

Soirée

*Classic European
cuisine with an edge*

CHANCERY LANE

*For friends, strangers,
partners, lovers*

Chancery Lane has
been designed to have
several versatile areas
to accommodate
many
styles of events.





Located at 430 Little Collins Street, Melbourne, Chancery Lane has three private dining spaces, the Chandelier Room, Archways Room and Cellar Room, in the front and rear of the restaurant.



The rooms can be used independently, or the Archways and Cellar Rooms can be combined to create one large and versatile space.

Our spaces can accommodate seated lunches and dinners of up to 40 guests.

Ideal for Corporate events, group dining, birthday parties, engagements, weddings and more.

For all event enquiries, please email our events team at events@chancerylane.com.au



Our menus are created
with produce sourced from
our local farmers who rely
on seasonality, occasionally
resulting in certain items
being subject to change.

PREMIUM

Sample Menu

\$115pp

3 course choice menu • Up to groups of 19
20+ guests • alternate drop

For arrival canapés, please add an additional
2 = \$15 • 3 = \$20 • 4 = \$30

Entrée – Select from

French onion soup, raclette, bay leaf
Veal salad, celeriac, parmesan, mustard leaf
Cured Kingfish, citrus, pickled ginger, cucumber

Main – Select from

Black Opal Wagyu sirloin
Parisienne gnocchi, pumpkin, sage, wild mushrooms
Atlantic salmon, rainbow chard, parsnip, shellfish sauce

Sides for the table

Pommes frites, aioli
Red oak lettuce, radish, house dressing

Dessert – Select from

Baked meringue, strawberry, yoghurt, basil
Chocolate crèmeux, mascarpone, coffee ice cream
Crème Brûlée, coconut crumbs, white chocolate, poached rhubarb

Guests with dietary requirements will be served a suitable plated option.

CHANCERY LANE





DELUXE

Sample Menu

\$155pp

4 Course Choice Menu • Up to groups of 19
20+ guests alternate drop

For arrival canapés, please add an additional
2 = \$15 • 3 = \$20 • 4 = \$30

Seafood hors d'oeuvres

Entrée – Select from

French onion soup, raclette, bay leaf
Veal salad, celeriac, parmesan, mustard leaf
Cured Kingfish, citrus, pickled ginger, cucumber

Main – Select from

O'Connor porterhouse, on the bone 400g
Parisienne gnocchi, pumpkin, sage, wild mushrooms
Atlantic salmon, rainbow chard, parsnip, shellfish sauce

Sides for the table

Pommes frites, aioli
Red oak lettuce, radish, house dressing

Dessert – Select from

Selection of European & Victorian cheeses
Baked meringue, strawberry, yoghurt, basil
Chocolate crèmeux, mascarpone, coffee ice cream

Guests with dietary requirements will be served a suitable plated option.

CHANCERY LANE





Chef's Selection

CHEF'S SELECTION

Sample Menu

\$185pp

6 Course Set Tasting Menu

Seafood hors d'oeuvres
Oscietra caviar on blini

Cured Kingfish, citrus, pickled ginger, cucumber

Atlantic salmon, rainbow chard, parsnip, shellfish sauce

Dry aged Loddon Estate duck, blackberries

Black Opal wagyu beef, truffle jus
Red oak lettuce, radish, house dressing

Chocolate crèmeux, mascarpone, coffee ice cream

Guests with dietary requirements will be served a suitable plated option.

CHANCERY LANE



Cocktails & canapés

CANAPES

Arrival Canapés – select from

Prawn cigar
Pissaladière
Gougère, comté
Salmon caviar tart
Oyster, chardonnay
Duck rilette, crouton
Zucchini fritter, ricotta
Kale, gruyere arancini
Beetroot & goat's curd tartlet
Corn croquettes, romesco
Chicken liver parfait, pineapple
Guanciale, tomato, focaccia

Bowls – select from

Duck leg cassoulet
Mini Wagyu burger
Cauliflower, Taleggio risotto

Dessert – select from

Chocolate Tart
Lemon Tart
Choux au craquelin

Cocktail Functions – select from

\$75pp. 6 Canapés + 1 Bowl
\$90pp. 7 Canapés + 2 Bowls
\$110pp. 8 Canapés + 2 Bowls + 1 Dessert

Guests with dietary requirements will be served a suitable plated option.

