



CORPORATE EVENTS PACKAGE



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Welcome to The Manningham

Located just 15 minutes from Melbourne CBD via the Eastern Freeway, The Manningham is the perfect venue for trade shows, networking events, all day conferences, business meetings and all other corporate events.

With floor to ceiling windows, versatile room sets, plenty of free onsite parking and complete AV set up, The Manningham has created an enviable reputation within the corporate sector.

(03) 9850 5555
functions@themanningham.com.au

Function Rooms

THE GRAND BALLROOM

The Grand Ballroom is perfect for large scale events, or it can be split into two smaller rooms (Ben Nevis and Springbank) with a dividing soundproof wall.

Room hire fees include the use of data projector and screen, lectern with built in microphone, 1 x roving and 1 x lapel microphone and complimentary WiFi.

ROOM HIRE - (mon - fri)
(weekend rates avail upon request)
\$795 - HALF DAY (UP TO 4 HRS)
\$995 - FULL DAY (UP TO 8 HRS)

CAPACITY -
THEATRE STYLE - 400 GUESTS
CABARET - 200 GUESTS
U-SHAPE - 70 GUESTS



THE CLARENDON ROOM

This modern room is full of natural light, and can be booked for medium sized events, or split into three smaller break out spaces suitable for 30 guests each.

Room hire fees include the use of data projector and screen, lectern with built in microphone, 1 x roving and 1 x lapel microphone and complimentary WiFi.

ROOM HIRE - (mon - fri)
(weekend rates avail upon request)
\$395 - HALF DAY (UP TO 4 HRS)
\$595 - FULL DAY (UP TO 8 HRS)

CAPACITY -
THEATRE STYLE - 150 GUESTS
CABARET - 64 GUESTS
U-SHAPE - 40 GUESTS
CLASSROOM - 60 GUESTS



Function Rooms

THE BEN NEVIS ROOM

The Ben Nevis is the larger side of the Grand Ballroom, comes equipped with floor to ceiling windows and provides you with a flexible room format.

Room hire fees include the use of data projector and screen, lectern with built in microphone, 1 x roving and 1 x lapel microphone and complimentary WiFi.

ROOM HIRE - (mon - fri)

(weekend rates avail upon request)

\$595 - HALF DAY (UP TO 4 HRS)

\$795 - FULL DAY (UP TO 8 HRS)

CAPACITY -

THEATRE STYLE - 200 GUESTS

CABARET - 88 GUESTS

U-SHAPE - 40 GUESTS

CLASSROOM - 60 GUESTS



THE SPRINGBANK ROOM

The smaller side of The Grand Ballroom, The Springbank Room is perfect for more intimate events.

Room hire fees include the use of data projector and screen, lectern with built in microphone, 1 x roving and 1 x lapel microphone and complimentary WiFi.

ROOM HIRE - (mon - fri)

(weekend rates avail upon request)

\$495 - HALF DAY (UP TO 4 HRS)

\$695 - FULL DAY (UP TO 8 HRS)

CAPACITY -

THEATRE STYLE - 100 GUESTS

CABARET - 56 GUESTS

U-SHAPE - 20 GUESTS

CLASSROOM - 30 GUESTS



Breakfast Menus

CLASSIC BREAKFAST - \$32 per person

Percolated coffee and selection of tea

Orange juice

Seasonal fruit platters

Hot plated breakfast of bacon, breakfast sausage, grilled tomato, hash brown, scrambled eggs with an English muffin and tomato relish

BREAKFAST OPTIONAL EXTRAS

Bircher muesli cups - \$4pp

Mini croissants with butter and jam - \$4pp

Toasted ham, cheese and tomato croissants - \$7pp

Assorted Danish pastries - \$5.50pp

Garlic buttered mushrooms - \$2pp

Sauteed spinach - \$1pp

House-made baked beans - \$3pp

Smashed avocado - \$5pp

Smoked salmon - \$5pp

Fruit & yoghurt cups - \$7pp

Function Catering

BEVERAGE OPTIONS

Percolated coffee and selection of tea - \$3pp (on arrival only) \$5pp (half day) \$8pp (full day)

Nespresso coffee and selection of tea - \$4.50pp (on arrival only) \$7pp (half day) \$11pp (full day)

