ST PARASKEVI
events

WELCOME

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

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

CLIENT PACK
2026

TABLE OF CONTENTS

PACKAGES 01

Our delectable menu and event packages.

ADDITIONS 02

Enhancements to event packages.

RESERVATION 03

Summarised Contract with a flowchart of important information.

FINER DETAILS 04

Expanded Contract of Agreement.

CONFIGURATION 05

Venue dimensions and example of layout.

ACCOUNT DETAILS 06

Account details of the Parish for electronic transfers.

PACKAGES

FUNERALS & MEMORIALS

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

2 hour function, $35 per person. Minimum Spend: $1,750, 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 and more in a modern and delicious finger food Buffet. Soft-drink, Tea and Coffee included.

3.5 hour function, $50 per person. Minimum Spend: $2,500 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 is where it's at: Lamb Gyro, Grilled Chicken Skewers, Loukanika, Roasted Lemon Potatoes, Creamy Scallop Potatoes, Rice, Pita, 4 different Salads and more.
Beer, Wine and Soft-drink included.

5 hour function, $72 per person, $35 for children. Minimum Spend: $3,600 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 and Feta Honey Sesame. To follow is the Seafood Platter of Fried Calamari, Grilled Prawns and Garlic Buttered Mussels. In conclusion, the Meat Platter of Lamb Gyro, Grilled Chicken Skewers, Tzatziki, Roasted Lemon Potatoes and Salad. Beer, Wine and Soft-drink included.

5 hour function, $78 per person, $35 for children. Minimum Spend: $3,900 for 50 people or less.

Please kindly note

Surcharges may apply to events held on Public Holidays, on Sundays, or when scheduled to conclude after 10:30 pm.

ADDITIONS

Let's get extra. We can provide an array of enhancements for your special occasion:

Alcohol

Alcoholic beverages may be permitted at the Venue following prior consultation with the Event Manager, and are subject to specific surcharges:

- **A Corkage Fee of $15 per bottle**
- **Scotch/ Champagne Glasses Package: $100**
- **Disposable Cups Package: $40**

Dessert

As part of your package, we offer cake cutting and serving services. Should you desire additional desserts from our selection, you may choose two (2) options from the following:

- Berry Custard Tart
- Cannoli
- Chocolate Mousse
- Galaktoboureko
- Kok (YoYo)

This dessert selection can be accompanied by tea and coffee for $8 per person.
Coffee only, $2 per person.
Fruit Platter, $40 per platter.

Note: A dessert surcharge may apply if the Client brings more than one dessert to the Venue which needs to be served by the Staff.

Electronics

- Surround Sound System for mobile phones or tablets, with optional music provision
- Microphone
- Projector

An electronics package available for $200.

Event Duration

- Extending your function's duration incurs an additional cost of $500 per hour.

Linen

- Linen Napkin: $1 per person
- Decorated Linen Napkin: $2 per person
- Additional Tablecloths: $10 per item
- Satin Table Topper: $8 per item
- Table Runner/Chair Sash: $2 per item

Note: Additional tablecloths are an extra charge applicable when the Client requests items like bar tables, or exceeds the normal amount of tablecloths required for the function.

RESERVATION

Should you chose to celebrate your event with us:

01

Reservation

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

02

Communication

All details and special touches organised by the Client must be declared to and 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 and full payment of the Event is due 10 days before the Event Date. If Cancellation occurs within 10 days, the Bond/ Deposit is forfeited and the Minimum Spend is due and 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 and that no damage was done on the property of the Church.

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 and only then be seated.
Wisdom of Sirach 32:1

Reservation

The Client will meet with St Paraskevi Events Management and secure the reservation with an $800 Bond/ Deposit. The Bond/ Deposit secures the Chef who is an external contractor and 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 and special touches organised by the Client must be declared to and approved by the Events Manager; this includes all entertainment, decorations, food, drink or the like. St Paraskevi Events reserves the right to deny any items deemed inappropriate or unsafe into her Venue. Legal Liability must be provided for particular services i.e. Play Gyms and St Paraskevi is not responsible for injuries or damage caused by these services. Jumping Castles, Smoke Machines, Bubbles, Candles on the floor and 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

