



93 Kingsway Glen Waverley 3150
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Office Tel 03 9545 0597
Functions Tel 0417 156 887

FUNCTION BOOKING CONFIRMATION

CONTACT DETAILS

Contact Name: _____ Organisation Name: _____
Phone: _____ Email: _____

FUNCTION DETAILS

Date of function _____ Occasion _____
Number of guests _____ Private/Non private usage _____
Deposit Paid _____ Start Time _____
Minimum spend: _____

Terms & Conditions of Booking:

- Booking deposit to confirm your function is 25% of the minimum spend.
- If you decide to cancel your event within 30 days of the booking, 50% of the deposit will be refundable and the balance held as a cancellation fee. For events cancelled with less than 14 days notification, the full deposit will be held as a cancellation fee.
- If you do not reach your minimum spend during the function the shortfall will be charged as a room hire fee.
- Final numbers for catering must be confirmed 14 days prior to the function date, and unfortunately no reduction in numbers will be accepted.
- Full payment must be received 24 hours prior to commencement of function.
- All payments over \$400 made by credit card incur a surcharge of 2% for visa/mastercard and 2.5% for amex/diners.
- A credit card number is required as security for your function. You will be financially liable for any damage caused to fixtures, fittings, property or equipment for the duration of your function. Charges for damages will be billed to your credit card. In some circumstances a \$500 bond may apply and you will be responsible for all damage costs.
- We do not allow live music, however for private functions, you are welcome to make use of the in-house stereo system.
- The standard time allocation for private functions is 4-5 hours and finishing time is to be no later than 1am.
- Children under the age of 18 are not permitted in the venue unless accompanied by a parent.
- Table decorations may be used for private functions, nothing is to be affixed to the walls/windows and no confetti or glitter is permitted.
- If due to circumstances beyond our control your function is cancelled, we will fully refund all monies received and endeavor to assist you in finding an alternative venue.
- We have the right to refuse service of alcohol to intoxicated patrons.
- Smoking is only permitted on the outdoor balcony when lounge doors are closed.

Signature

Date

FOOD

CANAPES

- selection of 6 (\$18.50 per person)
- selection of 8 (\$23.50 per person)
- selection of 10 (\$28.50 per person)

Number of people _____

CANAPE ORDER

Please select 6, 8 or 10 choices

- chicken croquettes with aioli
- thai chicken sausage rolls
- prawn spring rolls
- mushroom & thyme arancini balls
- Italian meatballs with napoli sauce
- assorted sushi with wasabi soy
- leek & goats cheese tarts
- ham, brie & onion jam tarts
- lamb & rosemary pies
- tandoori chicken skewers
with coriander & natural yoghurt
- smoked trout spoons with citrus dressing
- cherry tomato, bocconcini & basil tartlets
- salt & pepper spiced calamari with lime aioli
- tempura king prawns with wasabi mayo

MINI MEALS (\$5.90 per serve)

- salt & pepper calamari & chip boxes number of serves _____
- chicken & mushroom risotto bowls number of serves _____
- fish & chip boxes number of serves _____
- mini burgers number of serves _____
- chopped chicken caesar salad bowls number of serves _____
- penne bolognese bowls number of serves _____

SHARED MENU (\$38.50 per person)
Number of people _____

SET MENU Standard
 2 course (\$41.00 per person)
 3 course (\$46.00 per person)
Number of people _____

Selection of 2 Main Meals Options:

Premium
 2 course (\$44.00 per person)
 3 course (\$49.00 per person)
Number of people _____

Selection of 3 Main Meals Options:

EXPRESS LUNCH (\$30.00 per person)
Number of people _____

BREAKFAST (\$19.00 per person)
Number of people _____

BEVERAGES **BAR TAB – to include:**

PAY AS YOU GO DRINKS

- BEVERAGE PACKAGE** **Standard**
- 3 hour (\$30.00 per person)
 - 4 hour (\$40.00 per person)
 - 5 hour (\$50.00 per person)
 - 6 hour (\$60.00 per person)

Wine and Beer Upgrade **Upgrade Choices:**

Spirit Upgrade **Upgrade Choices:**

- Cocktail on Arrival** **Cosmopolitan**
- Black Orchid**
- Mango Collins**

ADDITIONAL SERVICES:
