

Good morning Richard

thank you again for meeting us onsite just now. It was a great opportunity to discuss the menu further and show off our beautiful building.

To confirm arrangements for the event on Tuesday 05th May:

- Preparation Room (Barton Room) is available to you and your staff from 5.00pm
- two trestle tables will be provided alongside the existing coffee cart as requested for bar service. You will be providing table cloths.
- Please note that our guests are due to arrive from 5.30 and seated at 5.45pm (VIPS at 5.50pm), and bar service is NOT required prior to the set serving time.
- Please be ready to serve from 6.30pm. Event closes at 7.30pm
- Serving area will be directly outside the Menzies Room. Please be mindful, (as we will be) that the passage way to the reading room will need to be accessible to the public on the night.
- I will discuss your preference with facilities about achieving access via the dock area for your deliveries. I will confirm ASAP.
- Cocktail choices -

Fillet of tuna wrapped in nori, crisped in light batter and served with wasabi and soy (hot)

Zucchini Balls served with tzatziki (hot)

Homemade Sausage Rolls (hot)

Duck pancakes (cold)

Cherry tomatoes stuffed with fresh basil and goats cheese (cold)

- Beverage choices -

Orange juice, mineral water and still water

Choice of Premium bottle beer (served in a glass)

Woodcroft Sauvignon Blanc

Yarra Burn 3rd light

Please do not hesitate to contact me if you require any further information or assistance to make this a smooth and enjoyable function.

Regards