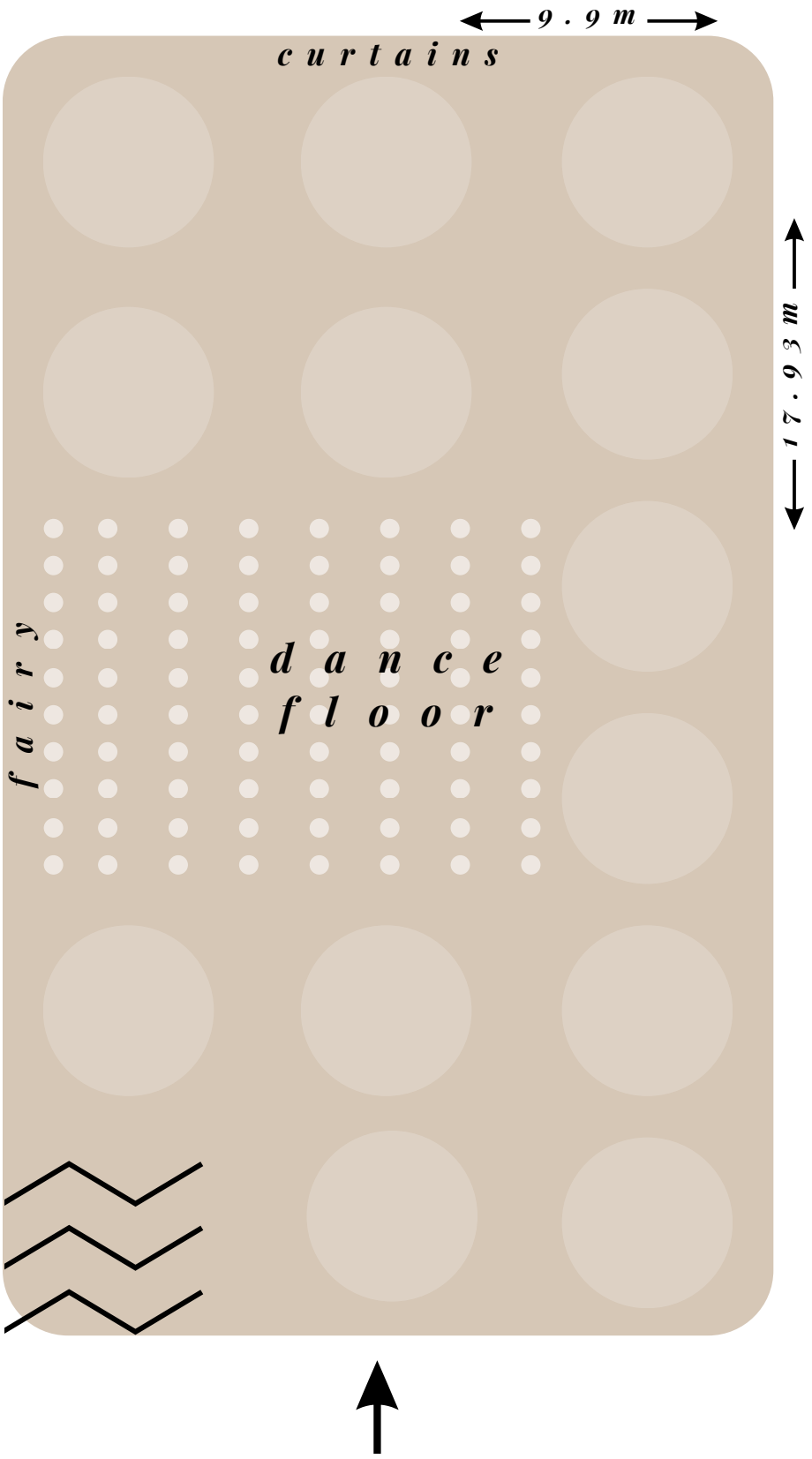
RSVP and full payment of the Event is due 10 days before the Event Date. If Cancellation occurs within 10 days, the Bond/ Deposit is forfeited and the Minimum Spend is due and payable. Minimum Spend per Event: The Grazer $2,500 / The Victorian Buffet $3,600 / The Banquet $3,900. If changes are made after 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 and 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 and 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 and that no damage was done on the property of the Church. A minimum $100 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 of a full room of 156 patrons and a dance floor (13 tables)



PAYMENT DETAILS

Friendly Reminder:

01

Reservation

The Client will meet with St Paraskevi Events Management and secure the reservation with an $800 Bond/ Deposit. The Bond/ Deposit secures the Chef who is an external contractor and 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
ONE