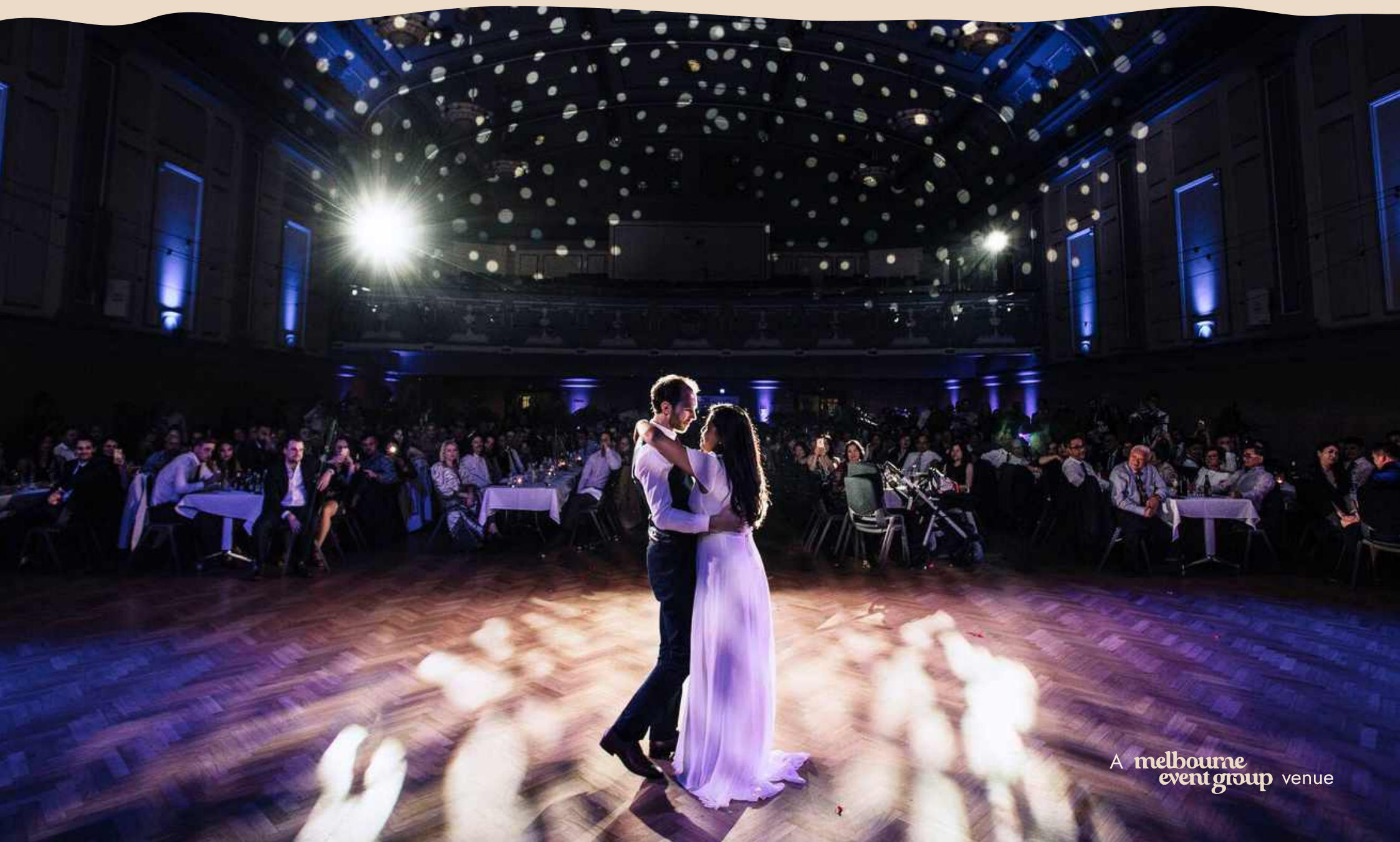


# Weddings that feel distinctly you.

Malvern Town Hall



A melbourne  
event group venue

## 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.





## Sparks will fly

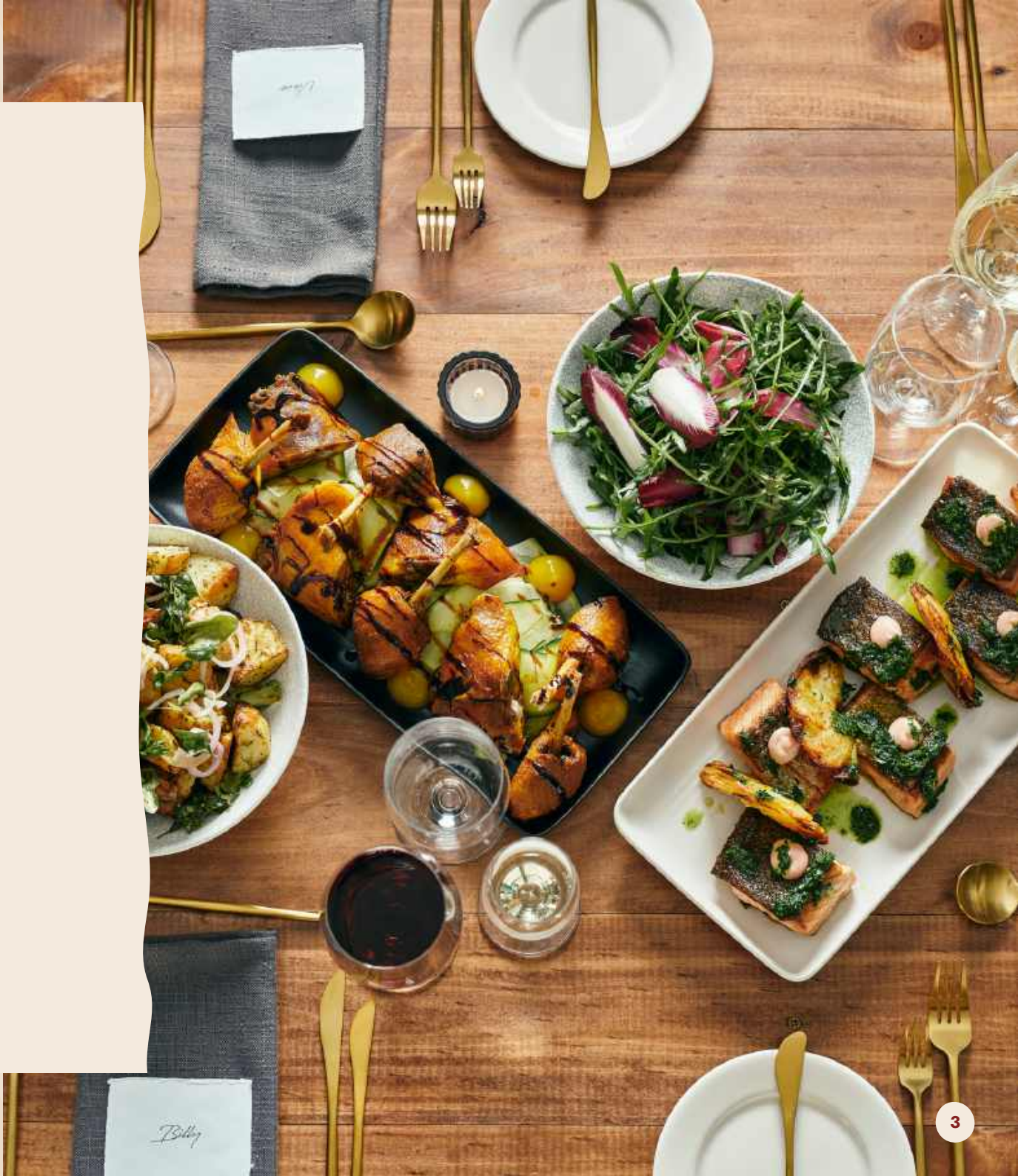
The charming and picturesque Malvern Town Hall, constructed in 1886, is situated in a prime location at the junction of Glenferrie Road and High Street, just a mere 6 kilometers from the heart of Melbourne. Stepping inside, one is greeted by a magnificent port cochère that leads to immaculately polished terrazzo floors. A grand marble staircase awaits, taking you to a magnificent high roof with a beautifully painted eggshell blue coffered ceiling, that is elegantly illuminated by sparkling chandeliers. The main hall boasts a large stage, dress circle, elegant parquet floors, and a stunning balcony that overlooks the hall, adding to the building's elegant charm and character.

