

# Weddings that feel distinctly you.

The Ballroom

LEONDA  
BY THE YARRA



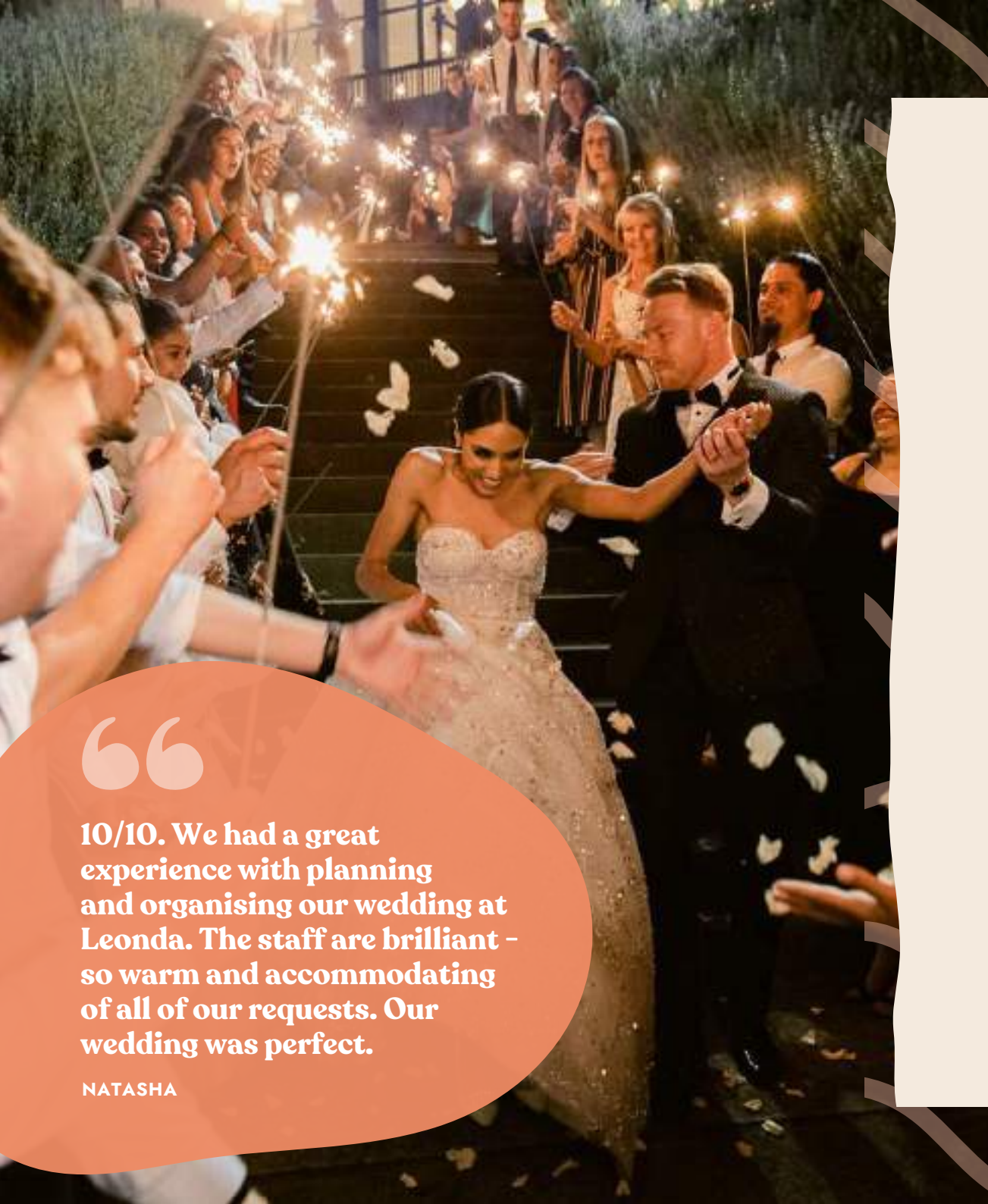
melbourne  
event group

# Eat. Drink. Be Married

Making your dream day come true means the world to us and we're here to drill into the details, deal with logistics and deliver your vision, so that everything unfolds exactly as it should – worry-free.

We're honoured to play a part in such a momentous occasion, so going above and beyond is what we're bringing to the table. We're all for festivities, and food is our forte! Our attentive event and operations team have got everything covered down to the last detail so you can relax knowing you're in the most capable hands possible. Plus, you get to be the #happycouple before the big day and happily, ever after.





“

**10/10. We had a great experience with planning and organising our wedding at Leonda. The staff are brilliant - so warm and accommodating of all of our requests. Our wedding was perfect.**

**NATASHA**

## Sparks will fly

With its sweeping views and breathtaking touch of nature, Leonda By The Yarra is one of Melbourne's most sought after wedding venues. Our relaxed and sophisticated vibe makes this classy spot serve as the perfect place for parties, product launches and picturesque weddings.

Nestled on the banks of the Yarra River in Hawthorn, this venue's got more romance than a Nicholas Sparks novel. Clink glasses in the enchanting courtyard, soak up the atmosphere of the striking interiors, watch the sunset from the floor to ceiling windows and, make a splash on the private jetty.



## You've got good taste

Catering's our jam and when it comes to food, we don't mess around. It's not over-complicated or intimidating – we're the sweet spot where careful abundance and quality ingredients meets simplicity. In short, nobody's going home hungry.

Family is at the core of everything we do and our food philosophy is no exception. Our aim is for you and your guests to feel like you've been welcomed into our home – experiencing the best in beautifully simple flavours and presented in a way that helps you connect with the people around you. Every important moment should always be around a table full of incredible food – with all the colours, textures and tastes you'd expect from your favourite home-cooked meal.

**Got a specific style in mind? Allow us to create custom menus to suit your event needs. Try us, we don't bite.**





# Nothing less than exceptional.

## Have you ever had the experience of walking into a space and immediately feeling as though you're royalty?

This is what The Ballroom will give you. Imagine a personalised welcome by our door person at the double glass doors, into the Marble Bar with its stunning feature lighting, and then turn to your right and the room expands before you, revealing floor to ceiling windows showcasing the Yarra River and a stunning sunset.

The elegance and opulence can't be overstated. Classic and beautiful, but still a space you can make into your own, this is a room for a wedding with wow-factor.

## Highlights

- Capacity of between 200 and 480 seated with a dancefloor
- 4m high windows overlooking the riverbanks
- Private balcony with views of the Leonda Landing jetty
- Large bar area suitable for canapés and pre-event drinks
- VIP Room with bathroom facilities for the wedding party
- Separate raised stages for the head table and the band/DJ









## The Lots of Love Experience

At Leonda we have thought of EVERYTHING (and we mean EVERYTHING) to ensure that your special day is everything you dreamed of and more. From the moment you first visit us, all the way through to the Big Day, nothing is too big or small for our team to handle to ensure that your wedding journey is seamless.

### The Lead Up

- Assistance in visualising your dream wedding through personal consultations with an event executive
- Unlimited meetings and discussions with your dedicated wedding coordinator to bring your vision to life
- After-hours coordination support until 9pm, as we work around your schedule
- Complimentary invitation to our group menu and wine tasting evening for you both and four guests
- Easy to use checklists and information packs to ensure planning is a breeze
- Inspiration and tips from our blog and social media sites
- Access to our exclusive preferred supplier list
- Drop off and storage of items the week prior to your wedding day

