

Sails

on the bay

CORPORATE EVENTS

Surrounded by glass and located so close to the beach you can reach out and touch the sand, Sails on the bay is a highly acclaimed event venue that offers a stunning waterfront canvas to create the perfect occasion at any time of the year.

A short drive from Melbourne's CBD, and just two minutes from St Kilda, Sails on the bay in Elwood is Melbourne's best located beachfront fine dining restaurant and purpose built event facility. With absolute beach frontage the venue has 180 degree uninterrupted views across Port Phillip Bay.

From 10 up to 600 guests, Sails on the bay offer fully inclusive packages for corporate day and evening events, including seated dining and cocktail parties, conferences, seminars and workshops, corporate training and team building programs, exhibitions and meetings.

Our corporate event services include organisation of your audio visual and presentation requirements, transport solutions, discount hotel accommodation offers, as well as corporate activity programs for our clients.

There are no room hire charges, rather a minimum spend applies and is fully inclusive of your event food and beverage. Our packages have been designed to enable the meeting of minimum requirements.

Venue inspections are welcome and are available by appointment.

For more information and to book your viewing appointment please contact our Event Sales & Operations Manager, Tuesday to Saturday on 03 9525 6933 or email events@sailsonthebay.com

Sails on the bay Restaurant is listed in The Age Good Food Guide.

CONFERENCES AND CORPORATE EVENTS

VENUE CAPACITY

Room Features	Private Dining Room	Café / Terrace	Events Room
Area Sq M.	36	N/A	144
Ceiling HTM	2.5	N/A	3.5
	Max Cap	Max Cap	Max Cap
Cocktail	N/A	80 (dinner only)	250
Lunch/Dinner	40	50 (dinner only)	144
Theatre			144
Classroom			90
U-Shape			35
Work-group			66
Boardroom			30
In house Catering	Yes	Yes	Yes
AV (external hire required)	No	No	In-house screen
Metered Parking	Yes	Yes	Yes
Accommodation	No	No	No
Disabled Access	Yes	Yes	Yes

MINIMUM SPENDS – EVENT ROOM

Minimum spends outlined below apply to secure the Event room. All minimum spends include food and beverage.

CONFERENCES

Sunday & Monday	All day conference	\$3,000	from 8am to 4.30pm
Tuesday to Friday	All day conference	\$1,500	from 8am to 4.30pm
Tuesday to Saturday	Half day conference	\$750	from 8am to 12.30am

The venue is closed to the general public on Sunday & Monday.

Conferences on Saturday and Sunday are subject to availability, prices provided on request.

SEATED AND COCKTAIL EVENTS

Monday to Friday lunch	January to December	\$4,000	from 11.00am
Monday to Thursday dinner	January to December	\$4,000	from 6.00pm
Saturday and Sunday lunch	January to December	\$6,000	from 11.00am
Friday dinner	October to March	\$10,000	from 6.00pm
Saturday dinner	October to March	\$13,000	from 6.00pm
Sunday dinner	October to March	\$9,000	
Friday and Sunday dinner	April to September	\$7,000	from 6.00pm
Saturday dinner	April to September	\$9,000	from 6.00pm
Sunday Dinner	April to September	\$7,000	from 6.00pm

CONFERENCES AND CORPORATE EVENTS

CONFERENCE MENUS

BREAKFAST

\$35 per person (minimum 30 delegates)

- Creamy scrambled eggs
- Breakfast sausages & bacon
- Grilled tomatoes & mushrooms
- Selection of sweet & savoury baked muffins
- Assorted bakers toast with preserves and honey
- Selection of fruit juice
- Premium filtered coffee & assorted tea

WELCOME AND MID MORNING TEA

\$20 per person

- Selection of house baked cookies & muffins
- Premium filtered coffee & assorted tea

WORKING LUNCHEONS

Package One - \$35 per person

Sandwiches served on a selection of Bakers bread

- Smoked salmon, capers & red onion
- Roast beef, horseradish & rocket
- Tuna with salad greens
- Smoked ham with Dijon mustard
- Egg mayonnaise
- Grilled Mediterranean vegetable
- Smoked turkey & cranberry
- Selection of homemade pies, sausage rolls & quiche
- Selection of pastries & cakes

