



FUNCTION *PACK*



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Welcome TO ST ALBANS

Our private function room is ideal for every occasion. Whether you are hosting a corporate seminar, celebrating a birthday, an anniversary, a wedding, an engagement, or hosting a work party or any other event, we pride ourselves in providing exceptional service at competitive prices.

The space comes equipped with a private bar, stage, lighting and a large dance floor. We also offer ipod connectivity, microphone, projector and can suggest a range of live entertainment options for you.

Room Capacity
250 cocktail style
100 seated (including dance floor)
125 (no dance floor)
150 theatre style
80 cabaret



CATERING

Platters

Cold Platters

- Cheese Platter \$95
- Antipasto Platter \$100
- Fresh Sandwiches \$80
- Trio of dips \$80

Dessert Platters

- Scones with jam & cream \$50
- Seasonal fresh fruit platter \$70
- Assorted cakes & slices \$80
- Gourmet cakes \$100

Hot Platters

- Party favorites \$80**
 - Party pies
 - Assorted mini quiche
 - Mini sausage rolls
 - Spinach & ricotta pastizzi

Asian selection \$75

- Mini dim sims
- spring rolls
- Pork wontons

Seafood Selection \$95

- Salt & pepper calamari
- Fish bites
- Panko crumbed prawns
- Tempura scallops

Skewers \$85

- Chicken, Beef, Prawn or Lamb

Mixed Meat \$80

- Arancini balls
- Meatballs
- Garlic chicken balls
- Chicken tenders

Frittata \$75

- Mixed vegetable frittata
- Bacon, onion & cheese frittata
- Pumpkin, spinach & feta frittata

Sliders \$80

- Chicken, Beef or Veg

Vegan and Nut Free \$80

- Falafel
- Cauliflower bites
- Potato rosti
- Mac and cheese croquettes

Gluten Free Platter \$100

- Chefs selection



SET MENU

Packages

Two Course - \$35 per person

Three Course - \$40 per person

Select two items to be served 50/50

Minimum 30 guests

Kids main & dessert - \$15 per person

Entree

Soup of the day with garlic bread

Panko crumbed calamari with rocket and aioli

Chicken satay skewers

Sundried tomato and roast pumpkin arancini balls

Mains

Grilled fish of the day, served with seasonal vegetables, tarte sauce & lemon

Chicken breast served on mashed potato with steamed vegetables & mushroom sauce

Roast of the day served with roast potatoes, vegetables and gravy

Pumpkin and mushroom gnocchi

200gm graziers rump steak, served with chips, salad and gravy

Dessert

Cheesecake with cream and strawberries

Chocolate cake with mousse

Sticky date pudding, butterscotch sauce, vanilla ice-cream

Dietary requirements can be catered for with prior notice

ALL INCLUSIVE *Packages*

\$1,700 Package Catering for 50 guests

Your selection of 5 platters

\$400 bar tab

Room hire for 5 hours

Food and beverage staff

Security

AV facilities

Cleaning

Linen

Set up / pack down

\$2,500 Package Catering for 100 guests

Your selection of 10 platters

\$800 bar tab

Room hire for 5 hours

Food and beverage staff

Security

AV facilities

Cleaning

Linen

Set up / pack down

For those functions not opting for one of our all inclusive packages, a room hire fee will apply starting at \$200. A minimum spend on food & bev will also apply. Surcharges apply on public holidays. Security may be required and at an additional cost.

*Additional platters and bar tab can be added



After Funeral Services

We understand that this can be a difficult time and we are committed to providing the utmost care to you and your guests. For after funeral services we offer free room hire in The Function Room for up to 3 hrs..

Standard Package \$700

Suitable for 50 guests

Inclusions:

Free room hire for a 3 hour duration

Food & beverage staff

Gift / Memorial table

Use of AV facilities

5 platters of your choice

Standard Package \$1,500

Suitable for 80 guests

Inclusions:

Free room hire for a 4 hour duration

Food & beverage staff

Gift / Memorial table

Tea & Coffee Station

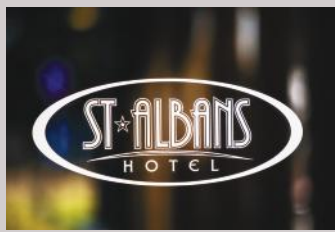
Use of AV facilities

9 platters of your choice

*Additional platters and bar tab can be added

** Self service tea & coffee station \$50





TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, with a \$300 deposit payment. We accept EFTPOS, cash and all major credit cards. In some instances, an additional \$200 will be required as a bond, and this will be returned post-event provided that no damage has occurred to the function room or any other part of the venue.

FINAL DETAILS AND PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with final guest numbers, food service times and other specifics relating to your event. All catering must be paid upon confirmation of final numbers, fourteen (14) days prior to your event. There are no refunds given should your guest numbers decrease after this time. Additional bar tabs outside of the included package are payable at the conclusion of the event, and a credit card will be held against the tab for the duration of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function, or eight (8) weeks for December functions, will forfeit the deposit. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS

Any additional equipment/entertainment/decorations or props required, other than those supplied/recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function

MINORS AND ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. *Functions with live entertainment (eg DJ, band), plus particular functions with over 100 guests will require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of a fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by the venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. Any breach of the Liquor Licensing regulations may result in the event being shut down immediately. In any circumstance where Management ceases to trade in a private function space, no refunds, full or partial, will be given to the Client. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

**I CAN CONFIRM THAT I _____
HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND AGREE TO COMPLY**

SIGNED: _____ DATE: _____