## The Big Day

- Personal wedding party waiter provided to tend to your every need
- VIP parking for parents and wedding cars
- Umbrellas for parking attendants to escort your guests to cover
- Guest liaison to welcome guests and direct them to your wedding
- Door person to greet your guests and add a touch of elegance
- Fully briefed event manager to guarantee that your perfect day, as discussed with your dedicated wedding coordinator, is delivered
- Well groomed & professional waiters in a bespoke uniform
- Set up of your place cards or any wedding favours
- Canapés and beverages served in the VIP room to the wedding party
- Your wedding cake cut and served on platters
- Cake table with a cake knife and champagne flutes
- Cake bags, so your guests can take a piece home
- A dedicated area for pre-drinks allowing for a striking room reveal
- Raised stage for wedding table
- Raised stage for band
- Circular tables to seat up to ten guests
- Premium quality lounge furniture; ottomans, tables and stools
- Fresh white or black table cloths, underlays & napkins
- Black or white fitted chair covers with your choice of satin or organza sashes in a variety of colours
- Selection of beautiful table centrepieces
- Personalised table menus, including beverage list
- Leonda branded table numbers
- Choice of guest list board between modern pin board and classic white easel
- Classic white venue flowers
- Bouquet vases on the wedding table to keep flowers fresh and add to wedding table decoration
- Access to our own private jetty, adorned with outdoor lanterns with candles
- All allergies catered for
- Children's high chairs with colouring books and pencils
- Free on-site parking available
- Cloak room facilities
- Private VIP room with drawers of amenities
- Safety deposit box available in VIP room for monetary gifts and valuables
- Lectern and microphone for speeches
- WiFi complimentary upon request
- Two hour complimentary bump in prior to the event commencing and one hour bump out post event
- No enforced security and associated costs
- No enforced cleaning fees

# Platinum Package

**5.5 hour event duration**

The Lots of Love Experience, and:

- Choice of 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Platinum beverage package\*
- BYO spirits available
- Choice of cocktail served during pre dinner drinks
- MEG's basic spirits served throughout the evening
- Continuous service of four premium hot and cold canapé varieties on arrival
- Choice of appetiser platter per table or antipasto station
- Choice of meal options for parent tables^ and wedding table
- Alternating entrée
- Choice of alternating plated main course or 3 shared platters to the middle of the table
- One hot and one cold seasonal side dish served per table with main course
- Baked bread per setting served with butter and black sea salt
- Choice of alternating dessert or 3 roving dessert canapés
- French cheese supper platter per table
- Liqueur trolley served with tea and coffee service
- Petit fours (small, bite sized chocolates) served alongside freshly brewed coffee and a selection of tea

\* Beverage service will end half an hour prior to event conclusion

^ We will happily provide meal options for up to two parent tables or should there be more than two sets of parents, we will provide meal options for up to 8 guests





**10/10. The service was exceptional. Leonda worked hard with us to bring our wedding to life. We can not thank them enough.**

**ASHWIN**

## Gold Package

**5.5 hour event duration**

The Lots of Love Experience, and:

- Choice of 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Gold beverage\* package
- BYO spirits available
- MEG's basic spirits served during pre dinner drinks
- Continuous service of four hot and cold canapé varieties on arrival
- Choice of meal options for parent tables and wedding table^
- Choice of appetiser platter per table or antipasto station
- Alternating entrée
- Choice of alternating plated main course or 3 shared platters to the middle of the table
- One hot and one cold seasonal side dish served per table with main course
- Baked bread per setting served with butter and black sea salt
- Choice of alternating dessert or 3 roving dessert canapés
- Supper platter per table
- Petit fours (small, bite sized chocolates) served alongside freshly brewed coffee and a selection of teas

\* Beverage service will end half an hour prior to event conclusion

^ We will happily provide meal options for up to two parent tables or should there be more than two sets of parents, we will provide meal options for up to 8 guests

# Classic Package

5.5 hour event duration

The Lots of Love Experience, and:

- 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Classic Package\*
- BYO spirits available
- Continuous service of four hot and cold canapé varieties on arrival
- Choice of meal options for parent tables and wedding table^
- Alternating entrée
- Choice of alternating plated main course or 3 shared platters to the middle of the table
- One hot and one cold seasonal side dish served per table with main course
- Baked bread per setting served with butter and black sea salt
- Choice of alternating dessert or 3 roving dessert canapés
- Petit fours (small, bite sized chocolates) served alongside freshly brewed coffee and a selection of tea

\* Beverage service will end half an hour prior to event conclusion

^ We will happily provide meal options for up to two parent tables or should there be more than two sets of parents, we will provide meal options for up to 8 guests





## Cocktail Package

5 hour event duration

The Lots of Love Experience, and:

- Cocktail on arrival
- 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Classic Package\*
- BYO spirits available
- 6 savoury canapés
- 2 savoury bowls
- 1 substantial canapé
- 2 dessert canapés

\* Beverage service will end half an hour prior to event conclusion



## Lunch Package

**4 hour event duration**

The Lots of Love Experience, and:

- 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Classic Package\*
- BYO spirits available
- Continuous service of four hot and cold canapé varieties on arrival
- Choice of meal options for parent tables and wedding table^
- Alternating entrée
- Choice of alternating plated main course or 3 shared platters to the middle of the table
- One hot and one cold seasonal side dish served per table with main course
- Baked bread per setting served with butter and black sea salt
- Choice of alternating dessert or 3 roving dessert canapés
- Petit fours (small, bite sized chocolates) served alongside freshly brewed coffee and a selection of tea

\* Beverage service will end half an hour prior to event conclusion

^ We will happily provide meal options for up to two parent tables or should there be more than two sets of parents, we will provide meal options for up to 8 guests





# FAQs

## **What is your venue hire and per head cost?**

There is no additional venue hire fee at Leonda By The Yarra, we have a per person package price that is all-inclusive for your convenience.

As for what that price is, that depends on a lot of factors because we're not a 'cookie cutter' kind of venue. We tailor our prices depending on your wedding date, your chosen package and how many guests you're having. Our event executives can help you with a quote for the wedding day that you are after, so please get in touch!

## **Will the minimum spend increase?**

No, once the minimum spend has been confirmed in writing on your booking agreement it will not vary.

## **What is a minimum spend? What is it made up of?**

A minimum spend is an overall amount that is agreed upon by both the venue and the client at a time of booking. It can be one figure, or it can be a minimum guest number amount instead. Either way, this amount can be made up of food, beverage or time in the venue. For example, if your booking agreement says your minimum guest number is 250, but closer to the day you realise it's going to be more like 220, the difference can be made up by upgrading your wine package, or adding in a cool food station for your guests so that you still get something for your money rather than us just charging a fee.

## **When is my next payment due after paying the deposit?**

The 1st progress payment is due 6 months prior to your event date. The 2nd progress payment is due 3 months prior. Your final payment of the remaining balance is due no later than 7 days prior to the event date. Which means you get to relax in that final week and focus on more important.

## **What is the next stage after paying my deposit?**

A deep breath and a glass of bubbles... because you're officially getting married! But after that, you can expect an introduction email from your personal wedding coordinator to introduce themselves, and also so you know who to contact moving forward. Then we give you a rest until around 10 months before your wedding where you will receive a planning checklist to help you get started. Within that checklist is a timeline so you'll know what to expect from then on.

## **Can I make a tentative booking?**

We understand that making a decision on your preferred venue can take a little time and you may often need to consult your friends and family. So, we offer our potential clients a tentative booking for 3 days. This essentially places your name on the date, but is not a booking. Once the 3 days has expired, we will contact you to confirm your decision, or to have your name removed from the date. Our venue is very popular, so, unfortunately, we can't hold a date any longer than 3 days, as we often have a waiting list.

## **How do I confirm my booking?**

Just ring or email us and say "yes!" Then we will create a booking agreement and a deposit invoice for you. Once the signed booking agreement has been returned to us and the deposit invoice has been paid, your booking is confirmed.

## **When do I have to give final numbers?**

In order to make sure we order the correct amount of food, beverage and staff for your wedding, we do require that you inform us of your final guest (and supplier) numbers, including any special allergies, no later than 7 working days prior to the event date.

# FAQs (cont.)

## **What happens if I need to cancel my event?**

We understand that at times unexpected things happen and events may need to be cancelled.

Please read through our terms and conditions for all relevant information.

## **Where is Leonda By The Yarra?**

It's all in the name... we are literally by the Yarra! Our street address is 2 Wallen Rd, Hawthorn VIC.

## **Are you an accessible venue?**

Yes. In accordance with the Discrimination Act 1992, we offer accessible rest rooms, ramps, accessible parking and wide doors.

