



ST PARASKEVI
events

WELCOME

At our venue, we understand the significance of major events in our Christian lives & strive to provide exceptional catering options to enhance your celebrations. Our catering services are designed to complement the elegant atmosphere of our room & create a delightful experience for you & your loved ones.

We invite you to uncover the "Hidden Gem" of St Albans & bring your event to life in our beautiful venue. Our team is dedicated to making your event a truly memorable experience.

WE HOPE TO
CATER TO YOU



PACKAGES

Funerals & Memorials

Coffee & biscuits welcome you into the Venue. When all the guests have settled, we offer the Buffet which is a colourful & wholesome spread of traditional mourning and lenten foods: Flake, Chips, Calamari, Pita, Cheeses, Antipasto, Dolmades, Rice, Salads, Bread & Dips. Guests enjoy their meals & are welcomed to seconds. Red Wine, Greek Coffee & Soft-drink included.

2 hour function, \$30 per person. Minimum Spend: \$1,500, for 50 people or less.

The Grazer

A great choice for a Baby or a Bridal Shower. We offer a lighter celebratory menu consisting of Mini Burgers, Chicken Skewers, a large Grazing Board, Pastries, Fruit & more in a modern & delicious finger food Buffet. Soft-drink, Tea & Coffee included.

3.5 hour function, \$45 per person. Minimum Spend: \$2,250 for 50 people or less.

The Victorian Buffet

A wonderfully adorned contemporary Greek BBQ - you won't know what to eat first. Meze is found on the tables to start with, but the Buffet's where it's at: Lamb Gyro, Grilled Chicken Skewers, Loukanika, Roasted Lemon Potatoes, Creamy Scallop Potatoes, Prawns, Rice, Pita, 4 different Salads & more. Beer, Wine, Soft-drink, Tea & Coffee included.

5 hour function, \$65 per person, \$30 for children. Minimum Spend: \$3,250 for 50 people or less.

The Banquet: 4 Course

We commence with a Meze Board while the guests settle in, then proceed the Entrée of Loukaniko & Feta Honey Sesame. To follow is the Seafood Platter of Fried Calamari, Grilled Prawns & Garlic Buttered Mussels. In conclusion, the Meat Platter of Lamb Gyro, Grilled Chicken Skewers, Tzatziki, Roasted Lemon Potatoes & a Village Salad. Beer, Wine, Soft-drink, Tea & Coffee included.

5 hour function, \$72 per person, \$30 for children. Minimum Spend: \$3,600 for 50 people or less.

Inclusions

Projector, Televisions, Surround Sound System, Stands, Iron Arch Backdrop, Centrepieces, Vases... what's ours is yours to help you celebrate your event.

Add- Ons

Linen Napkins, White Satin Table Topper, Table Runner, Dessert Platter, Fruit Platter, Event Planning & Designing?
Let's talk, we've got you.

RESERVATION

*Should you chose to celebrate
your event with us:*

01

Reservation

The Client will meet with St Paraskevi Events Management & secure the reservation with an \$800 Bond/ Deposit.

02

Communication

All details & special touches organised by the Client must be declared to & approved by the Events Manager.

03

8 Weeks

If Cancellation occurs within 8 weeks of the Event Date, the Bond/ Deposit will unfortunately be forfeited.

04

10 Days

RSVP & full payment of the Event is due 10 days before the Event Date. If Cancellation occurs within 10 days, the Bond/ Deposit is forfeited & the Minimum Spend is due & payable.

05

Event Day



Any personal décor/ entertainment/ dessert etc organised by the Client may be brought into the Venue from 2 hours before the Event Start Time, & kindly be taken away the same day.

06

Up to 48 after

The Bond/ Deposit is returned the same way it was received, providing there were no extra costs incurred, extra than normal cleaning required & that no damage was done on the property of the Church.

