

EXTERNAL CATERING INFORMATION

The only external caterer's we allow are **Crystal Palace**, please speak to Tony Ling on 0411 52 04 11, **KT's Catering**, please speak to Kim or Arthur on 0411 316 880 or **Vi's Classic Catering**, please speak to Machi La on 0419 881 668 for information.

Room: Grand Ballroom including full use of kitchen

Caterers: Crystal Palace - Tony Ling 0411 52 0411
Vi's Classic Catering - Machi La 0419 881 668

Room Hire: \$5500.00 Saturday & Sunday lunch or dinner
\$4400.00 Monday - Friday lunch or dinner
(lunchtime functions must conclude by 4.00pm)

Times: 5 ½ hours (Dinner functions must conclude by 12.30am)
A \$350 per hour (or part thereof) room hire fee will apply to extend your function

Persons: 220 - maximum number of guests for the Grand Ballroom with bridal table and dance floor

Set Up: **Manningham Reception to provide the following;**

- Full set-up of the function room Pack-down and cleaning of the function room at the end of the night
- Use of the function kitchen (not including staff or cooking equipment)
- 1 Supervisor
- 2 x Bar Attendants
- An External Hire Agreement/ Contract (available upon request).

For all tables in the Grand Ballroom:

- ✓ Table underlays and white linen
- ✓ Chair Covers and Sash
- ✓ Table cloths & Linen napkins
- ✓ Candelabras and pillar candles
- ✓ Salt and Pepper shakers
- ✓ Lectern & Microphone
- ✓ Screen for
- ✓ Easel for table plan
- ✓ Table numbers and stands
- ✓ Water Jugs
- ✓ Crockery (plates) & Cutlery :
 - Main Plates
 - Entrée Plates
 - Tea & coffee cups and saucer
 - Side Plates.
 - Cutlery

*all equipment must be cleaned and returned. If this is not done a cleaning charge of \$40 per hour will be charged out of their bond

Manningham Reception does not provide the following;

- Kitchen hand / Dishwasher @ \$40ea per hour (minimum of 5 hours)
- Food service staff
- Table list for guests
- Table menu's
- Beverage service staff (unless beverages are purchased through the venue)

Menu:

Client to supply own caterers, ensuring their caterers are aware of the following expectation:

Caterers to provide the following;

Appropriate certificates and documentation regarding food handling and certificate of business.

\$1000 Bond will be required 10 days prior to the event by the caterer. Please note that the kitchen is to be left in a clean and tidy state in accordance to the food regulation requirements and as you found it.

- Own specialized cutlery and crockery
- Own Kitchen utensils and cooking instruments
- Own food waiting staff, kitchen hands and chefs
- A time to meet with the Manningham Function Head Chef one week before the function date
- Liquor license

Beverages:

Beverages can be supplied by The Manningham Property or your selected caterer. If your caterer are supplying the beverages corkage is payable at **\$5 per person** to the venue. The Manningham will supply the following as part of the corkage fee; 2 x bar staff to serve the drinks from behind the bar and glassware for the tables. Your caterer will need to provide beverage staff for table service.

Beverages purchased through The Manningham are to be charged as a beverage package, on consumption or guests to purchase their own beverages from the bar on the night. Beverage list available.

5 Hour standard beverage package @ \$35 per person includes:

- ✓ House White, Red and Sparkling Wine
- ✓ Heavy and Light tap beer
- ✓ Soft Drink
- ✓ Orange Juice

Other:

Client to supply and arrange own wedding cake