## **What are the parking options available?**

There are 150 car spaces available within the council-run public car park on site at Leonda By The Yarra. This car park is free of charge. There is no time limit for these spaces after 6pm, or on weekends.

## **Can Leonda be accessed by public transport?**

Yes, absolutely.

Leonda is located just steps from stop 29 Power St/Riversdale Rd on route 70 and 75. Once exiting the tram, walk approximately 200m down Wallen Rd towards the City. We will appear on your left!

If you are travelling by train, we suggest getting off at Hawthorn Station. After exiting at Hawthorn Station, walk for approximately 630m down Evansdale Road towards Wallen Rd. The path will veer left slightly at Glan Avon Rd and go under the bridge. Before you know it we will appear in front of you.

## **What are the venue dimensions?**

Ballroom

Area: 554 sq metres

Dimensions: Approx. 26m (mirror end) x 21m (river end)

Height from floor to under lights: 4.1 metres (13 ft, 6 inches)

Dance floor: 14.8 x 6.3 metres

## **Audio visual**

If you have a photo slideshow or lots of speeches, we can absolutely help you in delivering these elements of your big day. See below the available AV in each room at Leonda By The Yarra. (Depending on what you need, there may be an additional fee associated with these items so please let us know what you're after.)

Ballroom 2 x Screens: 13ft x 7ft, 16:9 aspect ratio

Projector: Panasonic

HDMI (PC) or Mini Display Port/Thunderbolt (MAC)

Microphones: lapel, handheld (x1), lectern/mic

Lectern sign dimensions: 53cmWx83cmH

## **When do I have access to the venue on the day of my booking?**

You (and/or your suppliers) will have access to the venue 2 hours prior to the commencement of your event. An additional charge may apply if earlier (or later) access is required, so just make sure you keep in touch with us about your plans.

## **Extended bump in and out**

Leonda By The Yarra packages include a two hour bump in and a one hour bump out. Should you require an extended bump in or bump out to allow for additional supplier set up or pack down requirements please speak to your event coordinator to obtain information on additional charges.

# FAQs (cont.)

Leonda By The Yarra may sell another event on the same day as your wedding, but of course we want you to have the day you've always dreamed of. So, just stay in touch with us about your plans and ask your suppliers how long they need for set up when you're booking them in.

## **Preferred suppliers**

At Leonda By The Yarra we pride ourselves on working with the best vendors that Melbourne has to offer, and as such, we're only comfortable recommending those who have been through a serious reference checking process. All the suppliers on our list are businesses and people who are committed to working within the Melbourne Event Group values and who we trust to deliver only the very best service and products to our valued clients. (You will receive a copy of this list when you book your wedding with us.)

## **What is your responsible service of alcohol policy?**

All Leonda staff are trained in the Responsible Serving of Alcohol, and by law may refuse to serve alcohol to any person/s who seems to be intoxicated. Leonda By The Yarra prohibits any minors under the age of 18 years to be served or given any alcoholic beverages at any time regardless of who they are with.

## **Does Leonda cater for specific food allergies?**

Yes, absolutely! We aim to provide suitable options for all our guests. We do, however, need adequate time to accommodate special requests and, therefore, all allergies must be confirmed alongside your final guest numbers 7 days before your wedding. A good way to ensure you get this information from your guests on time is to include a line in your invite which says: "Please RSVP with any allergies by this date."

## **Menu tasting**

Leonda By The Yarra conducts complimentary, quarterly group menu tastings. Your event coordinator will advise which date will be available for you to attend based on the seasonal menu which will be applicable for your wedding date.

The menu tasting will give you the opportunity to sample a variety of dishes personally selected by our Head Chef to give you an indication of the quality, portion sizes and presentation of our dishes and the opportunity to sample our beverage packages and chat to our wine suppliers.

The group menu tasting is extended to the wedding couple and four guests of their choice. Additional guests or private menu tastings are available at an additional cost.



**Filling cups, bellies and hearts**



03 9819 1020 • [events@melbourneeventgroup.com.au](mailto:events@melbourneeventgroup.com.au) • [melbourneeventgroup.com.au](http://melbourneeventgroup.com.au)