



External Catering

Encore St Kilda is an event space dedicated to celebrating life's occasions. Situated just 15 minutes from Melbourne's CBD, within the St Kilda Sea Baths, the venue boasts uninterrupted views of Port Phillip Bay. Encore offers flexible room layouts to accommodate a variety of event styles. With a capacity of up to 280 seated (with a dance floor) or 700 cocktail style, Encore is the perfect venue for your next celebration.

Encore St Kilda works with a number of caterers for cultural or religious events. A venue hire fee will apply and is priced according to the date, time and number of guests. Please speak to one of our coordinators for further details and pricing.

Externally catered events have use of the entire venue between 12pm – 4pm for day events and 6pm – 12am for evening events.

Access is available up to 2 hours prior for delivery and set up and 1 hour post event for bump out. Extensions to these times can be worked out on a case by case basis and additional costs may apply.

INCLUDED IN VENUE FEE	NOT INCLUDED IN VENUE FEE
<ul style="list-style-type: none"> • Rectangular tables & white chairs • Table linen, cutlery, tableware and glassware • Tea light candles (two per table) • Pre and post event cleaning (does not include steam cleaning of carpets if required) • Parking passes for two vehicles • One security guard for groups of up to 150 guests • One venue supervisor, two bar staff and one kitchen hand for the full duration of the event including bump in and pack down. 	<ul style="list-style-type: none"> • PA system and audio visual equipment • Additional Security – for groups of more than 150 only • Flowers and table decorations • Service ware, platters, serving cutlery etc. • Photographer • Entertainment • Additional floor, bar or kitchen staff - \$40 per hour • Additional management staff - \$48 per hour

KOSHER CATERING

Kosher Classique

Lazer Lowe

P: 03 9555 3255

E: catering@kosherclassique.com.au

W: kosherclassique.com.au

ASIAN CATERING

Crystal Palace Catering

Peter Ling

P: 03 9650 9333

E: questions@crystalpalace.com.au

W: crystalpalace.com.au

INDIAN CATERING

Tandoori Junction

Karan Gandhok

P: 03 9802 9814

E: tandoorijunction@yahoo.com.au

W: tandoorijunctioncatering.com

Roquette Catering

Joshua Luftig

P: 03 9939 3323

E: office@roquettecatering.com.au

W: roquettecatering.com.au

Silks Catering

Ken Luong

P: 03 9292 5777

E: enquiry@silks catering.com.au

w: silks catering.com.au

In the event that you wish to use a caterer that we do not have an existing arrangement with, a \$1,000 administration fee will apply to the venue hire fee

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. The Encore venue manager is not responsible for running your event, should you wish Encore to staff and manage your event, additional charges will apply.

CATERER RESPONSIBILITIES - ADMINISTRATION	CATERER RESPONSIBILITIES - OPERATIONS
<ul style="list-style-type: none"> • Coordinate and create menu • Organise and supervise the correct ordering of drinks • Coordinate the generation of layout plan in conjunction with the venue • Create a sensible and cohesive run schedule • Confirm final guest numbers with client and venue • Communicate any bump in requirements to the venue • 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 certificates • Supply printed menus for the event 	<ul style="list-style-type: none"> • Provide food for catering purposes • Supply the relevant tableware • Be present on site to coordinate bump in and set up • Actively manage staff 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 to the event • Return the venue to a tidy state, including tables, chairs and any other venue standards.

