

# TREACY *TC* CENTRE

Conference Package



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## Location



Treacy Centre is located at 126 The Avenue, Parkville [Melway Map 29 Ref F12]. The nearest cross street, the corner on which the Centre is located, is Walker Street. The Avenue runs parallel to Royal Parade.

Treacy Centre is 3km from the City of Melbourne, 20km from Tullamarine Airport and just minutes away from the Zoo, State Netball and Hockey Centre and The University of Melbourne.

The spectacular surroundings and buildings create a relaxed and welcoming atmosphere, which is perfect for corporate functions and events.

The original mansion, now Treacy Centre, was built in 1873.

Common architectural elements of this period featured at the Treacy Centre include the faceted bay windows, round arch windows, bracketed eaves and balconies with cast iron balustrades.

By day, the sun naturally lights the large event rooms creating a glorious atmosphere for you and your guest



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# How to get to Treacy Centre

## Parking

On weekdays between 7:30am and 6:30pm there is 11-hour meter parking available along The Avenue (park side) and also in Walker Street. The parking machines take coins or credit card and they use the *paystay* app <https://www.paystay.com.au/>

Royal Parade also offers limited parking.

Parking is also available at the Melbourne Zoo located closest to The Avenue, situated on Elliott Avenue, which is only a short walk from Treacy Centre.

## Public Transport

### Tram

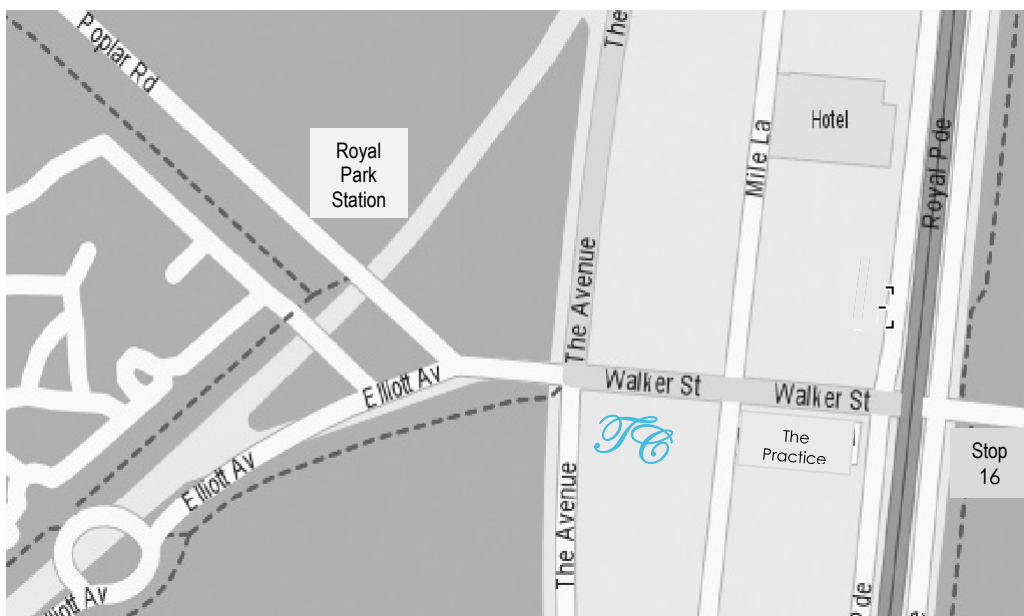
Tram No 19 from Elizabeth Street to Walker Street (Stop 16), is a quick, pleasant and easy ride from the city.

### Train











The Upfield Train will take you to Royal Park Station.

Please visit Public Transport Victoria website for more information on this service: <https://www.ptv.vic.gov.au/journey/>

If you require any further assistance then please call us on **(03) 8359 0101**



## Function Hire and Capacity

		Room Size & Style					Room Hire
Conference Rooms	Room Size	Theatre	Cabaret	U-shape	Board	Full Day	
<b>Edmund Rice</b> 	9.7 x 11.00 PLUS 13.3 x 5.8	200	100	40	N/A	\$620	
<b>Treacy</b> 	14.4 x 6.7	100	70	40	40	\$500	
<b>Carroll</b> 	9.5 x 5.8	50	30	25	20	\$340	
<b>Daly</b> 	5.9 x 3.4	N/A	N/A	N/A	8	\$220	
<b>Callan</b> 	5.3 x 4.4	N/A	N/A	N/A	8	\$220	
<b>Waterford</b> 	7.6 x 4.3	N/A	N/A	N/A	12	\$260	
<b>Mary Rice</b> 	9.2 x 5.9	50	30	25	20	\$340	
<b>Nash</b> 	5.5 x 4.4	N/A	N/A	N/A	8	\$220	
<b>Donald McKay</b> 	5.9 x 4.15	N/A	N/A	N/A	12	\$220	
<b>Naughtin</b> 	5.9 x 3.85	N/A	N/A	N/A	12	\$240	

