



a wedding by the bay...

*Novotel Melbourne St Kilda  
Wedding Kit*

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## *Novotel Melbourne St Kilda Introduction*

Congratulations on your Engagement and thank you for considering Novotel Melbourne St Kilda as a host for your special day!

Novotel Melbourne St Kilda is ideally situated overlooking St Kilda Beach and Port Phillip Bay. Just 6 kilometres from Melbourne's CBD, Novotel Melbourne St Kilda is embedded in the thriving cosmopolitan locale of St Kilda.

We are truly one of Melbourne's most unique wedding venues, aspiring to provide you with "An idyllic Wedding by the Bay".

The hotel features 211 accommodation rooms, including Executive Suites & Penthouses, 24 hour room service, undercover parking, heated swimming pool, sauna & gymnasium. As part of choosing to have your wedding day at Novotel Melbourne St Kilda we will offer special accommodation prices and complimentary car parking to all of your guests.

Novotel Melbourne St Kilda caters for Wedding Receptions from 60 to 160 guests and can be as formal or informal as you like.

Booking your Wedding Reception at the Novotel Melbourne St Kilda, means that you can leave all your Wedding day nerves behind you. Place yourselves in the hands of our experienced and dedicated consultants that will ensure your special day is a complete success.

Our Ballroom is a large pillarless room, with high ceilings, parquet wooden dance floor and internal sound system. We also offer inclusive use of our Grill 3182 Restaurant terrace area for your pre-dinner drinks and canapés.

To cater to your specific needs, we offer a memorable Wedding Package to tie together all the elements of your most treasured day.



## *Wedding Reception Package*

### **Served Upon Arrival:**

Canapés and a selection of fine Australian beers, wines & soft drinks served to your guests on our Grill 3182 Terrace overlooking Port Phillip Bay

### **Pre-Dinner:**

Chefs selection of hot & cold canapés served to guests  
Individual platter of canapés served to your Wedding party in your Bridal Suite

### **Pre-Dinner Beverages:**

Standard Package:

De Bortoli NV Brut (Vic)

De Bortoli Semillon Chardonnay (Vic)

De Bortoli Shiraz Cabernet (Vic)

Boags Draught

Boags Light

Fruit Juice and Soft Drinks

Beverages including house spirits served to your wedding party in your Bridal Suite.

### **Dinner:**

Three course dinner\* or buffet served in our Ballroom

Dinner followed by freshly brewed coffee, tea and a platter of chocolates

\*3 course dinner served as a 50/50 alternative drop

### **Dinner Beverages:**

Standard Package:

De Bortoli NV Brut (Vic)

De Bortoli Semillon Chardonnay (Vic)

De Bortoli Shiraz Cabernet (Vic)

Boags Draught

Boags Light

Fruit Juice and Soft Drinks

**Complimentary Inclusions:**

Complimentary room hire for 5-hours (reception must conclude by 12 midnight)

Raised bridal table with VIP decorations: table skirting, centrepieces and tea lights

Personalised table menus

Ceiling decorations – 3 white sails

Cake table

Gift table

Wooden dance floor

White linen table cloths & linen serviettes to compliment bridal colour scheme

Lectern & microphone for speeches

Complimentary menu tasting for two

Complimentary car parking for all guests

Discounted accommodation rates for wedding guests

Dedicated wedding co-ordinator

**Complimentary Bridal Accommodation Package:**

One nights accommodation in Executive Spa Suite inclusive of, one bottle of Chandon & Strawberries, full buffet breakfast for 2 and late check out.

**Additional Services Offered:**

Entertainment

Wedding cakes

Florist

Photographer

Bonbonniere

Invitations & place cards

Ice sculptures



**Deposit Invoice:**

The following cost includes all items outlined in the previous Wedding Package.

Adults           \$99.00 per person  
Children         \$60.00 per person (aged from 4 to 12 years)

Cost is based on a minimum of 100 guests

1st Instalment: 25% of estimated function cost, returned with a signed copy of the terms and conditions

2nd Instalment: 6 months prior to function a further 25% of estimated function cost

**Final Payment:**

Remaining balance is due in full 14 working days prior to your function

Please refer to attached Terms & Conditions for further details



## *Wedding Menus*

### **3 Course Set Menu**

Create your own menu from the list of courses below. Please select one or two dishes from each course. If you select two options, they will be served alternately to your guests.