# 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

**The opportunities at the majestic Malvern Town Hall are boundless and without limits.**

The elegant Malvern Town Hall has a perfect balance of timeless charm and versatility. It boasts magnificent architectural features that create a warm and inviting atmosphere, yet has the ability to be transformed into a captivating setting for your special day. With ease and grace, the hall can be tailored to fit your unique wedding vision, making it a truly magical space.

## Highlights

- Two private event space and entrance
- Stunning heritage interiors
- Excellent location
- Premium menus designed by our own team of chefs
- A large stage & dress circle
- Hanging chandeliers
- Tailored packages
- Your own dedicated Event Coordinator
- Built in screens, projection and sound system
- On-site parking
- Easy access to public transport





## The Lots of Love Experience

At MEG 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
- 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
- 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
- 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
- Six stunning napkins colours to choose from in either a 'book' or 'drop' fold, of white or black
- Personalised table menus, including beverage list
- Table numbers
- Choice of guest list board between modern pin board and classic white easel
- All allergies catered for
- Exclusive use of outdoor are
- WiFi complimentary upon request
- Two hour complimentary bump in prior to the event commencing and one hour bump out post event



# 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





## 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
- 3 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

For those who have a lot of different personalities to please, or who wish to embrace both sides of the MEG kitchen team's expertise, we can offer an exclusive Western and Modern Australasian menu for your big day. This 5 course menu offers both Western and Asian inspired dishes to choose from which complement each other and work well to create a seamless dining experience.

## Asian Wedding 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 Beverage Package\*
- BYO spirits available
- Continuous service of 4 hot and cold canapé varieties on arrival
- Choice of main meal options for parent tables^ and wedding table
- Individually plated first course
- Individually plated second course
- Individually plated third course
- Choice of alternating plated main course or 2 shared platters to the middle of the table
- Choice of 2 side dishes served per table with main course
- Individually plated dessert course
- 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

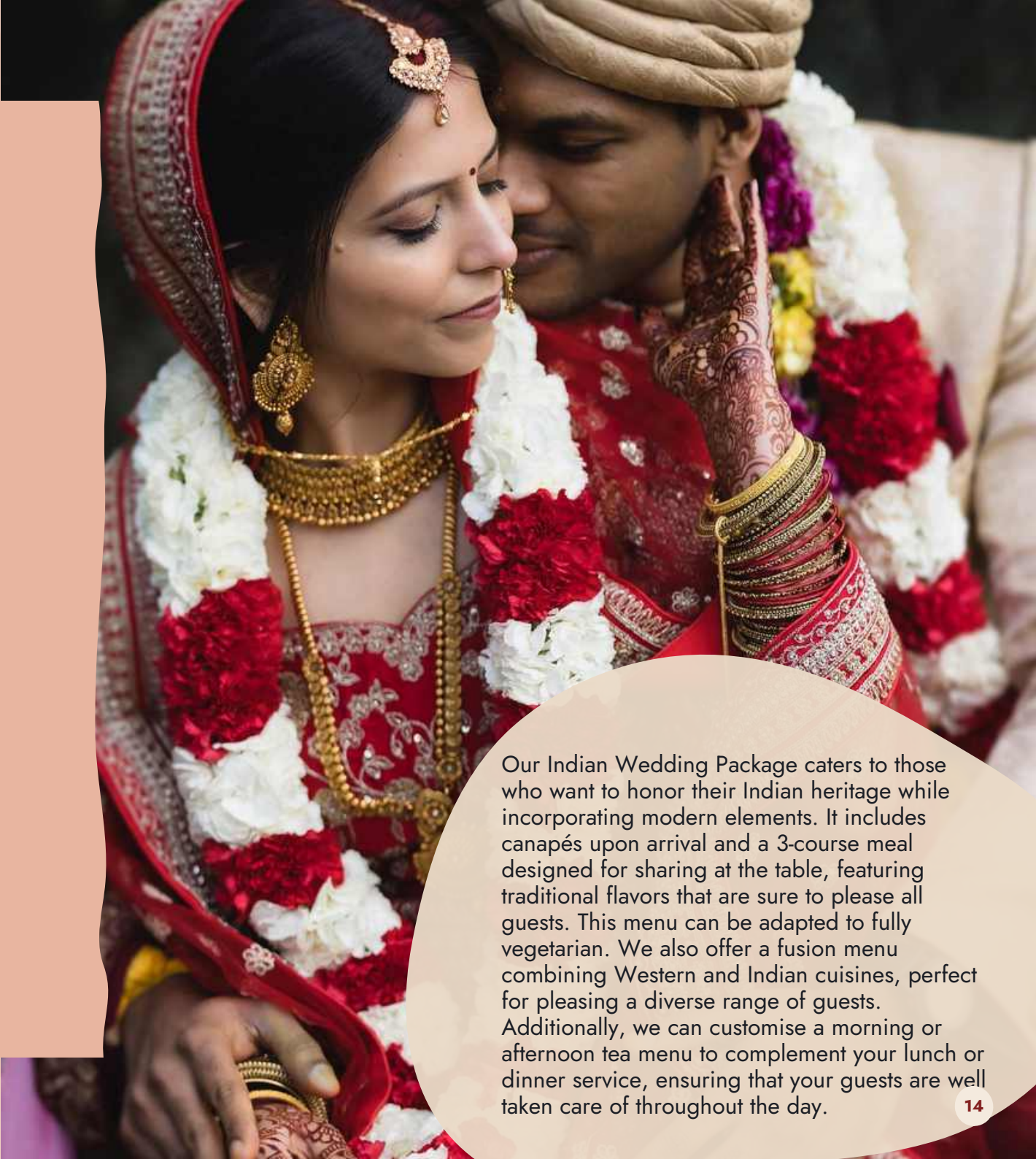
^ We will happily provide main meal options for up to 2 parent tables or should there be more than two sets of parents, we will provide meal options for up to 8 guests

