

CONFERENCES & MEETINGS

A bespoke conference experience
that will set your business apart.



“We aim to deliver Melbourne’s best
conference & meeting experience”

Kirsty Angus - Event Manager

FOOD AND BEVERAGE SELECTIONS

Our award winning chefs have created a truly delicious menu that makes conference breaks a rewarding experience, delivering handmade treats that will impress all of your guests.

IN ROOM BEVERAGES - Barista coffee, tea, soft drinks & juices

On consumption	\$4 each
½ day free flow package (up to 4 hours)	\$15 pp
Full day free flow package (up to 8 hours)	\$25 pp

SEASONAL FRUIT BOWLS - available for \$30 (each bowl has 10 pieces)

MORNING & AFTERNOON BREAKS - Select 2 items per break - \$14pp per break

SMOOTHIES / JUICES	SAVOURY	SWEET
Honey Nana	Scrambled egg bruschetta with crispy pancetta	House made crumpets with salted honeycomb butter and strawberries
Mango, passionfruit & orange	Chickpea farinata with spinach and scrambled egg	French toast, burnt butter, caramelised pear and mascarpone
Clean and green	Smoked salmon, buckwheat blini and sour cream	Lemon meringue pie
Beetroot, carrot & ginger	Avocado, and feta bruschetta	Selection of scones, strawberry jam, clotted cream
Chocolate honeycomb	Parmesan and black pepper twists	White chocolate and raspberry muffins
	Polenta chips, Grana Padano & napoli sauce	Granola bix, almond curd and raspberries
	Porcini suppli with truffle aioli	

LUNCH OPTIONS

\$30 one course set lunch including a beverage in the bar

\$45 two course set lunch including a beverage in the award winning dining room

A la carte from the bar menu

A la carte from the dining room menu

A working lunch in your meeting room

ROOMS

Our expert team of event specialists will work with you to coordinate all the details leaving you to focus on the business at hand.

ROOM CAPACITY

	CAPACITY	1/2 DAY	FULL DAY
BELLAGIO ROOM	up to 14	\$225	\$350
NESSO ROOM	up to 20	\$250	\$400
COMO ROOM	up to 48	\$300	\$500

All rooms are sound proof, have natural light and can be configured to suit your requirements.

SET UPS

	THEATRE	CLASSROOM	BOARDROOM	DOUBLE BOARDROOM	GRAND BOARDROOM	CABERET
BELLAGIO ROOM 5 X 3M	15		12			
NESSO ROOM 8.3 X 4.2M	35	18	20			
COMO ROOM 8.3 X 6.2M	60	30	20	28-34	24	38



** Various break out spaces are available to keep the team fresh

Our package includes all the ancillary services, taking hidden costs and extras out of booking your event.

INCLUDED IN ROOM RATES

Full A/V presentation capabilities	135cm LED Television
Projector & 2580 x 1450cm Screen	Presentation remote
Concierge service (phone in room)	In house PC Laptops
Whiteboards and flipcharts	Wifi Internet
HDMI & Thunderbolt adapters	Note pads & Pens
iPhone/iPad, USB-C adapters	Lectern

TERMS & CONDITIONS

TENTATIVE BOOKING

Tentative bookings will be held for a period of seven (7) days only, at which time the booking will be released if a signed copy of the terms and conditions along with deposit has not been received.

CONFIRMATION

Reservations will only be confirmed on receipt of a signed copy of term and conditions and deposit.

DEPOSIT

The deposit specified on the last page of your terms and conditions is required to confirm the booking. The deposit amount will be deducted from the total bill at the end of the event and is not refunded.

MINIMUM SPENDS

When stipulated, functions must adhere to the minimum spend required. Organisers are liable for the difference in the event of the minimum spend not being met. The minimum spend includes the deposit, and any food and beverages consumed or purchased during the function. In December a minimum of 3 courses for the Italian Feast is required for all sit-down events.

CONFIRMATION OF ATTENDANCE

Anticipated final numbers are required seven (7) working days prior to your event. Payment will be based on final catering numbers provided three (3) working days prior to event or attendee numbers on the day, whichever is greater.

OUTDOOR EVENTS

The Courtyard will be closed at 10pm and 8pm on Sunday's due to licence restrictions.

