

## Venue Hire Information



**Como House & Garden** is a gracious colonial mansion museum of Australian Regency and Italianate design set in over two hectares of superbly landscaped gardens. Centrally located in South Yarra, this property has been the home of stylish entertainment for Melbourne society since 1847. The gardens landscaped by a master of 19<sup>th</sup> century garden design, William Sangster, boasts sloping lawns, picturesque flower walks, the superb Croquet Lawn & iconic Fountain Terrace.

Como offers breathtaking backdrops for all events, ranging from magnificent gardens, historic Ballroom, the modern Pavilion or exclusive garden marquee opportunities for your functions.

Inside Como house we can accommodate an intimate dinner or reception for 60 people, cocktail parties for 100 guests or small conferences/workshops for up to 80 people. Outside in the gardens we can hold your Wedding ceremony or Garden party for up to 60 guests and we are granted only 4 day-time permits & 4 evening permits per year to hold functions for more than 60 people.

Further information or to arrange a viewing: Ph 03 9827 2500 or email [como.functions@nattrust.com.au](mailto:como.functions@nattrust.com.au)



## The Historic Ballroom

The Historic Ballroom – one of Melbourne’s oldest yet grandest Ballrooms is available for intimate dinners and cocktail receptions all year round. The adjoining Boudoir can be utilised for guest service, or used as an additional entertaining area.

*Person Capacity: THEATRE 100, COCKTAIL PARTY 90, BANQUET 60*

Ballroom	Available	Total hire fee
Day Time Function	10.00am – 4.00pm	\$ 1,750
Evening Function	6pm – 8.30pm	\$1,200
- Cocktail Party (Up to 100 guests)	6.00pm – 11.00pm	\$ 1,500
- Dinner Party (Up to 64 guests)		
Morning or Afternoon Tea	10.00am – 12.00noon 2.00pm – 4.00pm	\$ 750

*If you wish to use the croquet lawn in conjunction with the Ballroom - additional \$650.00.*

## The Garden Pavilion

The modern yet stylish Pavilion set overlooking the western lawn provides a wonderful secluded location for casual entertaining and children’s birthday parties, with easy access to the garden.

*Person Capacity: THEATRE 60, COCKTAIL PARTY 90, BANQUET 60*

Pavilion	Available	Total hire fee
Day Time Function	10.00am – 4.00pm	\$ 1,000
Evening Function	6.00pm – 11.00pm	\$ 800
Morning or Afternoon Tea	10.00am – 12.00noon 2.00pm – 4.00pm	\$ 500

*Exclusive use of the Western Lawn in conjunction with the Pavilion - additional \$650.00.*

## A Garden Party

Como House & Garden offers a large range of exquisite gardens for unique events for up to 60 guests.

Garden Location	Total hire fee per hr
Croquet Lawn	\$ 750
Fountain Terrace	\$ 750
Western Lawn	\$ 650
Northern Lawn	\$ 650
Ellis Stone Garden	\$ 650

*\*please note total hire fees below are for function under 60 guests only and are a minimum of two hours*

## Garden Marquees

The Croquet Lawn or Front of House offer spectacular back drops for Marquees in the Garden. We are granted 4 day-time permits & 4 evening permits per year to hold functions outside for more than 60 guests.

Garden Location	Total hire fee per day
Croquet Lawn	\$9,800
Fountain Terrace	\$9,800
Western Lawn	\$9,800
Northern Lawn	\$9,800
Ellis Stone Garden	\$9,800

*\*Total hire fees below are for functions & events over 60 guests and are a minimum of two hours  
NB: A surcharge of 30% will apply for Events held on Victorian and Australian Public Holidays.*



## Wedding Ceremonies

Your Ceremony fee includes the use of the beautiful gardens and stables courtyard for formal photography, and meanwhile your guests can be entertained to a champagne and canapé reception in the Garden.

From September to April	\$1500.00 incl GST
From May to August	\$1200.00 incl GST

The price includes:

- Site hire for a two hour duration
- Personal wedding coordinator to assist clients organising the event & on the wedding day
- Signing table with white linen cloths
- Wedding photography permit
- Extra time is charged at \$250.00 + GST per hour.

### Wet Weather Backup

The Ballroom or the Pavilion are available for hire at the time of booking your ceremony if you wish to have a wet weather backup in case of inclement weather. Ceremonies can be conducted on the ground floor veranda of the house at no extra charge dependent on the number of guests.

