

Chelsea Heights Hotel Function Room Pack

The Chelsea Heights Hotel has a fantastic selection of function rooms on offer . With modern décor, friendly staff and delicious food, our function rooms can cater for almost any occasion - engagements, birthday celebrations, Christmas Parties or corporate functions*.

We can cater for Breakfast, Lunch, Dinner or Cocktail functions.

Located at the gateway to the Peninsula, our venue offers a central position for the southern and south eastern corridors along with ample parking, making us the perfect choice for your next function.

Our broad range of menu selections enables you to choose the perfect menu for your special occasion. We can also tailor a complete package to suit your specific needs.

We can also assist you with any DJ's, Juke boxes or Karaoke machines that you may require for your function. These products/services can be hired at a very reasonable cost. Also we can arrange extra decorations for table centrepieces or floor decorations to ensure the room looks amazing

Should you have any special requests regarding menus, dietary needs, or even decorations, please contact us to discuss these requirements on 9773 4453

We look forward to working with you to help plan the perfect event.

Please note, all pricing includes 10% G.S.T.. Pricing and item range is subject to change.

*Conditions apply, see terms and conditions page for more information.



FUNCTION ROOM

The Function room is ideal for all occasions, whether it be Parties, Christenings, Engagements, Corporate Functions or work break up's. We can cater for your needs, with its ambient lighting creating soft moods and its curved ceiling it makes for a great atmosphere when holding your special occasion.

Function Details included:

Room Hire: \$300

5 Hour Duration

Room Capacity: 130 cocktail, 80 sit down

Food available: cocktail or sit down

Available 7 days a week

(subject to availability)

Please read terms and conditions.

The **Function** package costs \$300 and includes:

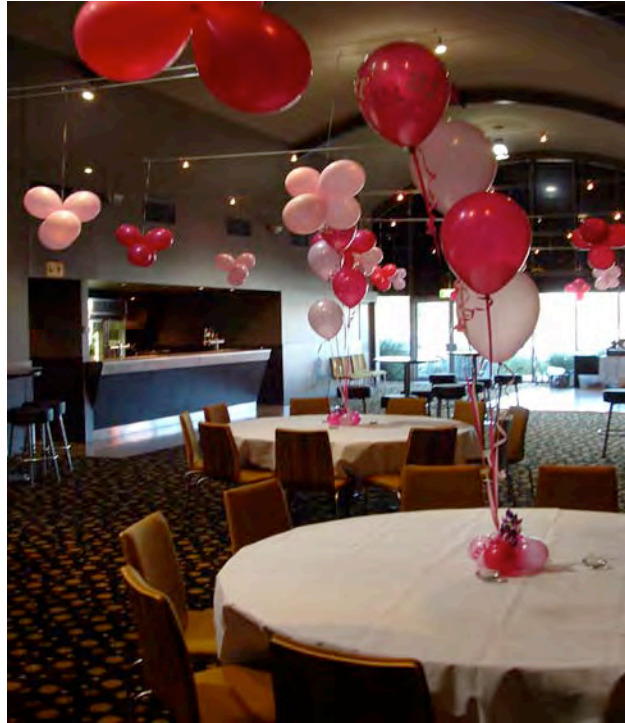
Tea & Coffee Station

Staffing

Security (conditions apply)

Linen

Cleaning



MEZZANINE BAR

With it's seclusion from the main area, you are able to have the privacy you require for your function but still be part of the Bistrot atmosphere.* The Mezzanine Bar is also perfect for those looking for an informal area for corporate functions .The Mezzanine Bar is situated at the top of the Bistrot.

Function Details Include:

Room Hire: \$150.00

5 hour duration

Room Capacity: 70

Available 7 days a week

Subject to availability.

Please read terms and conditions.

The Mezzanine Package costs \$150 and includes:

Cleaning

Linen

Bar Staff

* Our House Policy is no children under the age of 10 years may attend functions on the mezzanine level.

NIGHTCLUB

The 'Nightclub' is the ideal for large Community Events, Christmas Parties, Trivia Nights or Fundraising activities, this room has everything you could ask for. With its a massive private bar, stage and dance floor this room can cater for everybody's needs. It also has its a private VIP room for your exclusive use. With all this and more including DJ booth and lighting, The 'Nightclub' has everything you need and more to make your next big event a huge success. The 'Nightclub' is situated at the back of the Chelsea Heights Hotel with ample parking available.

