

# Events

2019

YOUR LOCAL FUNCTION  
AND EVENTS CENTRE

KARRALYKA



Contact our events team on (03) 9870 2888  
or email [karralyka@maroondah.vic.gov.au](mailto:karralyka@maroondah.vic.gov.au)



# Why Us!

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There are loads of reasons to choose us!  
Here are just a few...

Free & plentiful onsite parking

Local & convenient Eastern Suburbs venue

Easy access from Eastlink & the Eastern Freeway

State-of-the-art theatre - 428 capacity

Three adjoining conference rooms up to 500 capacity

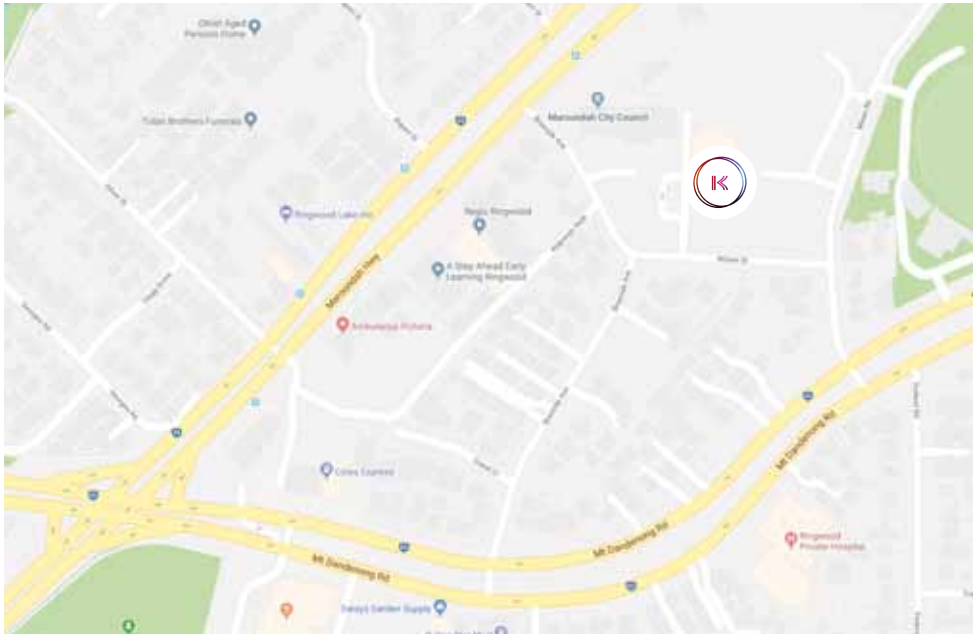
Ability to have multiple break out spaces

Nespresso coffee at all conferencing events

Latest audio-visual facilities to enhance communications



# WHERE TO GO & HOW TO GET THERE



## LOCATION

Karralyka is just 30 minutes from the Melbourne CBD, located at Mines Road Ringwood East.

## PARKING

Free car parking is available in the grounds of the centre. Disabled parking is available adjacent to the upper entrance off Wilson Street.

## TRAIN TRAVEL

Ringwood train station (Belgrave and Lilydale lines) and Ringwood East train station (Lilydale line) are a 15-minute walk from Karralyka.

## ACCESSIBILITY

Karralyka is fully accessible for patrons in wheelchairs or with limited mobility. You can enter from the upper entrance off Wilson Street. Lift access is available from the Mines Road entry. If you need a wheelchair space in the theatre, please ask for this when booking tickets.

# KARRALYKA EVENTS

Karralyka can host events from casual functions with light refreshments through to formal three course meals.

Our spaces are ideal for Expos, conferences, school and sporting functions, family celebrations, funerals and memorials.

## WHAT'S INCLUDED...

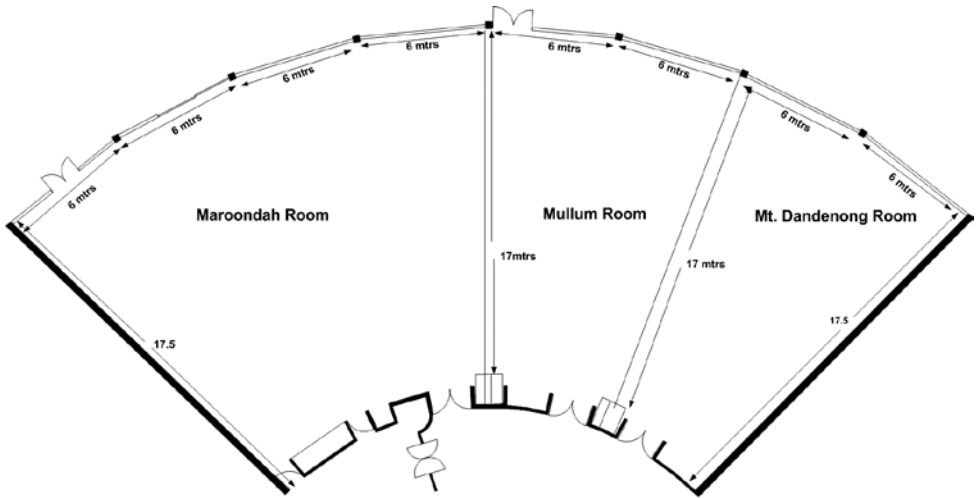
- Dedicated Event Coordinator
- Professional venue operations manager, wait staff and chefs
- Round tables with white linen table cloths, paper napkins (your choice of colour) and centerpieces
- In-house audio visual equipment - lectern, 2 microphones, multi-screen roof-mounted projection system
- Staging (adjustable in size) & access to 3-phase power
- Dance floor (adjustable in size)
- Room hire (provided that minimum catering numbers are met)
- In-house complimentary WiFi
- CD player or iPod connectivity
- Customised internal directional event signage

## ADDITIONAL SERVICES AVAILABLE IF REQUIRED

- Extra data projector & pull-up screen/s
- Additional microphones (lapel & hand held radio)
- Corded microphones
- Flip chart stand & paper
- Vision switcher
- Specialised lighting plan
- Additional staging

# VENUE SNAPSHOT

## Room layout



### CAPACITY

Area	Sq. Metres	Height	Theatre Style	Cabaret	Cocktail	Dining
Theatre			428			
Banquet Room	600	3-4.5	550	352	400	550
Maroondah Room	300	3-4.5	250	110	200	200
Mullum Room	300	3-4.5	90	60	100	70
Mt Dandenong Room	300	3-4.5	90	60	100	70
Foyer	400	3 areas 5m, 3.5m and 2.35m in height				

*\*Raised staging for guest speakers is included in all rooms with the above numbers. Capacity does not include dance floor.*

# THEATRE

Are you a business, production company, school or community group looking for a professional and comfortable venue? Hire the Karralyka Theatre and enjoy the benefits.

Karralyka theatre offers a minimum booking time of 4 hours.

The theatre has 428 seats. The bar area and function rooms can also be utilized, subject to availability.

## ALONG WITH

- A modern, fully equipped venue suitable for all performance types
- Tiered seating for 428, so that every view is a great view (for kids too)
- State-of-the-art lighting and audio systems
- Three large dressing rooms and a band room
- A range of scenery options, including full-sized background cloths, decorations and effects
- An orchestra pit for 25 musicians



## TECHNICAL STAFF

We would be pleased to assist you with your technical staff requirements to ensure your event runs smoothly and efficiently. Rates apply.

Staff numbers are based on your event and service required. Minimum 2 hours.

Technical staff Monday - Saturday / \$47.50 per staff member, per hour.

Technical staff Sundays or public holidays / \$95.00 per staff member, per hour.

# ROOM HIRE

Includes room set up, staging (if required), professional audio visual equipment such as data projector and screen, lectern, and microphones.

