

The Ellington Jazz Club Information for Function Guests



The Ellington Jazz Club is
Australia's finest Jazz Club.

We also offer a range of luxurious function spaces to host your event in a gorgeous venue modelled on the best New York has to offer.

The Ellington will treat your friends, family, colleagues and clients to an evening of world class Jazz, delicious beverages, first class service and gourmet food in our chic, sophisticated, New York Style Jazz Club.



LATE NIGHT LIVE MUSIC

Since opening in 2009, The Ellington has established itself as a cultural institution in Perth city. Owners and founders Graham Wood and Bernard Kong have a vision to provide a venue in Perth that will treat artists with respect, while allowing patrons to enjoy the world's finest musicians in an intimate and comfortable setting.

A programme of the highest quality music performed by artists from international, interstate and local talent is a nightly feature.

The Ellington Jazz Club
191 Beaufort Street, Perth

Contact Cleo Schurrer e: functions@ellingtonjazz.com.au or call 0426 981 257
to discuss how we can help you create a memorable evening for your staff, clients, or friends.



Upstairs at The Ellington

Upstairs at The Ellington features a selection of rooms and a quality cocktail bar especially designed for functions. We can tailor a function according to the needs of your group. You can choose a suitable room to create the perfect atmosphere for your function requirements. Each of our rooms have high quality audio equipment, streaming the live performance from downstairs, direct to your function. Each room also holds an LCD TV streaming the downstairs performance.

Our Rooms

Upstairs at The Ellington (120 people) - 3 rooms with the best quality fit out, each with their own unique characteristics. These rooms prove the ideal space for VIP functions, networking, lunches, cocktail parties, incentives and much more.

The Gillespie Room (60 people)

The Gillespie Room is the main space at The Ellington Upstairs. With two alcove seating areas, bench top tables with bar stools and the main cocktail bar. The venue is ideal for larger functions and corporate hospitality. The room comfortably accommodates 40 - 60 people

The Coltrane Room (40 people)

The Coltrane Room is a mid-sized room overlooking the park. It features a heritage fireplace and Jazz themed wall hangings. The room is ideal for groups of up to 40 for mingling and networking. For a more private event, this room can be cordoned off from the rest of upstairs.

The Miles Davis Room (20 people)

The Miles Davis Room is a VIP press-club styled room with total privacy if required. A red velvet curtain separates guests in this room from the rest of the venue. The room can accommodate up to 20 people comfortably.