CATERING REQUIREMENTS

A catering package from within the current function kit must be selected when hiring a private function room. All guests attending the function must be catered for. Menu and beverage selections are required seven (7) days prior to your event. Should selections not be advised at this point your menu selection cannot be guaranteed to be available. The Grand reserves the right to substitute menu items of a similar quality without notice, due to, but not limited to, supplier shortages and seasonal change. The Grand reserves the right to substitute selected beverages with beverages of equal value if the preferred selection is unavailable. All dietary requirements will be catered for individually by The Grand's chefs. Special dietary requirements must be communicated to The Grand seven (7) days prior to the event.

BYO POLICY

No food or beverage of any kind will be permitted to be brought into The Grand for the consumption of guests, with the exception of Wedding Cakes. A cakeage fee will be charged per head for cutting, plating and serving.

RESPONSIBLE SERVICE OF ALCOHOL

The Grand adheres to responsible service of alcohol legislation. All staff are trained in the Liquor Licencing Accredited Responsible Service of Alcohol (RSA) and by the way of law may refuse to serve alcohol to any person who they believe to be intoxicated. Any intoxicated person will be removed from the venue. In accordance with liquor licensing laws of Victoria, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave the venue at the discretion of management. At no time is a minor permitted to consume alcohol on the premises.

AV FACILITIES AND ENTERTAINMENT

It is the organiser's responsibility to ensure that any external AV equipment or devices such as iPod's, DVD's etc are compatible with The Grand's in house equipment. You may test any of this equipment at a mutually convenient time prior to the function. Approval by management at The Grand is required should the organiser wish to hire a band, DJ, or any other form of entertainment. Noise restrictions apply.

SET UP AND DELIVERY

Access to your space is permitted 30 minutes prior to your event.

External audio-visual and production companies are required to make contact with The Grand event staff seven (7) working days prior to the event. The client should ensure event staff are advised of all goods/packages to be delivered and that they are adequately marked with the contact name, date of the event and contact number. All equipment must be removed at the conclusion of the event unless previously arranged with The Grand staff.

DAMAGES AND CLEANING

Organisers are financially responsible for any damage to the building, furniture or property during and immediately following the function, including any costs for repair or replacement at current market price. The organisers of the function are responsible for damage caused by their guests, outside contractors or agents prior to, during and after the event.

CANCELLATION

Refunds shall be made on a pro-rata basis (as shown below);

Period	Cancellation fee
3+ months	\$50 administration fee
1 month	Deposit will be forfeited
Less than 2 weeks prior to event	Deposit forfeited + cancellation equivalent to 20% of total estimated food, beverage and AV charges (based on last numbers provided)
Less than 1 week prior to event	Deposit forfeited + cancellation equivalent to 50% of total estimated food, beverage and AV charges (based on last numbers provided)

PAYMENT

Payment must be finalised by cash or credit card on the day, at the conclusion of the event or prior to the event taking place. Any payment made by bank cheque or EFT must be approved and settled prior to event date, with a notice of Remittance also emailed to The Grand.

Transaction surcharges apply to the following credit cards:

Mastercard & Visa, Diners & Amex 2%,
All prices are inclusive of GST.

Total catering charges will be based on minimum spend or actual attendance, whichever is greater.

PRICE VARIATIONS

Every endeavour is made to maintain our prices as originally quoted to you; however they are subject to change. Should any increases occur, we will notify you immediately.

CONTENT OF EVENT

If The Grand has reasons to believe that any event/function will affect the smooth running of the venue, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

EVENT DURATION

All events are booked for a maximum duration of four hours unless otherwise negotiated. Lunch events must vacate the space by 5pm unless otherwise negotiated..

CLIENT RESPONSIBILITY

The Grand will not be held responsible for the loss of or damage to, property left on premise prior to, during, or after an event.

The client is required to inform all relevant persons involved in the organisation of the event, including colleagues or contractors of The Grand's Terms and Conditions outlined herein.

ACCEPTANCE FORM

By signing this acceptance form, I understand and accept the above listed Terms and Conditions including all deposit and cancellation policies.

Event date _____
Time _____
Space Reserved _____
Company Name _____
Contact name _____
Room Hire* _____
Deposit* _____

Name on card _____
Mastercard Visa
Diners American Express

Card number _____
Expiry _____

Signature _____

Please scan and send this page back to us.

Alternatively, you're most welcome to take a clear photo with your smart phone and send it to us.

email: info@grandrichmond.com.au

***All card payments incur a 1% surcharge**