



FUNCTIONS AT



ORIENTAL
TEAHOUSE

WELCOME TO ORIENTAL TEAHOUSE LITTLE COLLINS

(03) 9600 4230

378 Lt Collins St, Melbourne 3000 VIC

lcollinsfunctions@orientalteahouse.com.au

orientalteahouse.com.au/functions

For a tasteful function with an oriental flair, you can rely on Oriental Teahouse. We can cater for intimate groups tailored to your own experience.

Our unlimited food and beverage packages are available for large groups of all kinds.

We have a function coordinator available on-site, dedicated to helping you make your function hassle free!





WHOLE VENUE (PRIVATE)

Take control of the whole venue, at our neon-lit central Melbourne CBD location. Restaurant stocked bar at your disposal, and transformable venue for events of any kind with the luxury of complete privacy.

OPENING HOURS

Monday - Saturday
Lunch 12pm-3pm
Dinner 5:30pm-10pm

INCLUSIONS

- Internal Sound System
- Customisable layout
- Whole restaurant bar
- Complete Privacy

MINIMUM SPENDS

	MON	TUES	WED	THURS	FRI	SAT	SUN
LUNCH	\$5,000	\$5,000	\$5,000	\$6,500	\$6,500	\$5,000	NA
DINNER	\$5,000	\$5,000	\$5,000	\$7,000	\$10,000	\$12,000	NA

Weekends incur a 10% surcharge.

Extended duration \$500 per hour additional minimum spend.

PERFECT FOR

- Corporate Events & Launches
- Conferences
- Private Milestone Birthdays
- Wedding Receptions