Gillespie Room



Coltrane Room

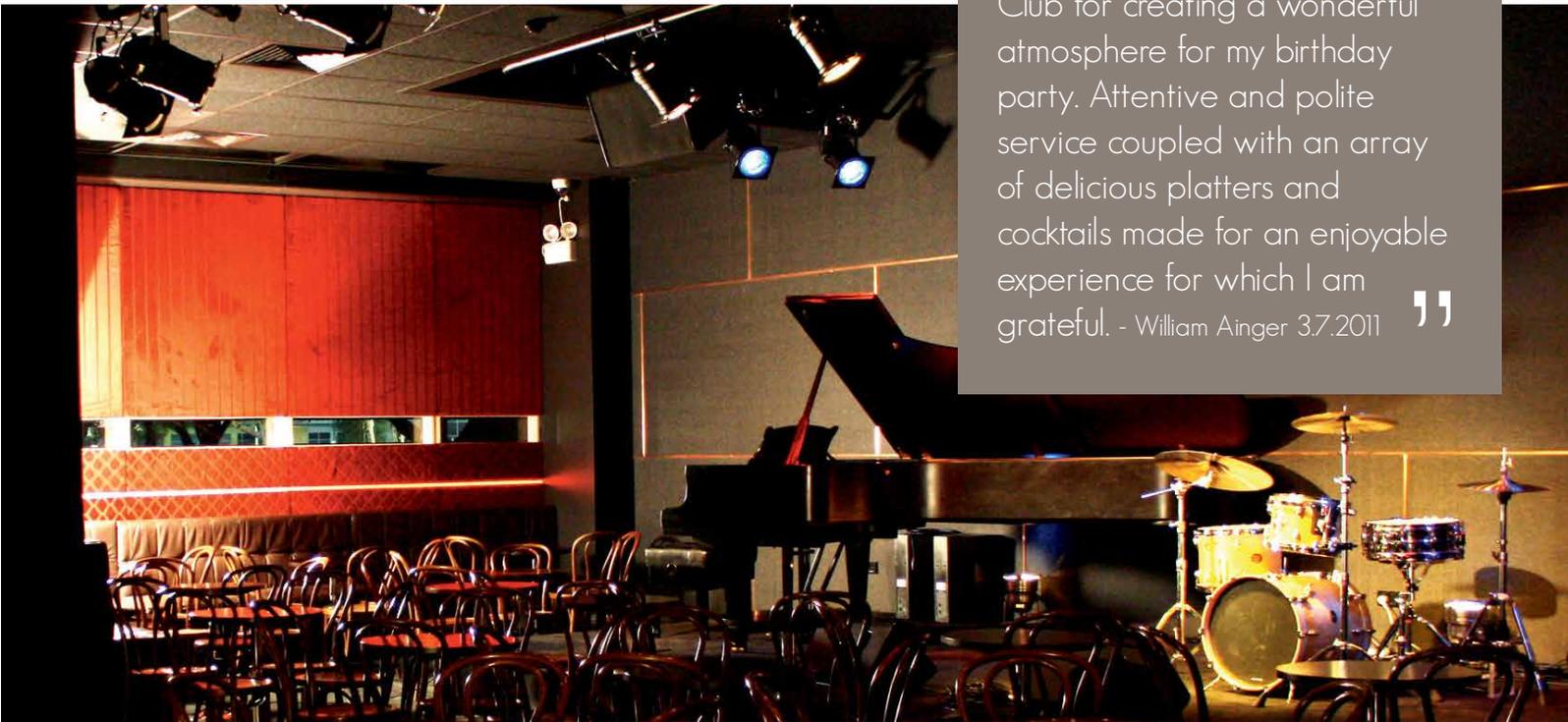


Miles Davis Room

The Ellington Jazz Club

Australia's finest Jazz Club

“ A BIG thank you to the staff at The Ellington Jazz Club for creating a wonderful atmosphere for my birthday party. Attentive and polite service coupled with an array of delicious platters and cocktails made for an enjoyable experience for which I am grateful. - William Ainger 3.7.2011 ”



Downstairs at The Ellington

The Ellington Downstairs features a 6m x 3m stage surrounded by table seating for 75 and standing room for 60 at the bar. This space is ideal for events such as corporate functions, presentations, conferences etc.

We present 600 live shows per year in this space but also offer Downstairs at The Ellington for hire as a unique and very special space. Or you can hire the entire venue, either before opening hours or on selected nights. Please contact us for a quote to hire The Ellington Downstairs or the entire venue.

If you wish to book a function Downstairs at The Ellington during a scheduled show, you need to be aware that this area of our venue is a performance space and conversation during the show is discouraged. Our function rooms upstairs allow you to chat and mingle as much as you like.





Opening Hours and Entry

The Ellington Jazz Club is licensed from 6pm - 1am Monday - Thursday, Friday and Saturday 6pm - 3am and Sunday 3pm - Midnight.

Functions can be organised outside the regular trading hours, however if you require service of alcohol then we will have to apply for an extended trading license from Racing Gaming and Liquor. This takes up to three weeks to process. The license incurs an additional fee of \$250, and staffing for hours outside our usual opening hours costs \$50 per hour per staff member.



Hire and Cancellations

There is no cost to hire a room, and if you host more than 20 people, all function guests will receive free entry to the club (usually \$10 - \$20).

If you wish to hire the entire Ellington Upstairs area exclusively, a room hire fee will apply, but this is normally offset against food and beverage costs for your function.

To hire The Ellington Downstairs or the entire venue must be decided on a case-by-case basis. Please contact us for a quote.

Additional exclusivity rates may apply to special dates.

We will require your credit card details to confirm and finalise your function booking. The Ellington is a highly sought after venue so we must ensure your function is confirmed. If you do not show up for your confirmed event you will be charged \$500 plus all costs of the pre-ordered catering and additional staff costs.



Beverages and Bar Tabs

At The Ellington Jazz Club we offer world class cocktails and A-list wines. One of our bar managers will gladly design you a signature cocktail or you can feature our fantastic vintage wines at your function.

Hosts can set a bar tab limit in advance or elect to buy each guest a drink.

We are very flexible and willing to sit down with you to tailor around your needs.

Food

The Ellington Jazz Club offers high quality function platters that are prepared from carefully selected dishes from our delicious tapas menu.

There are platters, a range of delicious small bites, and pizzas available to choose from. Platters serve approximately 5 guests as a light meal or 10 as a snack. Pizzas are dinner-plate sized, sliced into 8. We recommend you pre-order function platters, however our kitchen is open all night and you can order food once you've arrived; please note function prices only apply to pre-ordered food.