Package Two - \$38 per person

Platters served centrally to guests

- Rare roast beef & smoked chicken
- Antipasto – house terrine, marinated market fish, vegetables & smoked meats
- Mediterranean vegetable & cous cous salad
- Vietnamese chicken coleslaw with crushed peanuts
- Seasonal garden salad
- Chocolate & hazelnut torte

Package Three - \$42 per person

Platters served centrally to guests

- Antipasto – house terrine, marinated market fish, vegetables & smoked meats
- Selection of homemade pies, sausage rolls & quiche
- Selection of bakers rolls with a variety of fillings (meat, fish & vegetarian)
- Seasonal garden salad
- Greek salad
- Fresh seasonal fruit platter
- Australian cheese with bread, biscuits, dried fruit & nuts

CONFERENCES AND CORPORATE EVENTS

CONFERENCE MENUS, Cont'd

All Working Luncheon Packages are inclusive of the following beverages;

- Selection of soft drinks & fruit juice
- Sparkling & still mineral water
- Premium filtered coffee & assorted tea

ADDITIONAL OPTIONS

Fresh seasonal fruit platter	\$50 per platter
Australian cheese platter	\$50 per platter
Homemade scones with jam & fresh cream	\$4.50 per person
Range of cakes – selection & price on request, from	\$4.50 per person
Continuous premium filtered coffee & assorted tea	\$20 per person

CONFERENCE PACKAGE INCLUSIONS

- Pads, Pens, Mints and Iced Water
- AV Screen and Flip Chart
- Premium silver and glassware
- Entry Foyer floral arrangement
- Personalised event signage, including easel and board
- Acclaimed kitchen team and Pastry Chef

AUDIO VISUAL

Sails on the bay provide general AV facilities including in-house sound system (background music), screen and flip charts. Additional AV requirements can be ordered with external suppliers at the client's request and expense.

EVENT SUPPLIERS & GUEST ACCOMODATION

Sails on the bay can provide a list of suppliers we have worked with and can recommend to assist you in planning your event. We can also provide a list of local accommodation providers.

TRANSPORT

Bus - Elwood (Glen Huntly Road)

Bus 630 from Monash University to Huntingdale via Gardenvale, punt Road & Elwood

Train - Ripponlea (Ripponlea Station)

Sandringham Line, Flinders Street to Sandringham

Tram - St Kilda (The Esplanade and Acland Street)

Tram 96 from Bourke Street (stops 134, 138, 140), Tram 16 from Swanston Street (stops 138) or Tram 112 from Collins Street (stop 143); Buses: 246, 600; Night buses: 922 or 923

Melbourne Chauffeur Driven Limousines and Buses

Suite 504, 365 Little Collins Street, Melbourne 3000

Email: justit@justitours.com.au

Phone: 61 3 9016 3736

www.justitours.com.au

CONFERENCES AND CORPORATE EVENTS

SEATED DINING EVENT MENUS

<u>Package 1</u>	2 entrée - 2 main - 1 dessert	Alternate service	\$70 per person
<u>Package 2</u>	2 entrée - 2 main - 2 dessert	Alternate service	\$78 per person
<u>Package 3</u>	2 entrée 2 main 2 dessert	Alternate service Guest choice Alternate service	\$88 per person

ENTREE

- *Quail with prosciutto, sage & parsley risotto
- Duck & orange zest ravioli, ginger & galangal broth
- *Blue eye & crab mousseline, ginger & white wine sauce
- French style gnocchi, spinach, tomato, soft herbs & chorizo sausage
- *Marinated Atlantic salmon, coriander, lemon & oil dressing
- *Red wine, mushroom, spinach & herb risotto with shaved parmesan
- *Chicken, duck & orange terrine, pickled vegetables, fruit relish
- *Smoked salmon, lemon & baby salad
- Crispy pork belly, pear puree, Asian salad, caramelised soy & orange dressing
- Spinach & goats cheese tart with rocket, pumpkin & feta salad

