

|SMITH|St|BISTROT|

*Private Functions, Events etc.
Autumn 2024*

Bienvenue.

Welcome

*The backdrop to your
next soirée awaits.*



Experience the joy and wonder of private dining at Smith St Bistrot, 300 Smith St Collingwood.



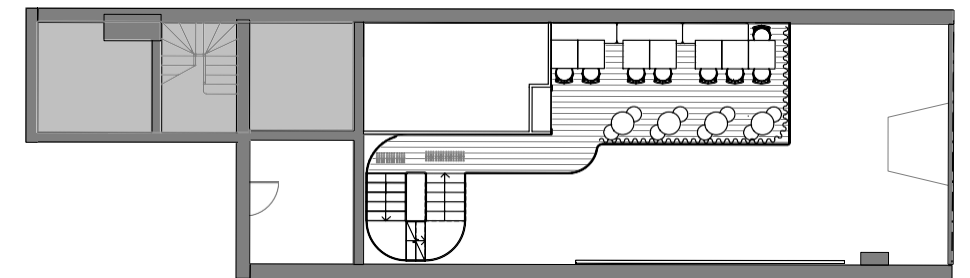
Smith St Bistrot is a reimagined French Bistrot, found on one of Melbourne's most eclectic streets, with its own distinct atmosphere embodied in an ethereal art-deco inspired interior.

Up the spiral staircase you'll find our mezzanine level, the perfect stage to host your intimate soirée with a romantic wrought iron balustrade overlooking the ground-floor dining room. Our mezzanine level seats 14 guests or can host up to 20 guests for a stand-up function.

Further up the stairs you'll find "La Vie en Rose", a second dining room for private events and celebrations. Our private dining room caters for 52 seated guests or up to 80 standing.

