

University House
The University of
Melbourne



Weddings

Welcome

We understand the importance of your special day and the staff at University House look forward to making the occasion a very enjoyable event for all present. Whether you are planning an intimate wedding or a lavish occasion we offer a range of historic and contemporary settings, grand vistas and flexible spaces for receptions and ceremonies.

The Venues

Situated within the University of Melbourne precinct and just minutes from Melbourne's CBD, our two venues are both located within the University of Melbourne grounds.

University House Professors' Walk Parkville

Housed in a beautiful Heritage listed Victorian era home built in 1885, **University House Professors' Walk** is the sole survivor of the University of Melbourne's original Professorial houses that once lined Professors' Walk. The historic building features gardens to its east and west, and a vine wreathed brick facade; in addition to its exclusive lounges and dining areas, the Professors' Walk offers secluded and manicured gardens and courtyards that are ideal for ceremonies and reception events weather permitting.

University House at the Woodward, Level 10, Melbourne Law School

Ideally situated on the 10th floor of the Melbourne Law School in Carlton, minutes from Melbourne's CBD, **University House at the Woodward** offers stunning views of Melbourne from its floor to ceiling windows. The space is a modern, spacious, open planned area with and interchangeable spaces to allow for a variety of layouts.



Wedding Package

Our wedding package can cater for large gathering, through to intimate events, and include:

- 5 hours venue hire – including rooms for ceremony, reception, and photos
- Bridal retreat room
- Chef's selection of four canapés with pre-dinner drinks on arrival
- Your choice of three-course set menu with alternating main course
- Freshly brewed coffee, tea and chocolates
- Cakeage (served on platters)
- Personalised table menus
- Five-hour House-Selection beverage package
- Antique silver candelabras for Bridal Table
- Menu Tasting
- Flexible table layout options
- Parking for entire event duration for 2 cars
- Dancefloor
- Lectern and microphone with large screen and projection facilities available
- Preferred supplier list available but the option to use your own suppliers for entertainment, theming, music, flowers and cake
- Dedicated experienced wedding coordinator

\$130.00* per person including GST for Saturdays

Full payment required five working days prior.

*see last page for terms and conditions

Extras

- Alternating entrée and dessert \$5.00 per guest
- Additional side dishes \$8.00 per dish per table
- Late supper cheese and fruit platters \$ 70.00 per platter (suitable for approx. 15 guests)
- Children's meals 2 courses with soft drinks or juices \$40.00 per child
- Teenage meals (no alcohol) \$85.00 per person
- Band/Supplier Meals (non-guests) 2 courses and soft drinks \$50.00 each
- Ceremony within property \$1000 extra and 30 mins additional venue hire at the commencement of the event
- Beverage upgrades and venue hire extensions are available for an additional cost – please ask the Functions Team for more information.



Other Details

Please find below a list of necessary information that will assist you and University House with the planning of your special day.

Photos outside University House and on the grounds of the University, must be DIRECTLY BOOKED with the University of Melbourne and a charge by the University is usually levied. Details can be found at www.services.unimelb.edu.au/venuehire/general/weddings.

Final menu selections will be required no later than two weeks prior.

Final numbers are required no later than five working days prior.

Special dietary needs can be accommodated with prior notice.

Access for suppliers is ONE HOUR prior to guest arrival on the day of the event and please discuss further needs with the Functions Team.

Conclusion time for all evening receptions is 12 midnight. Extension options for additional charges available with prior arrangement.

Round tables accommodating up to 8 or 10 guests are available as standard inclusions.

Place cards and Bonbonniere will be positioned in accordance with your personal seating plan. They must be delivered, together with your seating plan at least two working days prior to your event.

For all other enquiries please call the University House Functions Team on 8344 5254.

CONTACT OUR FUNCTIONS TEAM

03 8344 5254 OR FUNCTIONS@UNIHOUSE.ORG.AU



*Terms and Conditions: All bookings are subject to availability. Minimum spend applies. Prices are valid for new confirmed Saturday bookings held up to 31 December 2017 and only apply to wedding packages. 50% deposit of estimated guest numbers is required to confirm all wedding bookings. Full payment required 5 working days prior to wedding. 20% surcharge for Weddings held on Sundays. Pricing is a "from" price and may vary depending on the menu selection and any additional inclusions chosen by the client. Blackout periods or limited availability may apply to event periods and public holidays. Events are subject to University House's standard Terms and Conditions which are available upon request.

Menu items are subject to seasonal availability. Menu tastings are included complimentary for weddings. Complimentary menu tastings are for a maximum of four guests. University House will make every effort to cater for guests with special dietary requirements i.e. vegetarian, vegan, gluten and/or lactose free or allergies **at no extra charge. Please note charges may also apply for religious requirements including but not limited to kosher and halal requests. **University House will endeavour to accommodate requests for special meals for customers who have food allergies or intolerances, we cannot completely guarantee allergy-free meals due to the potential of trace allergens in the working environment and supplied ingredients.