

FUNCTIONS & EVENTS 2024

The Mission to Seafarers Victoria (MtSV)

717 Flinders St

Docklands, VIC 3008

+61 3 9629 7083



INTRODUCTION

The heritage-listed Mission to Seafarers building (c.1917) on Flinders St in Melbourne's Docklands serves a special place in the life & community of those who live and work at sea.

Australia relies on shipping & seafarers to connect to the world & to bring goods to our homes for the economy to thrive, & for the health of our island nation. The Mission to Seafarers provides welfare services to support the tireless work & hardships faced by those seafarers. Income derived from functions & events ensures that the dedicated team of staff & volunteers can continue to provide comfort, a friendly face & a sense of community to the tens of thousands of seafarers who visit the Port of Melbourne annually.

The enchanting Arts & Crafts style design offers a unique venue for functions & events of all styles and sizes. Resplendent following extensive renovations, it features a sunbathed Spanish-style courtyard full of rustic charm, a cottage garden, private balcony, historic chapel, the magnificent Norla Dome & the large Main Hall - the possibilities are endless.

Fully licensed & with a commercial kitchen - it's the perfect venue for your event.

Open from 12pm every day of the year.



VENUE HIRE

- Venue hire is charged by the half day 10am-4pm or 4pm-12am
- Licensed to 11pm (last orders)
- Exclusive use of space(s)
- Rates applicable 2024 ex GST
- 20% discount available for not-for-profit and emerging artists, other discounts available for live music and the creative industries

NORLA DOME 11m diameter, 8.3m high - \$665

The Norla Dome is a feature of the heritage-listed building & offers a unique space for a variety of functions, events & exhibitions.

Seats up to 100 people for an in-the-round performance, & up to 120 people for a (standing) launch event or live music performance.



MAIN HALL 190sqm - \$665*

The Main Hall is a multi-use space that can accommodate up to 275 people standing for a celebration or live music performance, & up to 150 for a seated theatre style performance

Stage 13.5m x 3.6m

Dance floor 6.3m x 3.6m

Easy access to all facilities including the bar & full-sized kitchen (\$290 per day), & the adjoining Courtyard can be included as an exclusive outdoor area.

**access required for seafarers*

CHAPEL 129sqm - \$530 per service/event

The historic Chapel features all original furnishings, stunning stained glass windows & a baby grand piano. It seats up to 80 people for a wedding or funeral service & has hosted live performances & provided the backdrop for numerous film & music video shoots.



COURTYARD 103sqm - \$535

Sunbathed & full of rustic charm, the Courtyard is suitable for celebrations of up to 120 guests standing, launch or wrap parties, live music performances, & as a music video, film & photography location.

The adjoining Cottage Garden is available to hire as an exclusive addition to the Courtyard - \$345

CELIA LITTLE ROOM 68sqm - \$355

Perfect for the most elegant of dinners for up to 60 people, 75 for a cocktail-style soiree & 60 people for a performance with theatre style set-up.

The rooms' French doors open up onto the cloistered Courtyard as an extension to the function room for drinks & alfresco dining, or for guests to stretch their legs during intervals.



Drinks List

Daily from 12pm

BEER ON TAP

Cooper's Lager 4.2% - Schooner \$7 | Pint \$10

Carlsberg Pilsner 4.8% - Schooner \$9 | Pint \$12

BOTTLES & CANS

Mornington Peninsula Pale Ale 375ml Can 4.7% \$9

Corona Extra Mexican Lager 355ml Bottle 4.5% \$9

Better Beer Lager 355ml Can 4% \$9

Cooper's Stout 375ml Bottle 6.3% \$10

Guinness 440ml Can 4.2% \$12

Three Oaks Cider 330ml Bottle 5% \$9

Balter 'Capt. Sensible' Mid-Strength 375ml Can 3.5% \$8

Heaps Normal Half Day Hazy 375ml Can 0.5% \$8

SPIRITS (INCLUDING MIXER)

42 Below Vodka \$10

Widges Gin \$10

Jim Beam Bourbon \$10

Espolòn Tequila Blanco \$10

Plantation White/Dark Rum \$10

Sailor Jerry Spiced Rum \$10

Kahlua Liqueur \$9

Baileys \$9

Jagermeister \$10

Johnnie Walker Red Label Whisky \$10

Fireball Cinnamon Flavoured Whisky \$10

Jameson Irish Whiskey \$11

Starward Two-Fold Australian Whisky \$12

Talisker Single Malt Whisky \$15

Chivas Regal Whisky \$16

Redbreast Single Pot Still Irish Whisky \$20

Updated October 2024

Drinks List

WINE

Sparkling Wine

Wood Park Prosecco, Alpine Valleys VIC \$10 glass | \$45

Sidewood Chloe Cuvée 2015, Adelaide Hills SA \$65 bottle

White Wine

Clouded Isle Sauvignon Blanc, New Zealand \$10 | \$45

Reschke R-Series Pinot Gris, Limestone Coast SA \$11 | \$50

Hanging Rock Five Generations Chardonnay, VIC \$12 | \$55

Rosé Wine

Howard Vineyard Rosé, Adelaide Hills SA \$10 glass | \$45

Red Wine

Geoff Merrill Pimpala Road Shiraz, Mount Horde SA \$10 | \$45

Shores Reach Pinot Noir, VIC \$11 | \$50

Wilds Gully Cabernet Merlot, King Valley VIC \$12 | \$50

Beverage Options*

CASH BAR

Guests can purchase drinks from the full drinks list at the bar in the Main Hall, & from a select list (of your choice) in other spaces

DRINKS ON CONSUMPTION

A bar tab can be set up with a limit against specified drinks in all spaces, which can be increased during the function on request & paid via invoice post-event

*MtSV is fully licensed & there is strictly no BYO permitted

VENUE HIRE INFORMATION

General Terms & Conditions

- The client warrants that use of the venue shall not cause any physical or other damage to the venue and bears all responsibility for any damage to the venue and/or breakage of goods. The client is liable for all replacements and/or repairs
- The client warrants that use of the venue shall not cause any damage to the reputation of MtSV
- MtSV is a fully licensed premises. BYO alcohol is not permitted under any circumstances. It is the client's responsibility to ensure this is communicated to all participants
- The client is responsible for the behaviour of its staff, volunteers, contractors, and patrons, and must ensure that they comply with the terms and conditions of this agreement
- On-site parking is limited to one vehicle per event, for the duration of the event. It is the client's responsibility to relay this information to all staff, performers etc. Unauthorised vehicles will be towed

Operating Hours: Mon-Sun 10am-10pm

Bar Open: 12pm-11pm (last orders - events)

The venue must be vacated no later than 12am

If venue is not vacated by 12am, a \$150 fee per half hour will be charged

Payment Terms

- Two separate invoices will be issued - 20% deposit due within 30 days of booking confirmation; balance due 30 days prior to the event
- Events held within the same calendar month as booking confirmation, balance is due 72 hours prior to the event
- Cancellations up to 21 days prior to the event will receive a full refund; after 21 days will receive a refund less 25% of total venue hire
- MtSV reserves the right to charge a cleaning fee and (refundable) bond

Health & Safety Requirements

- MtSV follows directions issued by Victoria's Chief Health Officer and has obligations under the Occupational Health and Safety Act 2004. Compliance with these directives and legislation is a condition of entry
- External suppliers and contractors must provide proof of Public Liability Insurance (PLI), with a minimum coverage \$10 million
- Client is required to acknowledge in writing and comply with MtSV's Risk Management Plan (for applicable events)
- Emergency exits, fire panel (foyer), fire hoses, fire extinguishers and all other emergency equipment must not be covered up and/or blocked by furniture, pull-up banners, posters etc
- Kitchen hire only – client must provide proof of food handling certification

Other Requirements

- MtSV is a fully licensed premises. BYO alcohol is not permitted under any circumstances. It is the client's responsibility to ensure this is communicated to all participants
- Use of glitter or confetti is not permitted
- Candles and open flames are not permitted inside - this includes birthday candles and tea lights. Open flames outside must have prior approval from MtSV Management
- Use of duct tape on varnished or painted surfaces is not permitted. Blue tac or other removable products are permitted, all traces must be removed at the conclusion of the event.


Other Requirements (contd.)

- Use of smoke haze must have prior approval from MtSV Management in order to disable smoke alarms. Any costs incurred if Fire Rescue Victoria attend the venue as a result of failure to notify management, will be passed on to the hirer
- Venue does not have three-phase power; the client must determine power requirements and supply a generator if needed and/or appropriate extension cords and cable traps
- Removal and/or movement of furniture and fixings must receive approval from MtSV Management prior to the event and must be returned to their original position at the end of the event by the client
- The client must clear the venue of all goods and belongings at the end of the event and return any belongings that are the property of MtSV (except where other arrangements have been confirmed with MtSV Management).
- Live and recorded music must not exceed 85db inside and 55db outside. MtSV management will monitor these levels and reserve the right to request and authorise noise reduction where appropriate.
- All music must stop at 11pm

Marketing & Promotion


- All events that have received a reduction in, or waived, venue hire fees must acknowledge MtSV as a '*Venue Partner*' or '*Proud Supporter*' in all promotional material and ticketing sites
- All live music events (waived venue hire) must be confirmed, promoted, and tickets on sale no later than 21 days (3 weeks) before the performance
- Promotional material and ticketing sites must include The Mission to Seafarers Victoria logo (in its original format), the correct name and address, and the following - *The Mission to Seafarers Victoria is fully licensed - bar open daily from 12pm*

CONTACT INFORMATION

 missiontoseafarers.com.au/venuehire

 [/eventsmissiontoseafarersvic](https://www.facebook.com/eventsmissiontoseafarersvic)

 [/mts_vic](https://www.instagram.com/mts_vic)

 [Mission to Seafarers Victoria](https://www.linkedin.com/company/mission-to-seafarers-victoria)

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Tram Stop D5 - #70, #75, City Circle (Free Tram Zone)

Southern Cross Station - 10 minute walk

Parking - Care Park Siddeley St; \$13 after 4pm Fri, \$13 all day Sat & Sun