

TREACY *TC* CENTRE

Conference Package



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



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://app.easypark.net/>

Royal Parade also offers limited parking.

Parking is also available at the Melbourne Zoo located closest to The Avenue, on Elliott Avenue, which is only a short work 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 please call us on **(03) 8359 0101***



Function Hire and Capacity

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

Peter Clinch 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

***See page 5 for additional Catering Package**



Catering

Full Day Delegate Conference Catering Package \$50 Per Person

Including:

- Wi-Fi • Data Projector • Microphone • White Board/Flipchart/Screen/Tea & Coffee

(One per each room)

Monday

Morning Tea:

- Freshly made Scones with Raspberry Jam and Whipped Cream
- Tomato & Fetta Puffs (V)

Lunch:

- Ploughman's Lunch
- Gourmet Beef party pies
- Vegetarian Quiche (V)
- Pear parmesan and rocket salad (GF)

Afternoon Tea:

- Chefs Assorted Slices
- Assorted Muffins

Tuesday

Morning Tea:

- Banana Bread with Maple Butter
- Individual Muesli Cups with Honeyed Yoghurt

Lunch:

- Ploughman's Lunch
- Chicken Satay Skewers with Peanut Dipping Sauce (GF)
- Veg Spanakopita (V)
- Caesar Salad (V)

Afternoon Tea:

- Fruit Skewers
- Chefs Mixed Selection of Dried Fruit and Nuts



ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT
(GF) Gluten Free (DF) Dairy Free (V) Vegetarian (Vegan)

Catering (cont...)

Wednesday

Morning Tea:

- Ham & Cheese (and Cheese & Tomato) Croissant
- Danish Scroll

Lunch:

- Ploughman's Lunch
- Lamb kofta with tzatziki
- Vegetable kofta with homus (GF) (DF) (V) (Vegan)
- Greek Salad (V)

Afternoon Tea:

- Carrot Cake
- Mini Jam Donuts

Thursday

Morning Tea:

- Savoury Scone with herbed butter
- Fresh Fruit Platter (GF) (DF) (V) (Vegan)

Lunch:

- Ploughman's Lunch
- Lamb and Rosemary Sausage Rolls
- Feta Cheese Tart (V)
- Crunchy Asian Slaw (DF) (V) (Vegan)

Afternoon Tea:

- Mini Lamingtons
- Bruschetta Tartlets

ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT

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



Catering (cont...)

Friday

Morning Tea:

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

Lunch:

- Ploughman's Lunch
- Caramelised Onion and Mushroom Tart (V)
- Bacon Feta Capsicum Tart
- Pear Salad (GF) (DF) (V) (Vegan)

Afternoon Tea:

- Lemon Slice
- Veggie Sticks

Saturday

Morning Tea:

- Chef's Choice

Lunch:

- Chef's Choice

Afternoon Tea:

- Chef's Choice

ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT

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



Catering (cont...)

Sunday

Morning Tea:

- Chef's Choice

Lunch:

- Chef's Choice

Afternoon Tea:

- Chef's Choice

ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT

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



Catering (cont...)

Arrival Options: \$9PP

Please select 3 items

Bacon egg muffins

Acai bowl (GF) (Vegan)

Fruit Skewers (GF) (DF) (Vegan)

Hash browns

Chia Pudding

Additional Break items

Juice \$4PP

Sparkling Water \$5PP

Cheese Platter \$7PP

Charcuterie Board \$8PP

ALL BREAKS WILL BE SERVED WITH WHOLE FRESH FRUIT

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



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

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:

10 business days or more –
deposit will be refunded in full

10 business 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: \$30 per hour plus GST
Sunday Staff Charge per staff member: \$40 per hour plus GST

Public Holidays per staff member: \$50 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 & Vaping:

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

Theft & Loss:

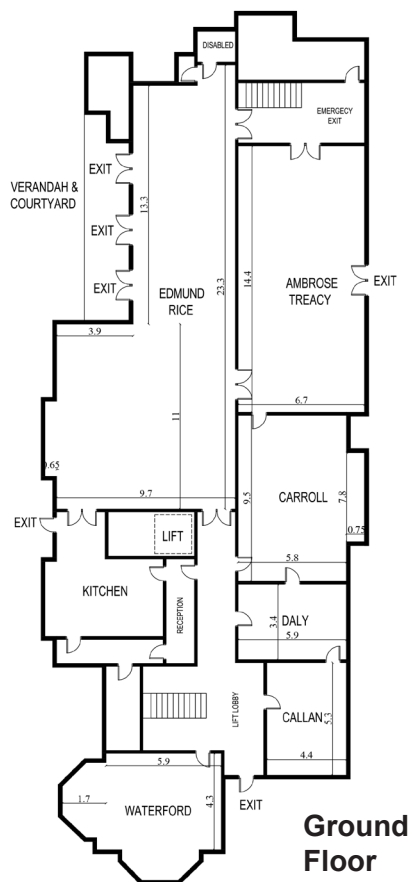
Treacy Centre accepts no responsibility for any theft, loss or damage sustained to personal property whilst you, your guest or invitees are on the premises.

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.



Nine Function Rooms over two levels



WATERFORD



CARROLL

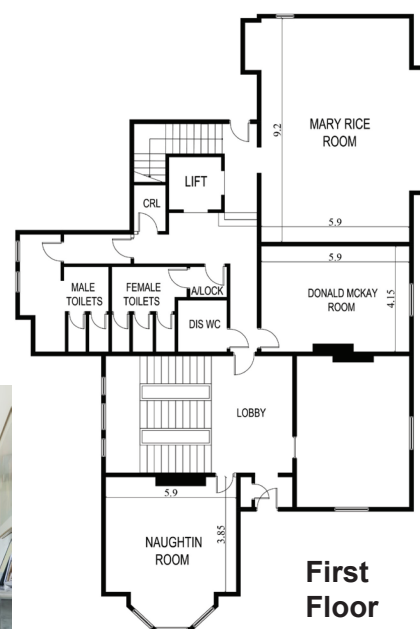


EDMUND RICE

MARY RICE



NAUGHTIN



TREACY *TC* CENTRE

126 The Avenue
Parkville Victoria 3052

T: 03 8359 0101
E: info@treacycentre.com.au

W: www.treacycentre.com.au
f: facebook.com/TreacyCentre/