CAPACITIES

Multiple
Tables



35+ Up to 90

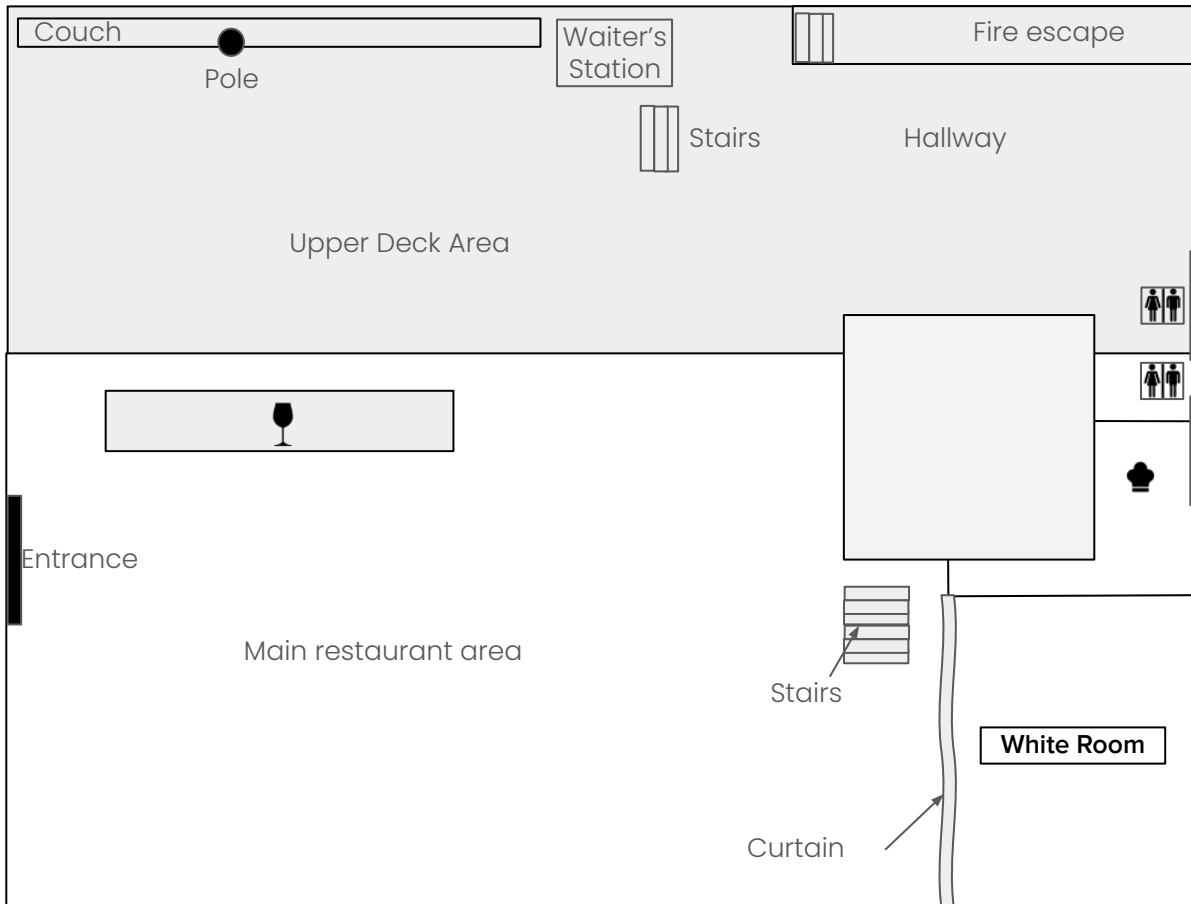
DEPOSIT

20% of minimum spend amount



WHOLE VENUE

FLOORPLAN



VIRTUAL TOUR

Click on the image or visit <https://www.klapy.com/tour/tuCOHFujxt>





WHITE ROOM (SEMI PRIVATE)

The White Room is a semi private, intimate space, with walls finished in a glamorous white gloss and adorned with Chinese tea artefacts. It is separated from the restaurant by a curtain.

OPENING HOURS

Monday - Saturday
Lunch 12pm-3pm
Dinner 5:30pm-10pm

INCLUSIONS

- Internal Sound System
- Long low easy access tables

MINIMUM SPENDS

	MON	TUES	WED	THURS	FRI	SAT	SUN
LUNCH	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500	\$1,200	NA
DINNER	\$1,200	\$1,500	\$1,500	\$2,000	\$2,000	\$2,000	NA

Weekends incur a 10% surcharge.
Extended duration \$500 per hour additional minimum spend.

PERFECT FOR

- Lunch Meetings
- Private Family & Friend Birthdays

CAPACITIES

Banquet Table	Multiple Tables	☹
8 - 20	10 - 24	NA

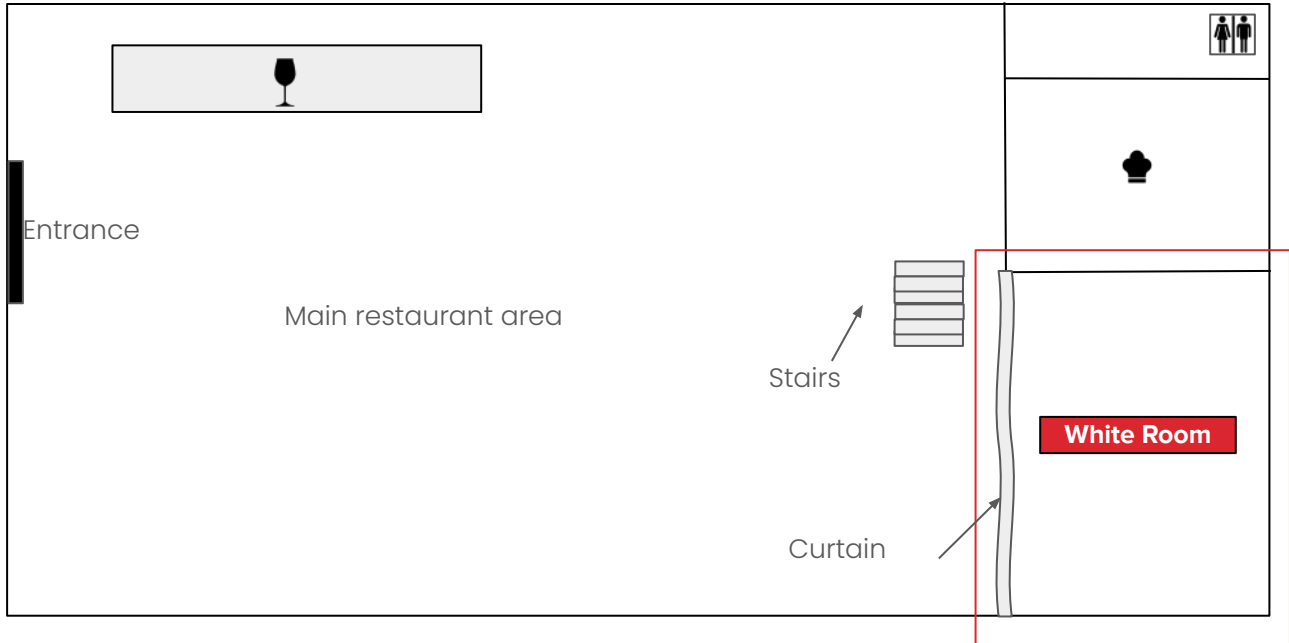
DEPOSIT

20% of minimum spend amount



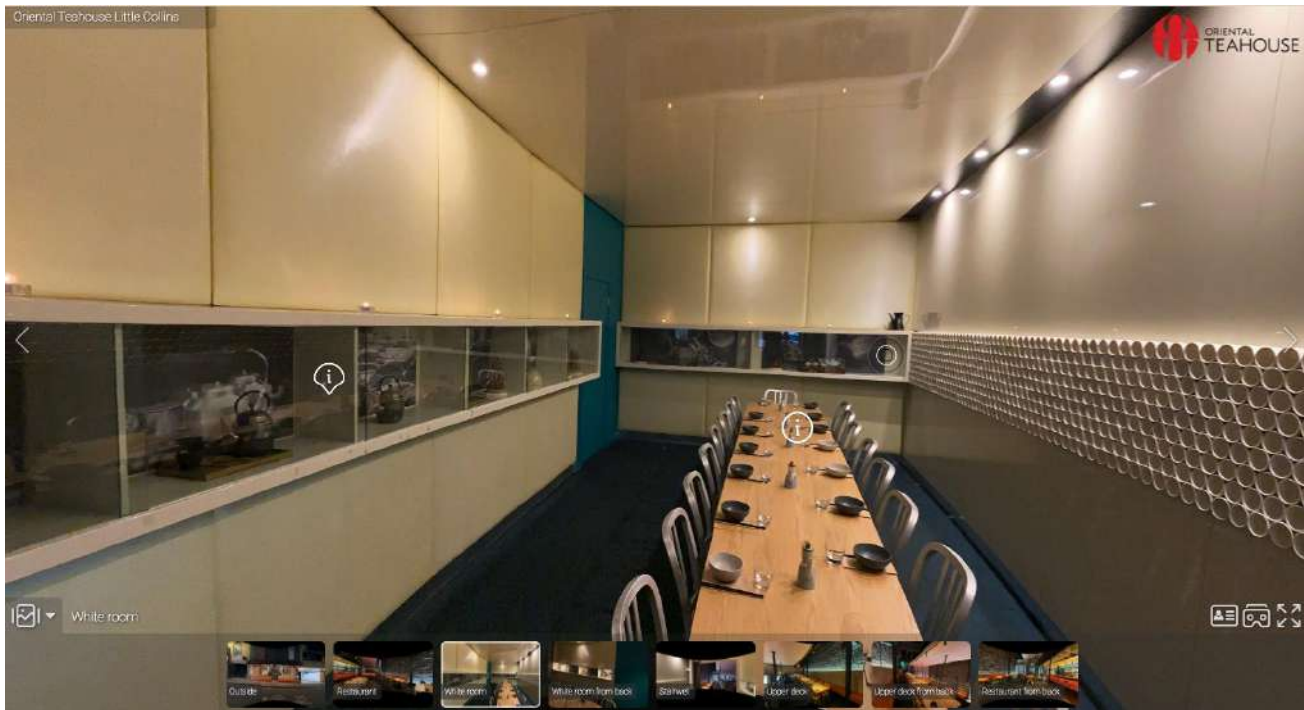
WHITE ROOM

FLOORPLAN



VIRTUAL TOUR

Click on the image or visit <https://www.klapy.com/tour/tuCOHFujxt>





UPPER DECK (PRIVATE DINING)

Located on the second level with a mixture of banquette seating, our mezzanine style upper deck is the perfect way to feel the atmosphere from the whole venue while having your own private space. The grand high ceilings are impressive and give a sense of space.

OPENING HOURS

Monday - Saturday Lunch 12pm-3pm
Monday - Saturday Dinner 5:30pm-10pm

INCLUSIONS

- Cake table
- Internal Sound System
- Mezzanine overlooking whole venue
- Long tables & Low seating
- Close access to bathrooms

MINIMUM SPENDS

	MON	TUES	WED	THURS	FRI	SAT	SUN
LUNCH	\$2,000	\$2,000	\$2,000	\$2,500	\$2,500	\$2,000	NA
DINNER	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000	\$3,500	NA

Weekends incur a 10% surcharge.
Extended duration \$500 per hour additional minimum spend.