VERANDAH	No charge
BALLROOM	\$500
PAVILION	\$500

### Wedding Ceremony Drinks

The Drinks Package is a lovely way to complete the wedding ceremony. The bar is set up prior to the wedding and drinks can be poured ready for a celebratory toast at the end of the ceremony. The drinks usually last for 45 mins to an hour, which is enough time for the guests to offer the couple their congratulations before leaving for the reception. You supply all of the beverages; most people just provide champagne and juice / water, while others may also have some beer or soft drink. The ice, 150 glasses, 2 staff for drinks service and silver champagne bucket are provided.

PACKAGE PRICE	\$425
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### Open House

An exclusive peek inside the historic mansion is a perfect complement to your function at Como House and Garden where your guests can enjoy the opportunity to walk around the historic rooms of the museum.

FEE PER HALF HOUR	\$330
FEE PER HOUR	\$550

### Old Fashioned Games

A traditional game on the Lawn is a lovely way to entertain your guests while you have your wedding photography. Weather permitting. Games may include such games as quoits, skittles, and croquet.

FEE UP TO 2 HOURS	\$200
Additional Time (per half hour)	\$ 60

### Garden Wedding Photography

Como House and Garden offers breathtaking backdrops for wedding photography. Park your bridal cars at the front door for a wonderful photographic reminder of your special day. The landscaped grounds abound with beautiful locations for romantic wedding photography from the historic archway, elegant fountain or reflections in the tranquil pond. Photography is conducted with and by the client's photographer.

The following fees apply if you are not hosting your wedding ceremony or reception at Como.

From September to April Site Fee up to 2 Hours	\$980.00
From May to August Site Fee up to 2 Hours	\$785.00
Additional Time (per hour)	\$250.00
Available daily from 9am to 5pm	

### Wedding Receptions

Please refer to our venue hire information for the Ballroom, Pavilion and Garden marquees.



## Frequently Asked Questions

### CATERING & SUPPLIERS

As we have found over the years that each client has different tastes and budgets, we do not tie you in to using our suppliers. We offer the preferred list of suppliers as a guide as we know they offer a high level of service and have worked on functions at Como over many years. We currently do not have an exclusive caterer on site, so you can choose someone you would like to work with, with our prior approval. We have worked with Peter Rowland Catering, the Big Group, Ed Dixon Food Design and Store 6. The caterer would also need to arrange a service marquee to house the kitchen for larger events as there are no kitchen facilities available on site. We require copies of any supplier's Public Liability Certificate

### BOOKING CONFIRMATION

You may place a provisional hold on a date which we will hold for 7 days. A deposit / bond, is required to confirm a booking in addition to receiving signed Terms & Conditions Agreement. This amount will be applied against the final figure as part consideration. Until these monies are paid & documentation received The National Trust reserves the right to allocate the date to another customer.

### LARGE PERMIT FEE

The \$10,000 permit fee is for the use of the gardens for your function and includes one ceremony and photography use. It does not include any marquees, hardware such as chairs and tables, food or beverages.

### NOISE MANAGEMENT

As we are situated in a residential area, we operate a Noise Management Plan in consideration of our neighbours.

- All music on the property must cease by 11.30pm.
- Outdoor functions: If you are having amplified music after 6pm, your Marquee must be situated in front of Como House due to residential noise restrictions. Otherwise either the Croquet Lawn and North Lawn may be used as marquee sites.
- All music levels must meet residential noise restrictions, we therefore do not allow music to be played through subwoofers and outdoor music volume levels must be dropped after 10pm.

### PARKING

There is on street parking for guests on the streets surrounding Como House and Garden. Arrangements can be made for vehicles to drop off equipment on site before and after the function. Only bridal cars are permitted to be parked on site for any event booked between 10am 5pm, due to the site being open to the public. After 5pm up to 5 cars can be on site. Taxis are permitted on site if they are carrying the Bride or Groom or a disabled guest.

### SMOKING

Como House and Garden is a non-smoking environment. Smoking is not permitted on the property.

### FUNERALS & WAKES

Although we cannot accommodate funerals on the property, we can make arrangements for the wake to be held in the grounds.

### CONFETTI AND RICE

We do not allow the throwing of Confetti or rice in the grounds of Como House and Garden.

### WEDDING REHEARSAL

A wedding rehearsal for the wedding party with the celebrant is included in the Wedding ceremony fee. The wedding rehearsals can be held between the hours of 10:00am and 5:00pm, with the last starting time for a rehearsal being at 4:00pm