



BLG

# *Function Portfolio*

Corporate and Family Events



## *About the venue*

BWG Steakhouse is a unique heritage listed venue located on Heathcote Reserve. Our venue boasts glorious views of the Perth city skyline and the Swan River. With its close proximity to Perth, just 10 minutes' drive from the Perth CBD and Fremantle it is the ideal spot for hosting a variety of different corporate and family events. Since opening in 2003, we have been catering for functions of all sizes from the small intimate lunches, to large banquet dinners and beautiful deluxe cocktail parties and are dedicated to creating your perfect event.

# Capacities

ROOM	SEATED	PRESENTATION	COCKTAIL
The Bluewater Room	100 guests	Open faced (oval tables) 72 guests	150 guests
The Private Wine Room	BOARDROOM TABLE 22	Open faced (boardroom table) presentation 16 guests	100 guests (utilising the veranda)
	BANQUET 40	Open faced tables (4 x oval tables) 32 guests	
The Private Dining Room	18 one table 22 two tables	Open faced (boardroom table) presentation 12 guests	40 guests (utilising the veranda)
Marquee situated outside Function Centre grounds (on application)	250 guests	-	400 guests

DURATIONS AND CONCLUSION TIMES		
TYPE OF FUNCTION	DURATION	LATEST CONCLUSION TIME
Breakfast	2 hours	11am
Lunch	3 hours	4pm
Dinner	5 hours	12am
All Day Seminar	8 hours	5pm
Half Day Seminar	4 hours	12pm or 5pm

Staffing and setup charges & minimum food and beverage spends apply to all bookings, please discuss with your coordinator.

Duration times can be longer, please discuss with your coordinator for additional charges.

The Private Dining Room



The Bluewater Room



The Private Wine Room



# Room Options

## The Bluewater Room

The Bluewater Function Room has a big bay window with original windows and an enclosed glass veranda showcasing the beautiful panoramic city views. With heritage brick features and timber furnishings, the venue offers a rustic yet contemporary feel.

## The Private Wine Room

This exclusive room boasts its own balcony overlooking the gardens and river with views stretching out towards the city. This rustic yet quaint room has kept its historic charm with the wooden floorboards, fireplace and French doors yet feels at the same time very modern, with contemporary wine racks and furnishings.

## The Private Dining Room

For more intimate events, Private Dining Room is the perfect venue, featuring its own small terrace area, and superb views through its timber windows.

## Pre Function Spaces

Are you looking to take your event to the next level? Would you like your guests to enjoy pre-function beverages in a private space? We have a variety of exclusive pre-function spaces, ranging from courtyards, to terraces or even the Heathcote Gallery, available to suit your individual needs – speak to your coordinator to find the most suitable for your event.





# *Breakfast*

*\$38 per person weekdays  
\$40 per person on weekends  
(Minimum of 15 people)*

## **Set on the table**

Selection of orange, apple and pineapple juice  
Seasonal fresh fruit platter  
Natural yoghurt  
Selection of croissants and muffins  
Toast with butter, assorted jams  
Roast muesli  
Freshly brewed coffee and T2 tea

## **Hot Choices**

**(One pre-selected and served to the table)**

Eggs Florentine  
Eggs Benedict  
Scrambled eggs, gruyere cheese, roasted tomato and baguette  
Scrambled eggs with chives, bacon and fetta hash brown  
Mushrooms on toast with beans and chorizo sausage, poached egg  
Homemade baked beans, poached eggs and toasted sour dough  
Spinach and fetta tart, rocket salad  
Pancakes with berries, maple syrup and double cream

# Morning & Afternoon Tea

*Pricing is per person per session*

Freshly brewed coffee and T2 tea served with two selected items - \$14.00

Additional morning and afternoon tea items are available at a supplement charge of \$5.00 per item

Chocolate fudge mini cakes  
Strawberry tartlets  
Assorted muffins  
Lemon meringue tartlets  
Warm banana bread with whipped butter  
Warm blueberry friands  
Flourless orange and raspberry cake (g)  
Carrot cake (g)  
Scones with strawberry jam and cream  
Churros with chocolate sauce  
Bacon and pineapple calzone  
Potato and pea curry puff with kasundi and yoghurt (v)  
Miniature pies with spicy tomato relish

## **Additional sweet items \$5.00 per person**

Carrot and walnut cake  
Macaroon selection  
Citrus and mango cake  
Chocolate Florentine