Not for Profit (NFP) = Community and Government Organisations

Other = Private and Commercial Organisations

## FULL DAY ROOM HIRE

Mt Dandenong Room	\$495 NFP / \$635 Other
Mullum Room	\$495 NFP / \$635 Other
Maroondah Room	\$975 NFP / \$1280 Other
Mt Dandenong & Mullum Rooms	\$975 NFP / \$1280 Other
Maroondah & Mullum Rooms	\$1390 NFP / \$1750 Other
Banquet Room (all rooms combined)	\$1750 NFP / \$2200 Other

*The rates quoted apply for a full day up to 10 hours, including bump-in and out.*

## HALF DAY ROOM HIRE

Mt Dandenong Room	\$420 NFP / \$540 Other
Mullum Room	\$420 NFP / \$540 Other
Maroondah Room	\$810 NFP / \$1040 Other
Mt Dandenong & Mullum Rooms	\$810 NFP / \$1040 Other
Maroondah & Mullum Rooms	\$1145 NFP / \$1475 Other
Banquet Room (all rooms combined)	\$1400 NFP / \$1805 Other

*The rates quoted apply for a half day up to 6 hours, including bump-in and out.*

## THEATRE HIRE

Monday to Friday	\$299 per hour plus staffing
Saturday	\$315 per hour plus staffing
Sunday & public holidays	\$320 per hour plus staffing

## OTHER HIRE RATES

Full venue funeral hire	\$2396 for 5 hours
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*5hr venue hire with technician, water station and use of AV equipment*

Expo	\$3282 NFP / \$3692 Other
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*Venue hire only. Power sites, table cloths and staffing additional.*





# Conferences & Seminars

# CONFERENCE & SEMINAR PACKAGES

Delivering a training session for staff, an industry seminar or an information night? Get out of the office and into our fully equipped event space - all in a natural bush setting.

We have a minimum number of 25 guests for conferencing, seminars, and workshops.

- Full day conferences are up to eight-hours duration.
- Half day conferences are up to five-hours duration.

Please speak with your event coordinator for more details.

## PRICES

- Full Day Package / \$61.00pp
- Half Day Package / \$55.00pp (choice of morning or afternoon tea)

## ON ARRIVAL

- Premium Nespresso coffee with a variety of strengths and flavours available on arrival and throughout the day
- Herbal and fruit infused tea
- Your choice of chilled orange or apple juice
- Choice of two breakfast cereals with a selection of full cream, light or soy milk
- Seasonal whole fruit

## MORNING TEA

**Please select one of the following:**

- Apple strudel
- Vanilla and chocolate whirl
- Selection of morning muffins
- Selection of breakfast Danish pastries
- Caramelised onion, kale, and fetta polenta tart
- Selection of gluten free friands
- Chocolate lamington
- Almond, lemon, honey and coconut nourish bar

## LUNCH

- Baguettes include Champagne ham, Hungarian salami, roast turkey, smoked salmon, poached chicken, mustard roast beef, Victorian cheese using local grown seasonal vegetable
- Chef's selection of two salads
- Seasonal fruit platter
- Cheese platter – includes Australian and imported cheese collection with lavosh bread and cheese crackers accompanied with fig paste and dried fruits

### **One hot dish - Please select one of the following:**

- Beef burgundy
- Lamb and root vegetable stew
- Penne pasta with roasted pumpkin, sage and fetta with herb cream sauce
- Chicken casserole with mushroom
- Moroccan style beef meatball in spicy tomato sauce
- Chicken korma with lemon and cumin rice
- Ricotta and spinach cannelloni with tomato and herb sauce
- Chilli con carne with tacos and corn relish
- Mustard pork curry with turmeric and coconut rice
- Tuscan herb roasted sliced beef

## AFTERNOON TEA

### **Please select one of the following:**

- Selection of mini donuts
- Chocolate buttercream cupcake
- Assorted éclairs
- Passionfruit and vanilla cream slice
- Selection of corporate cookies
- Chocolate and coconut macaroons
- Buttermilk scones with cream and strawberry jam
- Sun dried tomato, spinach and fetta muffin



# REFRESHMENTS MENU

Holding an information session, morning tea or afternoon tea - choose from the following options or discuss with our events team your exact requirements.

Room hire fee applies, see page 8 for prices.

Additional charges will apply for functions that occur on or run into public holidays. Item and prices are subject to change without notice.