Orange juice - \$14.20 per jug

Soft Drink - \$11.50 per jug

MORNING / AFTERNOON TEA SELECTIONS

Assorted mini Danish pastries - \$5.50pp

Assorted freshly baked mini muffins - \$5.50pp

Chef's selection of assorted cakes or slices - \$5.50pp

Freshly baked scones with jam and cream - \$6pp

Assorted mini donuts - \$5.50pp

Gluten-free morning/afternoon tea selection - \$7pp

Seasonal fruit - \$5pp

STANDARD LUNCH OPTIONS

Chef's selection of sandwiches & wraps (incl. vegetarian) - \$8.50pp

Assorted rolls and wraps (incl. vegetarian) - \$9.50pp

Assorted gluten-free sandwiches - \$10pp

Chef's selection of hot savoury canapes (3 pieces pp) - \$9pp

SEE NEXT PAGE FOR HOT LUNCH OPTIONS

HOT LUNCH OPTIONS

The following hot dishes are \$18pp, and a minimum of 20 delegates must be catered for.

Butter chicken with steamed Jasmine rice

Slow braised lamb ragout in a rich tomato and red wine sauce with root vegetables and Turkish bread

Garlic prawns in a white cream sauce served with saffron rice and stir-fry vegetables

Pumpkin gnocchi in a creamy white wine and blue cheese sauce with sauteed spinach

Five spice beef with sesame greens, bean shoots and steamed rice

Chorizo, potato and kale stew in a light tomato infused chicken broth with torn herbs

Harissa chicken meatballs served with bulgur, herbs, capsicum, red onions and yogurt

All Day Delegate Packages

PACKAGE 1 - \$45 PER PERSON + ROOM HIRE

MINIMUM OF 10 GUESTS

ROOM INCLUSIONS:

Iced water and mints on the tables

All-day tea selection and percolated coffee

Data projector and screen, lectern, microphones, WiFi

Flexible room format

Corporate function host for the day

MORNING TEA:

Your choice of one item from catering menu (refer to previous page)

CONTINENTAL LUNCH:

Assorted sandwiches and wraps

Assorted hot canape items

Soft Drink

AFTERNOON TEA:

Your choice of one item from the catering menu

PACKAGE 2 - \$58 PER PERSON + ROOM HIRE

MINIMUM OF 20 GUESTS

ROOM INCLUSIONS:

Iced water and mints on the tables

All day tea selection and percolated coffee

Data projector and screen, lectern, microphones, WiFi

Flexible room format

Corporate function host for the day

MORNING TEA:

Your choice of one item from the catering menu (refer to previous page)

HOT LUNCH:

Your choice of 2 hot lunch items (refer to menu above)

Fresh seasonal fruit

Served with dinner rolls and orange juice

AFTERNOON TEA:

Your choice of one item from the catering menu

2 and 3 Course Set Menu

2 COURSE - \$50 per head - entree and main OR main and dessert
3 COURSE - \$55 per head - canapes on arrival, main & dessert towers
3 COURSE - \$65 per head - entree, main and dessert

ENTREE - SELECT TWO

Smoked Tasmanian salmon served on potato rosti with a kale and quinoa salad and horseradish cream
Lamb fillets with dukkah roasted cauliflower, cajun chickpeas, rocket and a lemon and mustard emulsion
Pumpkin and feta agnolotti with roasted duck, suboise sauce and crisp sage
Garlic prawns in a light cream sauce served on risotto Milanese with peas and mint
Soy, honey and sesame pork belly with Asian style slaw, cashews, fried shallots and chilli mayo
Peri-Peri chicken skewers served with rocket, tomato salsa and spiced yogurt
Roasted pumpkin, chickpea and quinoa salad with pomegranate molasses and feta
Lobster and prawn ravioli poached in a light coconut cream with fresh chilli and coriander (min 30 pax)
Potato gnocchi in a creamy pesto sauce with shaved parmesan and fresh tomato
Roasted pork belly with baby radish, rocket and a cider jus
Pea and mint risotto croquettes with charred asparagus, beetroot relish and herb aioli

