



## 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"> <li>• Rectangular tables and white chairs</li> <li>• Table linen, cutlery, tableware and glassware</li> <li>• Tea light candles (2 per table)</li> <li>• Pre and post event cleaning (does not include steam cleaning of carpets if required)</li> <li>• Parking passes for two vehicles</li> <li>• One security guard is included for groups of up to 150 In house PA system, wireless microphone, connectivity for a DJ, Band or iPod. AV technician on site for duration of the event</li> <li>• One venue supervisor, two bar staff and one kitchen hand for the full duration of the event including bump in and pack down</li> </ul>	<ul style="list-style-type: none"> <li>• PA system and audio visual equipment</li> <li>• Additional Security – for groups of more than 150 only</li> <li>• Flowers and table decorations</li> <li>• Service ware, platters, serving cutlery etc.</li> <li>• Photographer</li> <li>• Entertainment</li> <li>• Additional floor, bar or kitchen staff - \$40 per hour</li> <li>• Additional management staff - \$48 per hour</li> </ul>

Please find the details for our preferred caterers below, all other catering companies must be approved by Encore St Kilda Beach. 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.

### KOSHER CATERING

Kosher Classique  
Lazer Lowe  
03 9555 3255  
0412 850 600  
catering@kosherclassique.com.au

Roquette Catering  
Joshua Luftig  
03 9939 3323  
office@roquettecatering.com.au  
roquettecatering.com.au

### ASIAN CATERING

Crystal Palace Catering  
Peter Ling  
03 9650 9333  
0413 888 883  
questions@crystalpalace.com.au

Silks Catering  
Ken Luong  
Peter Ling  
03 9292 5777  
0413 888 883  
enquiry@silks catering.com.au  
silks catering.com.au

### INDIAN CATERING

Tandoori Junction  
Karan Gandhok  
03 9802 9814  
0417 379 224  
tandoorijunction@yahoo.com.au

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CATERER RESPONSIBILITIES - ADMINISTRATION	CATERER RESPONSIBILITIES - OPERATIONS
<ul style="list-style-type: none"> <li>Coordinate and create menu</li> <li>Organise and supervise the correct ordering of drinks</li> <li>Coordinate the generation of layout plan in conjunction with the venue</li> <li>Create a sensible and cohesive run schedule</li> <li>Confirm final guest numbers with client and venue</li> <li>Communicate any bump in requirements to the venue</li> <li>Communicate all relevant details regarding the running of the event with both the client and the venue within an acceptable time frame</li> <li>Coordinate staffing for the event, including RSA register updates</li> <li>Supply printed menus for the event</li> </ul>	<ul style="list-style-type: none"> <li>Provide food for catering purposes</li> <li>Supply the relevant tableware</li> <li>Be present on site to coordinate supplier bump in and set up</li> <li>Actively manage staff and run schedule</li> <li>Actively manage the client and their needs at the event</li> <li>Provide a list of equipment required no later than 10 days prior to the event</li> <li>Return the venue to a tidy state, including tables, chairs and any other venue standards</li> </ul>

## GET IN TOUCH

p: 03 9593 9033  
e: info@encorestkilda.com.au  
a: 6/10-18 Jacka Blvd, St Kilda VIC 3182

