



## 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 external 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 for 4 hour events and 6 hour events, e.g. - 12pm - 4pm for day events and 6pm - 12am for evening events. Access is available up to 3 hrs prior for delivery and set up and 1 hr post event for bump out. Extensions to these times can be worked out on a case by case basis and an additional cost may be required.

INCLUDED IN VENUE FEE	NOT INCLUDED IN VENUE FEE
<ul style="list-style-type: none"> <li>• Rectangular tables and white chairs – Set by Encore</li> <li>• Table linen, cutlery, tableware and glassware – Set by Encore if using Encore tableware.</li> <li>• Tea light candles (2 per table) – set and lit by Encore. Externally supplied candles must be managed by External Caterer.</li> <li>• Pre and post event commercial cleaning (does not include steam cleaning of carpets if required). Please note extra cleaning costs will apply if the venue isn't left to an appropriate standard of cleanliness.</li> <li>• Parking passes for two vehicles.</li> <li>• One security guard is included for groups of up to 150 pax.</li> <li>• Staff provided: 1 x Venue supervisor 2 x bar staff and 1 x kitchen porter (Maximum of 10 hours for a 6 hour event, and 7 hours for a 4 hour event).</li> </ul>	<ul style="list-style-type: none"> <li>• Additional AV such as fairy lights, DJ equipment, staging, data projectors.</li> <li>• Additional security – required for groups of more than 150 only.</li> <li>• Flowers and table decorations.</li> <li>• Service ware, platters and serving cutlery.</li> <li>• Photographer.</li> <li>• Entertainment.</li> <li>• Additional floor, bar or kitchen staff (subject to availability)- \$50 per hour (minimum 2 hrs, cancellation no later than 7 days prior).</li> <li>• Additional management staff (subject to availability) - \$65 per hour (minimum 2 hrs, cancellation no later than 7 days prior).</li> <li>• In house PA system, wireless microphone, connectivity for a DJ, Band or iPod. AV technician on site for duration of event.</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, an \$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  
www.kosherclassique.com.au

Eshel Fine Kosher Catering  
03 9532 9000  
orders@eshel.com.au  
www.eshel.com.au

### ASIAN CATERING

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

Silks Catering  
Ken Luong  
0433 671 595  
enquiry@silks catering.com.au  
silks catering.com.au

### INDIAN CATERING

Tandoori Junction  
Karan Gandhok  
03 9543 6016  
0417 379 224  
tandoorijunction@yahoo.com.au  
www.tandoorijunctioncatering.com

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>





# Gay I Do

For those wishing to host both a ceremony and celebration in the same location, Encore provides the perfect backdrop of Port Phillip Bay.

## INCLUSIONS

- Up to 50 white chairs
- Signing table with linen
- Venue hire
- Ivory aisle carpet
- The Luxe Arch (gold, black or white) with your preferred colour of seasonal fresh floral and foliage arrangements.

SUMMER WEDDINGS (Nov - Mar)				
Ceremony	Time	Location	Max Number	Details
Afternoon	3pm - 4pm	Inside - Bay View Room Inside - Garden Room	300 180	\$3,770 Ceremony Fee

WINTER WEDDINGS (Apr - Oct)				
Ceremony	Time	Location	Max Number	Details
Afternoon	3pm - 4pm	Inside - Bay View Room Inside - Garden Room	300 180	\$2,770 Ceremony Fee

## AFTERNOON CEREMONIES

Rooftop upgrade available on request.  
The room is set as a designated ceremony space only, no reception tables will be in place.  
Guest depart the venue post ceremony so the venue can be set for your evening reception (1.5-2hrs required).

## ROOFTOP CEREMONIES

The rooftop is only available for Afternoon Ceremonies, 3pm-4pm, October - March.  
\$500 upgrade fee will apply, refunded in full if it does not proceed.  
Rooftop ceremonies are not guaranteed and are dependent on availability and weather. Rooftop ceremonies are at managements discretion on the day.

\*Prices subject to change