English spinach and cheese filo pies (v)  
Tomato, herb and cheese pinwheels (2 per person) (v)  
Ham, tomato and cheese toasties  
Goats cheese and smoked salmon quiche  
Ham and cheese croissants  
Finger sandwiches (chicken and avocado, smoked salmon and cucumber, goats cheese and red onion)  
Spinach and fetta tartlets (v)  
Assorted spicy pastizzi (Maltese pastry) (chicken, lamb or vegetable)  
Vegetable calzone (v)  
Gruyere cheese and leek quiche (v)  
Hot bacon and egg pies

## **Signature items \$10.00 per person**

Roast sirloin, pepper sauce  
Herbed crumbed chicken, melted mozzarella  
Roast pork belly, pak choy, coconut rice and naam jim  
Braised beef cheek panzotti, lentil and spinach  
Dukkah spiced salmon, raisin cous cous and harissa butter  
Massaman chicken and potato curry  
Sautéed tiger prawns, green Thai curry and jasmine rice  
Grilled salmon, assorted mushrooms and lemon olive oil

# All Day Seminar Packages

*\$75 per person (minimum 10 guests)*

## Arrival

Coffee and tea

Fresh fruit basket in the room

### Menu 1

#### MORNING TEA

Coffee and tea

(Choice of two items from the morning tea selection page 6)

#### LUNCH

Southern fried chicken and coleslaw  
Goats cheese and red onion tart  
Slow roast lamb shoulder with thyme sweet potato

#### Salads

Cherry tomato, cucumber and leaf greens  
Roast pumpkin, pine nut and semi dried tomato  
Broccoli, almond and sweet mustard dressing

Fresh fruit platter

Selection of cheeses with fruit bread and crackers

### Menu 2

#### MORNING TEA

Coffee and tea

(Choice of two items from the morning tea selection page 6)

#### LUNCH

Crispy skinned salmon, herbed potato, citrus butter  
Butter chicken, basmati rice & cucumber yoghurt  
Potato gnocchi with tomato and basil sauce

#### Salads

Caesar salad  
Apple, celery, red onion and walnut mayonnaise  
Tofu, green bean and sesame dressing

Fresh fruit platter

Selection of cheeses with fruit bread and crackers

### Menu 3

#### MORNING TEA

Coffee and tea

(Choice of two items from the morning tea selection page 6)

#### LUNCH

Salt & pepper squid, mint & bean sprout salad naam jim  
Eggplant and bocconcini ravioli basil pesto  
Chicken & chorizo roulade, grilled ciabatta, romesco

#### Salads

Cous cous, orange and date and coriander  
Rocket, roast beetroot and hazelnut vinaigrette  
Risoni pasta, green peas and fetta

Fresh fruit platter

Selection of cheeses with fruit bread and crackers

## Afternoon tea and coffee

Served with assorted biscuits

Additional morning and afternoon tea items are available at a supplement charge of \$5 per item

# Cocktail Functions

*\$50 per person (minimum 2 hours)*

## Canape Menu

### *COLD CANAPÉ SEASONAL SELECTION*

Smoked salmon on corn pikelet with dill crème fraiche  
Roast beef with horseradish mayonnaise, toasted brioche  
Chicken san choy bao (g)  
Wild mushroom crostini, cherry tomato  
Hamaki sushi with soy and pickled ginger (mixed) (g)

### *HOT CANAPÉ SEASONAL SELECTION*

Tempura Snapper with wasabi mayonnaise  
Chorizo pizzette with oregano and bocconcini (v)  
Spiced tomato arancini with garlic aioli (v)  
Satay beef skewers (n)  
Ricotta and Spinach pastizzi



## Additional Signature Canapés - \$5.50 per item

Kingfish ceviche with green chilli and saffron (g)  
Oysters with shallot vinaigrette  
Dukkah spiced salmon skewers with harissa aioli  
Herb crumbed whiting with soft herb aioli  
Chickpea falafel with tzatziki and green chilli (v)  
Moroccan spiced eggplant and zucchini pizzas with yoghurt cheese  
Szechuan roast beef with black rice  
Tiger prawns and spring onion potato cakes with lime mayonnaise  
Cumin fried snapper with baby cos and chipotle salsa

## Substantial Items - \$10.00 per item

Mini Wagyu burgers with iceberg, lettuce, onion and dijon mustard  
Goats cheese and rocket tortellini, herb cream  
Slow roast lamb shoulder, thyme roasted sweet potato  
Soft shell crab with cracked black pepper and coconut  
Southern fried chicken, coleslaw smoked paprika aioli  
Chickpea falafel, cucumber and radish salad, mint yoghurt  
Crispy fried barramundi, eggplant masala, and coriander yoghurt  
Crispy pork belly with pickled red cabbage, chilli caramel  
Beef cheek ravioli, mushroom and pancetta



# *Deluxe Cocktail Menu*

*\$100 per person (minimum 60 guests)  
Additional items available at \$6.50 per item*

Our deluxe cocktail menu offers your guests an assortment of canapés passed around and a selection of food stations, some manned by a chef to offer an interactive dining experience. This is a perfect option for cocktail events for 4 hours and over and is guaranteed to offer a wide selection to cater for all dietary requirements.

