



HELLENIC CLUB
Where Canberra Meets

Hellenic Club of Canberra

WEDDING
Package

Weddings

AT THE HELLENIC CLUB

FUNCTION ROOM & HIRE COST

Congratulations ON YOUR ENGAGEMENT!

CLASSROOM

LOBBY

BOARDROOM

In the months ahead you will make many important decisions to ensure your wedding is all that you and your partner hope for.

We are delighted that you have considered us to host one of the most important parts of your day – the wedding reception. We understand that there are many options available for your wedding and our dedicated and experienced event coordinators will be ready to assist you at any stage with planning your special day.

We offer a fantastic range of dining options that will add an extra touch to your special day. Our professional staff will ensure that your guests receive high quality food and beverage service throughout the reception. We will ensure that you are able to relax and create lasting memories of your wedding with your guests.

We hope you find this information useful, and we would love to invite you and your partner to see our award winning venue and discuss your thoughts for your reception.

We look forward to hearing from you soon.

HELLENIC EVENTS TEAM

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Function

ROOM CAPACITIES

WODEN ROOM CAPACITIES

FUNCTION ROOMS	ROUND TABLES		RECTANGLE TABLES	
	WITH DANCE FLOOR	WITHOUT DANCE FLOOR	WITH DANCE FLOOR	WITHOUT DANCE FLOOR
Olympus Room	350	430	450	570
Combined Olympus/Apollo Rooms	530	610	620	760
Apollo Room	110	160	130	170

CITY ROOM CAPACITIES

FUNCTION ROOMS	ROUND TABLES		RECTANGLE TABLES	
	WITH DANCE FLOOR	WITHOUT DANCE FLOOR	WITH DANCE FLOOR	WITHOUT DANCE FLOOR
Atlas Room	50	70	60	100
Poseidon Room	100	110	120	150

PLEASE NOTE - all capacities of rooms may vary due to individual requirements.

Wedding

PACKAGES

PACKAGE INCLUSIONS

Cutting and serving of wedding cake
Freshly brewed tea and coffee
Linen tablecloths and napkins with silver napkin rings
Dance floor, microphone and lectern
Bridal lounge
Skirted bridal table, cake and gift tables
Venue hire based on minimum numbers of 80 adults
(Olympus Room 120 adults - Olympus/Apollo Room 200 adults)

PACKAGES		PER GUEST	SUN/PUBLIC HOLIDAY
PACKAGE 1	2 course meal (Entreé/Main) 50/50 alternative service 5 hour beverage package	\$100	\$115
PACKAGE 2	3 course meal (Entreé/Main/Dessert) 50/50 alternative service 5 hour beverage package Chair covers with coloured sash	\$115	\$130
PACKAGE 3	4 course meal (Starter/Entreé/Main/Dessert) 50/50 alternative service 6 hour beverage package Chair covers with coloured sash Fairy lights on bridal and cake tables Complimentary food tasting	\$145	\$160

SPECIAL TOUCHES

We are happy to organise any of the following decorations or entertainment if required:

Ceiling Canopy Balloon Bouquets
Backdrop Jukebox Hire
Chair Covers DJ
Fairy Lights
Centrepieces

Menu

SELECTIONS

entrée

Chipotle pumpkin soup, roasted coconut shave, grissini (V)*

Cream of mushroom soup, mushroom duxelle, sour dough (V)*

Fried halloumi, tomato, basil, pickled fennel, rocket salad, olive yoghurt dressing (V)

Asparagus panna cotta, parmesan crisp, cherry tomato, balsamic pearls, beetroot vinaigrette (V, GF)

Warm trout, pearl cous cous, celeriac remoulade, baby vegetables, chive béarnaise

Chermoula prawns, avocado, tri colour quinoa, preserved lemon, tzatziki, wild rocket (GF)

Twice-cooked pork, scallops, Japanese slaw, pork rind crumble, cinnamon apple purée, smoked bacon burnt butter (GF)

Herbed crusted chicken, brioche croûte, grana padano snow, pomegranate, olive soil, tomato salad

Cured beef, asparagus, feta cheese tart, sumac, chickpea two ways, tahini dressing

Spinach ricotta ravioli, pumpkin cream, grana padano shavings, crisp stuffed zucchini flower (V)

main

Oven roasted salmon, olive tapenade, charred fennel, beans, lemon mashed potato, caper beurre blanc (GF)

Crispy barramundi, seasonal vegetables, green pea mash, diced polenta, tomato eggplant caviar

Ocean trout, vanilla mash, seafood and green lentil ragout, soft herb warm butter sauce (GF)

Mediterranean chicken, feta, roasted pepper, sundried tomato and olives, lemon mashed potato, confit tomato, lemon thyme jus (GF)

Grilled beef fillet, creamed parsley, kipfler potatoes, seasonal vegetables, red wine jus (GF)

