

Sails

on the bay

WEDDINGS

(KL11)

Thank you for your inquiry regarding events at Sails on the bay.

We are situated a short drive from Melbourne's C.B.D, two minutes from St Kilda. No more than a single step from the sands of Elwood Beach. Our Events Centre has been designed to show off our stunning bay views and amazing sunsets through our floor to ceiling windows.

Your event is enhanced by the special care and attention we pay to your total experience and we work closely with you to ensure that your every expectation is catered for, within our capabilities. Your event will reflect the high standards we maintain in our restaurant dining room and this will be demonstrated in the food and service you will receive.

Our event room caters for wedding celebrations up to 120 seated guests inclusive of a bridal table or 132 without. A maximum capacity of 250 guests applies for a cocktail party.

There is no room hire fee, although, a minimum spend requirement does apply. There are two seated packages and one cocktail package for you to choose from. Each of these packages is fully inclusive of food and beverage. They are designed to allow your event to meet the spend requirement. A deposit of 25% of this minimum spend is required to reserve your date; once this is received your date is secure.

Please contact Kirsty or Leanne if you have any queries, or wish to make an appointment* to view the room and discuss your needs and requirements in detail. You may email us at events@sailsonthebay.com or telephone us on +61 3-9525-6933.

We look forward to working with you to ensure that your event is everything you ever hoped for.

*Appointments to view the room are essential.

Monday to Saturday.

Kirsty Fuller – kirsty@sailsonthebay.com

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EVENT ROOM MINIMUM SPEND REQUIREMENTS

Saturday Dinner	October to April	\$12,000	from 6.30pm
Friday and Sunday Dinner	October to April	\$8,000	from 6.30pm

Saturday Dinner	May to September	\$8,000	from 4.30pm
Friday and Sunday Dinner	May to September	\$6,000	from 4.30pm
<i>Enjoy an early dinner and view the sunset.</i>			

Saturday and Sunday Lunches	January to December	\$5,000	from 11.00am
Monday to Friday Lunches	January to December	\$4,000	from 11.00am
Monday to Thursday Dinners	January to December	\$4,000	from 6.30pm

PACKAGE INCLUSIONS

Food and beverage

- Chefs selection of canapés on arrival – with seated Menu
- Seated or Cocktail Menu's (dependant on choice of package)
- Freshly brewed tea and coffee
- Five hour beverage package

Theming

- Double white linen table cloths and linen napkins
- Floral display in foyer entrance
- Four tea light candles in glass holders per table
- Individual personalised menu for each guest
- Parquetry dance floor
- Separate stage area for entertainment
- Dressed cake table with silver cake knife with white satin ribbon

Complimentary

- Bottle of red and white wine to sample prior to event

WEDDING CAKES

Sails on the Bay employs a full time pastry chef who has worked in Europe and Australia, and has extensive expertise in creating wedding cakes. We will happily collaborate with you to create your ideal wedding cake. Prices quoted on request.

TERRACE CEREMONIES

Sails on the Bay offers a unique beachfront alfresco terrace for civil ceremonies – 5.00 to 5.30pm

\$500.00

PACKAGE INCLUSIONS

- 30 chairs*
- Aisle carpet – 10 metres (red or cream)
- Floral display
- Candles
- Dressed signing table
- Internal sound system - with CD and iPod capabilities
- Heated umbrellas
- Shade cloth's

**Add 30 chair covers and sashes an additional \$150.00*

TERRACE PRE DINNER DRINKS

Pre dinner drinks are offered on our terrace from 5.30pm to 6.15pm for an additional \$5.00 per person.

PACKAGE INCLUSIONS

- Clothed tables with chairs
- Candles
- Internal sound system – with CD and iPod capabilities
- Floral display
- Heated umbrellas
- Shade cloth's
- Two bars for full beverage service

Canapes from your package will be served at this time.

PACKAGES: *Five hour duration*

Package 1 - \$130.00 per person

- Hot and cold canapés on arrival
- Two entrees served alternately
- Two mains served alternately
- One dessert
- Your Wedding cake served on platters as petit four
- 2 Bowls of salad per table
- Bread roll per guest
- 5 hour beverage package inclusive of sparkling wine, red and white wine, Crown Lager **or** James Boags premium, Cascade light, juice and soft drink
Tea and coffee.