#### **Entree**

Fresh garden Minestrone soup, parmesan croutons

Chilled king prawns with avocado cream and baby watercress salad

Cumin spiced chicken, wonton crisps, tomato oil and pomegranate dressing

Crispy salt and pepper calamari, toasted peanuts, julienne vegetables and bean shoot salad with chilli lime vinaigrette

Veal scallopini filled with prosciutto, red pepper, basil and ricotta

Potato gnocci with a tomato and basil Napoli, grated feta and infused garlic oil

Pan seared Ocean trout fillet with beetroot and Nashi pear salad

Soy and ginger beef salad, coriander, Vietnamese mint and crispy noodles

Hoisin duck breast, fragrant rice, sweet pickled vegetables and sesame dressing

### **Main Course**

Crispy skin Tasmanian salmon, steamed kipfler potato, broccolini and herbed butter

Braised lamb shoulder, olive oil and parmesan potato mash and green beans

Herb infused chicken breast, pappardelle pasta and a porcini mushroom cream sauce

Chargrilled porterhouse steak, field mushroom and roasted root vegetables

Crispy skin barramundi with coconut, lemon grass and chilli risotto, vegetable crisps and black bean beurre blanc

Chargrilled 200gm eye fillet, potato and cauliflower dauphinoise, red wine jus

Roasted boned chicken leg filled with Spanish paprika and chorizo, on soft ploenta and braised red peppers

Three cheese agnolotti pasta, ratatouille vegetables and cheese dumpling



## **Dessert**

Chocolate panna cotta, hazlenut biscotti and an orange glaze

Strawberry meringue stack, strawberry coulis and a berry ripple

Sticky date pudding, warm butterscotch sauce and double cream

Upside caramelised pear tart tatin, vanilla bean ice cream

Seasonal sliced fruit plate spiced Leatherwood honey yoghurt

Tiramisu coffee syrup, shaved chocolate and double cream

Lemon curd tart with soft meringue, berries and cream

Pistachio crusted Turkish delight parfait and soured black berries

Served with sourdough bread rolls, freshly brewed tea and coffee and chocolate

## Wedding Buffet Menus

### **Buffet 1**

Inclusive in Wedding Reception Package:

Antipasto platter

Crusty house baked bread rolls

Chef's selection of salads with dressings

Condiments

### **Pre-select any two dishes from the following list:**

Chilli and basil grilled market fish with tomato broth

Braised lamb curry

Pumpkin gnocchi, crisp kassler and parmesan cream

Spinach and ricotta cannelloni, pesto cream sauce

Chicken fillets, shitake mushrooms and sweet soy reduction

Stir fry beef in black bean sauce, hokkien noodles

Sautéed Asian greens, chilli ginger sauce

Steamed reef fish fillets choi sum and Asian broth

Braised veal, mushrooms cream and onion

*All of the above are served with rice, potatoes and panache of seasonal mixed vegetables.*

Selection of assorted cakes or desserts

Seasonal sliced fruit platter

Freshly brewed tea and coffee and chocolates

*Buffet menus are based on a minimum of 30 guests. If numbers fall below 30, Chef will tailor a menu to suit you.*

## Wedding Buffet Menus

### **Buffet 2**

Inclusive in Wedding Reception Package with an additional \$10.00 surcharge per person:

Antipasto Platter

Crusty house baked bread rolls

Chef's selection of salads with dressings

Condiments

### **Pre-select any two dishes from the following list:**

Roast sirloin of beef, ratatouille vegetables and red wine jus

Roast leg of lamb, tomato and mint rosemary jus

Slow roasted pork belly, apple sauce

Moroccan scented roast chicken, cous cous

### **In addition, also select two dishes from the following list:**

Baked chilli and basil grilled market fish with tomato broth

Braised mild lamb curry

Pumpkin gnocchi, crisp kassler and parmesan cream

Spinach and ricotta cannelloni, pesto cream sauce

Chicken fillets, shitake mushrooms and sweet soy reduction

Stir fry beef in black bean sauce, hokkien noodles

Sautéed Asian greens, chilli ginger sauce

Steamed reef fish fillets choi sum Asian broth

Braised veal, mushrooms cream and onion

*All of the above are served with rice, potatoes and panache of mixed seasonal vegetables.*

