





VENUE HIRE

EVENT TIMING

Externally catered events have use of the Hamilton Room for up to a 5 hour event duration. Extensions to these times can be worked out on a case by case basis.

VENUE ACCESS

Your caterer has access to the venue up to 4 hours prior to the commencement of the event and 2 hours after. An additional charge may apply if earlier or later access is required. Red Scooter must be notified at least 72 hours prior to the event regarding arrival and load out times of equipment etc.

VENUE HIRE FEES – HAMILTON ROOM

(Inclusive of GST)

Monday to Thursday	\$4,950.00
Friday & Saturday	\$9,900.00
Sunday	\$7,700.00

SERVICE

Red Scooter will provide you with the venue and the following list of inclusions. Your event will be administered and coordinated by your chosen caterer.

During the event, a Red Scooter venue supervisor will be onsite to ensure the caterers have everything they require and supervise the use of the venue, however he/she is not responsible for the running of the event.

WHAT'S INCLUDED

- | Round tables with ghost chairs.
- | Glassware.
- | Black coloured skirting under linen.
- | Red Scooter lounge furniture.
- | Red Scooter cocktail furniture.
- | Ice.
- | Post event cleaning.
- | Green room.
- | In-house PA, wireless microphone and iPod connectivity.
- | Event coordinator to liaise with caterer regarding setup, seating plan & timing.
- | Hire of projector and projection screen – Red Scooter LED table lighting and special affect lighting.

CATERER'S RESPONSIBILITIES

- | Confirm final guest numbers with client and venue a minimum of 7 days prior to the event.
- | Coordinate the generation of layout plan with the client and venue.
- | Organise and supervise the correct ordering of drinks.
- | Supply the relevant tableware.
- | Communicate with the venue any bump in requirements.
- | Coordinate staffing for the event including RSA register updates.
- | Generate a sensible & cohesive run order.
- | Generate the menus for the event.
- | Be present onsite to coordinate bump in and setup.
- | Actively manage setup, staff behaviours and run schedule.
- | Actively manage the client and their needs at the event.
- | Caterer to supply all relevant event information to Red Scooter.

DEPOSIT & CONFIRMATION

We require an email confirmation and a deposit to secure your booking.

Deposit: \$500.00

DEPOSITS REFUNDS FOR CANCELLATIONS

We share your disappointment if you are unable to proceed with your event.

Should your event be cancelled or postponed, please check our terms and conditions which clearly set out how we deal with these.

PAYMENT TERMS

Full payment is required 7 working days prior to your event, in cash, bank guaranteed cheque, direct payment (into our account), or by approved credit card. Personal cheques must be received 15 working days prior to your event. Payment must be received in full prior to your event, in order for it to proceed.

Please note: any significant changes made to seating plans and booking details within 7 working days of the event will incur a further administration fee, to be paid prior to the commencement of your event. Please check with us for any further costs to avoid misunderstandings.





SUPPLIERS

ACCOMMODATION

The Como Melbourne
03 9825 2222
www.comomelbourne.com.au

ACRYLIC SIGNAGE & ACCESSORIES

Art On Point
0422 818 010 | 0433 929 148
www.artonpoint.com.au

BANDS

The Baker Boys Band
0438 301 313
www.bakerboysband.com.au

Black Suede Band
0421 088 862
www.blacksuedeband.com.au

CAKES

Jessicakes
03 9380 1777
www.jessicakes.com.au

CELEBRANTS

Greg Evans
0407 711 456
www.gregevans.com.au

DISK JOCKEYS

Christos Koutsouras
0430 160 228
christos.koutsouras@gmail.com

DJ Dekdrum

David Kirsner | 0418 957 154
www.djbandmelbourne.com.au

Miss Rosie Events

Rosie Kalber | 0418 565 146
www.missrosieevents.com.au

Stevie B

0413 006 970

EVENT STYLING

Forever I Do
0421 440 806
www.foreverido.com.au

Hirzinger Design Studio
0466 608 731

EXTERNAL CATERERS

Your Private Chef
03 9018 9321
www.yourprivatechef.com.au

Roquette Kosher Catering
03 9939 3323
www.roquettecatering.com.au

Kosher Classique
03 9555 3255
www.kosherclassique.com.au

Crystal Palace Asian Catering
03 9650 9333
www.crystalpalace.com.au

FLOOR DECAL

Viz Wiz Design
0450 442 575
www.vizwiz.design

FLORISTS

Melbourne Event Florals
0418 219 703
www.melbourneeventorals.com.au

Style By Nature
03 9646 7171
www.stylebynature.com.au

HAIR & MAKE UP

Magical Makeovers
0418 323 733
www.magicalmakeovers.com.au

LIGHT UP LETTERS

Letters For Days
facebook.com/lettersfordays
lettersfordays@outlook.com

MC

Mike Larkan
0478 676 507
www.mikelarkan.com.au

PHOTOGRAPHERS

ICON Photography
0424 858 244
www.iconphotos.com.au

Riverside Creative
0451 593 981
www.riversidecreative.com.au

PHOTO BOOTH / MAGNETS

Magnet Me
1800 940 909
www.magnetme.com.au

Pash Photoboosts
0412 157 808
www.pashphotoboosts.com.au

STATIONARY

Invite & Co.
03 9551 9113
www.inviteandco.com.au

TRANSFERS

Enrik Limousines
03 9872 5466
www.enriklimousines.com.au

Tripe R Luxury Car Hire
03 9388 2100
www.tripler.com.au

VIDEOGRAPHERS

Stu Art Video Productions
0414 826 723
www.wedding-videomelbourne.com.au