Harissa spiced chicken, savoury croquettes, vegetable ratatouille, olive, preserved lemon stock

Slow-cooked lamb rump, sweet potato mash, seasonal vegetables, fried kale, port jus (GF)

Glazed pork loin, roasted beetroot, fennel, braised cabbage, potato, apple cider sauce (GF)

dessert

Berry panna cotta, balsamic macerated berry, poached baby pear, honeycomb, brownie crumble (GF)

Chocolate and caramel dome, caramelised popcorn, chantilly cream, berry coulis

Apple and rhubarb tart, vanilla ice cream, crème anglaise

Coffee crème brûlée, cats tongue cookie, vanilla ice cream

Passionfruit cheesecake, roasted coconut, pistachio, mango syrup

Chocolate praline tart, raspberry sorbet

Canapes

AND STARTERS

PACKAGE 3 (ON ARRIVAL) - SELECT 4 CANAPÉS OR SELECT 1 STARTER

canapes

1/2 TRAY SERVICE

- Prawn cocktail with salmon caviar and marie rose sauce (GF)
- Smoked salmon en-croute with pumpkin chilli jam
- Grilled vegetable and pesto crostini (V)
- Leek and triple cream brie tartlet (V)
- Three cheese, potato and chive croquette (V)
- Zucchini and feta fritter with lemon and dill dipping sauce (V)
- Coconut chicken bites with soy, lime mayo (GF)
- Roast capsicum and chorizo frittata (GF)

starters

SHARED PLATTERS ON TABLES ON ARRIVAL

Greek Antipasto - taramasalata, tzatziki, dolmades, smoked ham, kasseri, salami, Kalamata olives, Greek salad, lemon olive vinaigrette, bread basket

Classic Antipasto - prosciutto, sopressa salami, smoked salmon, grilled marinated vegetables, olives, bocconcini, rocket and parmesan balsamic vinaigrette, bread basket

Seafood Mezze - natural oysters, whole prawns, marinated mussels, smoked salmon capers, Spanish onion, guacamole, Greek salad, lemon olive vinaigrette, bread basket

Children's

MENU

Available for children up to 12 years of age
Children's meals are served to coincide with the adult's entrée

		PER CHILD	SUN/PUBLIC HOLIDAY
PACKAGE 1	2 course meal (Main/Dessert) Select 1 of each course 5 hour beverage package	\$35	\$45
PACKAGE 2	2 course meal (Main/Dessert) Select 1 of each course 5 hour beverage package Chair covers with coloured sash	\$40	\$50

main

- Crumbed fillet of fish with chips
- Grilled chicken salad with chips
- Chicken schnitzel with chips
- Beef lasagne with chips
- Pasta bolognese with chips

dessert

- Jelly bowl with chunky fresh fruit and ice cream
- Vanilla ice cream with chocolate topping
- Chocolate mousse
- Caramel mud cake
- Fruit salad



Planning your WEDDING

6-12 months ahead

- Contact wedding coordinator for consultation
- Decide on date and time
- Discuss budget
- Draw up a guest list
- Choose and book ceremony and reception venues
- Choose wedding attendants (bridesmaids etc)
- Consider bridal attire
- Choose and book a photographer/videographer
- Book a minister or celebrant
- Select and book wedding transportation
- Decide on honeymoon location and book
- Obtain birth certificate or a certified extract
- Select music/musician/DJ
- Book a consultation with wedding decorator

3-6 months ahead

- Order your wedding stationery
- Make an appointment with a florist, discuss colour schemes
- Order hire equipment - chairs, tables etc
- Select wedding rings
- Choose MC for the reception and plan the order of ceremony and reception
- Register with a bridal gift service and select gift choices

2 months ahead

- Give notice of intention to marry - registration
- Select a hairdresser and beautician, discuss your wishes with them
- Mail wedding invitations and registry lists
- Decide on a menu with your caterers
- Book any wedding apparel that needs to be hired
- Discuss and plan your photos with your photographer/videographer
- Try on and order lingerie
- Select and order your cake

4 weeks ahead

- Confirm all bookings and arrangements
- Purchase gifts for attendants
- Plan seating arrangements for the reception and for the ceremony
- Arrange for any name changes
- Ask speakers to prepare their speeches
- Schedule wedding rehearsals and notify those involved
- Trial your hairstyle and make up

2 weeks ahead

- Notify papers for wedding notices
- Double check arrangements with photographer/videographer
- Check and confirm honeymoon bookings
- Pick up wedding rings
- Have a wedding rehearsal/confirm venue booking

1 week ahead

- Collect and try on your wedding outfits
- Organise someone to return hired clothes and equipment
- Confirm numbers with caterer and reception venue
- Confirm equipment hire and wedding transportation

day before

- Lay out clothes ready for tomorrow
- Confirm when flower and cake are arriving
- Confirm hair and make up
- Have nails manicured

after honeymoon

- Make an appointment with photographer/videographer
- Send thank you gifts



Terms and

CONDITIONS

TENTATIVE BOOKING: A deposit of \$1,000 (Olympus Room \$2,500) plus a signed copy of the terms and conditions is required within 14 days of placing a tentative booking in order to confirm and secure the respective event date. The Hellenic Club reserves the right to cancel the booking if confirmation is not received.

