



## MONASH HOTEL

Thank you for expressing your interest in the Monash Hotel for your Function.

Our function room has a number of wonderful facilities such as pool tables, televisions, jukebox system, staging area for bands/DJs, and a heated, licensed smoking area for your convenience.

We can host a number of different types of functions, such as birthday parties, work breakups, engagement parties, hens nights etc.

If you have any other enquiries about our function room please feel free to contact us

**Telephone:** (03) 9544 8011

**Fax:** (03) 9544 8409

**Email:** [monash.hotel@alhgroup.com.au](mailto:monash.hotel@alhgroup.com.au)

**Website:** [www.monashhotel.com.au](http://www.monashhotel.com.au)

# Terms and Conditions

## Confirmation and Deposit

Confirmation of your booking is required with the signed Terms and Conditions, together with a \$200.00 deposit within 7 days of the original reservation otherwise; the Monash Hotel reserves the right to make available any tentative booking not confirmed during this period.

## Bond

A bond of \$300.00 will be required for any function booked at The Monash Hotel. This bond will be required 7 days prior to the function and will cover any damages as stated in the "Damages" section below. The bond will be refunded in full 24 hours after the event provided there are no damages sustained to The Monash Hotel.

## Confirmation of attendance

Final numbers and menu selections will be required 7 Days prior to the function.

## Payment

Full payment is required 7 Days prior to the function. Where beverages are charged on consumption, the beverage account is to be settled at the conclusion of the function and may be paid by cash, credit card or eftpos.

## Cancellation

In the event of function cancellation, the following fees will apply:  
More than 30 days notice deposit will be refunded, less \$50.00 booking fee.  
29-8 days notice 75% of total estimated value of event.  
Less than 7 days notice 100% of total estimated value of event.

## Price Variations

Every endeavour is made to maintain our prices as originally quoted to; however, they are subject to change. Should any increases occur, we will notify you immediately.

## GST

The prices quoted are inclusive of the goods and services tax.

## BYO Policy

No food or beverage of any kind will be permitted to be brought into The Monash Hotel by the organiser with the exception of Celebration Cakes. With expressed permission of The Monash Hotel.

## Content of Event

If The Monash Hotel has reason to believe that any event/function will affect the smooth running of The Monash Hotel's business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

## Damages & Cleaning

Organisers are financially responsible for any damages sustained to The Monash Hotel by the organiser, organiser's guests, invitees of other persons attending the function, whether in the function room or any part of The Monash Hotel. The Client or their guests may incur cleaning expenses in the event of negligent behaviour, which results in wilful litter being left.

## Signage

Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of building. Signage in The Monash Hotel public areas is to be kept to a minimum and must be approved by the Venue or Functions Manager prior to event.

## Insurance

Whilst the staff of The Monash Hotel will take every care with security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during and after the function. We recommend organisers should arrange their own insurance and security.

## Patron Behaviour

It is required that the organiser and guests will conduct the function and themselves in an orderly manner in full compliance with The Monash Hotel's In House Policy. Minors are not permitted in the function room unless in presence of parent or legal guardian. Management reserves the right to exclude or eject any or all objectionable persons from the premises without liability. At our discretion extra security will be required at a cost to the organiser.

I, (Name) \_\_\_\_\_ have read and understand these Terms & Conditions.

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Function Booking Application Form

Type of Function:

Room:

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Contact Person:

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Telephone:

Mobile:

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Email:

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Date Req:

Time Start

Time Finish

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Approximate Number of Guests Attending:

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Number of Platters:

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Food Selections:

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Entertainment:

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Notes:

- A \$200 deposit is required to secure your Function Booking, to accompany this form.
- I acknowledge and accept having read and understood the above information, and have retained a copy for my information. I further comply with all aspects of such conditions on application form.

Name:

Date:

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Signature:

# Room Hire & Deposits

## Room Hire

The function room is free to hire on the basis of a minimum number of guests and a minimum amount of catering.

### Half of Dooleys Bar (5 hours)

Available any day/night

Minimum 40 guests

### Dooleys Full Bar (5 hours)

Available any day/night excluding Saturday Nights

Minimum 100 guests

### Breakfast/Dinner Functions

Available any day/night

Minimum 20 guests

## Deposits

A deposit of \$200.00 is required to confirm your function. This amount will be subtracted from the total bill at the end of your function provided there has been no damage to the amenities. The total food bill is to be paid seven days prior to the function. Should you cancel your function; the deposit will not be refunded unless seven days notice is given.

## Beverage

All drinks are charged on consumption basis with a choice of a bar tab for your guests exclusively or they can purchase drinks over the bar.

Tea & Coffee is available upon request; this must be confirmed when paying the food component of your function.

## Miscellaneous Services/Equipment

DJ Hire	\$350.00
Jukebox Hire	\$200.00
Overhead Projector and Screen	\$30.00

# Cocktail Functions

## Platters

Catered to feed approximately 10 people

**Potato Platter \$30.00ea**

Wedges  
Hash Browns  
Potato Cakes

**Sandwich Platter \$50.00ea**

Assorted Sandwiches

**Pita Wraps \$55.00ea**

Assorted Wraps

**Savoury Platter \$55.00ea**

Party Pies  
Party Sausage Rolls  
Spring Rolls  
Vegetarian Samosas  
Mini Dim Sims

**Meatball Platter \$60.00ea**

BBQ meatballs  
Oriental Chicken Meatballs

**Chicken Platter \$65.00ea**

Sweet chilli chicken wing dings  
Satay Chicken Skewers

**Gourmet Savouries Platter \$65.00ea**

Mini Quiches  
Spinach & Fetta Parcels  
Gourmet Pies

**Seafood Platter \$70.00ea**

Fish Bites  
Calamari Rings  
Prawn Cutlets

**Antipasto Platter \$70.00ea**

Cold Meat  
Assorted Cheeses  
Assorted Breads

**Sushi \$75.00ea**

Assorted Sushi Pieces  
Vegetarian Option

*Hot food is brought out for a two hour period, cold food platters can be brought out anytime up to the end of your function.*

# Breakfast Functions

**Minimum of 20 guests  
Available until 10:30am**

## **Continental Breakfast** **\$9.90pp**

Variety of Cereals  
Toast with Relevant Spreads  
Assorted Fruits  
Tea, Coffee and Orange Juice

## **Hot Breakfast** **\$14.90pp**

Bacon  
Tomatoes  
Hash Browns  
Mushrooms  
Scrambled Eggs  
Sausages  
Toast  
Tea, Coffee and Orange Juice

## **Mixed Breakfast** **\$19.90pp**

Includes continental breakfast station and hot breakfast with tea, coffee and orange juice

# Dinner Functions

Available during bistro hours  
Minimum 20 guests  
50/50 service

<b>1 Course</b>	<b>\$19.90pp</b>
<b>2 Courses</b>	<b>\$24.90pp</b>
<b>3 Courses</b>	<b>\$29.90pp</b>

## **Entrée Selections (2)**

Homemade soup  
Selection of Dips  
Herb and Cheese Bread  
Garlic Bread

## **Main Selections (2)**

Chicken Parmigiana with chips and salad  
Roast Beef, Lamb or Pork with roasted potato  
and vegetables  
Traditional Battered Fish and Chips with salad  
Spaghetti Bolognese with parmesan cheese

## **Dessert Selections (2)**

Sticky Date Pudding with ice cream  
Mini Pavlova with passionfruit pulp  
Apple Strudel with whipped cream  
Fruit Salad with whipped cream

*Any dietary requirements should be requested at least  
one week prior to function*