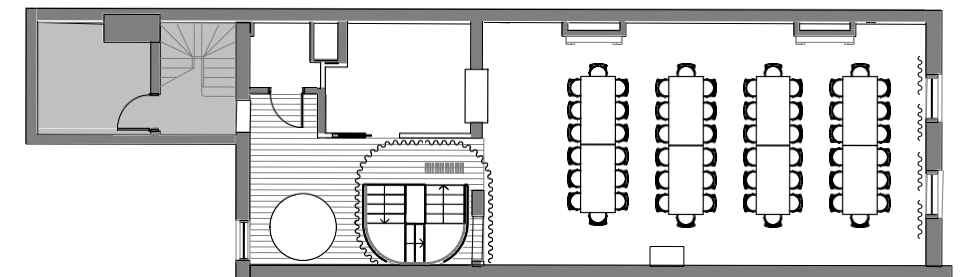
Mezzanine - Private Dining

CAPACITY
STANDING: 20 SIT-DOWN: 14



La Vie en Rose - Private Dining

CAPACITY
STANDING: 80 SIT-DOWN: 52

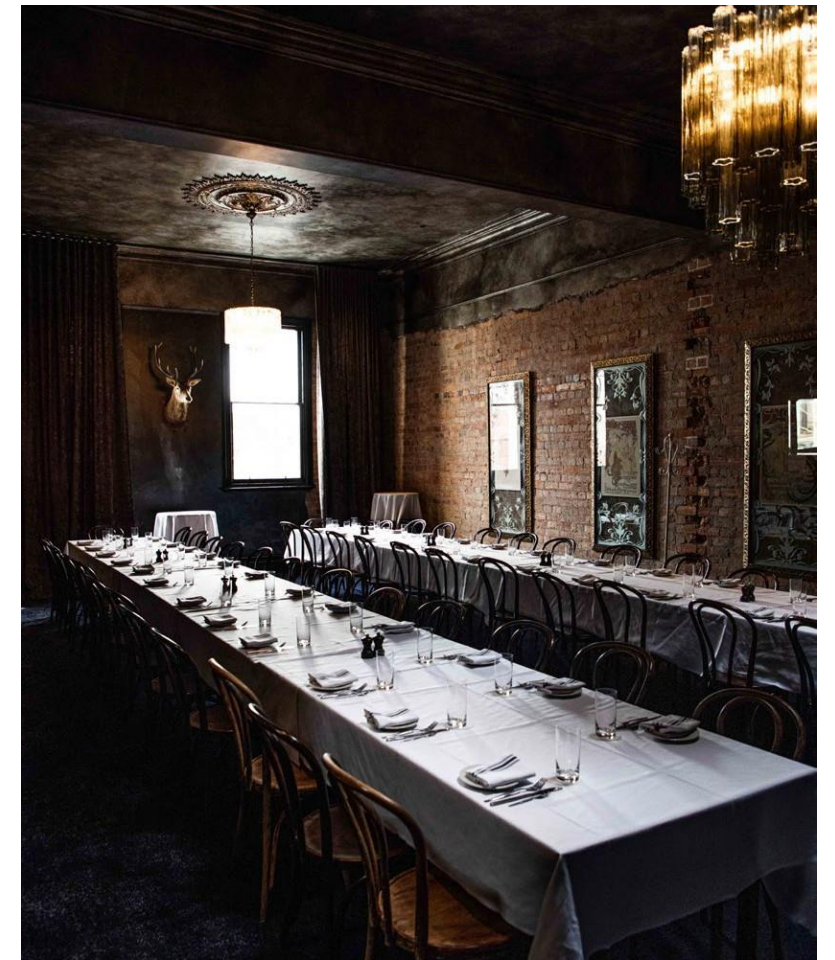


Our events team are here to help with menus, drinks packages, dietary requirements and everything else that will make your event special.

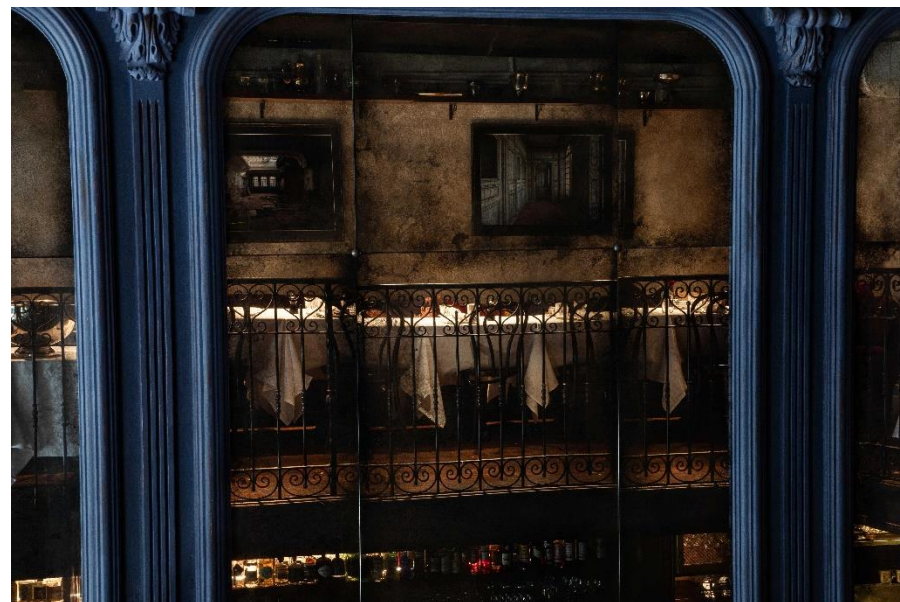
For more information, please contact events@smithstbistrot.com.au



Mezzanine



La Vie en Rose



Our menu is an homage to Scott Pickett's classic French training with influence from dining experiences from all over Europe.





Celebrate, your way.

Parties, festivities, soirées etc.





Sharing Menu

Includes three entrées, three mains, sides
and individually plated dessert

\$105pp

ENTRÉES

PLATEAU DU CHARCUTERIE
assortment of house-cured meats

COQUILLE ST JACQUES, TOBINAMBOUR, AVRUGA CAVIAR
grilled scallop, Jerusalem artichoke, Avruga caviar

SOUFFLÉ SUISSESE
twice baked souffle, gruyere sauce

◆ VOL-AU-VENT DE POULET
AUX CHAMPIGNONS SAUVAGE
Chicken, wild mushrooms, puff pastry, tarragon
to replace any entrée +\$8pp

MAINS

GNOCCHIS DE POMME DE TERRE
red pepper, goats cheese, kale

FILET DE BARRAMUNDI
humpty doo baby barramundi, sauce bouillabaisse,
confit fennel

AGNEAU ROTI
lamb rump, ratatouille, yoghurt, basil

◆ STEAK AU POIVRE
sher wagyu rostbiff, mushroom duxelles,
green peppercorn sauce
to replace any main +\$10pp

SIDES

a selection of chef's sides

DESSERTS - SERVED ALTERNATELY

CRÈME CARAMEL
MOUSSE AU CHOCOLAT



Three Course Menu

CHOICE MENU, WITH SIDES

Available up to 12 guests
Please select two entrées, two mains and two
desserts
\$95

SET MENU, WITH SHARED SIDES

Please select one entrée, one main and one
dessert
\$95

SET ALTERNATING MENU, WITH SHARED SIDES

Please select two entrée, two main and two
dessert
\$95

OPTIONAL ADD ONS

two canapés - \$15pp
three canapés - \$20pp

ENTRÉES

COQUILLE ST JACQUES, TOBINAMBOUR, AVRUGA CAVIAR
grilled scallop, Jerusalem artichoke, Avruga caviar