Client Declaration

I, _____, agree to comply with the above mentioned contract & have secured my reservation of the St Paraskevi Hall with the Bond/ Deposit. I understand I might lose the Bond/ Deposit if I cancel within the timeframes specified, or at the discretion of the Events Management, or if any damage or extra costs are incurred before, during, or after my Function.

Signature: _____

Date: _____

FINER DETAILS

***Did they appoint you as leader of the banquet? Do not exalt yourself.
Among them be as one of them. Take care of them & only then be seated.***
Wisdom of Sirach 32:1

Reservation

The Client will meet with St Paraskevi Events Management & secure the reservation with an \$800 Bond/ Deposit. The Bond/ Deposit secures the Chef who is an external contractor & the Venue itself. The reservation of the Venue is only secured once the Bond/ Deposit is paid. Payment of the Bond/ Deposit is entrance into the Contract.

Communication

All details & special touches organised by the Client must be declared to & approved by the Events Manager; this includes all entertainment, décor, food, drink or the like. St Paraskevi Events reserves the right to deny any items deemed inappropriate or unsafe into her Venue, and may charge a \$100 Service Fee for extra work not included in the Package, i.e. Digital Design, Bonbonniere arrangements etc . Legal Liability must be provided for particular services i.e. Play Gyms & St Paraskevi is not responsible for injuries or damage caused by these services. Jumping Castles, Smoke Machines, Bubbles, Candles on the floor & Confetti are prohibited, as is any tack or pins or the like into the walls of the Venue, or entry into the Kitchen, Storerooms or Cupboards by any Guests. These are all Staff only areas and Private Property.

8 Weeks

If Cancellation occurs within 8 weeks of the Event Date, the Bond/ Deposit will unfortunately be forfeited. The Date of the Event may be changed with a non-negotiable \$200, non-refundable fee. Cancellation after a Date Change will also incur a forfeit of the Bond/ Deposit, even if outside the new 8 Week margin. The Bond/ Deposit also secures St Paraskevi Events external Contractors, who require a deposit for their services.