MAIN

- Baked fillet of deep sea blue eye, crusted with brioche & herbs, white wine sauce
- *Grilled fillet of black trevally, carrot puree, spinach & lobster sauce
- *Fillet of local bay snapper, crushed pumpkin, broccolini, champagne & dill sauce
- *King dory fillet, sticky black rice, bok choy & Thai coconut sauce
- *Gremolata roasted chicken breast, savoy cabbage with bacon & onion, kipfler potatoes, lemon & thyme jus
- *Loin of lamb (medium), savoury rice with pine nuts & sultanas, green beans, minted pea jus
- *Honey roasted duckling breast (medium), braised red cabbage, parsley mash, sweet & sour blackcurrant 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

DESSERT

- Baked lemon tart, fruit compote & cream
- *Glazed lemon parfait, lemon curd, citrus syrup
- Blackcurrant delice, blackcurrant sorbet & coulis
- Sticky date pudding, butterscotch sauce, clotted cream
- Dark chocolate truffle torte, white chocolate sorbet
- Spice roasted pineapple & banana, coconut sorbet
- Baked chocolate tart, orange anglaise
- Strawberry panna cotta, lemon sorbet & rhubarb compote

* Dish can be altered to cater for gluten intolerant guests

^ Eye Fillet Surcharge - 5.50 per person (for 50% if alternate)

Menu is seasonal and subject to change

CONFERENCES AND CORPORATE EVENTS

BEVERAGE PACKAGES

Food service times must correspond or exceed beverage service times

<u>Package 1</u>	3 hours	\$40.00 per person
<u>Package 2</u>	4 hours	\$47.50 per person
<u>Package 3</u>	5 hours	\$55.00 per person

All beverage packages are inclusive of;
- Sparkling, red and white wine
- Crown Lager or James Boags Premium and James Boags Light
- Selection of soft drinks and fruit juices

Imported beer and wine upgrade alternatives are available on request
Spirits are available on consumption, prices start from \$8.50 per person

EVENT ROOM WINE MENU

Wine and vintages are subject to change without notice

SPARKLING WINE

NV Pizzini Frizzanti 'Fresco', King Valley, Vic

Optional:

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

NV Quartz Reef Methode Traditionnelle, Central Otago, N.Z (*\$6.50 per person upgrade*)

Select one white and one red wine

WHITE WINE

2011 Bodegas Patrocinio Zinio White Rioja – Viura, Rioja, Spain

2014 Cool Woods Pinot Gris, Eden Valley, S.A

2013 Teusner 'Round Two' Single Vineyard Semillon Sauvignon Blanc, Barossa Valley, S.A

2015 Totara Sauvignon Blanc, Marlborough, N.Z

2012 Clarence Hill Chardonnay, Adelaide Hills, S.A

RED WINE

2012 Radio Boka Tempranillo, Valencia, Spain

2011 Pimpala Road Cabernet Merlot, Coonawarra & the Fleurieu Peninsula, S.A

2013 Clarence Hill Cabernet Sauvignon, Adelaide Hills, S.A

2013 Brini Estate Shiraz, McLaren Vale, S.A

CONFERENCES AND CORPORATE EVENTS

COCKTAIL PARTY MENU

Food service times must correspond or exceed beverage service times

<u>Package 1</u>	8 canapés – 4 hot, 4 cold 1 hand held main 1 dessert canapé	3 hours	\$50 per person
<u>Package 2</u>	10 canapés – 5 hot, 5 cold 2 hand held mains 2 dessert canapés	4 hours	\$60 per person
<u>Package 3</u>	12 canapés – 6 hot, 6 cold 3 hand held mains 3 dessert canapés	5 hours	\$70 per person

COLD CANAPES

- Smoked salmon, horseradish cream cheese, rye bread
- Beef, ginger & chive salad
- Asian chicken salad
- Curried zucchini bread with tzatziki
- Salted blue eye brandade, garlic crostini
- Chicken liver parfait, brioche
- California rolls, soy dipping sauce

HOT CANAPES

- Tofu, shiitake & spinach gyoza
- Peking duck rolls, hoisin sauce
- Tandoori chicken spring roll, mango chutney
- Cheese arancini, sweet chilli sauce
- Vegetable samosa
- Goats curd & roasted red pepper tart
- Japanese fried ginger chicken, soy & ginger
- Spinach & ricotta filo, minted yoghurt
- Chorizo pizza
- Basil & feta pizza