PERFECT FOR

- Family & Friends celebrations or get togethers
- Staff Parties/Work Events

CAPACITIES

 15-35
  20-40

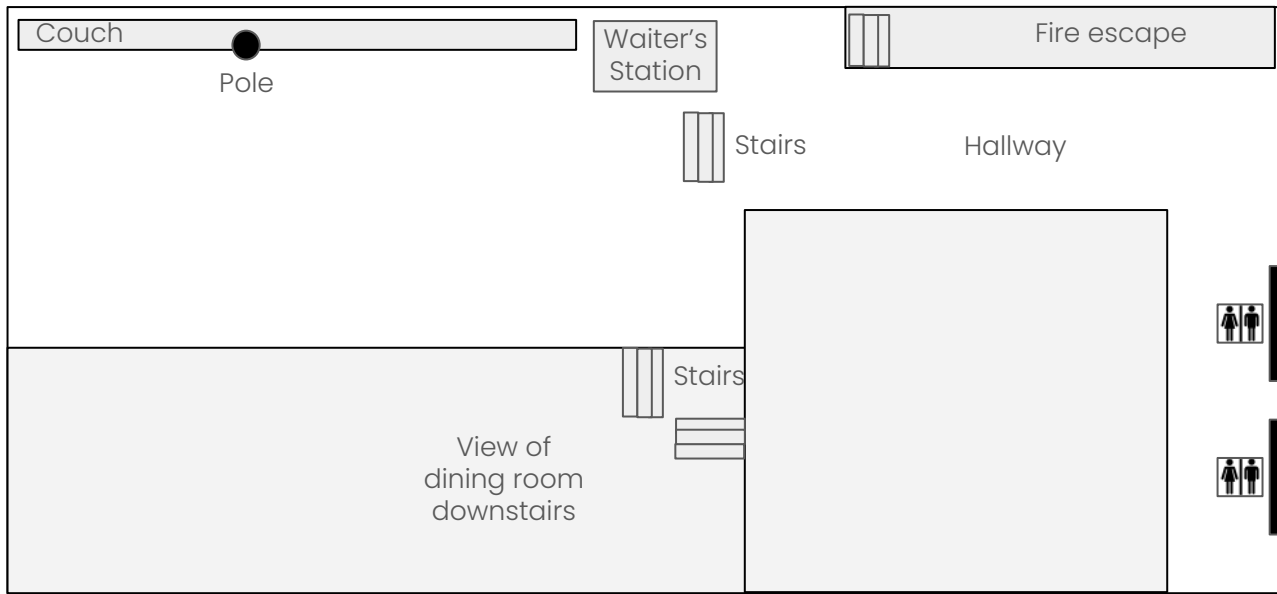
DEPOSIT

20% of minimum spend amount



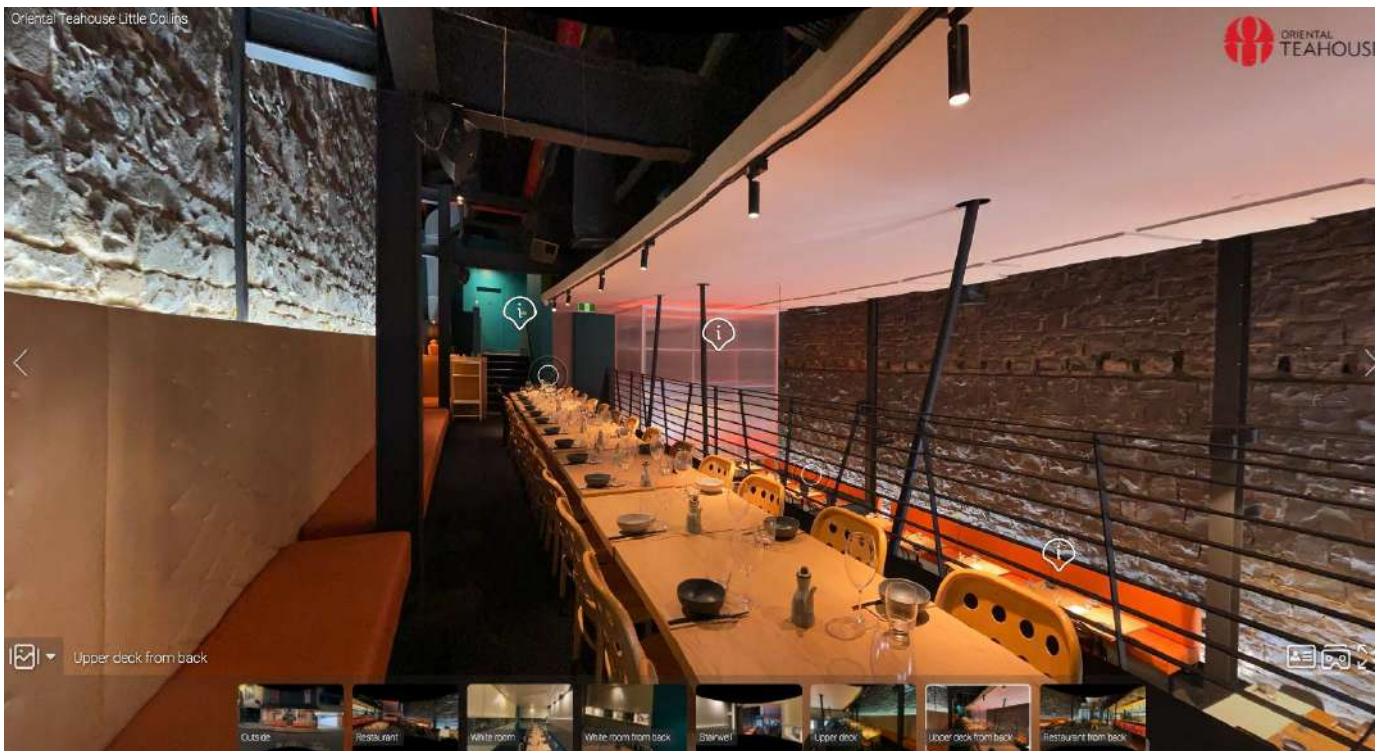
UPPER DECK

FLOORPLAN



VIRTUAL TOUR

Click on the image or visit <https://www.klapy.com/tour/tuCOHFujxt>





Unlimited 'Chef Picks' Menu (1.5HRS)

\$55pp
MENU

Authentic Prawn Dumplings
Xiao Long Bao
Panfried Pork & Chive Dumplings
Pork Spring Rolls
Szechuan Pepper Chicken
Chinese Broccoli with Oyster Sauce
Legit Special Fried Rice
White Chocolate Dumplings

\$66pp
MENU

Authentic Prawn Dumplings
Xiao Long Bao
BBQ Pork Buns
Panfried Pork & Chive Dumplings
Pork Spring Rolls
Sweet Shredded Steak
Chinese Broccoli with Oyster Sauce
Legit Special Fried Rice
White Chocolate Dumplings
Chinese Wonka Dumplings

\$78pp
MENU

Ginger Prawn Dumplings
Xiao Long Bao
BBQ Pork Buns
Lemongrass Chicken Dumplings
Panfried Pork & Chive Dumplings
Pork Spring Rolls
Sweet Shredded Steak
Crackling Roast Pork Belly Cucumber & Pickled Veggies w. Plum Sauce
Chinese Broccoli with Oyster Sauce
Legit Special Fried Rice
White Chocolate Dumplings
Chinese Wonka Dumplings

PREMIUM
SUBSTITUTIONS
+\$6pp

XO Scallop & Prawn Dumplings
Roast Duck Dumplings
Chilli Wagyu Beef Dumplings
Flame Thrower Pulled Pork Dumplings
Ginger Prawn Dumplings

FOOD AND BEVERAGE SELECTIONS

Please advise us of your food and beverage selection at least 14 days before the date of your booking



Unlimited Tailored Menu (1.5HRS)

ITEMS	8	10	12
PRICE	\$56PP	\$68PP	\$82PP
STEAMED	2	3	4
FRIED	2	2	2
SHARING	3	3	4
DESSERT	1	2	2

ORDERING

This is a shared style unlimited menu, with dish choice required prior to the function.

Premium dishes can substitute a standard dish for an additional cost of \$6 per premium item.

