney (V)*

*Mini beef Guinness pie, tomato sauce*

*Chicken breast strips crumbed, sweet curry mayonnaise*

*Kitchen made flaky sausage rolls, tomato sauce*

*Lamb Kofta, chipotle labna (GF)*

*Vegetarian rice paper rolls, sweet chili sauce*

*Polenta disk, roast capsicum, caramelized onion, micro basil (V) (Ve)*

## The Sweetest Thing

*Mini chocolate éclairs*

*Lemon tart, white chocolate chard*

*Chocolate mud cake topped with whipped chocolate truffle*

*Praline chocolate mousse, chocolate basket*

*Raspberry caprioska pannacotta (GF)*

*Assorted flavoured macarons (GF)*

*Assorted bambino gelato cones*

## Substantial's

*All dishes are an additional \$8 per person to the cocktail package chosen. (minimum 20 per item)*

***The following dishes are more substantial items for a stand up cocktail party. They are usually 5-6 bites of food. All food is served in a traditional noodle box or porcelain bowl with chop sticks or fork.***

*Fish & Chips – fresh line fish, parmesan crumbed with thick cut chips, lemon*

*Greek style bolognese tossed with orrechiette pasta, olives, feta & torn basil*

*EFC (Essoign Fried Chicken) Box - 2 pieces EFC, slaw, chips, fresh lime mayonnaise*

*Vegetarian penne – Smokey paprika, tomato, olive, basil, shaved parmesan (V)*

**Additional Canapés are \$4.00 per item**

**Platters of the below items are available at \$105.00 per platter (30 pcs, 1 choice) All prices are inclusive of GST and are on a per unit basis with a minimum order of 30 units per item.**

# Sit Down Dinner Packages

Sit down dinner packages of up to 170 guests are 4 hours in duration. Please choose from the menu options below. All menus allow you to choose two dishes from the chosen package. On the night of your function the meals will be served in a 50/50 alternate set. i.e. Guests will not have a choice on the night.

**Two course menu** \$59.50 per person

**Three course menu** \$68.50 per person

## Chef's Selection Of Canapés

### Entrée

*Pan seared scallop, drambuie liquor reduction, pure maple syrup, blackened corn, edamame (GF)*

*Duck breast, fig jam, sautéed turnip, star anise jus, white port (GF)*

*Gnocchi Romana, roasted garlic Mediterranean vegetables, parmesan cheese (V)*

*Crying tiger pork, green papaya, young coconut, Thai basil*

*Curried cauliflower, leek, sweet potato and cashew tart, vinaigrette dressed tomato salad (V)*

*Dukkah spiced lamb cutlets, grilled with watermelon feta, mint, local strawberries, snow pea tendrils, pomegranate molasses (GF)*

### Mains

*Rosemary murray salted eye fillet, beetroot horseradish risotto, sautéed broad beans, sauce bordelaise (GF)*

*Lemon thyme roasted breast of chicken, green beans and bacon lardons, confit pearl onion, jus gras*

*Eye fillet, sumac roast pumpkin puree, vegetable tart, asparagus, shiraz mustard jus*

*Macadamia crusted barramundi, warm fregola, roasted truss tomatoes, soft herbs, champagne butter sauce*

*Zucchini and feta pancake topped with grilled sweet potato, roast capsicums, snow pea tendrils, salsa verde, roasted hazelnuts (V)*

*Roasted Australian lamb rump, charred red onion, sautéed greens, bush tomato relish sauce, demi glace (GF)*

*Ginger soy marinated salmon, seasonal greens, grilled miso eggplant, kinome*

### Sides

*Roasted sea salt chat potatoes, rosemary, garlic*

**Choose 1 of the following sides, served to each table**

*Cornslaw, wombok, roasted corn, Asian herbs, Thai dressing (V) (Ve) (GF)*

*Roasted vegies, thyme, maple balsamic (V) (Ve) (GF)*



# Sit Down Dinner Packages

... Continued

## Dessert

*Raspberry caprioska panna cotta, blackberries and honey madeleines*

*Key lime pie, blueberry compote, whipped cream, sesame seed tuile*

*Sticky date pudding with butterscotch sauce and vanilla bean ice cream*

*Chocolate ganache tart with whipped dark chocolate, roasted hazelnuts and double cream*