MAINS - SELECT TWO

Slow roasted beef rump with creamy potato mash, caramelized onions, sautéed green beans and Merlot jus
Chicken fillet on crushed sweet potato and baby spinach with a creamy herb and white wine sauce
Char-grilled sirloin medallions with seasonal root vegetables and Shiraz jus
Prosciutto wrapped chicken fillet with roasted parsnip puree, asparagus and creamy mustard sauce
Barramundi fillet with spiced pumpkin puree, dutch carrots and hazelnuts
Dukkah spiced salmon fillet with a fennel and orange salad and citrus crème fraiche
Marinated lamb fillets on a sweet potato puree with endive salad and a honey soy sesame glaze
Duck breast with a lentil cassoulet, glazed carrots & red currant jus
Char-grilled salmon steak with roasted baby chat potatoes, snow peas and caper butter sauce
Bourbon glazed pork belly with sauteed Asian greens and coconut rice
Oven-baked scotch fillet with fondant potato, spinach, merlot jus and parsnip chips
Garlic prawns in a light cream sauce with saffron rice and stir-fried vegetables
Pulled lamb shoulder, Israeli cous cous, spinach, pine nuts & pomegranate labneh

Additional Information

DESSERTS - SELECT TWO

Creme brulee with cranberry and pistachio biscotti
Chocolate mousse tart with ginger and orange confit and mixed berry compote
Chocolate passionfruit tower with brandy poached strawberries
Lemon meringue pie with raspberry coulis and pistachio praline
Sticky date pudding with butterscotch sauce and vanilla ice-cream
Tiramisu with rich coffee syrup and fresh strawberries
Raspberry and white chocolate mousse with passionfruit sauce and toasted coconut
Seasonal fruit salad with mango sorbet
Flourless lemon poppyseed cake with lemon curd and cherry compote
Rhubarb and apple crumble with pouring cream and fresh strawberries

CHILDREN (5 - 12YRS) - 2 COURSE \$25 PER CHILD

MAIN - SELECT ONE

Penne carbonara or bolognese
Chicken parmigiana with chips and salad
Chicken schnitzel with chips and salad
Fried or baked fish with chips and salad
Chicken nuggets with chips and salad

DESSERT

Ice-cream with chocolate topping and sprinkles

ENTREE - ADD \$7 PER HEAD

Party pie, sausage roll and mini pizza

OPTIONAL EXTRAS

Canapes on arrival - \$9 per person
1/2 hour pre-dinner drinks (house selection) - \$10 per person
Antipasto platter for the tables - \$9.50 per person
Fruit platter for the tables - \$5 per person
Bowl of garden salad for the tables - \$3 per person
Bowl of seasonal vegetables for the tables - \$4 per person
Occasion cake cut and served with cream and coulis - \$5 per person
Occasion cake cut and served on platters for the tables - \$1.50 per person
4 1/2 hour beverage package (house selection) - \$42 per person
4 1/2 hour non-alcoholic beverage package - \$12 per person

Additional Information

EQUIPMENT FOR HIRE

Whiteboard with markers - \$30 each
Flip-chart with markers and paper - \$45 each
Additional roving microphones - \$170 each
Additional lapel microphones - \$180 each
Notepads and pens - \$3 per person

FOOD ALLERGIES / INTOLERANCES

The Manningham will make every effort to cater for any guests with special dietary requirements at no charge to a maximum of 5% of your total guests. Any additional special meal requests / dietary requirements in excess of this 5% may incur a \$5 per person surcharge. Whilst all care is taken when catering for special requirements, please note that on premise we do prepare items containing nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products. The decision to consume a meal therefore remains the responsibility of the diner.

ROOM ACCESS / DELIVERIES

Access to your designated function space is 2 hours prior to your event start time, unless otherwise arranged with the venue. Please discuss with us in advance should you require deliveries to be made to the venue directly.



Terms & Conditions

CONFIRMATION OF BOOKINGS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and full deposit payment of \$800. We accept EFTPOS, cash and all major credit cards. In some instances an additional \$200 will be required as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

FINAL DETAILS AND PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then required seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

MINORS AND ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

I CAN CONFIRM THAT I: _____

HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND AGREE TO COMPLY

SIGNED: _____ DATE: _____