SOUFFLÉ SUISSESSE
twice baked souffle, gruyere sauce

CROQUETTE DE COCHON
pork, fennel, mustard, frisee salad

◆ VOL-AU-VENT DE POULET
AUX CHAMPIGNONS SAUVAGE
Chicken, wild mushrooms,
puff pastry, tarragon
+\$8pp

MAINS

GNOCCHIS DE POMME DE TERRE
red pepper, goats cheese, kale

FILET DE BARRAMUNDI
humpty doo baby barramundi, sauce bouillabaisse,
confit fennel

AGNEAU ROTI
lamb rump, ratatouille, yoghurt, basil

◆ STEAK AU POIVRE
sher wagyu rostbiff, mushroom duxelles,
green peppercorn sauce+\$15pp

SIDES TO SHARE

A selection of chef's sides

DESSERTS

CRÈME CARAMEL

MOUSSE AU CHOCOLAT

◆ TROIS FROMAGE +\$10pp

◆Optional upgrades to supplement a course dish





Dégustation du Chef

Four-course chef's menu
\$130pp

Laissez-le-nouse - leave it to us. Settle in and let us guide you through the menu with SSB's four-course 'Dégustation du chef'.

This special menu is based on produce availability and seasonality and may change daily.

SAMPLE MENU

SNACKS

a selection of chef's snacks

ENTRÉES

POIREAUX VINAIGRETTE AUX TRUFFES
charred leek, eggs, black truffle

FILET DE BARRAMUNDI
humpty doo baby barramundi, sauce
bouillabaisse, confit fennel

MAIN

STEAK AU POIVRE
sher wagyu rostbiff, mushroom duxelles,
green peppercorn sauce

SHARED SIDES

a selection of chef's sides

DESSERT

MOUSSE AU CHOCOLAT

Sample menu - subject to change



Canapés

BONNE - \$60pp

select 5 canapés and 1 substantial item

SUPER - \$70pp

select 5 canapés and 2 substantial items

SUPÉRIEURE - \$75pp

select 5 canapés, 2 substantial items
and 1 sweet item

GRAZING STATION UPGRADE

cheese and charcuterie - ask your event
coordinator

CANAPÉS

TUNA TARTARE

CROQUE MONSIEUR

OEUF MAYONNAISE

CONFIT DUCK CROMESQUIS

TERRINE DU JOUR EN CROUTE

SMOKED SALMON CROSTINI, DILL CREME FRAICHE AND SALMON ROE

SUBSTANTIAL

NAVARIN OF LAMB, POMME PUREE

STEAK FRITES BAGUETTE, CAFÉ DE PARIS BUTTER

ROCKLING GOUJONS, TARTARE SAUCE

GNOCCHI, RED PEPPER, GOATS CHEESE, KALE

SWEET

CRAQUELLIN, DIPLOMAT CREAM

TART AU CITRON/CUSTARD/CHOCOLATE

Sample menu - subject to change





Beverage Packages

CLASSIC BEVERAGE PACKAGE

\$65pp - 2-hour package
\$15pp for each additional hour

NV Counterpoint Sparkling, South Australia
2019 Counterpoint Pinot Grigio, South Australia
2019 Counterpoint Shiraz, South Australia
Kronenbourg 1664
Soft drink

ADDITIONAL UNLIMITED SPARKLING WATER PACKAGE

\$6pp

PREMIUM BEVERAGE PACKAGE

\$85pp - 2-hour package
\$20pp for each additional hour

2022 Howard Vineyard, Pinot Noir/Chardonnay Adelaide Hills, SA
2022 Wood Park 'Whitlands' Pinot Gris King Valley, VIC
2022 Vasse Felix Chardonnay, Margaret River, WA
2019 Sunshine Creek Pinot Noir Yarra Valley, VIC
2023 Medhurst Syrah Yarra Valley, VIC

Kronenbourg 1664
Sparkling water and soft drinks

CHAMPAGNE UPGRADE

NV Champagne De Saint-Gall Traditional 1er Cru
2-hour package +\$25pp
each additional hour +\$15pp

Drinks packages are available for groups of 14 or more guests.

Sample menu - subject to change

Beverages on consumption

Beverage on consumption is available with beverages to be selected prior to your event. We recommend selecting one sparkling, two white and two red wines, but of course the choice is yours.

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

An unlimited sparkling water package is available for \$6pp

Please ask your event manager for a current beverage list and let us know if you would like us to provide you with suggestions in line with your preferences and budget.



|SMITH|St|BISTROT|

Terms and Conditions

EVENT TERMS & CONDITIONS

Please read the following terms and conditions carefully and sign and return to your events manager. We must receive a signed copy of the event contract and deposit within 48 business hours to confirm the event.