**All prices are exclusive of GST**

**Edmund Rice Room** has a minimum daily charge of \$2,500 plus GST

**Treacy Room** has a minimum daily charge of \$1,500 plus GST

**Carroll and Mary Rice Rooms** have a minimum daily charge of \$700 plus GST

### Full Day Delegate Conference Package \$50 Per Person

**Including:** Wi-Fi  
Data Projector  
Microphone  
White Board/Flipchart/Screen

*(One per each room)*

*(Additional White boards and flip charts will cost \$15 each)*



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# Catering

## Monday

### Morning Tea:

- Freshly made Scones with Raspberry Jam and Whipped Cream
- Classic Breakfast Bar (V)
- Chia pudding (GF)

### Lunch:

- Chef's Selection of Gourmet Sandwiches
- Gourmet Beef party pies
- Vegetarian Quiche (V)
- Pear parmesan and rocket salad (GF)

### Afternoon Tea:

- Chefs Assorted Slices
- Savory muffins
- Sundried tomato and pesto dips with Vegetable sticks (GF) (DF) (V)

## Tuesday

### Morning Tea:

- Banana Bread with Maple Butter
- Individual Muesli Cups with Honeyed Yoghurt
- Apple and Cinnamon slice

### Lunch:

- Chef's Selection of Freshly made Wraps
- Chicken Satay Skewers with Peanut Dipping Sauce (GF)
- Veg Spanakopita (V)
- Asian slaw (DF) (Vegan)

### Afternoon Tea:

- Assorted Individual Flavoured Yogurts cups
- Chefs Mixed Selection of Dried Fruit and Nuts
- Guacamole and sweet potato dips with Vegetable sticks (GF)

**ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT**

(GF) Gluten Free (DF) Dairy Free (V) Vegetarian (Vegan)



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## Catering (cont...)

### Wednesday

#### Morning Tea:

- Ham & Cheese (and Cheese & Tomato) Croissant
- Muesli cup with honeyed yogurt
- Fruit bar (DF) (V) (Vegan)

#### Lunch:

- Chef's Selection of Freshly made Ciabatta loaf
- Lamb kofta with tzatziki
- Vegetable kofta with homus (GF) (DF) (V) (Vegan)
- Quinoa salad (GF) (DF) (V) (Vegan)

#### Afternoon Tea:

- Orange Cake
- Bliss Balls (GF) (DF) (V) (Vegan)
- Pumpkin and Cashew dip with Vegetable sticks (GF) (Vegan)

### Thursday

#### Morning Tea:

- Savoury Scone with herbed butter
- Selection of Danish's Bidvest
- Chia pudding (almond milk) (GF) (DF) (Vegan)

#### Lunch:

- Chef's Selection of Fresh Baguette
- Lamb and Rosemary Sausage Rolls
- Feta Cheese Tart (V)
- Chic Pea Salad (GF) (DF) (Vegan)

#### Afternoon Tea:

- Mini Lamingtons
- Orange and Poppy Seed Cake
- Roasted capsicum and hummus dip with Vegetable sticks (GF) (DF) (Vegan)

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## Catering (cont...)

### Friday

#### Morning Tea:

- Chefs Selection of Freshly Baked Muffins Choc Chip, Banana and Mixed Berry
- Yogurt with Berry Coulis (GF)
- Granola cups

#### Lunch:

- Chef's Selection of Turkish Breads
- Caramelised Onion and Mushroom Tart (V)
- Bacon Feta Capsicum Tart
- Thai peanut noodle salad (GF) (DF)

#### Afternoon Tea:

- Lemon Slice
- Roast Vegetable Frittata (V)
- Tzatziki and beetroot dip with Vegetable sticks (GF)

### Saturday

#### Morning Tea:

- Ham & Cheese (and Cheese & Tomato) Croissant
- Breakfast Bar
- Banana Bread with Maple Butter

#### Lunch:

- Chef's Selection of Gourmet Sandwiches
- Lamb Kofta with Tzatziki
- Vegetable Kofta with Homus (V)
- Quinoa Salad (GF) (DF) (Vegan)

#### Afternoon Tea:

- Chefs Assorted Slices
- Chefs Mixed Selection of Dried Fruit and Nuts (GF)
- Pumpkin and Cashew with Vegetable sticks (GF) (V) (Vegan)

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## Catering (cont...)

### Sunday

#### Morning Tea:

- Individual Muesli Cups with Honeyed Yoghurt
- Selection of Danishes
- Apple and Cinnamon slice

#### Lunch:

- Chef's Selection of Freshly made Wraps
- Lamb and Rosemary Sausage Rolls
- Veg Spanakopita (V)
- Asian Slaw (DF) (V)

#### Afternoon Tea:

- Assorted Individual Flavoured Yogurts pots
- Mini Lamingtons
- Guacamole and sweet potato dips with Vegetable sticks (GF)

### Arrival Options: \$9PP Please select 3 items

- Bacon egg muffins
- Acai bowl (GF) (Vegan)
- Fruit Skewers (GF) (DF) (Vegan)
- Hash browns
- Fresh squeezed juice
- Fruit Smoothies

### Additional Break items

- Juice \$2PP
- Fruit Smoothies \$4PP
- Soup of the Day served in a Mug \$5PP
- Cheese platter \$7PP
- Antipasto platter \$8PP

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## Catering (cont...)

