

EXTERNAL CATERING

Encore St Kilda Beach allows the use of external catering within the venue for cultural reasons or religious reasons. Below are the contact details of our preferred caterers. All other catering companies must be approved by Encore St Kilda Beach prior to a confirmation being finalised. Please note that in the event that you require the services of a caterer that we do not have an existing arrangement with, there is a \$1000 set up fee that is added to the venue fees listed below.

Friday - Saturday Day and Evening: \$15,500

Sunday - Thursday Evening: \$12,500

Sunday - Thursday Daytime: \$8,500

Venue hire fees listed above are subject to change during November - December

KOSHER CATERING

Kosher Classique

Lazer Lowe

P 03 9555 3255

M 0412 850 600

catering@kosherclassique.com.au

www.kosherclassique.com.au

INDIAN CATERING

Tandoori Junction

Karan Gandhok

P 03 9802 9814

M 0417 379 224

tandoorijunction@yahoo.com.au

www.tandoorijunctionglenwaverley.com.au

ASIAN CATERING

Crystal Palace Catering

Peter Ling

P 03 9650 9333

M 0413 888 883

questions@crystalpalace.com.au

www.crystalpalace.com.au



EVENT TIMING

External catering events have use of the entire venue between 12.00am & 4.00pm for day events and 6.00pm & 12.00am for evening events. Extensions to these times can be worked out on a case by case basis and an additional cost may be required. Access is available up to 2 hrs prior for delivery and set and 1 hr post event for bump out.

SERVICES SUPPLIED

Your event will be administered and managed by your chosen caterer. During the event an Encore Venue Manager will be onsite to ensure the caterers have everything they require and supervise the use of the venue, however they are not responsible for the running of the event. Should you wish Encore to staff and manage your event additional charges will apply.

ENCORE STAFF PROVIDED

Encore will provide the following staff inclusive within the venue fee: 1 x Venue Supervisor, 2 x Bar staff for the event time not including set up or pack down, 1 x Kitchen hand for the full duration of the event including bump in and pack down.

CATERER RESPONSIBILITIES - ADMINISTRATION

- Coordinate and create menu
- Organise and supervise the correct ordering of drinks
- Coordinate the generation of layout plan with the client and venue
- Generate a sensible and cohesive run order
- Confirm final guest numbers with client and venue
- Communicate with the venue any bump in requirements
- Communicate all relevant details regarding the running of the event with both the client and the venue within an acceptable time frame
- Coordinate staffing for the event, including RSA register updates
- Generate printed menus for the event

CATERER RESPONSIBILITIES - OPERATIONS

- Provide food for catering purposes
- Supply the relevant tableware
- Be present on site to coordinate bump in and set up
- Actively manage set up, staff behaviours and run schedule
- Actively manage the client and their needs at the event
- Provide a list of items required no later than 10 days prior
- Upon completion of event the following must be adhered to; all chairs stacked, all white table linen removed and bagged, all cutlery and glassware washed and polished and returned to store, all bars and surfaces cleaned and general venue sweep. The venue must be left as it was found.
- All staff working events at Encore must have a current Responsible Service of Alcohol certificate and this must be provided by the External Caterer to Encore St Kilda Beach no later than 48 hrs prior to the event.

INCLUDED IN VENUE FEE	NOT INCLUDED IN VENUE FEE
<ul style="list-style-type: none"> • Rectangular tables & white chairs • White linen clothes and napkins • 2 knives, 2 forks, 1 dessert & teaspoon • 1 entree plate, 1 dinner plate & 1 side plate • 1 sparkling wine, 1 Wine & 1 Water glass • Tea light candles • Ice • Paper towels for bathroom • Post event cleaning (does not include steam cleaning of carpets if required) • Tea light candles • Parking passes for two vehicles • One Security person will be provided for all evening events over 100px • RTR-Technician on site for duration of the event • In house PA, wireless microphone, IPOD connectivity 	<ul style="list-style-type: none"> • AV extras such as lecterns, DJ equipment, projectors etc • Security - \$55 per hour (minimum call out of 4 hours) • Flowers • Service ware, platters, serving cutlery etc. • Table decorations • Photographer • Entertainment • Extra floor, bar or kitchen staff \$40 per hour (min 2 hrs, cancellation no later than 7 days prior) • Extra management staff - \$48 per hour