Selection of assorted cakes or desserts

Sliced seasonal fruit plate

Brie, blue and cheddar cheese platter

Freshly brewed tea and coffee and chocolates

*Buffet menus are based on a minimum of 30 guests. If numbers fall below 30, Chef will tailor a menu to suit you.*

## *Wedding Canapé Menu*

Our Wedding Reception Package includes approximately 5 pieces of finger food per person. Additional platters and canapés can be arranged in addition to your menu.

### **Cold Canapés**

Shallot oysters, red wine vinaigrette

Marinated fetta on Turkish bread topped with roasted bell peppers

A selection of nigri and sushi

Tandoori chicken tartlets, minted yoghurt

Bruschetta of cherry tomato, bocconcini and pesto

Caramelised onion, pine nut and brie cheese tarts

Rare roast beef, tomato chutney

Sweet corn and zucchini fritters, capsicum relish

Smoked salmon tartare on crisp bread

Cajun spiced prawn, cucumber and aioli

### **Hot Canapés**

Homemade petite quiches

Tempura style prawns with a mirin soy dipping sauce

Peking duck spring roll, Asian dipping sauce

Mushroom and pecorino cheese arancini

Char sui pork puffs

Citrus fish cakes, sweet chilli sauce

Chicken satays, spicy peanut sauce

Vegetable Sui Mai

Prawn and scallop pizza

Chicken and tarragon parcels

### **Platters**

Antipasto platters and Mediterranean dips served with olives and stuffed vine leaves

Cheese and fruit platters

*Should numbers fall below 30, canapés will be Chef's selection.*

## *Booking Confirmation & Letter of Acceptance*

Bride's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Name of Bridesmaids: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Groomsman: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Master of Ceremony (MC): \_\_\_\_\_

## Payment Details

### Initial Deposit

To confirm your Wedding Reception we require a deposit of 25% of the estimated function value. This deposit is required within seven (7) days of booking your event.

Please circle your choice of deposit payment from the choices below:

Cheque

Cash

Credit Card (Please complete details below)

Credit Card Holders Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Signature of Credit Card Holder: \_\_\_\_\_

\*Please note there is a 1.5% surcharge on all credit card transactions.

### Second Instalment:

6 months prior to your Wedding Reception, we a further 25% of the estimated function cost will be due. This will be drawn from the above credit card. (unless otherwise specified)

### Final Instalment:

Final Settlement of your account is required **14 days** prior to your Wedding Reception. Any additional charges accrued during the event must be settled upon departure. If your account has not been settled upon departure, the nominated credit card above or below will be billed.

Please complete if different from the above credit card for second or final instalments.

Credit Card Holders Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Signature of Credit Card Holder: \_\_\_\_\_

\*Please note there is a 1.5% surcharge on all credit card transactions.

## *Event & Accommodation Terms & Conditions*

The Hotel will make every effort to ensure your event runs smoothly and to offer you any information or service we are able to provide. To enable us to offer high quality service and to ensure the satisfaction of all of the Hotel's guests, the following terms and conditions are applicable to your event. Please read these carefully and if you have any questions please contact one of our function assistants.

### (1) Definitions

In these terms and conditions the following definitions apply. Event Order means the event order attached to these terms and conditions setting out the details of your event.

Deposit means the amount specified in the Event Order or if no amount is specified then 25% of the Estimated Event Charge including all accommodation, food and beverage and associated charges.

Estimated Event Charge means the estimate of the Event Charge specified in the Event Order including any accommodation bookings.

Event Charge means the total of the room hire, food and beverage account, delegate and organiser, accommodation, any surcharges payable and any other amounts payable by you for the event.

Event Date means the time and date of your event specified in the Event Order.