Package 2 - \$150.00 per person

- Hot and cold canapés on arrival
- Shared Antipasto platters served centrally to table.
- Two entrees served alternately
- Two mains – with a choice for your guests
- One dessert
- Your wedding cake served on platters as petit four
- 2 Bowls of salad per table
- Bread roll per guest
- 5 Hour beverage package inclusive of sparkling wine, red and white wine, Crown Lager **or** James Boags premium, Cascade light, juice and soft drink
Tea and coffee.

EVENT ROOM WINE CHOICES - *Wine and vintages subject to change.*

SPARKLING

N/V Tyrrell's Premium Brut, Hunter Valley, N.S.W.

N/V Paul Louis Blanc de Blancs, Loire Valley, France (*\$3.50 per person upgrade*)

N/V Gosset Excellence Reserve, Ay, France (*\$100 per bottle – charged on consumption only*)

*Please choose **one white wine and one red wine** from the following:*

WHITE WINE

2006 Wild River Chardonnay, Yarra Valley, Vic

2009 Grant Burge Semillon Sauvignon Blanc, Barossa Valley, S.A

2008 The Pass Sauvignon Blanc, Marlborough, N.Z

2009 Pebble Bay Pinot Gris, Marlborough, NZ (*\$2.00 per person upgrade*)

RED WINE

2002 Wild River Cabernet Sauvignon Yarra Valley, Vic

2008 Swan Bay Shiraz, Bellarine Peninsula, Vic

2008 Grant Burge Cabernet Sauvignon Shiraz, Barossa Valley, S.A

2007 Grant Burge Cabernet Sauvignon Merlot, Barossa Valley, S.A

2008 Pebble Bay Pinot Noir, Marlborough, N.Z (*\$2.00 per person upgrade*)

IMPORTED BEER AND WINE UPGRADE ALTERNATIVES ARE AVAILABLE ON REQUEST

Spirits available on consumption from \$7.50

SEATED MENU

Menus are seasonal and subject to change.

ENTREE - Please select two entree items to be served.

- Tartare of yellow fin tuna, guacamole, grilled brioche **
- Duck & orange zest ravioli, ginger & galangal broth
- Ravioli of blue eye, crab & ginger with wakame, lemongrass & mirin
- Garlic scented pate of blue-eye and prawns, guacamole relish **
- French style gnocchi with spinach, tomato, soft herbs & chorizo sausage
- Marinated Atlantic salmon with a coriander, lemon & oil dressing *
- Antipasto of marinated vegetables, prosciutto & melon *
- Chicken & wild mushroom salad, dried fruit relish *
- Smoked salmon with lemon & baby salad *
- Crispy pork belly, sweet potato mash, baby spinach, caramelised soy & orange dressing
- Spinach & goats cheese tart with salsa verde & rocket salad

MAIN - Please select two main items to be served.

- Baked fillet of deep sea blue eye, crusted with a crumble of shallots, chives, breadcrumbs and parsley white wine and butter sauce
 - Grilled sea bream with herb tomato, mushroom, white wine cream sauce, parsley mash & broccolini *
 - Grilled Snapper fillet with shiitake & ginger soy broth, bok choy & green beans, crushed potato with soft herbs
 - Grilled fillet of John Dory, asparagus, pea & sweetcorn risotto, white wine, asparagus & chervil sauce
 - Chermoula breast of chicken, mushroom risotto, herb jus *
 - Roast rack of lamb, ratatouille, baked turnip & mushrooms, wild mushroom & madeira jus *
 - Loin of lamb with baba gannouj, tomato, feta, olive & basil salad, red capsicum coulis *
 - Duckling breast, broccolini, creamed polenta, orange & grand marnier jus
 - Mustard & herb crusted roast sirloin of beef (med-rare), red wine sauce, & boulangere potatoes *
 - Grilled eye fillet (med-rare), dauphinoise potato, carrot timbale, red wine jus *
- (Please Note: \$5.00 per person additional cost if choice offered – \$5 pp for 50% if alternate)***

DESSERT - Please select one dessert item to be served.

