

# EXTERNAL CATERING INFORMATION

**Congratulations on your engagement** and thank-you for considering the The Manningham for your forthcoming wedding. Please note; the only external caterer's we allow at The Manningham are **Crystal Palace**, please speak to Tony Ling on 0411 52 04 11 or **KT's Catering**, please speak to Kim or Arthur on 0411 316 880. No other caterer's or external catering is allowed to use the venue.

**Room:** Grand Ballroom including full use of kitchen

**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 there of) room hire fee will apply to extend your function

**Persons:** Maximum number of guests for the Grand Ballroom with a long bridal table and dance floor is 220 or you can have up to 250 people with a round Bridal table.

**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 underlay and white linen
- ✓ Chair Covers and Sash
- ✓ Table cloths & Linen napkins
- ✓ Candelabras and pillar candles
- ✓ Salt and Pepper shakers
- ✓ Lectern & Microphone
- ✓ Screen for projection - you must provide your own Data Projector and Laptop, or we can hire a Data Projector to you for \$250
- ✓ 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 by the catering company. 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:**

**Caterers to provide the following;**

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

*Manningham dishwasher for a minimum of 5 hours @ \$40 per hour paid directly to the venue. At least one other dishwasher for a minimum of 5 hours. \$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 (the caterer must have a valid external catering liquor license). If your caterer are supplying the beverages corkage is payable at \$5 **per adult and \$3 per child** to the venue 5 working days prior to your function. 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*