CHANCERY LANE



Example of canapés



Enhancements

NSW Appellation oysters – dozen	\$80
Shared European cheese selection (3-4 guests)	\$40
Caviar	
<i>Tin Served with buckwheat blini and the classic condiments</i>	
Brook trout caviar, Thornton, Vic	\$60 (30 grams)
Antonius oscietra, Warmia, Poland	\$270 (30 grams)
Antonius oscietra bump & Grey Goose vodka shot	\$25pp

<u>Audio visual</u>	
55” LCD TV on 2 metre stand	\$500
2 x Wireless Microphones with speaker	\$250
<u>Floral styling</u>	
Please speak with Event Coordinator	\$500+
Scott Pickett Cookbook	\$50

**not applicable against minimum spend*



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BEVERAGES

Drink packages are available for groups of 16+ guests.

Beverage on consumption is available from our concise list.

Cocktails can be pre-ordered & served as a round at the time of your choosing.

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CLASSIC BEVERAGE PACKAGE

\$65pp for 2 hours

\$15 per additional hour

Selection

NV Counterpoint Sparkling

2020 Counterpoint Pinot Grigio

2021 Counterpoint Shiraz

Stone & Wood Green Coast Lager

Soft drinks

\$6pp for unlimited sparkling water

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PREMIUM BEVERAGE PACKAGE

\$90pp for 2 hours

\$20 per additional hour

Selection

NV Pirie Sparkling

2023 Howard Vineyard Pinot Gris

2019 Pickett x Rob Dolan Chardonnay

2022 Lightfoot & Sons 'Myrtle Point Vineyard' Pinot Noir

2021 John Duval 'Concilio' Shiraz

Stone & Wood Green Coast Lager

Soft drinks

Sparkling water

For beverages on consumption, please refer to our Concise List

Subject to change

CHANCERY LANE

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Beverages

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Terms & Conditions

TERMS & CONDITIONS

CONFIRMATION OF BOOKING AND DEPOSIT

Tentative bookings are held for 2 days upon request. If another enquiry is made for the same date, we will contact you to check your intention prior to releasing the date. Function bookings are only confirmed upon receipt of a signed booking form and a deposit of \$500 paid in full. This deposit can be made via credit card or EFT.

MINIMUM SPEND

The minimum spend required to hire a space as stated by your event manager and reflected in the booking contract, must be met across food and beverages only. In the case that the total food and beverage bill does not equal the same as that of the minimum spend or higher, a room hire fee will be charged to make up the difference. Additional costs such as AV, decorations, service charges or anything outside of food and beverages, do not count towards the minimum spend.

PRICES AND GST

- 3a. All prices are inclusive of GST
- 3b. Prices are subject to change
- 3c. All credit card deposits and prepayments incur a 2.95% processing fee
- 3d. All final credit card payments at the venue, incur a 1.5% processing fee
- 3e. Events held on a Sunday will incur a 10% Surcharge on all food and beverage items
- 3f. Events held on a public holiday will incur a 15% surcharge on all food and beverage items

FINAL PAYMENT

The remaining balance of your event cost (less the deposit) is to be paid in full on the day of the event via credit card or cash unless organized prior to the event with your event manager. If you wish to pay the balance by EFT, funds need to be cleared into our bank account at least 48 hours prior to the event with the remittance sent to your event manager.

CHANGE OF DATE

If you wish to change the date of your event after the deposit has been paid to Chancery Lane will accommodate the change in the below conditions:

- (1) The change is notified to Chancery Lane no less than 14 days prior to the function date.
- (2) The venue is available for the new proposed date.
- (3) The new date is no more than six months from the original date. (
- (4) The date may only change once.
- (5) Minimum spends are still met (may vary from originally agreed minimum spend.

CANCELLATIONS

If an event is cancelled, the following terms are applicable depending on when the cancellation is made. All cancellations must be provided in writing to Chancery Lane.

- 4a. Cancellations made within 21 to 28 days of the event date, will forfeit your deposit.
- 4b. Cancellations made within 14 to 21 days of the event date will incur a fee of 50% of the minimum spend.
- 4c. Cancellations made within 7 to 14 days of the event date will incur the full cost of the minimum spend.
- 4d. Cancellations made within 7 days of the event spend date will incur the total cost of the estimated event spend.

In the case your event is booked within 7 days of said date, you will be required to pay the full minimum spend at time of booking to secure the space. All funds will be non-fundable nor transferable in the event of cancellation/change of date.