- Baked lemon tart, fruit compote & cream
 - Glazed lemon parfait, lemon curd, citrus syrup *
 - Blackcurrant delice, blackcurrant sorbet and coulis
 - Sticky date pudding, butterscotch sauce, clotted cream
 - Dark chocolate truffle torte, white chocolate sorbet
 - Spice roasted pineapple and banana, coconut sorbet **
 - Baked chocolate tart, orange anglaise
 - Strawberry pannacotta, lemon sorbet and rhubarb compote *
- (Add \$5 per person to have alternating option)***

** Gluten free*

***Dish can be altered to cater for gluten intolerant guests*

COCKTAIL EVENT – *Maximum 250 guests*

5 Hours	\$115.00 pp	12 canapés (6 hot, 6 cold) 3 hand held mains 3 dessert canapés	5 hour beverage package
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COLD CANAPES

- vegetarian burrito
- smoked salmon with horseradish cream cheese on rye bread
- Thai beef salad with peanuts, shallots and tamarind
- smoked chicken and snow pea shoot salad
- Greek salad on herb crouton
- salted blue eye brandade on garlic crostini
- tataki of tuna, lime sesame dressing on crispy won tons
- chicken liver parfait on brioche
- California rolls with soy dipping sauce

HOT CANAPES

- Tofu, shiitake & spinach gyoza
- peking duck rolls
- Tandoori chicken spring roll
- Cheese arancini with basil mayonnaise
- Vegetable samosa
- goats curd and roast red pepper tart
- Japanese fried ginger chicken
- spinach and ricotta filo, minted yoghurt
- falafel with sweet chilli sauce

HAND HELD MAIN

- Salmon Coulibiac, champagne sauce
- Broad bean, goats cheese risotto, truffle infused olive oil
- Seafood and vegetable tempura hot box
- Sweet potato and ricotta ravioli, white wine and soft herb sauce
- Thai Duck red curry with fragrant rice
- Crispy fried rockling fillets, with chips and fresh lemon
- Smoked ocean trout salad nicoise

DESSERT CANAPES

- Chocolate éclair
- Vanilla mille feuille
- Lemon tart
- Raspberry delice
- Orange paris brest
- Caramel choux pastry

ADDITIONAL OPTIONS

- Cheese platters – Trio of local and imported cheese with house made quince wafers and bread @ \$40.00 each
- Fresh seasonal fruit platters @ \$30.00 each
- Shared antipasto platters @ \$10.00 per person
- Hand held main @ \$10.00 per person

TERMS AND CONDITIONS

DEPOSITS

A deposit of 25% of your estimated applicable minimum spend is required within seven days of placing your reservation to guarantee your date and price.

FINAL ATTENDANCE AND PAYMENTS

Confirmation of the final numbers is required 7 days prior to the event and the account will reflect this confirmation as a minimum.

Full and final payment is required by cheque (made payable to "Sails on the bay") or cash 7 days prior to your event when you confirm your numbers. Credit card payment will incur an additional charge of 4% when paying your 75% balance.

All miscellaneous charges incurred during your function must be settled upon the conclusion of the function. These payments may be made by credit card.

On the day/evening of your function it is advised that yourself, or a member of your party, receive your bill or final tax invoice prior to yourself leaving our premises at the end of your celebrations.

BOOKING CANCELLATIONS AND TRANSFERS:

Sails on the bay reserves the right to cancel your reservation if a deposit of 25% is not received within seven working days of placing your tentative reservation. **All cancellations and booking date transfers must be received in writing. A ten day cooling off period from receipt of deposit applies. After which your deposit is non-refundable. Please note that deposits for the event room are non transferable; Your deposit cannot be re allocated to any other area in the venue.**

RESPONSIBILITY

All items delivered to Sails on the bay should be clearly marked by name, date and lunch/dinner. Items should not be delivered more than 48 hours before and are to be collected within 24 hours of your event. Organizers are financially responsible for any damage sustained to the fixtures, fittings, property or equipment by yourself, your guests or outside contractors prior to, during or after the function. Sails on the bay do not accept responsibility for the damage or loss of goods left on the premises prior to, during or after a function. No banners, signs or posters may be attached to the walls ceilings or windows without prior arrangement with the function manager. No confetti, streamers or glitter may be thrown in or around the premises. With the exception of wedding cakes, Sails on the bay will not permit BYO beverage or food.

FLORAL ARRANGEMENT AND DECORATIONS

Our florist would be happy to quote should you wish table arrangements. Table and interior decor is at your discretion. Alternatively your own florist should call us to arrange a time for setting your tables

ENTERTAINMENT

Although you provide your own entertainment we are able to offer details of various entertainers who have performed at Sails on the bay. We accept no fee for our recommendations and feel you should try to see your choice perform prior to your function. **Sails on the bay will provide entertainers or photographers with a main course meal at a cost of \$25.00 per person. If any of these people have a particular dietary requirement, it is their responsibility to advise us prior to the event.** All entertainers should call Sails on the bay prior to the function to confirm their arrival and departure times. We are not responsible for any damage to their equipment prior to, during or after the event. All equipment belonging to entertainers should be removed from the premises at the conclusion of the event for lunch functions and by 11 a.m. the following day for evening functions.