HAND HELD MAINS

- Salmon Coulibiac, champagne sauce
- Sweet potato & ricotta ravioli, wine & soft herb sauce
- Duck Thai red curry, fragrant rice
- Crispy fried blue eye fillets, chips & fresh lemon
- Smoked ocean trout salad nicoise
- Braised beef in red wine, mashed potato
- French style gnocchi, spinach, tomato, soft herbs & chorizo

DESSERT CANAPES

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

ADDITIONAL OPTIONS

- Fresh seasonal fruit platter \$ 50 per platter
- Local & imported cheese platter \$ 50 per platter
- Shared antipasto platter \$ 10 per person
- Additional hand held main (cocktail party) \$ 15 per person

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Sails on the bay

E V E N T S

TERMS AND CONDITIONS

DEPOSITS

For all conference events a deposit of 50% of your minimum spend is required within 7 days of placing your reservation to guarantee your date and quotation.

For seated and cocktail events a deposit of 25% of your minimum spend is required within 7 days of placing your reservation to guarantee your date and quotation.

FINAL ATTENDANCE AND PAYMENTS

Confirmation of final numbers is required 5 working days prior to the event - the account will reflect this confirmation as a minimum. Unless prior arrangement is made with Sails on the bay the total balance remaining on your account must be paid in full on the day of your event.

On the day/evening of your event, it is advised, when you are paying for the account on the day, that yourself, or a member of your party, receive your finalised bill or tax invoice prior to leaving our premises. **Accounts, where prior arrangement has been made, are due to be paid 7 days after your event.**

BOOKING CANCELLATIONS AND TRANSFERS

Sails on the bay reserves the right to cancel your reservation if a deposit is not received within 7 working days of placing your initial (tentative) reservation. **All cancellations and booking transfers must be received in writing. A 10 day cooling off period from receipt of deposit applies. After the cooling off period, deposits are non-refundable and non-transferable.**

RESPONSIBILITY

All items delivered to Sails on the bay should be clearly marked with name of booking/event party, date of event and specification as to lunch/dinner event. Items should not be delivered more than 48 hours before the event and must be collected within 24 hours of your event.

Organisers 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 an event. No banners, signs or posters may be attached to the walls ceilings or windows without prior arrangement with the Event 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.

AUDIO VISUAL

Should you require any Audio Visual equipment we are able to secure this at an additional cost which we will discuss with you prior to hiring on your behalf from **Myles Audio Visual**.

FLORAL ARRANGEMENTS AND DECORATIONS

Our recommended florist are able to provide quotations should floral table arrangements be required. Alternately you may arrange your own florist and/or event decorator. Please direct your suppliers to contact the venue to arrange a time for setting your tables.

ENTERTAINMENT

Sails on the bay will provide entertainers or photographers with a main course meal and soft drinks at a cost of **\$35 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 11am the following day for evening functions.

TIMING

Commencing from 11.00am for lunch and 6.30pm for dinner (at the earliest). All guests must vacate the premises within 30 minutes of bar closure.

CLOSED

Sails on the bay is closed on Good Friday, Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day.

SMOKING AND PARKING

From July 1st 2001 smoking is prohibited in all food service areas. Smoking is currently permitted on our front board walk area.

Sails on the bay is located on council owned land. The City of Port Phillip owns and operates the car park adjacent to the venue – car parking at all times of the year incurs a fee for each car. The current fee is \$5.00 per hour to a maximum of \$12.00 This fee is payable at ticket machines located throughout the car park. **All revenue belongs to the council.** Our Mel ways reference is 67 B5.

SET UP TIMES

Access to the Event Room will be provided 30 minutes prior to your scheduled attendee arrival unless an alternative arrangement has been confirmed with our Event Manager. An additional 'early access' set up fee may apply should you require earlier access.

Access to the Event Room for lunch or evening set up will be discussed when your florist or entertainer calls us. Access for a lunch function is from 10am - dinner from 5pm

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

VALID UNTIL DECEMBER 2015

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