



Functions On Chapel
255A Chapel Street, Prahran
Telephone 8290 1382
info@functionsonchapel.com.au
www.functionsonchapel.com.au



BOOKING ARRANGEMENTS

Thank you for your enquiry to book Functions On Chapel.

It is advisable to make a tentative booking if you are interested in hiring Functions On Chapel. These bookings can only be held for one week. Should you wish to proceed with the booking please contact the Stonnington Venues Department on 82901246 to arrange for an Application for Hire package to be sent out. This must be completed and returned with the \$1000 bond within 14 days. We cannot guarantee your booking if the bond is not paid in this time. This bond is refundable after the event subject to compliance with the Conditions of Hire. Full payment of the account balance is required no later than one (1) month before the date of hire.

PRE EVENT MEETINGS

Our Venues team work together with you to ensure your event is a great success. We recommend you attend a pre-event meeting at Functions On Chapel to guarantee your individual requirements are all taken care of. Depending on the type of function you are having we may need all or some of the following:

- ◆ Insurance Certificate
- ◆ Liquor Licence
- ◆ Catering details
- ◆ Floor plan
- ◆ Food Permit

This meeting is usually held one week prior to your event and a representative from Stonnington Venues will contact you to make an appointment alternatively you may make an appointment on 82901246.

CATERING

You may bring in your own caterer who must supply all food and table requirements including linen, cutlery, crockery etc. We can also supply linen – details are outlined on our Rate Sheet. Catering and set-up access is from 12.00 noon on the day of the function. Caterers are responsible for the removal of all rubbish from the kitchen and tables at the end of the function.

FOOD/CATERING REGULATIONS

Hirers may be required to obtain a food permit for their function. Applications for Food Permits must be lodged with Stonnington Council's Community Health Department a **minimum of 3 weeks prior** to the event. Please contact that department on 8290 3393 for further information or visit www.Stonnington.vic.gov.au and type "temporary food permit" into the search box. The following table may assist you.

In the case of a registered caterer providing your refreshments, a copy of the Caterers Registration Certificate must be provided with your completed Application for Hire.

TYPE OF FUNCTION	SALE OF FOOD (SELL AS DEFINED SEC4, FOOD ACT)	OPTIONS PERMITTED IN FOOD PREPARATION	TEMP FOOD APPLICATION REQUIRED?
Private Party (Guests not paying to attend the function eg birthday party, wedding etc.)	◆ No	◆ Food prepared at home ◆ Food prepared in Hall by persons other than Registered Caterer ◆ Registered Caterer	◆ No ◆ No ◆ No
Private Party (Guests paying a fee to attend the event eg social club events, fundraisers.)	◆ Yes	◆ Food prepared in Hall by persons other than registered Caterer ◆ Registered caterer	◆ Yes ◆ No
Public Event (Open to all members of the public. Food may be sold or given away.)	◆ Yes	◆ Food prepared in Hall by persons other than Registered Caterer ◆ Registered Caterer	◆ Yes ◆ Yes
Corporate Events (Functions for invited guests only, eg conferences, staff meetings.)	◆ No	◆ Registered Caterer	◆ No



KITCHEN FACILITIES

Our kitchen is equipped as follows:

QUANTITY	EQUIPMENT
1	Commercial gas stoves with (Goldstein)
1	Three burner Hot plate
2	Commercial two basket deep fryer (Goldstein)
1	Salamander (Goldstein)
2	Wok cooker (B & S Commercial Kitchen)
1	Char Grill (Goldstein)
2	Combi Oven Steamers
3	Hot Press (Food warmers)
1	Commercial hotplate (Goldstein)
1	Walk in cool room
1	Upright freezer
1	Commercial dishwasher
2	Instant hot water facility (40 litre)

QUANTIT Y	EQUIPMENT
1	GLASS DISHWASHER
1	Large three door fridge
1	Small three door fridge

LIQUOR LICENCE

Hirers may be required to obtain a limited Liquor Licence. A liquor licence is required where liquor is being sold – either directly or as part of an inclusive charge. If so, you may need to apply for a limited licence.