Function Details included:

Room Hire: \$1000.00

5 hour duration

Room Capacity: 800 cocktail, 300 sit down

Available 6 days a week (subject to availability)

Please read terms and conditions.

The Nightclub Package* costs include:

Staffing

Security

Linen

Cleaning

The nightclub can be used for either cocktail, sit down or buffet* style celebrations. The room holds 800 guests for cocktail, 300 guests sit down/buffet.

COCKTAIL MENU

Listed below are the packages to make your selections for a cocktail style function. If there is anything on the menu that you are unsure of, or if you have specific dietary requirements please contact our function co-ordinator and we will do our best to assist.

SILVER PACKAGE: \$19 per person

BRONZE PACKAGE: \$17 per person

SILVER PACKAGE: (select 6)

- Party Pies
- Sausage Rolls
- Marinated Meat Balls
- Satay Chicken Skewers
- Spinach & Ricotta Triangles (v)
- Chicken & Garlic Balls
- Bruschetta
- Crumbed Calamari Wings
- Prawn Twisters

BRONZE PACKAGE: (select 5)

- Party Pies
- Sausage Rolls
- Mini Pasties
- Mini Quiches
- Mini Spring Rolls (v)
- Mini Dim Sims
- Samosas (v)
- Marinated Meat Balls

N.B. items can be changed if dietary requirements apply.

ADDITIONS

This menu is in conjunction with the cocktail menu. For an extra \$8.00 per head you can choose two of the following menu items:

Smoked Salmon Bruschetta
House made Spicy Beef Skewers
Oyster Kilpatrick
Wild Prawn Spring Rolls

DIP PLATTER:	\$30
ANTIPASTO:	\$80
CHEESE PLATTER	\$65
NACHOS:	\$25
SUSHI PLATTER	\$60

The above platters will served approximately 10 guests.

SIT DOWN MENU

Our sit down menus include a variety of selections; we pride ourselves on the quality, quantity and presentation on all our dishes that will be served during your special occasion. We offer a range of courses to suit everybody's needs.

2 Courses: \$35 per person
3 Courses: \$40 per person 4 Courses: \$45 per person

STARTERS: (select 2)

(All items will be served and placed in centre of each table to be shared among 10 guests; this option is only available with 4 course selection)

Marinated olives: warmed marinated local olives with fetta and crusty bread

Antipasti: selection of cured meats, mushrooms, grilled seasonal vegetables and bread

Dip Platter: selection of three dips served with various breads

ENTRÉE: (select 2)

Thai Pumpkin Soup

Chorizo and baby spinach roesti served with wild rocket

Smoked salmon with mesclun salad, roasted cherry tomatoes, cucumber and citrus dressing

Wild mushroom risotto tossed with green peas and fresh herbs

Oysters served naked with lemon wedges

MAINS: (select 2)

Oven roasted whole sirloin with a seeded mustard, rosemary and garlic rub served on garlic mash and green beans drizzled with a red wine jus

Chicken Breast stuffed with sundried tomato, baby spinach and soft cheese, oven baked with rocket and cherry tomato salad

Atlantic salmon fillet oven baked with lemon and parsley sauce served on roasted vegetables and wilted spinach

Slow roasted pork belly served on garlic and chive mash, wilted greens and fire roasted capsicum – drizzled with apple and port reduction

DESSERTS: (select 2)

Sticky date pudding served with butterscotch sauce and cream

Vanilla bean panna cotta with seasonal sugared berries

Chocolate mousse cups served with vanilla cream and champagne strawberries

Mixed Berry Cheesecake

Lemon Meringue Tart

All courses are served alternately to the table.

Please note: if you wish to serve your own cake (birthday cakes etc. *) \$1 per head applicable.

BOOKING CONFIRMATION FORM

Please Print Clearly

Contact Information:

Name: _____

Address: _____

Home Telephone: (____) _____

Mobile: _____

Email: _____

Function Information:

Date of Function: ____/____/201

Guests attending: _____ people

Time required: _____ am/pm to _____ am/pm

Type of Function _____

Please circle: Function Room Mezzanine Nightclub

Deposit Information:

Deposit of \$ _____.00 must accompany this form.

Payment please circle Cash MasterCard Visa Amex EFT

Card Details: _____

Expiry Date: ____/____

*Bookings are considered tentative until receipt of deposit and signed confirmation forms are received.