TIMING

Commencing from 11.00 am for lunch and 6.30 p.m. at the earliest for dinner.

All guests to vacate the premises within 30 minutes of bar closure.

SMOKING & PARKING

From July 1st 2007 Smoking is prohibited in all food service areas.

Sails on the bay are in a Port Phillip owned park and incurs a fee for each car. This is charged at \$3.00 per hour to maximum of \$8.00 at the machine. All revenue belongs to the council.

Our Mel ways reference is 67 B5.

SET UP TIMES

Access to the event room for set up will be discussed when your florist or entertainer calls us.

Access for a lunch function is from 10.00 A.M. - dinner from 5.00 P.M.

**** These Terms and conditions are non negotiable and binding.**

F. A. Q. – SAILS ON THE BAY – EVENT ROOM

Q Can our wedding in the event room begin earlier than 6.30 p.m.?

A As we 'host' lunch events we are unable to offer an earlier arrival time. The only exception is during our May - September special offer, or if the Terrace has been booked for pre-dinner drinks.

Q Can we have a longer event?

A An extra 45 minutes on the terrace for pre dinner drinks is charged at \$5.00 per person from 6.00pm, including beverages.

Q Can we book the Terrace area?

A The terrace is available from 5.30pm for ceremonies and 6pm for pre dinner drinks. (See terrace information on page 3)

Q When do we need to tell you our menus and wine choices?

A Kirsty, our Event Manager, will be contacting you approximately 6 weeks prior to your event to arrange a time to meet. In this meeting all of your menu and wine choices will be discussed and confirmed.

Q When will you need our confirmed final numbers?

A It is essential that we receive your final numbers 10 days prior to your event. These final numbers will reflect your final account. The final payment is due 7 days prior to your event.

Q When do we have to pay and can we pay by credit card?

A Your account must be paid seven days prior to your wedding. You may pay by credit card which will incur a **4% surcharge**. We recommend you finalise your account via cash or cheque.

Q What do you charge for children?

A Children 12 years and under are served a food and beverage package charged at \$25.00. The package choices are, fish or chicken & chips or pasta with Napoli sauce, ice-cream and unlimited soft drinks and juice. Children's menus will be covered in the final details meeting.

Q What do you charge for under 18's who will not be drinking?

A Guests who are not of legal drinking age will be charged a \$20.00 non-alcoholic beverage package, inclusive of soft drinks, juices, tea and coffee.

Q Do you charge for Band members, DJ's and Photographers to have a meal?

A Should your Band, DJ or Photographer require a meal we offer a \$25.00 per person package that includes a main course, soft drink and juice.

Q Is there an additional fee for decoration set up?

A In the final details appointment your decorations will be discussed. We will then ascertain whether an \$80.00 staff set up fee is required.

Q Who will be supervising my wedding?

A A dedicated Event Supervisor will be managing the evening's activities. Should you desire Leanne or Kirsty to be present at your event, a \$150.00 fee is applicable.

Q What should we 'do' about the parking fee?

A Sails on the bay is in a City of Port Phillip owned and operated car park and incurs a fee for each car. This is charged at \$3.50 per hour to maximum of \$8.00 at the ticket machine. All revenue belongs to the council.

Q Do you provide tasting from the menu prior to the wedding?

A No. Your menu is based on Event Menu's which are only prepared for large parties, unlike a restaurant menu. However, when dining with us in our main restaurant you will be able to capture the style and standard you can expect in the event room.

Q Do you supply a wine tasting?

A When you have chosen what you think is your final choice we will give you one bottle of the white wine and one bottle of the red. Should you subsequently decide you want to try something else this will be charged at \$15 per bottle and added to your final account.

Q Do you allow us to use your kitchen with our own caterers or as a kosher kitchen?

A Sails on the Bay employs full time chefs and as such does not allow any form of external catering.

Q What provisions do you make for guests with specific food requirements attending our event?

A Confirmation of guests with specific food requirements will be discussed in the final details appointment. The event supervisor for the evening will advise each guest what menu has been designed for them prior to meals being served. There will not be a choice offered.

Q How many staff work at our wedding?

A We have one waiter for every 24 guests plus a bar person and a dedicated event supervisor.

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APPOINTMENT NOTES