GUEST NUMBERS

Upon booking an event, you must give an accurate as possible number of guests attending the event and keep your event manager updated of any changes in the lead up to your event date. Final numbers of guests cannot vary by more than (+/--) 10% than the confirmed number as per the booking form within 14 days of the event. In the case that numbers do drop by ore than 10% within these two weeks, you will be charged for 90% of the last confirmed guest numbers. Final numbers must be confirmed with your events manager at least 3 business day prior to the booking. Any number changes made within 3 business days of your event will incur 100% of the last confirmed number. Should final numbers not be received in writing by this time, the number of guests as indicted on the booking form will be taken as the confirmed number and you will be charged accordingly. Estelle will do it's best to accommodate any last minute guest additions, but it cannot be guaranteed. Furthermore, we will not issue any refunds for any guests that do not attend the event after they have been confirmed.

FULL VENUE BUY OUT SPECIAL TERMS

- (1) \$500 Deposit & Signed Booking Form required to secure the venue.
- (2) 50% of Minimum Spend due 30 days out from event.
- (3) Additional 25% of Minimum Spend due 14 days out from event.
- (4) Final Payment due prior or at the conclusion of the event. We do not offer debtor accounts.
- (5) 5% Compulsory Service Charge for all Buy-outs.
- (6) Cancellations:
 - (6.1) All cancellation or postponement must be received in writing to your Event Sales Coordinator
 - (6.2) Cancellation made prior to 30 days out will receive full refund.
 - (6.3) Cancellations made within 30 days of the event will forfeit all deposits.
 - (6.4) Cancellations made within 7 days will be required to pay estimated cost of full event.

CHANCERY LANE

TERMS & CONDITIONS

FUNCTION SPACE

Chancery Lane has three private dining rooms, one at the front of the building, the Chandelier Room, which can accommodate up to 12 people and two private dining rooms at the rear of the building which are separated by a curtain and a thoroughfare, which can be joined to accommodate exclusive use. The spaces can either be booked individually or combined. If you do book one space only, the other space is available to be booked by other guests either a la carte or another function. Your event manager will endeavour to let you know in advance if this is the case, however this cannot be guaranteed. If both spaces are booked by separate parties, all parties must be mindful of the group/s in the adjoining space. This is reference to speeches, music, noise levels etc.

FUNCTION DETAILS

Your menu selection, beverages, dietary requirements and any other requests and requirement are to be finalized no later than 7 days prior to the event. Failure to do so means your food and beverage selections may not be guaranteed and specific requests may not be able to be met.

MENU

Your menu selection, beverages, dietary requirements and any other requests and requirement are to be finalized no later than 14 days prior to the event. Failure to do so means your food and beverage selections may not be guaranteed and specific requests may not be able to be met.

19 or less guests, you are able to order from each course on the Premium or Deluxe menus on the day of the event. For bookings with 20 or more guests, an alternate menu or set menu is required. Due to seasonal availability and other circumstances beyond our control, menu options and beverage varieties may not always be available. In such cases, Chancery Lane reserves the right to present and/or select an appropriate alternative. We will endeavour to provide 7 days notice, however in some cases it may be less. We can offer a simplified children's menu for children aged 12 years and under. Please enquiry about options with you events manager.

BEVERAGES

You are welcome to have your beverages charged on a consumption basis (Bar Tab). Please be aware we do not split bills. For groups of 12 or more guests, a pre-selection of wine is required 14 days prior to ensure there is adequate stock on hand. If you wish to order cocktails, these must be pre-ordered with a minimum of 72 hours prior. The cocktails can be served as a round, either at arrival or at a chosen time.

DIETARY REQUIREMENTS

Chancery Lane caters for vegetarians, vegans, gluten free, lactose free as well as other allergies & intolerances. We operate a nut free venue. We do not cater to personal preferences. Replacement dishes in line with any given dietaries are provided on a chef's selection basis, and requirements need to be received in writing by your events manager at least one (1) week prior to the event. Complex and/or last-minute dietary requirements may incur an additional cost. While Chancery Lane will endeavour to accommodate meal requests for guests with food allergies or intolerances, we cannot guarantee completely allergy- free meals due to the potential of trace allergens in the working environment and supplied ingredients.

FUNCTION DURATION

The duration of your event is outlined in this event contract. Lunch time events can run anywhere between 12:00pm and 4:00pm, and dinner events any time from 6:00pm until 11:00pm. If you wish to hold an event any time outside of these hours, additional minimum spends may apply. Guests are required to vacate the venue at the event end time. If you wish to stay on after the event end time, this is at the discretion of the venue manager.