### (2) Booking and Deposit

The Hotel will provide you with details of your tentative booking in writing. In order to confirm your booking, a non-refundable deposit (equal to 25% of the Estimated Event Charge, including all accommodation, food and beverage, room and equipment hire costs unless otherwise specified in the Event Order) must be paid to the Hotel within 7 days of your booking (the Hotel may require payment of the deposit within 48 hours if other tentative bookings are received); and

Delegate numbers are bound to event proposal and or contract. If slippage in numbers occurs a surcharge will be applicable. If your event structure changes in anyway; (event details, conference room requirements, event structure etc) a re-quote or surcharge will be applicable. The hotel reserves the right to use their discretion. You must return the signed copy of the Letter of Acceptance and a signed copy of the Terms and Conditions to the Hotel.

The Hotel may request another non-refundable deposit of up to 100% of the total anticipated cost of the event and associated accommodation for larger events or events booked during various periods of high demand. These conditions will be detailed in the Event Order.

### (3) Payments

**Second Instalment:** 6 months prior to your function, a further 25% of the estimated function cost will be due. This amount will be drawn from the above credit card (unless specified)

**Final Instalment:** Final Settlement of the Account is required 14 Days prior to your function. Any additional charges accrued during the event must be settled upon departure. If account hasn't been settled upon departure the nominated credit card used for your deposit will be billed.

### (4) Charges and GST

The Event Charge will be based on the rates quoted in the Event Order unless you require any changes to your event, in which case the Hotel will advise you of any change to the charges. The Estimated Event Charge has been provided to you as an indicative figure only of the likely Event Charge.

All rates are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999.

If any additional or increased taxes or levies are introduced after the date of the Event Order, the Hotel reserves the right to require payment of the relevant additional amount.

### (5) Surcharges

Additional surcharge costs may apply to your event. If applicable these will be detailed in your Proposal / Contract or Event Order.

### (6) Benefits

Frequent Flyer Points and Advantage Plus Privilege benefits do not apply to payment of the Event Charge or any accommodation charges.

(7) Function and Accommodation Cancellations

All deposits paid are non refundable. In addition, the following cancellation fees apply if you cancel the event:

More than 30 days notice - unless otherwise specified in the Event Order the Deposit will be forfeited.

Between 15 and 30 days notice - in addition to the Deposit (which will be forfeited) you must pay an additional 50% of the Estimated Function Charge and Accommodation (unless the function room is rebooked in which case the Hotel, in its discretion, may waive part of the cancellation fee).

Between 8 and 14 days notice - in addition to the Deposit (which will be forfeited) you must pay an additional 75% of the Estimated Function Charge and Accommodation (unless the function room is rebooked in which case the Hotel, in its discretion, may waive part of the cancellation fee).

Between 7 and 0 days notice – in addition to the Deposit (which will be forfeited) you must pay the total balance of the Estimated Event Charge and Accommodation (unless the function room is rebooked in which case the Hotel, in its discretion, may waive part of the cancellation fee).

(8) Rooming lists, Guest Numbers and charges for reduced numbers

The Hotel will state the expected number of guests and number of Hotel rooms booked in the proposal or contract. Once the booking is confirmed by your Deposit, the Hotel allows a reduction of up to 20% of the number of originally booked guests and accommodation detailed in the proposal or contract to occur without penalty. Any reduction in excess of 20% of the original booking will be treated in the same manner as cancellations (clause 7) and charged accordingly unless special arrangements have been made in advance with the Hotel.

#### (9) Function Details

Preliminary event details (including accommodation) will be outlined in the proposal or contract. You need to confirm all event & accommodation details upon confirmation of event (clause 2). The Hotel will complete a final event programme (event order) and detailed rooming list and forward it to you fourteen days prior to your event. You need to sign and return this sheet to the Hotel as final confirmation of all event details within 7 days of receipt or 7 days before your event, whichever is the earlier.