# Indian Wedding Package

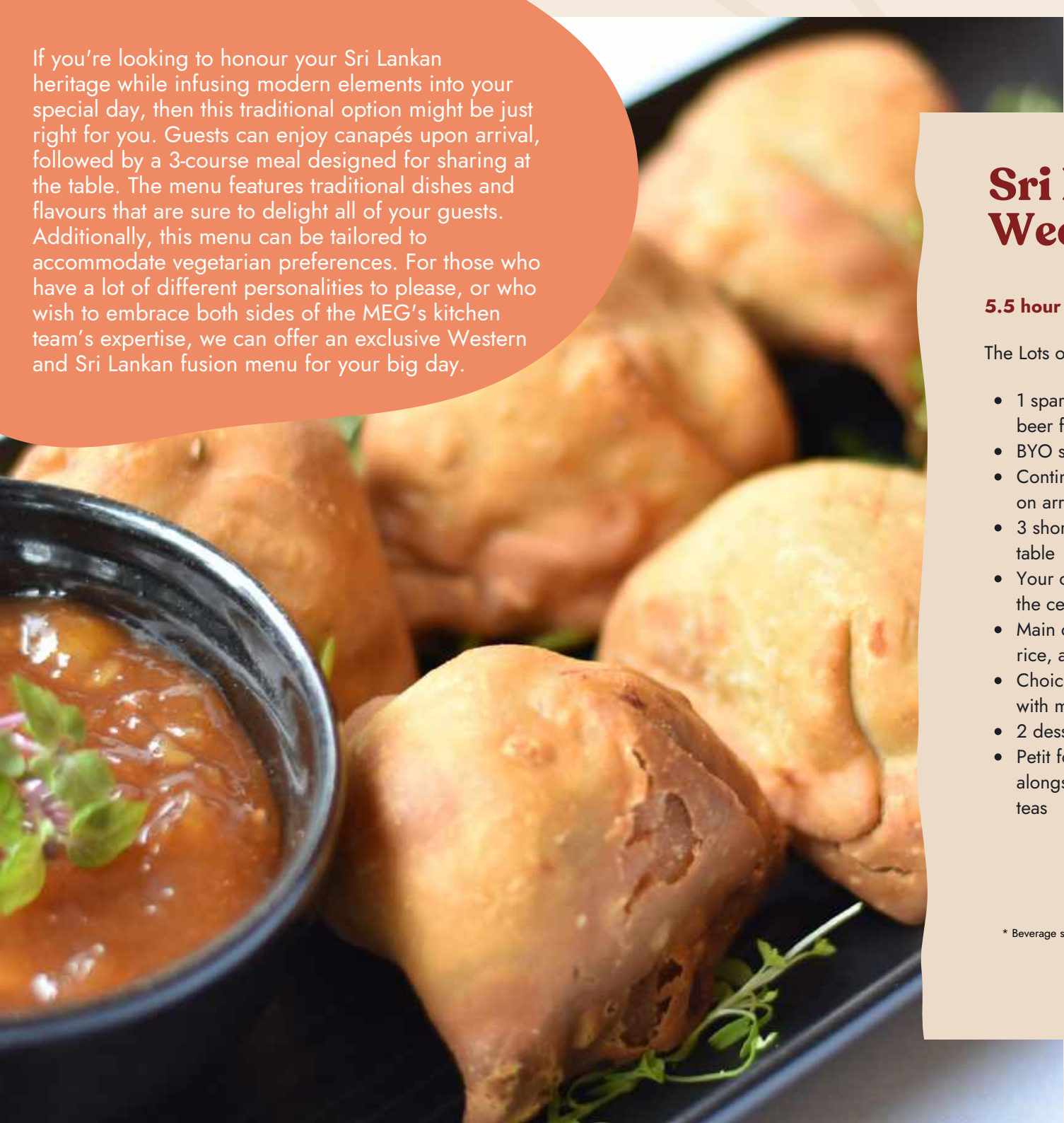
The Lots of Love Experience, and:

- 5.5 hour evening event duration
- 4 hour lunch event duration
- 1 sparkling wine, 2 white wines, 2 red wines and 1 beer from the Classic Package\*
- BYO spirits available
- Continuous service of 4 hot and cold canapés, or morning tea varieties on arrival, or 3 morning tea selections
- Selection of 4 entrees served on platters to the centre of the table
- Selection of 4 mains served on platters to the centre of the table
- Main course to be served with naan bread, pappadams, green salad, saffron rice, raita, and mango & lime pickle.
- Selection of 2 desserts to be plated and individually served alternating
- 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



Our Indian Wedding Package caters to those who want to honor their Indian heritage while incorporating modern elements. It includes canapés upon arrival and a 3-course meal designed for sharing at the table, featuring traditional flavors that are sure to please all guests. This menu can be adapted to fully vegetarian. We also offer a fusion menu combining Western and Indian cuisines, perfect for pleasing a diverse range of guests. Additionally, we can customise a morning or afternoon tea menu to complement your lunch or dinner service, ensuring that your guests are well taken care of throughout the day.



If you're looking to honour your Sri Lankan heritage while infusing modern elements into your special day, then this traditional option might be just right for you. Guests can enjoy canapés upon arrival, followed by a 3-course meal designed for sharing at the table. The menu features traditional dishes and flavours that are sure to delight all of your guests. Additionally, this menu can be tailored to accommodate vegetarian preferences. For those who have a lot of different personalities to please, or who wish to embrace both sides of the MEG's kitchen team's expertise, we can offer an exclusive Western and Sri Lankan fusion menu for your big day.

## Sri Lankan Wedding 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 Beverage Package\*
- BYO spirits available
- Continuous service of 4 hot and cold canapé varieties on arrival
- 3 short eats served on platters in the centre of the table
- Your choice of 3 mains dishes served on platters in the centre of the table
- Main course to be served with coconut sambal, yellow rice, and papadums
- Choice of 2 additional side dishes served per table with main course
- 2 desserts served on platters in the centre of the 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





# FAQs

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

As for what that price is, that depends on a lot of factors because we're not a 'cookie cutter' kind of company. 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 100, but closer to the day you realise it's going to be more like 80, 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 our Coordination Team 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 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.

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

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

## **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 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.

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

All MEG 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. Melbourne Event Group 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 MEG 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."