ENTERTAINMENT / MUSIC

If both the Archways and Cellar Rooms are booked by separate parties, Chancery Lane will take control of the music in the event space, and parties will not be permitted to organise their own entertainment. If you have booked both spaces, or the other space is not being used, then you may play your own music through our system, upon approval by your event manager. If you wish to organise any additional entertainment, requests must be submitted to your event manager for approval prior to the event. Chancery Lane is unable to accommodate DJs.

AUDIO VISUAL

Chancery Lane has 55" LCD TV on 2 metre stand on site available for hire for \$500. Please advise your event manager if you wish to hire them prior to the event. Chancery Lane has a preferred audio-visual supplier and will be happy to obtain a quote for any of your audio-visual needs. If you wish to bring in your own AV equipment, please provide detailed information to your events manager for review and approval.

DECORATIONS

If you wish to include more decorations, please inform Event Coordinator in advance with details of items and arrangements. The request for any additional theming or decorations must be submitted in writing to your events manager for approval at least 7 days prior to the event. Please note we do not allow use of glitter or confetti in any of our spaces at Chancery Lane.

TERMS & CONDITIONS

BYO

No food or beverage of any kind is to be brought into the venue to be consumed during any event. If you wish to apply for an exemption to this clause, you may do so in writing to your events manager.

CAKE

A celebration cake may be brought in for your event. If you wish to have the cake plated and served to all guests as an additional course, we will charge a \$10 per person cakeage fee.

ADDITIONAL SERVICES

Any additional services organized by Chancery Lane will incur a 10% service fee.

BUMP IN AND OUT / ACCESS

Client or supplier access to the Chancery Lane event space can be available one hour before and after the event start/end time & must be pre-arranged. Earlier access may be available depending on other bookings and must be requested in writing to your events manager at least 7 days prior to the event but may not be approved up until 48 hours prior to the event. Should an earlier access time be approved, additional fees may apply.

CLEANING FEE

An additional cleaning charge will apply should the space require extra or professional cleaning following your event. This is at the discretion of management and will be added to your final bill if deemed necessary. You may be billed up to 5 business days post event.

DELIVERIES

All deliveries to Chancery Lane must be agreed with your event manager prior to delivery and must be delivered to the venue during agreed upon times. Deliveries must be clearly labelled with the name and date of the event. Deliveries should be made on the day of your event either between 10am and 12pm, or 3pm and 5pm, unless otherwise organised with your event manager.

LEFT OVER ITEMS

Any items brought in for an event must be removed at the completion of the event. If approved by your events manager, items may be stored at Chancery Lane for up to 24 hours after the event. If they are not collected within this time, Chancery Lane reserves the right to remove & dispose of the items

SERVICE CHARGE

For bookings of 7-19 guests, a 10% additional service charge is added by Chancery Lane, this is discretionary and can be removed. For bookings of 20 and above, a compulsory 10% additional service charge is added by Chancery Lane. For Full Venue Buy-outs, there is an automatic 5% Service Charge.

LOST PROPERTY

Chancery Lane aims to provide a safe environment for all guests and whilst we take care with your property, Chancery Lane accepts no liability for damages or loss of items before, during or after an event.

DAMAGES

You are responsible for any costs associated with any damage or loss whatsoever incurred, to any part of the premises or any property or equipment in the venue which is caused by you or any of your guests or third parties engaged by you. This includes any damage caused to the building, furniture or property including the cost of repair or replacement. You may be billed up to 5 business days post event.

RESPONSIBILTY / RSA

By law, all staff at Chancery Lane possess a Liquor Licensing accredited RSA and may refuse alcohol to a person or persons whom they believe to be intoxicated. Chancery Lane reserves the right to ask anyone behaving in an irresponsible or reckless manner to leave the premises.

LAWS & REGULATIONS

At no time will the client commit any act or permit its employees, agents or invitees to commit any act that is illegal or offensive or is in breach of the venue's rules. Nor can any such act breach any statutes, by laws, orders, regulations or other provisions having the force of the law including but not limited to the venue's liquor license and fire obligations.

RELEASE & INDEMNITY

Due to licensing laws, all persons under the age of 18 must be accompanied by a responsible parent or guardian for the duration of the function.

The client will release the venue from all claims in connection with us of the venue. In no event shall Chancery Lane be liable for the loss of profit or consequential damages suffered by the client, where based on breach of contract, warrant or otherwise. In no event shall the venue's liability be in excess of the estimated function cost.

CHANCERY LANE
430 LITTLE COLLINS STREET
MELBOURNE VIC 3000

For further enquiries

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