The prior approval of the Hotel is required for:

All plans and designs for any displays that you propose to stage or present during your event which must be provided to the Hotel for approval at least 10 Business Days before your event; Displays of any kind intended to be located outside the designated event room; Attaching anything by nails, screws or adhesive in any way to any wall, door or other part of the Hotel;

Use of smoke machines, special balloon effects and/or pyrotechnics effects the Hotel smoke detectors. Should the Fire Brigade respond to an alarm in the event room, which has been set off by an unauthorised use of smoke machines, special balloon effects and/or pyrotechnics, you will be liable for any charges incurred by the Hotel.

All electrical equipment must be tagged and tested by an certified electrician. Failure to comply with, the hotel reserves the right to deny use of equipment / machinery.

Time extension for events will incur an additional room hire fee. Please advise hotel at your earliest, for associated cost and approval. You are responsible for costs involved in ensuring set-up and breakdown time of the event room. All deliveries to the Hotel must be advised to the Hotel before delivery and must be delivered to the Hotel booked and marked with the name and date of the event (refer to delivery label).

(10) Conduct of the Function

Unless otherwise agreed by the Hotel, your event must finish at the time specified in the Event Order. Your event must be conducted in an orderly and lawful manner. The Hotel reserves the right to end your event if the Hotel reasonably believes that your event is not being conducted in an orderly and lawful manner. The Hotel has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hotel's termination of your event.

The Hotel may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

No food or beverages of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.

The Hotel practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

You are not permitted to exceed any noise levels, which, in the opinion of the Hotel, may disturb other guests of the Hotel or disrupt the normal operations of the Hotel.

You must ensure that you and your guests and invitees at your event do not breach any statutes, by-laws, or regulations including the Hotel's liquor licence and fire regulations.

(11) Substitution of Function Room

The Hotel may assign an alternative function room for your event if the appointed function room is unavailable for any reason or the Hotel believes the appointed function room is no longer appropriate. The Hotel will, where possible, consult with you before making any changes.

(12) Circumstances Beyond the Control of the Hotel

If the Hotel is unable to provide the facilities or any other arrangements for your event or any part of it or cannot otherwise perform the terms of the Event Order due to circumstances beyond the Hotel's control, the Hotel is not responsible for any costs, damages or expenses that you may suffer or incur.

(13) No Responsibility

The Hotel is not responsible for:

The theft, damage or loss of any goods brought into the Hotel; or  
Any introduction of food to the event and the effect of it afterwards.  
The Hotel is not responsible for any theft, damage or loss to any  
goods that may occur within the car park.

(14) Indemnity

You are responsible for and must indemnify the Hotel for:

Loss or damage to the Hotel arising out of your use, or any person  
attending the event and/or room accommodation;

Any additional cleaning requirements which the Hotel considers to be  
in excess of general cleaning; and

Claims by any person for loss, injury, death or damage of any kind  
arising from your use, or any persons attending the event and/or room  
accommodation, which is caused or contributed to by your negligence  
or that of persons attending the event.

(15) Agency

Unless otherwise agreed, the party which signs these terms and  
conditions will be the party responsible for payment of the Event  
Charge.

If the event is being booked by an agent on behalf of a third  
party, the third party must also sign these terms and conditions.  
Alternatively, the agent must provide to the Hotel written  
authorisation from the third party which:

Confirms the agent is authorised to sign these terms and conditions;

Confirms the third party will be liable to the Hotel (in addition to the  
agent) for payment of the Event Charge (including any cancellation  
fees) notwithstanding that they have not personally signed these  
terms and conditions; and

Acknowledges that a commission, incentive or fee may be payable or  
being paid by the Hotel to the agent.

Important Note:

Please read these terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative.

If you have read and understood the terms set out above and accept them, please sign the terms. In signing the terms, they are binding upon you.

These terms and conditions are accepted:

Client Name: (Please print) \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Function Room Diagram



### Ballroom Wedding Capacities:

With dance floor: 160 guests

Without dance floor: 220 guests

## *Contact Details*

For further information, to schedule a site inspection or to speak with one of our event organisers, please do not hesitate to contact one of the following staff based at Novotel Melbourne St Kilda.

Kellie Savage  
Sales Manager  
Phone: 03 9536 6143  
Email: [H1506-sb04@accor.com](mailto:H1506-sb04@accor.com)  
Fax: 03 9525 3908