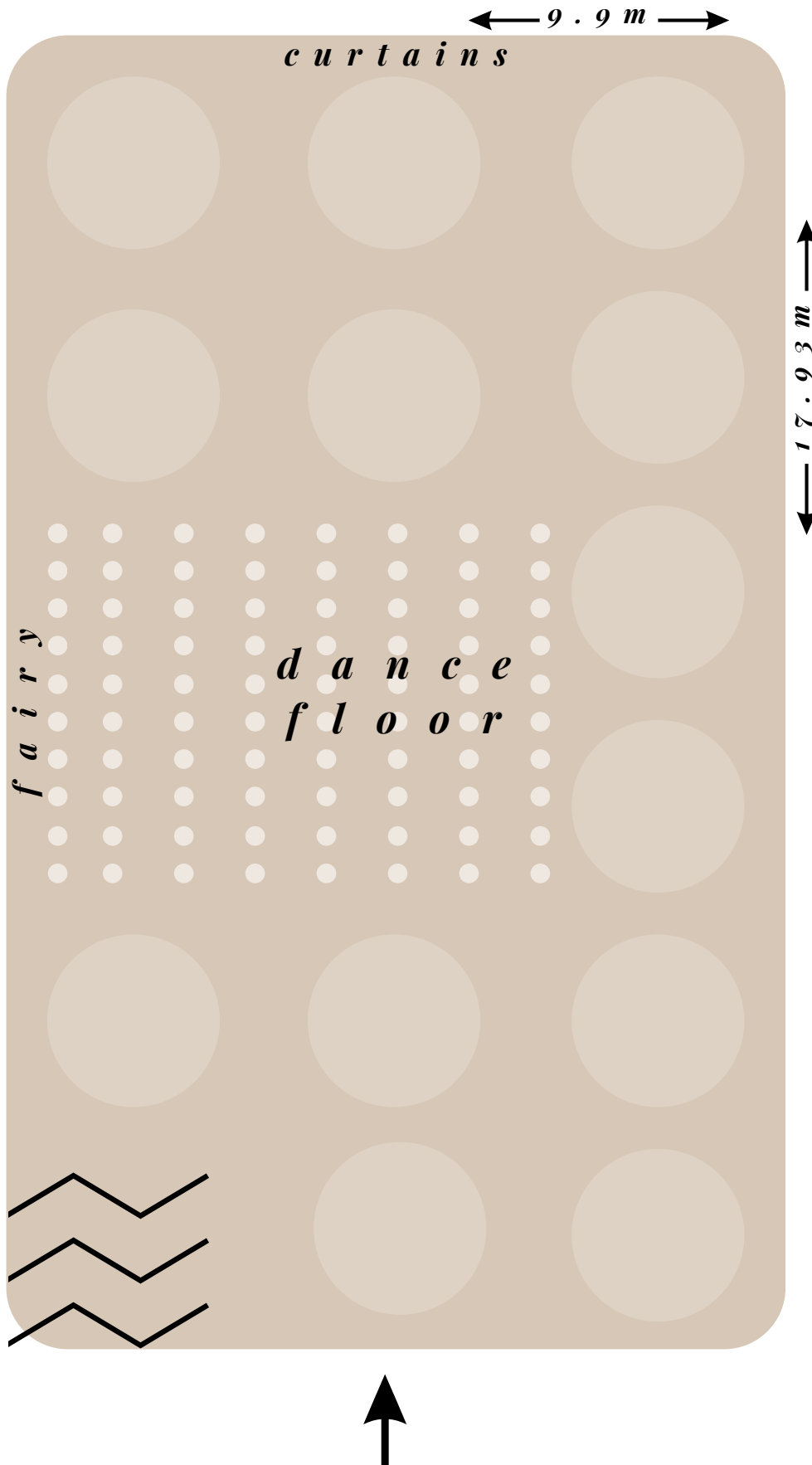
10 Days

RSVP & full payment of the Event is due 10 days before the Event Date. If Cancellation occurs within 10 days, the Bond/ Deposit is forfeited & the Minimum Spend is due & payable. Minimum Spend per Event: The Grazer \$2,250 / The Victorian Buffet \$3,250 / The Banquet \$3,600. If changes are made after the RSVP, St Paraskevi Events will attempt to accommodate for extra Guests however cannot commit to a refund. Food is not stored on the premises & shopping is fresh per function. St Paraskevi Events is not liable if food items cannot be sourced as per Menu, however will make all effort to provide items of equal value to her Guests.

Event Day & Up to 48 Hours Later

Any personal décor/ entertainment/ dessert etc organised by the Client may be brought into the Venue from 2 hours before the Event Start Time, & kindly be taken away the same day. Up to 48 Hours Later the Bond/ Deposit is returned the same way it was received, providing there were no extra costs incurred, extra than normal cleaning required & that no damage was done on the property of the Church. A \$100 Disposal/ Service Fee may be deducted from the Bond/ Deposit should Balloons etc, be left behind in the Venue, or if extra work was required by the Staff which is beyond the labour included in the Event.

CONFIGURATION EXAMPLE



OFFICE USE

Email: _____

5

5

Banquet

Extra Hour - \$400

[illegible]

PAYMENT DETAILS

Friendly Reminder:

01

Reservation

The Client will meet with St Paraskevi Events Management & secure the reservation with an \$800 Bond/ Deposit. The Bond/ Deposit secures the Chef who is an external contractor & the Venue itself. The reservation of the Venue is only secured once the Bond/ Deposit is paid. Payment of the Bond/ Deposit is entrance into the Contract.

Please read the RESERVATION and FINER DETAILS pages. Thank you for supporting our Parish, we look forward to serving you!

Parish Account Details:

PAYMENT INFORMATION:

Account Name: Greek Orthodox Archdiocese of Australia
Parish of St Albans & Districts
BSB: 083 437
Account Number: 606 931 504

Cash is also welcomed.

***If paying electronically, please send remittance to
admin@stparaskevi.org.au***



ST PARASKEVI
events

table
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