CONFIRMATION OF BOOKING AND DEPOSIT

Tentative bookings are held for 2 business 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 & GST

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

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 Smith St Bistrot.

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

CHANGE OF DATE

- If you wish to change the date of your event after the deposit has been paid, Smith St Bistrot will accommodate the change in the below conditions:
- The change is notified to Smith St Bistrot no less than 30 days prior to the function date.
- The venue is available for the new proposed date.
- The new date is no more than six months from the original date.
- The date may only change once.
- Minimum spends are still met (may vary from originally agreed minimum spend).

SHORT LEAD EVENTS CLAUSE

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.

FUNCTION SPACE

Located up a spiral staircase Smith St Bistrot has a stunning private dining room, as well as a semi-private dining space on our mezzanine level.

Please note that both the upstairs event space and mezzanine are accessible via staircase only and are not wheelchair accessible or recommended for those with mobility issues. There is a bathroom located on the upstairs events level.

FULL VENUE BUY-OUT

Full venue buy-out special terms:

- \$500 deposit & signed booking form required to secure the venue.
- 50% of minimum spend due 30 days out from event.
- Additional 25% of minimum spend due 14 days out from event.
- Final payment due prior or at the conclusion of the event. We do not offer debtor accounts.
- 5% compulsory service charge for all buy-outs.

Cancellations:

- All cancellation or postponement must be received in writing to your event sales coordinator
- Cancellation made prior to 30 days out will receive full refund.
- Cancellations made within 30 days of the event will forfeit all deposits.
- Cancellations made within 7 days will be required to pay estimated cost of full event.

FUNCTION DETAILS

Your menu selection, beverages, dietary requirements and any other requests and requirements are to be finalised 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.

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Your menu selection, beverages, dietary requirements and any other requests and requirements are to be finalised 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.

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 more 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 days 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 indicated on the booking form will be taken as the confirmed number and you will be charged accordingly. Smith St Bistrot will do its 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.

MENU

12 guests or less, you can order from the Three-Course Choice Menu. 13+ guests, you will have the option of a set, alternate drop, sharing menu, or Chef 4-course menu. Due to seasonal availability and other circumstances beyond our control, menu options and beverage varieties may not always be available. In such cases, Smith St Bistrot 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 your 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 7 days prior to ensure there is enough 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

- While Smith St Bistrot will endeavour to accommodate requests for meals 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.
- Smith St Bistrot caters for vegetarians, vegans, gluten free, lactose free as well as other allergies & intolerances. 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 week prior to the event.
- Complex and/or last-minute dietary requirements may incur an additional cost. In the case that the sharing menu is ordered:
- Any guest that cannot eat at least 2 dishes from each course due to dietary restrictions will be given a separate plated meal.
- If 20% or more guests have one specific dietary requirement, the sharing menu must be altered to reflect this for all guests.

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

Events booked in the semi-private space of the Mezzanine, are not permitted to play their own music. If your event is taking place in our private dining room, you may play your own music via your own speaker/sound system. If you wish to organise any additional entertainment, requests must be submitted to your event manager for approval prior to the event.

AV

Smith St Bistrot 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. Please note only events taking place in the private dining room are suitable for AV.

DECORATIONS

If you wish to organise decorations for your event, we will be happy to obtain a quote from our preferred florist, or you can organise your own theming and decorations. 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 Smith St Bistrot.

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 \$8 per person cakeage fee. Please advise your event coordinator.

ADDITIONAL SERVICES

Any additional services organized by Smith St Bistrot will incur a 10% service fee.

SERVICE CHARGE

For bookings of 7-19 guests, a 10% additional service charge is added by Smith St Bistrot, this is discretionary and can be removed. For bookings of 20 and above, a compulsory 10% additional service charge is added by Smith St Bistrot. For full venue buy-outs, there is an automatic 5% service charge.

BUMP-IN BUMP-OUT

Client or supplier access to the Smith St Bistrot event space can be available one hour before and after the event start/end time and must be prearranged. 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 Smith St Bistrot 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 11am 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 Smith St Bistrot for up to 24 hours after the event. If they are not collected within this time, Smith St Bistrot reserves the right to remove and dispose of the items.

LOST PROPERTY

Smith St Bistrot aims to provide a safe environment for all guests and whilst we take care with your property, Smith St Bistrot 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. You may be billed up to 5 business days post event.

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.
- 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.

RELEASE & INDEMNITY

The client will release the venue from all claims in connection with us of the venue. In no event shall Smith St Bistrot 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.