*Lemon tart, white chocolate chard*

## Canapé Desserts

***A selection of hand held desserts in place of a plated dessert.***

***The canapé desserts will be served by waiting staff.***

*Mini chocolate éclairs*

*Lemon tart, white chocolate chard*

*Chocolate mud cake topped with whipped chocolate truffle*

*Praline chocolate mousse, chocolate basket*

*Raspberry caprioska pannacotta (GF)*

*Assorted flavoured macarons (GF)*

*Assorted bambino gelato cones*

## Cheese Platters

All packages allow the option to remove dessert and replace with a cheese platter per table. Alternatively, a cheese platter may be added to any package at an additional cost of \$12.00 per person.



# Beverages

There are two ways to purchase beverages; a package or on consumption. Alternatively you may choose from our extensive wine list and have your beverages charged on consumption.

| Duration ideal for            | Standard | Premium | Ultimate |
|-------------------------------|----------|---------|----------|
| <b>2 Hour Cocktail Party</b>  | \$22.50  | \$28.50 | \$37.50  |
| <b>3 Hour Cocktail Party</b>  | \$26.50  | \$36.50 | \$45.50  |
| <b>4 Hour sit down dinner</b> | \$34.50  | \$40.50 | \$51.50  |
| <b>5 Hour sit down dinner</b> | \$39.50  | \$44.50 | \$56.50  |



## Standard Beverage Package

Melbourne Bitter  
James Boags Light  
Vine and Sea Chardonnay - SA  
Vine and Sea Sauvignon Blanc - SA  
Vine and Sea Shiraz - SA  
Barnsworth Blanc de Blanc - SA  
Mineral Water, Orange Juice and Soft drink

## Premium Beverage Package

Yenda Pale Ale  
James Boags Light  
Storm Ridge Chardonnay - Yarra Valley, Vic  
Taglia Pinot Gris - Fruilli Italy  
Water wheel Shiraz - McLaren Vale, SA  
Pamela Wicks Sparkling, Adelaide Hills, SA  
Mineral Water, Orange Juice and Soft drink

## Ultimate Beverage Package

Peroni  
James Boags Light  
Badgers Chardonnay - Yarra Valley VIC  
Lobethel Road Pinot Gris - Adelaide Hills, SA  
Hugo Shiraz McLaren Vale SA  
Domain Chandon NV - Yarra Valley VIC  
Mineral Water, Orange Juice and Soft drink

## Individual Beverages

Melbourne Bitter 750ml \$10.50  
James Boag's Premium 345ml \$6.50  
James Boag's Light 345ml \$5.0  
Mineral Water 1.25L \$7.0  
Orange Juice 2L \$7.0

## Non alcoholic Beverages, Soft Drinks

Coke, Diet Coke, Sprite, Tonic or Soda water 390ml \$4.50 ea  
Coke, Sprite, Lift - 2 Litre \$7.0 ea  
Juices (Orange, Pineapple, Apple, Apple & Black Currant)  
350ml \$4.50 ea  
Juice 2 Litre \$7.0 ea  
Mineral Water 300ml \$4.0 ea  
Deep Spring Mineral Water 1.25L \$7.0 ea  
Tiro Soft Drinks (Red Orange, Pink Grapefruit, Chinotto) \$4.0 ea

## Food and Beverage Packages

All food and/or beverage packages include a staff component that will set up, service and breakdown the event. They also include equipment required to service the event.

All other catering may require the use of staff and equipment that will be charged on an events need basis.