STEP 1: Choose which package you would like \$56pp (8 items), \$68pp (10 items) or \$82pp (12 items)

STEP 2: Based on the above decision, follow the grid and select your items from every section

STEAMED

- Lucky Prawn & Chive Dumplings
- Pork Shu Mai With Prawn & Chinese Mushroom
- Authentic Prawn Dumplings
- BBQ Pork Buns
- Golden Lemongrass Chicken Dumplings
- Chilli Pork, Beetroot & Sesame Dumplings
- Satay Peanut Chicken Dumplings
- Prawn & Shallot Wontons
- Mushroom Dumplings (V)
- Veggie Mini Buns With Shiitaki & Bok Choy (V)
- Buddha's Bbq Buns (V)

FRIED

- Panfried Pork & Chive Dumplings
- Golden Panfried Veggie Dumplings (V)
- Pork, Dried Shrimp Football Dumplings
- Crispy Prawn Wontons
- Duck Spring Roll
- Pork Spring Rolls
- Veggie Spring Rolls (V)
- Chicken San Choi Bao
- Veg San Choi Bao (V)
- Spring Onion Pancake (V)
- Sesame Rice Paper Prawn Rolls

SHARING

- Fried Chicken Ribs
- Sweet Shredded Steak
- Crackling Roast Pork Belly
- Szechuan Pepper Chicken
- Sticky BBQ Roast Pork Sprinkled With Crispy Shredded Spring Roll Pastry
- Chinese Broccoli
- Mixed Asian Veggies (V)
- Salt & Pepper Calamari
- Salt & Pepper Tofu (V)
- Legit Special Fried Rice
- Veggie Fried Rice (VG)
- Stir Fried Egg Noodles With Chicken

DESSERTS

- Signature White Chocolate Dumplings
- Chinese Wonka Dumplings
- Coconut & Osmanthus Jelly

PREMIUM (+\$6)

- XO Scallop & Prawn Dumplings
- Ginger Prawn Dumplings
- Roast Duck Dumplings With Peking Sauce
- Chilli Wagyu Beef Dumplings
- Flame Thrower Pulled Pork Dumplings

FOOD AND BEVERAGE SELECTIONS

Please advise us of your food and beverage selection at least 14 days before the date of your booking

ROAMING CANAPES

PRICING

ITEMS	6	8	10
PRICE	\$38PP	\$48PP	\$58PP

+ \$10PP for Unlimited Canapes

Each item will be served one piece per person, each item will make a round first, then customer can re-order once they have seen the all the items

DIETARY REQUIREMENTS

Individuals will be catered for seperately

STEAMED

- Lucky Prawn & Chive Dumplings
- Pork Shu Mai With Prawn & Chinese Mushroom
- Authentic Prawn Dumplings
- BBQ Pork Buns
- Golden Lemongrass Chicken Dumplings
- Satay Peanut Chicken Dumplings
- Mushroom Dumplings (V)
- Veggie Mini Buns With Shiitaki & Bok Choy (V)
- Buddha's Bbq Buns (V)

FRIED

- Panfried Pork & Chive Dumplings
- Golden Panfried Veggie Dumplings (V)
- Pork, Dried Shrimp Football Dumplings
- Crispy Prawn Wontons
- Duck Spring Roll
- Pork Spring Rolls
- Veggie Spring Rolls (V)
- Chicken San Choi Bao
- Veg San Choi Bao (V)
- Fried Chicken Ribs
- Spring Onion Pancake (V)
- Sesame Rice Paper Prawn Rolls
- Salt & Pepper Calamari
- Legit Special Fried Rice
- Stir Fried Egg Noodles

DESSERTS

- Signature White Chocolate Dumplings
- Chinese Wonka Dumplings

ROAMING CANAPE TRAYS

Please select from the options below (20 pc serve)

- Soft Shell Crab Sliders \$180
- Peking Duck Pancake \$110
- Chilli Wagyu Beef Dumplings \$70

FOOD AND BEVERAGE SELECTIONS

Please advise us of your food and beverage selection at least 14 days before the date of your booking



BEVERAGE OPTIONS

BEVERAGE TAB

The beverage tab will be charged on a consumption basis.

Please request a copy of our current beverage list to make your selection.

Card must be supplied to charge or payment must be made before function.