CANCELLATION: A minimum of 16 week's notice is required for the cancellation of an event. Failure to notify within the stated period will result in the loss of the deposit. If the function is cancelled within 30 days of the event, the respective room charge and 50% of the overall food and beverage costs initially booked will apply. Written confirmation of cancellations is required.

DATE CHANGE: A date change will be treated as a cancellation. After one date change, subsequent date changes will incur an additional administrative fee of \$500.

PRICES: Once a booking arrangement has been reached, the price will be honoured for a 12 month period, after which time the Hellenic Club reserves the right to alter the price in line with the Club's normal annual price increases.

MINIMUM NUMBERS: The minimum numbers for functions with plated meals and cocktail style functions is 40 adults, for buffet menus is 50 adults, events held in the Olympus Room is 120 adults, Olympus/Apollo Rooms is 220 adults.

FRIDAY AND SATURDAY EVENTS: Must be a catered event, events held in the Olympus Room must be for minimum 2 course meal or equivalent.

SURCHARGES: An additional \$300 will be charged for each hour or part thereof that a function continues after midnight or the agreed time. \$150 fee for a dance floor applies to cocktail events. \$3.50 per person cake-age fee applies.

FINAL DETAILS: Menus must be finalised three weeks prior to the event, table floor plan and seatings must be finalised and cannot be changed five (5) days prior to the event date.

FINAL NUMBERS: The guaranteed number of guests must be finalised at least five (5) working days before the event, if less than the guaranteed number of guests attend the event, the guaranteed number will be charged. If the number of guests increases the client will then be charged the extra.

DAMAGES AND LOSS: Clients are liable for any damages/loss and above normal cleaning costs which may occur as a result of the event. The cost of any damages/loss will be charged on the invoice. The Hellenic Club holds no responsibility for items brought to the event by clients or other patrons.

PAYMENT: Full pre-payment is required five (5) working days prior to the commencement of the event. Any additional event charges are required to be paid on the day of the event before departing. If payment is not received before departing on the date of your event, the Hellenic Club will charge the amount owing to the credit card on file.

CREDIT CARD INFORMATION: A credit card number is required for all bookings as security. This is kept on file in case of damages or failure to provide payment at the conclusion of your event. Bookings will not be confirmed without a credit card on file.

SERVICE STANDARDS: The Hellenic Club practices the responsible service of alcohol. Management reserves the right to refuse service of alcohol to patrons.

ENTERTAINMENT: Any form of entertainment being used on the Club's premises must have prior approval of the Events Manager.

COMMENCEMENT AND VACATING ROOMS: The client agrees to commence and conclude the function at the scheduled times. If the event exceeds the booking times, additional charges will apply.

ROOM ALLOCATION: The Hellenic Club reserves the right to assign an alternative function room in the event that the room originally assigned is unavailable or inappropriate.

SETUP, BREAKDOWN AND DELIVERIES: Clients are responsible for all costs associated with the setup and breakdown of display equipment. The Hellenic Club must be advised of all deliveries and pick-ups prior to their arrival and collection. All items must be delivered marked with a name and date of the event. Collection times must be within the Club operating hours or by prior arrangement.

SECURITY: The Hellenic Club reserves the right to hire security staff at the client's expense if deemed necessary, subject to providing written notice to the client. All 21st Birthdays held at the City Club require security.

CONSUMPTION: No food or liquor of any description may be brought onto the premises of the Hellenic Club without prior arrangement of the Events Manager.

DISPLAY AND SIGNAGE: There is to be no signage placed in any area of the Club except in the designated area of the functions rooms.

PAYMENT METHODS: Deposit or final payments may be made by the following methods:

CASH: Hellenic Club Reception

CREDIT CARD: (02) 6162 6624 during business hours

ELECTRONIC FUNDS TRANSFER:

WODEN CLUB Olympus, Apollo & Delphi Rooms	CITY CLUB Poseidon & Atlas Rooms
Bank: ANZ BSB: 012 997 A/C: 8416 77606	Bank: ANZ BSB: 012 997 A/C: 8416 78086
Reference: Invoice or Booking Number	

I have read and agree to comply with the above terms and conditions:

Clients name: _____

Signed: _____

Date: _____

Function name: _____

Function date: _____

Please Circle: WODEN CITY

Booking number: _____