\* Wines subject to change

# Equipment Hire

The Essoign has a full range of equipment for hire.

|                                       |         |
|---------------------------------------|---------|
| Beer, wine and champagne glasses..... | \$1.00  |
| Tubs .....                            | \$5.00  |
| Ice 1kg.....                          | \$8.00  |
| Tableclothes .....                    | \$14.00 |
| Linen Serviettes.....                 | \$2.00  |
| Trestle Table .....                   | \$40.00 |

# Equipment Policy

All equipment hired from the Essoign club will require valid credit card details to be supplied and held as a security bond.

Where a person does not wish to supply his or her credit card details, a cash bond of \$100.00 is payable three days PRIOR to equipment being hired. This Bond will be fully refunded to the hirer upon all equipment being returned or collected.

Any equipment missing will be deemed as lost with its replacement value taken from the bond. Where the bond does not cover the cost of loss, damage or repairs an invoice will be raised for the balance, payable within 7 days.

The Hirer hereby authorises the Owner to debit the Hirer's credit card with the amount shown on the relevant invoice if the Hirer has not paid that amount within the three days prior of the date equipment hire is booked in for.

## Terms of Payment

The Hirer agrees to pay the Essoign's hire charge and any other charges, including charges for loss, damage and repairs or any tax, GST, duty, levy, or other expenses paid or payable by the Owner.

The Hirer agrees to provide the Essoign with the Hirer's credit card number, expiry date and any other information which may be necessary to debit the Hirer's credit card prior to delivery of the Equipment.

## Delivery Fee

\$25.00 applies to all delivery and collection .

# Staff Hire

We can provide both serving and cooking staff to all events. All staff bookings are on a minimum of 4 hours. Staff rates are per staff member, per hour.

**Staff ratios - We usually work on the following guest to staff ratio:**

## Cocktail Party

1 staff member to every 25-30 guests  
(also requires 1 bar person and chef)

## Dinner Party

1 staff member to every 20-25 guests  
(also requires 1 bar person and a minimum of 2 chefs)

|                   | Mon - Fri |
|-------------------|-----------|
| <b>Wait Staff</b> | \$45.00   |
| <b>Chefs</b>      | \$50.00   |



# Terms & Conditions

## 1. Confirmation of Booking / Deposit

- A deposit of 50% of estimated function value is required as per specified in Catering orders, number of guests and payment table. If the deposit and confirmation are not received by the due date, The Essoign reserves the right to cancel the booking and allocate the space to another client.

## 2. Confirmation of Final Numbers

- Final numbers must be provided within minimum working days as per specified in the Catering orders details. The number quoted at this time will be the minimum charged.

## 3. Cancellations

- All cancellations must be made in writing to the Event Manager

## 4. Payment

- All function accounts must be paid in full no later than the date of event or delivery date unless otherwise specified. Any extras, such as beverages on consumption are to be paid upon the completion of the function.

## 5. Minimum Spends

- The Essoign reserves the right to apply minimum spends where a room or area is specifically allocated for a function or event. The amount will be stated in the confirmation letter if it applies.
- Where minimum spends are not met, the difference will be considered as a room hire.

## 6. Consumption of Outside Food and Beverage

- No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with The Essoign.

## 7. Equipment, Decorations and Entertainment

- To personalise your function or for a unique atmosphere we are able to arrange special equipment, decorations or entertainment through our range of suppliers. Charges will apply dependent on the arrangement.

## 8. Security

- The client is responsible to conduct the function in an orderly manner and in full compliance with all applicable laws. The Essoign reserves the right to intervene or eject any or all guests from the function if their actions are considered illegal, noisy or offensive.
- Security is a requirement at certain events. Our Events Manager will advise if your function will require security. A flat fee of \$200.00 will apply for events outside building hours.

## 9. Supply of Alcoholic Beverages

- The Essoign practices and enforces responsible service of alcohol. The Essoign reserves the right to refuse the supply of alcoholic beverages to any guest attending the function that are considered to be under age, intoxicated or behaving in an offensive manner.

## 10. Responsibility

- The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of The Essoign which is caused by the client or any other person attending the function.
- General and normal cleaning is included in the cost of the function, however additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
- The Essoign does not accept responsibility for the damage or loss of goods left on the premises prior to, during or after a function private or otherwise.