



# SEAVIEW

WILLIAMSTOWN EVENTS CENTRE

## Seaview External Catering / Venue Only Hire

Seaview Williamstown Events Centre is located in the beautiful inner city sanctuary of Williamstown.

Located just 20 minutes from the Melbourne CBD, The view from Seaview Events Centre is simply breathtaking, Offering spectacular views of the beautiful Port Phillip bay and the Melbourne Cityscape.

Seaview Williamstown offers a large space that can hold up to 260 guests for cocktail or Sit down functions. The venue also has the flexibility to be divided into two rooms that can each hold 130 guests.

### **The cost of External Catering Hire / Venue Only hire covers the following**

1 x 45 min Event consultation meeting – design of floor plan/ set up requirements

Event day set up of all tables, chairs and linen.

Maximum 13 Tables per room including Table cloths

135 Chairs

Floating Bars x 5

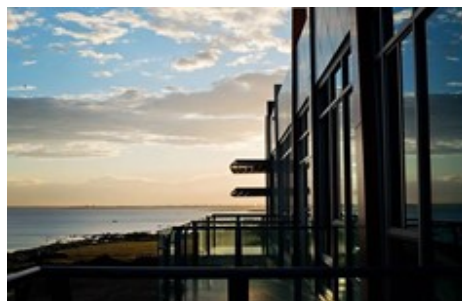
Ottoman pods and Tables x 4 sets of 4

Use of AV equipment (Client to operate all AV)

Security (for all event over 65 people)

Pre-event Venue Cleaning\*

**Please note we do not allow BYO of any Liquor**





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## Seaview External Catering Hire Prices

Seaview is pleased to offer clients the options of using an registered external catering team to provide catering for their events. Please be aware that an external catering fee only covers the following

- ◆ Commercial Kitchen cooking equipment usage including Rational, Ovens, Deep Fryers ( due to dietary requirements - catering team must provide their own oil ) Microwave, Stove tops and Grill plate.
- ◆ Cool room facilities
- ◆ Room set up including table and chair set up and table linen ( max 13 tables/ cloths per room )
- ⇒ External Catering venue hire DOES NOT include the usage of any serving equipment such as Cutlery, Crookery, Platters, Napkins or Glass wear ( unless purchasing a beverage package) but can be provided at an additional cost.
- ⇒ A refundable Cleaning bond of \$500 is also required and will be refunded on completion of kitchen & venue cleaning post event.

### **EXTERNAL CATERING VENUE HIRE PRICES—**

Maximum of 260 guests

1 bar in operation ( extra \$300 extra for both bars to be opened)

**( Prices vary depending on package selected \*)**

*External Catering + No Bar (Non Alcoholic events = \$3000.00*

- ◆ *External Catering + beverage package 80+ ppl = \$500.00 Venue Hire Fee*
- ◆ *External Catering + \$1000.00 Min Bar Tab = \$2500.00 Venue Hire Fee*
- ◆ *External Catering + \$2000.00 Min Bar Tab = \$2000.00 Venue Hire Fee*
- ◆ *External Catering + \$3000.00 Min Bar Tab = \$1500.00 Venue Hire Fee*
- ◆ *External Catering + \$4000.00 Min Bar Tab = \$500.00 Venue Hire Fee*



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## Seaview Venue Hire Only Prices

### Venue Hire Only—No Kitchen Facilities Required

Prices based on 1 function room—Maximum of 130 guests

( Prices vary depending on package selected \*)

*Venue room only + No Bar (Non Alcoholic events) = \$1500 Per room*

- ♦ *Venue room only + beverage package 80+ ppl = \$500.00 Venue Hire Fee*
- ♦ *Venue room only + \$1000.00 Min Bar Tab = \$1200.00 Venue Hire Fee Per room*
- ♦ *Venue room only + \$2000.00 Min Bar Tab = \$900.00 Venue Hire Fee*
- ♦ *Venue room only + \$3000.00 Min Bar Tab = \$500.00 Venue Hire Fee*
- ♦ *Venue room only + \$4000.00 Min Bar Tab = No Venue Hire Fee*

## Seaview Additional Services

Additional services can be purchased in addition to your External Catering/ Venue Hire Only— As per below

### **Bar Staff** (x1 per staff per 70 guests)

Based on 5 hr event (including bar set up and pack down 6.5 hour total )  
\$210.00

<b>Additional Bar Staff</b>	\$31 -\$34per hour
<b>Event staff</b> (including theming, additional event set up etc)	\$31 -\$34per hour
<b>Table cloth hire</b> (white basic)	\$4 each
<b>Staging hire</b>	\$50
<b>Portable PA</b>	\$150.00



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## Terms and Conditions

### Venue Hire Duration

The venue hire covers a duration of a maximum of 7 hours, including 2 hours access for deliveries and set up. Doors to be opened to guests 15 min prior to function start time.

5 hours duration includes pack up and cleaning of function space prior to leaving. ie 5 hour function starts at 7pm, 11:30pm guests to start leaving/ Pack up and cleaning begins, 12 pm room vacated, 12.15-12.30 doors locked. A further fee of \$100 per hour may be payable if the room is not vacated promptly.

### Venue cleanliness \*

The room shall be left in a clean and tidy conditions and in particular

- All external products brought into the premises including boxes, food and drink containers, disposable plates etc shall be removed from the premises by the hirer.

- All crockery and cutlery, if used prior to arrangement with venue, shall be washed, polished and returned to the cupboards provided.

- Any damage to the building, any fixtures, chairs, tables, kitchen equipment or any other items belonging to Seaview must be reported. The hirer shall be responsible for any costs associated with repairs or replacements

### Kitchen facilities

Kitchen facilities including usages of all cooking equipment only. Cutlery, crockery etc shall only be used if arranged with Seaview prior to your function ( please note an additional fee will be applied for any usage of kitchen items. . A rental fee and refundable cleaning bond may apply if kitchen facilities are required. All kitchen facilities must be thoroughly cleaned and returned in the same condition. A cleaning fee may be charged should this not be adhered to.

### OPERATION OF KITCHEN FACILITIES

The Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Seaview Events Centre kitchen staff. If Seaview Events centre Staff determines that the Patron is using the kitchen facilities in a dangerous manner it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.



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## Terms and Conditions

### WAIVER

I ( the customer ) release Seaview Events center from any liability with regard to possible spoilage and/or food-borne illness should I choose to remove food from the Kitchen or Function room areas

#### **In making such a request and by signing this waiver the Customers agree that:**

1. The Customers shall have full responsibility for the removal and safe storage of the leftover food so removed from the Reception.
2. The Customer shall operate with utmost care in removing, storing and/or consuming any leftover food;
3. The Customer is aware that the food may have been left outside for a period of time during the Event and that every precaution must be taken in order to ensure that the food is fit for consumption.
4. Seaview Events Centre and Staff shall not be responsible, in any manner, for any claim, illness or other damage arising out of the leftover food given to the Customer at the end of the Reception. On this basis the Customer is releasing Seaview Events Centre from any liability arising in relation to such leftover food including but not limited to its consumption;
5. The Customer shall indemnify Seaview Events Centre and Staff from and against all claims, losses, liabilities, damage, costs and expenses suffered or incurred as a result of any claim brought forward by any person in relation to the said leftover/BYO or external catered food given to the Customer/guests
6. I accept full responsibility for any allergic reactions or food borne illness that may occur as a result of providing food that has not been prepared in a commercial kitchen or by an authorized/accredited chef or catering team.

Patron's signature below indicates that Patron has read and understood all pages of this Agreement (3 in total) and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated:** \_\_\_\_\_