### Buffet lunch options

Lunch Buffet Options Additional \$40 per person plus GST

*\* Minimum of 20 people: choice of 2 Meat & 1 Vegetarian*

- Beef Stroganoff stew served with warm, Jasmin Rice (GF)
- Green chicken curry served with rice (GF) (DF)
- Roasted Vegetable Frittata served with Salad (V)
- Lamb Rogan Josh served with rice
- Veg curry
- Creamy Chicken Carbonara with Penne Pasta
- Vegetable Ragu (GF) (V)
- Soup of the Day served in a Mug

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# Terms and Conditions

The Hirer must comply with the reasonable directions of Treacy Centre staff, Treacy Centre policies and procedures; posted emergency evacuation signage and any laws.

## **Commitment to Child Protection:**

Treacy Centre is committed to promoting and protecting, at all times, the best interests of the children attending the Centre and/or programs. Children must be supervised and in the company of an adult (over 18 years) at all times on the property.

The full Child Protection Policy is available on our website: [treacycentre.com.au](http://treacycentre.com.au)

The Hirer is required to act in accordance with this policy.

## **Booking & Deposit Requirements:**

The Venue will hold a tentative booking for a maximum of 7 days from the date of enquiry. This may be extended upon consultation with Venue Management. A site inspection is highly recommended prior to your booking.

## **Deposits:**

A deposit of approximately 40% of all items quoted for your event along with a signed copy of the terms and conditions is required to confirm all bookings.

## **Final Payment Terms:**

A final invoice will be issued after event has taken place. Full payment for final invoice is due within 14 days of invoice date. The deposit amount received will be deducted from the final invoice.

## **Cancellations:**

Cancellations can be made prior to your event:

### COVID CANCELLATION POLICY

If your event has to be cancelled due to a Government directed lockdown (ie. due to COVID) and cancellation occurs 5 days or less, prior to the event, there will be a cancellation fee charged, equal to 15% of the total event invoice. However ...if YOU cancel your event for any other reason (ie. we are not in lockdown) then our normal cancellations policy's will apply.

\*90 days or more –  
deposit will be refunded in full

\*90 days or less –  
the deposit will be forfeited. Monies may be refunded in extenuating circumstances and only after consultation with the Venue Management. All cancellations must be submitted in writing.

## **Catering:**

All catering is to be provided by the Venue.

Catering and dietary requirements are to be forwarded to the Venue *no later than 10 days prior* to your event taking place.

This will be the minimum charge invoiced for the event.

## **Liquor Licensing Act:**

Service of alcohol is not permitted to persons under the age of 18 years.

Alcohol service times are between 12noon & 11.00pm.

## **BYO is not permitted.**

## **Conference Room Hire:**

Conference events – Day hire  
8.00am-5.00pm.

Functions outside of business hours can be arranged with Venue Management.

## **Bump In & Out Charges:**

Charges will apply should you wish to set up a room prior to their event or leave equipment in a conference room after the event.

By negotiation with the Venue Manager.

## **Damage:**

The Hirer will be liable for any damage to the Venue fittings and or fixtures if caused by the hirer. Should damage result in loss of business the Hirer will be liable for all costs incurred by the Venue including repairing of damage and loss of revenue by the Venue.

## **Emergency Procedure:**

Emergency procedures are on display throughout the Venue. Copies can be obtained via email.

## **False Alarm:**

The Hirer will be responsible to pay any fees incurred for a false evacuation alarm that is caused or substantially caused by the Hirer, including members of the Hirer's Group.

## **First Aid:**

The Hirer is fully responsible for the first aid needs and administration for their group.

All accidents will be recorded in the Venue's accident register.

## **Flames and Polytechnics:**

No open flame, except for reasonable candles or tea lights, shall be used in or on any part of the Venue including the grounds. No polytechnic devices of any kind are permitted.

## **Other charges:**

Before and After Hour costs – a fee of \$40 plus GST per staff member per half and hour will apply.

## **Saturday & Sunday Charges:**

Saturday Staff Charge per staff member: \$20 per hour plus GST

Sunday Staff Charge per staff member: \$25 per hour plus GST

Public Holidays per staff member: \$30 per hour plus GST

## **Pets:**

Pets are not permitted on or in the venue at any time. Assistance animals and Guide Dogs will be permitted.

## **Privacy:**

The Venue gives assurance that all personal information gathered will remain confidential and only used for the purpose for which it was collected.

## **Smoking:**

Treacy Centre is a smoke-free environment. Smoking is not permitted in any building or grounds.

## **Theft & Loss:**

Treacy Centre accepts no responsibility for any theft, loss or damage sustained to personal property whilst you, your guest or invitees are on the premises.

## **Public Liability Insurance:**

Where required the Hirer shall effect insurance that at all times covers liability to the public for an amount no less than \$10 million in respect to injury, loss or damage whatsoever to any property, real or personal, where injury, death, loss or damage occurs during the hiring period. The Hirer will provide a Certificate of Currency at the time of acceptance of the booking, current for the entire period without which the booking will not be confirmed.



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