



LANE RECEPTIONS

*Celebrate your Milestone*  
*9am – 5pm Monday to Thursday*  
*\$75 per person* \*Conditions apply

*What's Included:*

- *Elegant venue space*
- *Professional event planning services*
- *Delicious catering options*
- *Beautiful decor*
- *Exceptional service*

## **INTRODUCTION TO CATHIES LANE RECEPTIONS / THE GRAND RECEPTIONS ON CATHIES**

Cathies Lane Receptions is an Event Venue located just 30 minutes from the CBD and 2 minutes off the Burwood Highway.

Charmingly situated on 4.5 acres in the heart of Knox City, Cathies Lane Receptions is a first-class premier function venue that exceeds all expectations. Cathies Lane Receptions boast one of Melbourne's largest, pillarless ballrooms which can be reconfigured to suit any style and type of occasion.



Business Functions or Corporate Conference need good parking. We offer your guests private car parking for up to 250 cars.

### **FOYER**

With stylish and open-plan foyer, your guests will be welcomed and served with pre-drinks. This location offers a perfect opportunity for registration and entry pictures.



### **DISABILITY ACCESS**

Disabled access and facilities are available





### THE BALLROOM

The Grand Ballroom at Cathies Lane Receptions seats up to 600 guests and comprises a spectacular 22m x 8m dance floor with an open plan room your guests have an unobstructed view of the stage and all the action.

This is perfectly suitable for conferences, seminars, exhibitions, or award nights.

Wi-Fi is available to guests throughout the venue.

Audio visual, massive LCD screen, Projector, sound equipment, such as PA, wireless microphones, a lectern, whiteboard, and flip charts can be supplied upon request.



### CATERING

Our inspiring menus created and prepared by our award-winning chef will delight your guests. Breakfast, lunch, dinner, morning tea and afternoon tea are all catered from our in-house kitchen. Suggested menus are available, dietary, and cultural needs can be accommodated with ease.

### **WE SPECIALISE IN BOTH SEATED & BUFFET SERVICES**



### **WE WILL TAKE CARE OF THE WHOLE LOT**

- ✓ Welcome drinks
- ✓ Canapes
- ✓ Entrees
- ✓ Mains, and
- ✓ Desserts

### **CHOICE OF DISHES**

- ✓ European dishes
- ✓ Pacific Island dishes
- ✓ Indian dishes
- ✓ Sri Lankan dishes
- ✓ Afghan dishes



# INCLUSIONS

## VENUE

- ✓ Function for 5 hours
- ✓ Beautiful and spacious bridal room
- ✓ Red Carpet
- ✓ White/Black Damask Linen Tablecloths
- ✓ Tiffany Chairs (chair covers/sash at extra cost)
- ✓ Cloth Napkins
- ✓ In-house center pieces
- ✓ In-house stage decorations
- ✓ Fully Air Conditioned & Heated Function Room
- ✓ Professional Lectern



## SOUND SYSTEM AND AV

- ✓ Professional Sound system
- ✓ 2x Wireless Microphones
- ✓ Projector or Big screen for your presentations
- ✓ BYO USB stick or Laptop
- ✓ Elegant plain or ambience Lighting



## FOOD AND BEVERAGES

- ✓ Welcome drinks on arrival
- ✓ Canapes on arrival
- ✓ Three course meal
- ✓ Unlimited soft drinks, and water served to the tables
- ✓ Mixers and ice available upon request
- ✓ Tea and Coffee Station
- ✓ Fully Licensed Premises
- ✓ Cash bar or beverage package available

## STAFF

- ✓ Function Manager for Your Entire Event
- ✓ Well-trained and well-presented wait-staff

## CROCKERY, CUTLERY AND GLASSWARE

- ✓ Assorted plates and cutlery
- ✓ Assorted glassware Chaffing dishes





# TERMS AND CONDITIONS

## BOOKINGS

All bookings are to be confirmed with a minimum deposit of \$3000 (non-refundable)

## CHANGE OF DATE

The full deposit will be transferred to a new date (subject to availability) notice must be given in writing to management

## PAYMENTS

- ✓ Full payment required 14 days prior to event.
- ✓ 7 days prior finalised guest numbers required.
- ✓ Day before function, any balance needs to be paid in full.
- ✓ Any payments made after function will incur a late fee of 10%

## GUARANTEE OF PAYMENTS

The contract signatory is personally liable to pay all money owed in full to The Grand Receptions on Cathies. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract's signatory.

## MENUS & BEVERAGES

- ✓ The Client must complete and return the dietary requirement list within the Finals Pack to the Event Coordinator 14 days prior to the function date.
- ✓ Any increase of guest numbers after the Final Meeting and/or during the function, will incur additional fees. Venue Management reserves the right to cancel the function if the number of guests in attendance exceeds safety limits.
- ✓ Any decrease of guest numbers after the Final Meeting and/or during the function will not be deducted from the final cost or refunded to the Client.
- ✓ Any requests to amend the dietary requirements list after the Final Meeting will only be accepted at the Chef's discretion.
- ✓ Due to unforeseen circumstances (e.g., supplier shortages), Venue Management may not be able to provide the agreed menu or services. Venue Management reserves the right to adapt the menu or beverages in consultation with the Client. Menus are seasonal and may change from current menus. They may be subject to price increases.
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## FINAL NUMBERS & PRICES

Final guest numbers & table arrangements are required 10 days prior to the event. Guest numbers and prices are based on minimum adult guests. Children's menus will be provided at a discounted rate. All band members/DJ, videographers etc. will be catered for at 50% less than adult price.

## BAR SERVICE & RESPONSIBLE SERVICE OF ALCOHOL

The Grand Receptions on Cathies reserves the right to reduce or refuse service as per the RSA guidelines. Our staff members are instructed not to service any alcoholic beverages to guests under the age of 18 years, or to guests in a state of intoxication. Our policy is to serve our guests in a responsible, friendly, and professional manner. The Grand management reserves the right to exclude or eject any guests from the function or the premises. Drinks service concludes 30 min prior to the conclusion of all events.

## CLIENT AND ASSOCIATE CONDUCT

- ✓ The Client is responsible for the behaviour of their guests, suppliers, and any associated parties.
- ✓ The Client is liable for the cost of any damage to property or items at the Venue by anyone associated with their function. Costs for damages will be deducted from the bond or charged to the Client.
- ✓ The Client must ensure that children present at the function are always supervised by parents or guardians.
- ✓ Venue Management is not responsible for vehicles or valuables left in vehicles during the function.
- ✓ For your guests, yours and Venue's safety Venue management mandates the presence of at least one professional security guard at client's expense.

## CANCELLATION POLICY

- ✓ In the unfortunate event of a cancellation, your deposit will not be refunded. If you cancel within anytime from the date of your function, refund will not be applicable.
- ✓ Notice of cancellation must be in writing.
- ✓ The Grand Receptions on Cathies reserves the right to postpone without notice any function in the event of an emergency or natural disaster.
- ✓ The Grand Receptions on Cathies reserves the rights to reschedule the function to an agreeable date to both parties.

# THANK YOU



We appreciate your consideration for hosting your event at  
The Grand Receptions on Cathies / Cathies Lane Receptions

Our dedicated Event Manager and coordinators look forward to hearing from  
you to discuss your upcoming event! To arrange a meeting with a manager,  
please call the number below.

(03) 9088 2013

[info@cathieslane.com.au](mailto:info@cathieslane.com.au)

<https://cathieslane.com.au>

90 Cathies Lane, Wantirna South VIC 3152