Information and online applications can be obtained from the Victorian Commission for Gambling and Liquor Regulation website www.vcglr.vic.gov.au Limited licences require 8 weeks to process applications.

Postal Address
 GPO Box 1988
 Melbourne VICTORIA 3001



The Stonnington Halls Unit must receive the licence no later than 4 working days prior to the event.

Please note that the consumption of alcohol outside of the Prahran Town Hall is strictly prohibited and is in breach of the Local Law. Offenders can be fined.

SECURITY

To ensure the safety of all guests and venue staff we require at least two security staff in attendance at each function. These are positioned at the front door facing Chapel Street and the other at the courtyard door. Additional guards may also be required to be on site depending on the expected attendance numbers and nature of the event.

Venues staff will book the security on your behalf to commence duty ½ an hour prior to the start of the function and finish 1 hour after the end of the function. A tax invoice for the cost will be provided one month before the function. Please note that outside security companies may not be used.

EQUIPMENT

The following equipment is available without additional fee:

- ◆ flip chart
- ◆ whiteboard
- ◆ lectern

Audio System

Our PA system is equipped with the following

- ◆ three microphones with stands
- ◆ two radio microphones
- ◆ two cordless microphones
- ◆ Large Projector Screen and Projector
- ◆ Please Note: Apple Mac computers (connections) are not compatible – The client will need to bring their own connections
- ◆ DVD/CD player
- ◆ laptop / ipod / mp3 plug

POWER SUPPLY

There are, a number of three-phase power outlets located in the building along with 10 and 15 amp power outlets

LIGHTING

The ceiling light fittings in the hall have a dimmer facility installed, which is operated by Venues staff on request



CHAIRS

There are 300 padded function chairs available as the standard chairs used for functions. Chair covers are available at an additional cost. Our staff will be pleased to provide a quotation for you.
 Functions on Chapel seats up to 232 guests theatre-style for concerts, seminars etc.

TABLES

TABLE DESCRIPTION	WIDTH	LENGTH	QUANTITY STOCKED
10 seat rounds	1.8m diameter		20
Buffet tables			5
High Bar Tables			10
Café Tables & Chairs			4

TABLE SET UPS

Functions on Chapel is able to seat up to a max of 200 banquet style or other variations are available to make provision for a dance floor.
 For samples of floor plans please contact the Venues on 8290 1246.

WALLS

We do not allow the sticking of any paper or any other material to the paintwork of Functions On Chapel.

CLEANING

The venue is serviced and cleaned following your event at no additional charge.

LOAD IN AND OUT

Provision for unloading and loading is available at the rear of the Venue
 Trucks less than 5 tonne and 3m or less in height can access laneway off Chapel St to the rear of Town Hall.

BANNERS AND POSTERS

Council does not permit the hanging of Banners or Posters on any of its venues.

Two “A-Frames” may be placed on the corner of Greville and Chapel Streets. “A-Frames” must be made up to the City of Stonnington’s specifications and their display is subject to the appropriate conditions and guidelines. Specifications, conditions and guidelines are available from Venues on request.



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CAR PARKING

Street parking in Chapel Street is free after 6pm. There are many options for parking and these are outlined on the website www.functionsonchapel.com.au

Additional car parking at approximately \$5.50 per day is available at Wilson Car parking in King Street. Hours of operation are Monday to Friday 6am to 10.00pm, Saturday 8.00am to 7.00pm and closed on Sunday. Also in King Street is a car park with sixteen car spaces available 24 hours a day with a maximum charge of approximately \$5.00 per day. (Prices subject to change without notice.)

PUBLIC TRANSPORT

Trams 78, 79 (Chapel St) and 6 (High St) and Prahran train station provide convenient public transport access.

DISABLED ACCESS

Disabled access is provided via the main entrance to the venue

FLOOR PLAN

The attached floor plan provides an illustration of the layout of the venue.