



93 Kingsway Glen Waverley 3150

Fax 03 9560 9095

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:*

##### *Payment:-*

- 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.
- Full payment must be received 3 days prior to the function date.
- All payments over \$200 made by credit card incur a surcharge of 2% for visa/mastercard and 2.5% for amex/diners.
- Final numbers for catering must be confirmed 14 days prior to the function date, and unfortunately no reduction in numbers will be accepted.

##### *Room Restrictions:-*

- We require a credit card guarantee 14 days prior to your function date as security against any damages that may incur. You are 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. some functions may require security at an additional charge.
- We do not allow live music including DJ's, however for private functions; you are welcome to make use of the in-house i-pod stereo system.
- Table decorations may be used for private functions, nothing is to be affixed to the walls/windows and no confetti or glitter is permitted.
- Smoking is only permitted on the outdoor balcony when lounge doors are closed.
- 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.

##### *Other:-*

- If due to circumstances beyond our control your function is cancelled, we will fully refund all monies received and endeavour to assist you in finding an alternative venue.
- We have the right to refuse entry and service of alcohol to intoxicated patrons.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOOD**

**CANAPES**

- selection of 6 (\$19.50 per person)
- selection of 8 (\$24.50 per person)
- selection of 10 (\$29.50 per person)

Number of people \_\_\_\_\_

**CANAPE ORDER**

Please select 6, 8 or 10 choices

- thai chicken sausage rolls
- prawn spring rolls
- mushroom & boconcini arancini balls
- assorted sushi with wasabi soy
- cajun chicken skewers
- smoked trout spoons with citrus dressing
- salt & pepper spiced calamari with lime aioli
- tempura king prawns with wasabi mayo
- pumpkin, sage & fetta stuffed mushrooms
- dolmades with tzatziki
- falafels
- beef & burgundy vol au vents
- bagel crisps topped with aioli & chorizo
- assorted sweet canapes

**MINI MEALS** (\$6.50 per serve)

- |                          |                                     |                  |       |
|--------------------------|-------------------------------------|------------------|-------|
| <input type="checkbox"/> | salt & pepper calamari & chip boxes | number of serves | _____ |
| <input type="checkbox"/> | chicken & mushroom risotto bowls    | number of serves | _____ |
| <input type="checkbox"/> | fish & chip boxes                   | number of serves | _____ |
| <input type="checkbox"/> | mini beef burgers                   | number of serves | _____ |
| <input type="checkbox"/> | mini vegie burger                   | number of serves | _____ |

**SHARED MENU** (\$39.50 per person)  
Number of people \_\_\_\_\_

**SET MENU** Standard  
 2 course (\$42.50 per person)  
 3 course (\$47.00 per person)  
Number of people \_\_\_\_\_

**Selection of 2 Entrees & 2 Main Meals Options:**

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Premium  
 2 course (\$45.00 per person)  
 3 course (\$49.50 per person)  
Number of people \_\_\_\_\_

**Selection of 2 Entrees & 3 Main Meals Options:**

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

**BREAKFAST** (\$19.00 per person)  
Number of people \_\_\_\_\_

**BEVERAGES**        **ON CONSUMPTION BAR TAB – to include:**

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\$ Limit \_\_\_\_\_

   **PAY AS YOU GO DRINKS**

   **UNLIMITED BAR TAB**

**Standard**

   5 hour (\$32.00 per person)

Number of people \_\_\_\_\_

**Wine Upgrade**

   additional \$6.00 per person

**Upgrade Choices:**

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**Cocktail on Arrival**

   Cosmopolitan

   Black Orchid

   Mango Collins

   Berry Mocktail

   Tropical Mocktail

Number of cocktails \_\_\_\_\_

**ADDITIONAL SERVICES:**

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