## REFRESHMENTS

- Orange juice / \$3.80pp or \$11 per jug
- Soft drink / \$3.80pp or \$11 per jug
- Nespresso Tea & coffee / \$5.10pp
- Continuous tea & coffee / \$13.50pp
- Tea, coffee, and chocolate yoyo biscuit / \$9pp
- Tea, coffee, and your choice of 1 option / \$11pp
- Tea, coffee, and your choice of 2 options / \$14pp

Options to be selected from morning tea and afternoon tea items listed on page 10 and 11.



# PLATTER IT UP!

*Platters serve between 8 - 10 guests*

Large Fruit Platter / \$95

Antipasto platter / \$95

*Includes marinated grilled vegetables, Persian fetta and Kalamata olives and cold meats*

Gourmet sandwich platter / \$125

*Includes, egg and lettuce, champagne ham, Hungarian salami, roast turkey, smoked Tasmanian Salmon, and poached chicken, Victorian cheese and using local grown seasonal vegetables*

Australian and imported cheese platter / \$95

*With lavosh bread and cheese crackers accompanied with fig paste*

Sushi platter / \$95

*Includes hand-made California rolls and sushi with wasabi mayo and soy sauce*

Asian platter / \$95

*Includes spring rolls, wontons, dim sims, and tempura prawns*

Australian platter / \$95

*Includes sausage rolls, gourmet pies, mini quiches, and mini pizzas*

Indian platter / \$95

*Includes vegetable samosa, pakora and filo curry lamb*

## HOT FORK DISHES / \$10.50PP

*Minimum 50 guests*

- Beef burgundy with creamed mash potato
- Lamb and root vegetable stew with cumin rice
- Penne pasta with roasted pumpkin, sage and fetta with herb cream sauce
- Chicken casserole with mushroom and potato
- Moroccan style beef meatball in spicy tomato sauce and crusty bread
- Chicken korma with saffron and lemon basmati rice
- Ricotta and spinach cannelloni with tomato and herb sauce
- Chilli con carne with tacos and corn relish
- Mustard pork curry with turmeric and coconut rice
- Tuscan herb roasted sliced beef with mustard jus and roasted root vegetable



# BREAKFAST MENU

*Minimum 25 guests. Half day room hire applies.*

## **CONTINENTAL BREAKFAST \$27.00PP**

- Premium Nespresso coffee and herbal and fruit infused tea
- Chilled orange and apple juice
- Selection of breakfast cereal with full cream, light and soy milk
- Seasonal sliced fruit
- Assorted breakfast pastries
- Champagne ham, egg and spinach roll with hollandaise sauce

## **PLATED BREAKFAST \$42.50PP**

- Premium Nespresso coffee and herbal and fruit infused tea
- Chilled orange and apple juice
- Assorted breakfast pastries
- Seasonal sliced fruit
- Free range scrambled eggs on grilled Vienna bread
- Crispy bacon
- Grilled Chicken and chives gourmet breakfast sausage
- Sauté mushroom with spinach
- Grilled roma tomatoes with balsamic dressing and fresh herbs
- Hash brown



# Lunch & Dinner Events

# SIT DOWN DINING

A shared dining experience can create lasting memories. Our aim is to create an experience that delights you and your guests. Suitable for various social functions, sporting clubs and schools.

The perfect room layout, lighting effects, entertainment or background music, table centerpieces and decorations—we can create the perfect atmosphere for your event.

Minimum number 40 guests.

- Lunch events are 4-hours in duration, finishing no later than 4:00pm.
- Dinner events are 5-hours in duration, finishing no later than 12.30am.
- Room hire fee is included provided that minimum numbers are met.
- A security charge will apply at Karralyka's discretion.

## LUNCH WITH A CONTINUOUS SUPPLY OF SOFT DRINKS

- \$55.00pp / Main & dessert OR entrée & dessert

## DINING WITH A CONTINUOUS SUPPLY OF SOFT DRINKS

- \$62.00pp / Main & dessert OR entrée & dessert
- \$68.00pp / Soup, main & dessert
- \$74.00pp / Entrée, main & dessert

Dessert served with tea and filtered coffee.

## ALCOHOLIC DRINKS

- \$215 Flat Rate / Bar tender(s) for the duration of your event (one bartender per 100 guests)

You can either operate a cash bar (guests pay for their own beverages) or beverages on consumption (where the client is invoiced post event)





*Please choose two items to be served 50/50.*

## SOUP

- Cauliflower and leek with garlic croutons
- Roasted tomato, red pepper, and fennel with basil oil
- Carrot, parsnip, and cumin
- Pumpkin, coriander, and coconut
- Moroccan lamb, vegetable, and lentil
- Potato, parsnip, bacon, and chives
- Mushroom, cauliflower, and asparagus

## ENTREE

- Spiced poached chicken with wild rocket and orange salad with mustard and chives dressing
- Smoked salmon and dill ravioli with taleggio cheese and cream sauce
- Pulled lamb and roasted beetroot risotto
- Pan fried potato gnocchi with mushroom ragu and Milawa goats cheese
- Spinach and ricotta tortellini with spicy tomato coulis and crispy pancetta

## MAIN

- Preserved lemon, saffron and thyme marinated chicken fillet with mustard crushed potato and mushroom sauce
- Herb marinated Western district lamb rump with spicy roasted vegetable mash and garlic jus
- Grilled Gippsland eye fillet of beef with potato mash, onion jam and beef jus
- Herb and lemon poached Tasmanian salmon with spinach, asparagus, chilli risotto and lemon beurre blanc
- Cajun roasted chicken fillet with mustard creamed potato and tomato, olive, and sage sauce
- Slow cooked beef oyster blade with potato and celeriac puree and rosemary infused jus
- Moroccan style braised lamb with creamed potato mash, slow cooked shallots and gravy
- Herb and spiced roasted chicken fillet with potato, onion and mushrooms with curry mustard sauce

## DESSERT SERVED WITH TEA AND FILTERED COFFEE

- Pavlova with seasonal fruits and passionfruit coulis
- Dark chocolate and vanilla mousse cake with hazelnut and fresh raspberry
- Baked berry cheesecake with mixed berry coulis
- Warm chocolate pudding with vanilla bean ice cream
- Mango, coconut and roasted macadamia pudding with ginger syrup and nutmeg ice cream
- Chocolate mousse filled profiterole with raspberry and chocolate sauce
- Chocolate baked cheesecake with fresh raspberry

## CHILDREN'S MENU - \$35PP

### MAIN

- Mini grilled beef steak with mash potato, roast carrot, and jus
- Spaghetti bolognese with shaved parmesan
- Baby chicken parma with salad and mash potato
- Beef lasagne with Napoli sauce
- Grilled chicken tenderloin with Cajun roasted potato and lemon herb sauce
- Spinach and ricotta tortellini with poached chicken and lemon cream sauce

### DESSERT

- Vanilla ice cream with chocolate and raspberry sauce
- Pavlova with seasonal fruits
- Profiterole with chocolate sauce and fresh raspberry
- Bread and butter pudding with vanilla ice cream
- Belgium chocolate mousse cake with raspberry coulis

## ADDITIONAL FOOD OPTIONS

Chef's Selection of canapes on arrival / \$11.50pp  
*30 minutes of service with 3 canapes per person*

Cheese platter / \$9.50pp  
*Selection of fine Australian cheese with fig paste, crisp bread, lavosh and mixed dried fruit*

Fruit platter / \$9.50pp  
*Freshly sliced assortment of seasonal fruit*

Antipasto platter / \$9.50pp  
*An assortment of cured meats, marinated vegetables, dips and bread*

# GRAZING BOARDS

Our deli style grazing table and boards are freshly cut and prepared for your event.

Provide your guests with a delicious and plentiful grazing platter. Comprised of a selection of mouthwatering deli meats, cheeses and antipasto components where guests can help themselves creating a perfect relaxed environment.

An ideal accompaniment to enjoy with a drink after a conference or as part of a relaxed cocktail event.

Can be incorporated with our finger food and platters menu.

## GRAZING BOARDS \$35PP

- Freshly sliced cured meats including deluxe ham, prosciutto, hot Hungarian salami, American style pastrami and smoked chicken
- Premium Australian and international cheeses and quince paste
- An assortment of pickled vegetables
- Dips and French baguettes including lavosh and crackers
- Seasonal fruits and nuts

Room hire fee applies, see page 8 for prices.

Additional charges will apply for functions that occur on or run into public holidays. Item and prices are subject to change without notice.

## ALCOHOLIC DRINKS

\$215 Flat Rate / Bar tender(s) for the duration of your event (one bartender per 100 guests)

You can either operate a cash bar (guests pay for their own beverages) or beverages on consumption (where the client is invoiced post event)



# FINGER FOOD

Let the canapés circulate as you mingle in style and get the conversation flowing. Treat your guests to a stylish cocktail event at Karralyka for anywhere between one and five hours, finishing no later than 12:30am

Room hire is applicable for cocktail functions - charges can be found on page 8.

Security charge will apply at Karralyka's discretion.

## CELEBRATION PACKAGE \$38PP

Suitable for a 3 or 4 hour function

Choose **TEN** items from the following menu

### COLD /WARM OPTIONS

- Huon smoked salmon, chives and mascarpone mousse on herb roasted croutons
- Seared scallops with crab salsa and spicy orange dressing
- Rare beef with onion jam and horseradish cream
- Peppered yellow fin tuna with capers and wasabi mayo
- Chicken, avocado and cream cheese sandwiches
- Freshly shucked Tasmanian oyster with lime and chilli dressing
- Roasted beetroot and Persian fetta tartlet
- Assorted sushi

### HOT OPTIONS

- Creamy chicken, cheese and bacon filo with tomato and mustard relish
- Char grilled tenderloin of beef with crispy potato rosti and onion marmalade
- Vegetable samosa with yoghurt, mint and mango sauce
- Satay chicken skewers with spicy peanut and coconut sauce
- Chorizo and spinach Portuguese style tartlet
- Beetroot and Persian fetta arancini ball with lime and mustard aioli
- Sambal prawns with tamarind and chilli dressing
- Beef burger with cheese, pickled gherkins and beetroot relish
- Smoked cod, dill and potato croquette with lime and tomato aioli

### DRINKS

- \$215 Flat Rate / Bar tender(s) for duration of event (one bartender per 100 guests)

You can either operate a cash bar (guests pay for their own beverages) or beverages on consumption (where the client is invoiced post event)

# CHRISTMAS 2019

Book your end of year celebrations and celebrate Christmas with Karralyka.

## LUNCH WITH A CONTINUOUS SUPPLY OF SOFT DRINKS

- \$55.00pp / Main & dessert OR entrée & dessert

## DINNER WITH A CONTINUOUS SUPPLY OF SOFT DRINKS

- \$62.00pp / Main & dessert OR entrée & dessert
- \$74.00pp / Entrée, main & dessert

Please speak with your event coordinator to obtain a menu and to book a Christmas function.

## DRINKS

- \$215 Flat Rate / Bar tender(s) for duration of event (one bartender per 100 guests)

You can either operate a cash bar (guests pay for their own beverages) or beverages on consumption (where the client is invoiced post event)



# TERMS AND CONDITIONS

Karralyka is a service of Maroondah City Council

## BOOKING, CONFIRMATION AND PAYMENT

1. To confirm an event application, a non-refundable deposit must be paid within the time specified on the contract. Should the client cancel the booking, the centre retains the deposit paid.
2. Final numbers for catering purposes are to be provided seven days prior to the date of the event. The charges for the event will be based on this number, and it is not possible to lower this charge. Additional numbers may not be guaranteed the specified catering.
3. Clients are permitted access to the centre for two hours outside booking times or at a time advised by centre. Clients requiring more time than this should discuss requirements with centre staff; however, additional time may not be guaranteed. Clients at the conclusion of event are permitted 1 hour to bump out equipment and time after this will incur additional charges.
4. Catered functions are to be paid for in full by the time specified, which may be before, or on the date of, the function. All costs, fees and expenses incurred by Maroondah City Council including but not limited to administrative costs, debt collection agency fees and legal costs and expenses will be met by the client (hereinafter to mean the person or organisation named in the Hiring Agreement) for non-payment of account.
5. The foyer is a general service area for all the Centre venues. Specific use of the foyer, other than for arrival/departure of guests, is not included for the event unless specified on the contract or advised in writing by the centre.