UNLIMITED BEVERAGE PACKAGE

CLASSIC \$50PP 2HRS

Sapporo Premium - Tap
Moon Dog Pale Ale - Bottled
Tsing Tao - Bottled

Sunnycliff Brut, NV, Red Cliffs, VIC
The Pass Sauvignon Blanc, Marlborough, NZ
Martingale Estate Pinot Noir, Yarra Valley, VIC
Golden Child 'Beach Bum' Rose, Kuitpo, SA
Soft Drinks

PREMIUM \$65PP 2HRS

Sapporo Premium - Tap
Moon Dog Pale Ale
Tsing Tao - Bottled

Ca di Alte Prosecco, NV, Tuscany, Italy
Other Wine Co. Pinot Gris, Adelaide Hills, SA
Martingale Estate Pinot Noir, Yarra Valley, VIC
Tomfoolery 'Young Blood' Shiraz, Barossa Valley, SA
Golden Child 'Beach Bum' Rose, Kuitpo, SA

Haku Vodka, Roku Gin, Botran White Rum, Sailor Jerry
Spiced Rum, Toki Whisky, & Makers Mark Bourbon
*no shots & no doubles to be served
Soft Drinks

ADD ONS

Cocktail on arrival \$18pp

This is a popular option, guests must pre order before arrival.

Pink Panther - Haku Vodka, Fresh lemon, Soho Lychee & Aperol
Hello Vera - Roku Gin, Peach Schnapps, Aloe Vera, Mint, Lime, topped with Soda.
Miyagarita - Tequila, Lime, Agave & Umeboshi
Espresso Martini - Haku Vodka, Mr Black, Espresso, Licor 43
Old Fashioned - Makers Mark Bourbon, Bitters & Sugar
Yuzu Negroni - Roku Gin, Sweet Vermouth, Campari & Yuzu

Sparkling to Toast \$11pp / \$16pp (French)

Iced Tea Pots \$15 per pot (contact us for more details)





SOMETHING SPECIAL

CAKE

Yes BYO cake, no cake charge.

PHOTOGRAPHY

You are welcome to book a photographer for your function.

Please have the photographer contact our Functions Coordinator to confirm space and timing.

We can also book great event photographers for you.

PRICE:

\$200 /PER HR (including edited shots)

DECOR

You are welcome to bring in decorations and flowers, please see our terms and conditions for requirements.

Please contact our Functions Coordinator to confirm layout, set up and pack down requirements.

SEATING PLAN AND NAME CARDS

If you would like a seating plan please request a table plan to complete, working clockwise. If you would like us to set place cards for you, please send these to the venue 4 days prior in the order of the seating plan and we can lay out for you. This may be an extra charge depending on the size of your party.



ABOUT THE LOCATION

GETTING THERE

VIA PUBLIC TRANSPORT

We are a short walk from Flinders Street and Melbourne Central train stations, as well as tram stops via Elizabeth Street. Local taxi company can be contacted on (03) 9329 6377

VIA CAR

Our address can be found via Google maps, we suggest a multi-story paid car park on Lt Collins Street or Melbourne Central.

PARKING

- On street parking on Queens Street
- After 4pm - Parking on Bourke Street called Bourke Square Car Park \$14 p/h – 24 hours parking
- All day parking – QV Car Park - \$20 All Day Parking Monday - Friday! Spend \$1 at any QV store, request a parking discount ticket and your parking will be capped at \$20 all day (Monday to Friday only)! When you reach the ticket pay station, insert your original ticket, followed by the discount ticket and your parking will be automatically discounted to \$20

ACCOMMODATION

The following accommodation is walking distance from our venue. They are of varying styles and price points.

QT Melbourne
Sheradin Melbourne
W Melbourne
Crown Hotels

LOCAL ACTIVITIES

Strike Bowling Melbourne Central
Crown Casino
Marvel Stadium
MCG

SCHEDULE

Timeline	Detail
Tentative hold	<ul style="list-style-type: none">● We can tentatively hold a booking for 7 days
Deposit	<ul style="list-style-type: none">● To confirm your booking a 20% of minimum spend deposit is required
14 days prior to the function	<ul style="list-style-type: none">● Confirm food and beverage menu choices● Submit dietary requirements● Confirm and pay for any additional equipment or services (non-refundable)
7 days prior final confirmation	<ul style="list-style-type: none">● Confirm final guest numbers● Submit any special requests
Cancellations	<ul style="list-style-type: none">● Within 7 days: 50% of food and beverage spend will be forfeited● 8-14 days: the deposit will be forfeited● 15+ days: the deposit will be refunded minus a \$50 processing fee

BOOKING POLICIES AND TERMS

TENTATIVE BOOKING

- A tentative booking allows you to place a temporary hold on an available date.
- We will tentatively hold your preferred date for a period of 7 days. If we receive a conflicting booking request in this period, we will contact you and give you 24 hours to confirm your booking. If you do not confirm the booking within this period, we may cancel your tentative booking.

HOW TO CONFIRM YOUR BOOKING

- When you are ready to confirm your booking, you will need to:
 - inform us you would like to proceed with the booking
 - pay a deposit of at least 20% of the applicable minimum spend by following the link in the email sent to you
- Please note:
 - All credit card payments will incur a processing fee of 2%.
- Your deposit will be applied as a credit to your food and beverage spend.

CANCELLATION POLICY

- We will do our best to accommodate changes to your booking but please note:
 - If you cancel within 7 days of your booking date, a cancellation fee of 50% of the confirmed food and beverage selections will apply. Your deposit will be applied as a credit to the cancellation fee.
 - If you cancel between 8-14 days before your booking date, your deposit will be forfeited in full.
 - If you cancel 15 days or more before your booking date, we will refund your deposit minus a \$50 processing fee.
- Please note that our cancellation policy will apply if you reschedule your booking.
- If we are forced to cancel your booking due to unexpected circumstances (for example during periods of lockdown or restricted trading), we will work with you to reschedule and you will receive a credit for any amount you have paid. We will not be responsible for any expenses you incur as a result of the cancellation or rescheduling.

MINIMUM SPENDS

- The minimum spend which applies to your function is set out in this brochure and will be confirmed before you pay the deposit.
- The minimum spend is the minimum cost of food and beverages for your function.
- The costs of any additional items and/or services (for example special equipment that you would like us to provide) do not contribute to the minimum spend.
- If your function does not reach the minimum spend, you will be required to pay the balance of the minimum spend amount.

FOOD AND BEVERAGE SELECTIONS

- \$20pp for each additional hour of service
- You must advise us of your selection of food and beverage options at least 14 days before the date of your booking.
- If you or your guests have any special dietary requirements, you must provide the details and the guest's full name at the time you confirm your food and beverage menu choices. We will endeavour to cater for all dietary requirements and will advise you if we are unable to accommodate.
- If we agree to cater for any special dietary requirements:
 - It is the responsibility of the person with special dietary requirements to confirm with our staff prior to consuming food or beverages.
 - We will take reasonable steps to avoid cross-contamination but cannot guarantee that it will not occur
 - We cannot guarantee that traces of the relevant allergen will not be present.
 - All menu items are subject to availability and may change without notice.

FINAL CONFIRMATION (7 DAYS BEFORE BOOKING)

- You must confirm final guest numbers, including the full name of any guest with dietary requirements that we have agreed to accommodate via either email or phone.
- After this final confirmation:
 - we may not be able to accommodate an increase in guest numbers or a change in dietary requirements
 - if guest numbers decrease, a fee of \$40 will apply for each guest no longer attending.
- Any special requests including layout, bump in and out times or AV must be confirmed via email or phone.

BOOKING POLICIES AND TERMS CONT.

LICENSE REQUIREMENTS

- We will comply with all applicable licence requirements, including responsible service of alcohol, trading hours and the impact of our operations on the surrounding area (including noise restrictions).
 - We may refuse service of alcohol to any person.
 - We may require you to reduce noise.

ACCESS

- If you require access to the venue outside of your booking time, please notify our Function Coordinator in advance. We will do our best to accommodate you but can't guarantee that access will be available.

BYO POLICY

- Any food or beverages that you would like to bring to the venue must be approved by the Functions Coordinator and may be subject to additional fees or charges, for example cake charge or corkage.

OUTSIDE EQUIPMENT AND DECORATIONS

- Any equipment or property that you bring to the venue remains your responsibility at all times. We recommend you consider whether insurance and/or security are required.
- Any decorations, signage, electrical or AV equipment that you would like to use must be approved in advance by our Functions Coordinator and must not cause any damage to our venue.
 - Glitter and confetti are generally not permitted.
 - Electrical equipment must be used in accordance with all applicable safety standards and must be tagged and tested.
 - You must remove or collect any items at the conclusion of your booking.
- It is your responsibility to ensure that any electrical or AV or equipment are compatible with and will not cause damage to our systems and equipment.

DAMAGES

- You are responsible for any damage caused by you, your guests, your contractors or any property or equipment that you bring to the venue.