Confirmation of the number of guests attending is required no less than 7 days prior to the date of the function stated above.

Confirmation of menu requirements and payment is required no less than 7 days prior to the date of the function stated above.

By signing this form, you acknowledge you have read and understand the terms & conditions.

Sign: _____ Date: ____/____/201

TERMS AND CONDITIONS

CONFIRMATION AND DEPOSIT

Confirmation of your booking is required with the signed Terms and Conditions in writing together with the minimum deposit as stipulated below, within 7 days of the original reservation; otherwise The Chelsea Heights Hotel reserves the right to make available any tentative booking not confirmed during this period.

Function Room Hire: \$ 300.00

Mezzanine Hire: \$150.00

Nightclub Hire: \$500.00

ROOM HIRE

Included in the room hire charge is, the use of our function room for a five hour duration with staff and security, a tea & coffee station, table linen, glassware, crockery and cleaning, plus balloon clusters in the colour of your choice. Please note that a surcharge applies on public holidays and Sundays. Chelsea Heights will not offer any rooms/bars for birthday parties under 21st.

BOND

A bond of \$ 300 will be required for any 21st or sporting club function booked at The Chelsea Heights 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 within 24 hours after the event provided there are no damages sustained to The Chelsea Heights Hotel.

CONFIRMATION OF ATTENDANCE

Final numbers will be required 7 days prior to your event.

CATERING REQUIREMENTS

Menu selections will be required 7 days prior to your event, unless previously stipulated by Management. Should selections not be advised at this point your menu selection can not be guaranteed to be available. It is required that the organiser of the function caters for a minimum of 50 people.

PAYMENT

Full payment is required for confirmed numbers 7 days prior to the function. Where beverages are charged on consumption, before your account will commence we will require either the full amount in cash, or a credit card handed over the bar, then your beverage account is to be settled at the conclusion of the function. All payments can be made by, Cash, Credit Card or EFTPOS.

CANCELLATION

Should you cancel your function 60 days prior to the function date any monies paid will be refunded. Should your function be cancelled within 60 days of the function date you will forfeit your deposit.

PRICE VARIATIONS

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

BYO POLICY

No food or beverage of any kind will be permitted to be brought into The Chelsea Heights Hotel for consumption at the function by the organiser with the exception of Engagement Cakes, Birthday Cakes etc. without the express permission of The Chelsea Heights Hotel.

Hirer to initial page _____

CONTENT OF EVENT

If The Chelsea Heights Hotel has reason to believe that any event/function will affect the smooth running of The Chelsea Heights Hotel' 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 damage sustained to The Chelsea Heights Hotel by the organiser, organiser's guests, invitees or other persons attending the function, whether in the function room or any part of The Chelsea Heights Hotel. The client or their guests may incur extra 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 the building. Signage in The Chelsea Heights Hotel public areas are to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

INSURANCE

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

CHILDREN

Children under the age of 18 are welcome to attend all private functions providing they're accompanied by a responsible legal parent or guardian. Children under the age of 18 must not consume alcohol while at any function. Any person/s that is under the age of 18 without a legal parent or guardian is welcome to attend functions however they will not be permitted to stay on the premise after 9pm.

ENTERTAINMENT

The Chelsea heights Hotel can organise with a reliable agency for the arrangements of Jukeboxes, DJs or karaoke Systems, with any entertainment organised through the Hotel all payments are to be made 7 days prior to the function. Under no circumstances is outside entertainment allowed such as strippers, telegrams etc. On request, we can organise any additional services such as balloons for a very reasonable price.

DURATION

All Functions (excluding Mezzanine) duration times are 5 hours unless previously discussed with Management. Latest finish time is 1am. Extra time may be available upon request being charged at \$100 per half an hour.

BARS & ALOCHOL

All bars will close 30 minutes before the function is scheduled to conclude. Persons between the ages of 18-24 must wear a wristband provided by the Hotel enabling staff to adhere to the responsible serving of alcohol guidelines. The Chelsea Heights Hotel encourages the responsible consumption of alcohol at all times. Intoxication will not be tolerated and any person/s seen to be intoxicated will be asked to remove themselves from the premise.

UNFORSEEN CIRCUMSTANCES

In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Chelsea Heights Hotel or management will not be held liable.

I (Name) _____ have read & understand these terms and conditions.

SIGN _____ Date ____/____/201