## LIABILITY OF CLIENT

6. Clients are responsible for workers' compensation or similar insurance over their servants or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the complex. No responsibility will be borne by the centre for any goods and services owned by any client.
7. The client shall at all times indemnify Council from and against the loss of or damage to the centre, any property owned or possessed by Council and situated therein, and any person on the premises, from what-ever cause the same may arise during the period of hire.
8. No part of the building may be broken or pierced by nails, screws or other means, nor may anything be taped, glued or affixed to any part of the building. No scenery, fittings, decorations, posters, advertisements, flags, logos, shields or emblems may be displayed in or around the building without the prior consent of the Manager.
9. The repair of any damage to the centre caused by negligence whatsoever including incorrect fastening of items, and damage caused by others acting on behalf of the client, will be the responsibility of the client for which a charge will be payable.
10. All items brought into the centre, including packing boxes, cartons, paraphernalia from stands etc., must be removed at the conclusion of the function. Items left behind, whether it be by the client or others acting on behalf of the client, that require clearing by centre staff will generate an additional charge to the client.
11. Rice, confetti, glitter and similar decorative items (sometimes desired for table decoration) are not permitted in the centre. All decoration requirements are to be approved by the Functions Manager prior to the day of the event.

## ADHERENCE TO LAW

12. The client shall comply with all Acts and Statutory Rules, Provisions and Regulations and By-laws of the Commonwealth of Australia, State of Victoria and Maroondah City Council and shall be liable for any breach of such.
13. The Centre has an On-Premises Liquor Licence. No other alcohol or liquor may be brought into or consumed in the Centre without the permission of the Manager, nor may alcohol purchased or supplied at a function be taken from the premises. See over for further information about provision of alcohol.
14. Smoking is not permitted in any part of the Centre
15. Management reserve the right to terminate any event prematurely due to safety or RSA concerns.
16. Any amplification used as part of an event shall not exceed 98% decibels. Sound checks to be carried out by Karralyka staff prior to commencement of event and throughout the event.
17. Catering must be provided for correct number of guests booked and attending.
18. No external food or beverage is permitted at any time to be brought into the venue for consumption, with the exception of celebration cakes.
19. Minimum numbers must be adhered to or additional charges will apply.
20. If dietary requirements for invited guests exceed 20% of the total number booked an extra fee will apply for extra kitchen staff and front of house staff to co-ordinate. This will be discussed once final numbers and dietary's are given to event co-ordinator.
21. Smoke and fogger machines are prohibited from use unless prearranged with management. If the MFB is required to attend through the use of these items, the function organiser will be liable for any charges incurred to council.
22. Unforeseen circumstances – In the event of inability to comply with any of the provisions of this contract by virtue of cessation or interruptions of gas, electricity, industry dispute, plat or equipment failure, unavailability of food, other unforeseen contingency or accident, the venue reserves the right to cancel any bookings and refund any deposits at any time.
23. Liquor licensing requirements – Management reserves the right to exclude or remove any person from a function or any other areas of the venue in accordance with the liquor control act of Victoria. No pints or shots are permitted during events.
24. Dress Code – Appropriate foot wear should be worn at all times in the venue. Bare feet are not permitted at any time.
25. Security (a) – It is the responsibility of the client to ensure that the behaviour of all persons attending the event and arriving and departing from the centre, does not cause any disturbance or distress to others. In conjunction with the Manager, the client may require a guest or trespasser to leave the Centre. Should the Manager need to obtain assistance from Victorian Police in this regard, the client shall pay any associated costs.
26. Security (b)- Any event that has alcohol present requires security to be hired at the clients costs. This is determined at the discretion of Management.

## PRIVACY STATEMENT

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)



*Contact us...*

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