You are welcome to use an external caterer, however The Ellington Jazz Club request you select a high quality caterer. External caterers must be approved by the Functions Co-ordinator before they are booked. Additionally, we charge an external catering fee of \$50 per 50 guests.

Cakes

You are welcome to bring a cake along for your event. We charge a \$45 cake fee to cover the additional clean up that is required, and we can provide plates, forks, napkins and candles if needed. A member of our staff will get the cake ready and bring it out for you and your guests when you are ready on the night.





On the Night Co-ordinator

For that professional touch, you can arrange for a co-ordinator to be present during your function. The co-ordinator will handle the function logistics on the night to ensure a smooth running, hassle free function.

Engaging a Co-ordinator incurs a fee of \$50 per hour, with a minimum of 2 hours.

Decorations

There are purpose-designed wall coverings, making it impossible to display wall decorations. However, there are a number of small tables around our function areas for bunches of balloons, lights, or flowers, and we can accommodate stand up banners.

There is bench seating around each room, and the top of the benches are approximately four inches deep and can accommodate some decoration.

Theming

We welcome themed parties; 1920's themes, Jazz themes, Burlesque and Mafia are just a few examples of parties we have hosted in the past.

You can liaise with the Functions Co-ordinator to choose a suitable theme before sending out the invites.



Terms and Conditions

Booking Confirmations

We will require your credit card details to confirm and finalise your function booking. The Ellington is a highly sought after venue so we must ensure your function is confirmed.

Cancellations

Should circumstances arise where a cancellation is necessary our policy is for two weeks (14 days) notice. In case of cancellation less than one week (7 days) prior to the function date, we reserve the right to keep any deposits paid towards pre ordered functions platters.

Damage to Property

Damage caused to property including (not limited to) flooring, fixtures and fittings resulting in repair or replacement will be the financial responsibility of the hirer.

Delivery

The Functions Coordinator must be provided with full details of deliveries to The Ellington Jazz Club prior to the date of the function. We suggest that deliveries are addressed appropriately, with the name and date of the function clearly presented. Whilst every effort will be made to assist in the movement of goods to the function room, assistance will be offered only if staff are available at that time. The Ellington Jazz Club does not accept liability for deliveries that are not received.

Display, Signage and Decor

Nothing is to be nailed, screwed or adhered to any wall or paintwork. Retractable banners are permitted. We permit balloons, flower arrangements or table pieces. Other props have to be discussed on a case to case basis. The Ellington Jazz Club prohibits the use of confetti on the premises.

Event Theming

The Ellington Jazz Club welcomes themed events, however must be considered and approved on a case to case basis. Please contact the Functions Coordinator with details on your proposed theme for approval.

Function Platter Orders

Function Platter orders are to be advised before the Friday prior to the function.

Licensed Premises

The Ellington Jazz Club is a fully licensed venue. Alcohol brought onto the premises will be confiscated and will not be returned upon conclusion of the function.

Minors

Minors must be accompanied by a parent or legal guardian at all times. An underage consent form must be signed upon arrival. It is against the law for minors to consume alcohol and serious penalties and fines apply.

Non Appearance

In the event you do not show up for your function a \$500 fee will be charged, in addition to the cost of any pre ordered function platters, to the supplied credit card. If you book for a function and a significantly lower number people turn up than you have booked for then you will also be charged this fee.

Payment of Account

Payment for the total function must be settled on the night via cash eftpos or credit. Cheque payments have to be made two weeks prior to the function. Alternative payment methods may be discussed with the Functions Co-ordinator. Note that the credit card details supplied during the booking process will not be held at the venue. - bring your card in on the night if you intend to pay with it.

Personal Belongings

The staff will take every care with security and protection of your property. We cannot accept liability for loss or damage of any items whilst it is in our premises. We recommend you arrange insurance cover.

Price Variations

Please note that whilst prices are based on current costing, any increase or unavailability will be advised fourteen (14) days prior to the event. All prices are GST inclusive.

Responsible Service of Alcohol

Alcohol will be served responsibly; any person deemed to be intoxicated would either be refused service or removed from the premises.

Smoking

Smoking inside the premises is not permitted, this is a zero tolerance policy. Smoking is permitted in the designated smoking courtyard.

Staffing

Booking your event includes staff as regularly rostered by the Ellington Management, and includes bar-tenders and support staff. Should you require additional service staff they cost \$50 per hour and must be there for a minimum of 2 hours; if you cancel your event later than 2 days prior to it you will still be required to pay these costs