The food stations are designed to open at varied times throughout the event.

## **CANAPÉS**

A selection of 8 canapé items – 3 Cold Items, 3 Hot Items & 2 Substantial Items

## **FOOD STATIONS**

3 food stations (please select from the next page)



# Food Stations

## BURGER STATION

Homemade beef burgers  
Sliced cheddar  
Pickled beetroot, tomato, lettuce,  
gherkins  
Toasted brioche buns  
Tomato and barbeque sauce,  
mayonnaise

## ANTIPASTO/SALAD STATION

Selection of meats, terrine,  
pickled vegetables, cheeses,  
olives and breads

## ASIAN STATION

Crispy squid with chilli and bean  
sprout salad  
Pork steam buns  
Stir fry noodles with tofu  
Thai green chicken curry, coconut rice  
Sauces - ABC sweet soya  
Sriracha chilli sauce

## CARVERY STATION

Roast beef fillet, lamb leg and  
peppered kangaroo  
Caramelised onions, gravy,  
mustards and relishes  
White, wholemeal and  
sourdough rolls

## OYSTER STATION

Freshly shucked oysters with  
condiments  
Oysters kilpatrick  
Bloody mary shooters  
Shallot vinaigrette  
Tomato salsa  
Lemon and lime wedges  
Tabasco  
Cracked black pepper

## DESSERT STATION

Caffeinos of vanilla bean brûlée  
Strawberries with rosewater syrup  
Belgian chocolate mousse tartlets  
Mini ice creams (passed around)  
Farmhouse cheese board with  
water crackers and fruit bread

## INDIAN STATION

Butter chicken with basmati rice  
Mushroom curry and Alu bhaji  
Pappadums  
Naan bread  
Cucumber riata  
Tomato kasundi

# *Lunch and Dinner Packages*

## *Lunch Package*

*\$55 per person (based on a 3 hour function)*

Inclusive of;

2 course set menu – inclusive of plunger coffee, tea and chocolates

Choice of Turkish bread or rolls with butter on the table

One entrée, one main (or one main and one dessert),

Seasonal vegetables and salad included

## *Dinner Package*

*\$80 per person (based on a 5 hour function)*

Inclusive of;

Chefs choice of canapes on arrival

3 course set menu – inclusive of plunger coffee, tea and chocolates

Choice of Turkish bread or rolls with butter on the table

One entrée, one main, one dessert

Seasonal vegetables and salad included

**Please choose your menu to cater for the majority of your guests.**

**Special dietary requirements can be catered for separately.**

**Once we have a list of all your special dietary requirements, our chef will cater for those requirements individually.**

*Additional entrée \$9 per person*

*Additional main \$12 per person*

*Additional dessert \$9 per person*



# Lunch and Dinner Menu Items

## ENTREES

Chilled Fresh cooked king prawns, avocado, cucumber, saffron and shallot dressing (g)  
Tiger prawns with smoked eggplant, radish salad and spring onion yoghurt  
Seafood plate; oyster with lime, tuna with chardonnay shallots,  
Braised beef cheek panzotti with mushroom and gremolata  
Roast chicken with heirloom carrot, broccoli, currants, caramelised onion and pine nuts  
Szechuan duck with mushroom sauté and green onion chilli caramel  
Minestrone with pancetta and gruyere crouton (v)  
Roasted butternut pumpkin soup with chive cream (v)(g)  
Roast beetroot, baked pumpkin and Persian fetta and rocket (v)  
Braised lamb neck with confit tomatoes, shallots and Persian fetta (v)

## MAINS

### Fish

Grilled snapper fillet on potato mash, tomato salsa, frisee salad  
Seared salmon with pea puree and corn salsa  
Crispy skinned barramundi, harissa cauliflower, fried potato, citrus butter

### Poultry

Jerk chicken breast, kipfler potato, Swiss brown mushrooms and seeded mustard  
Duck confit and mushroom risotto  
Chicken confit with blistered corn cream coriander and lime

## MAINS CONT.

### Beef

Roast eye fillet and braised beef cheek with potato gratin and shiraz onion jus(g)  
Grilled eye fillet with skordalia, green bean, jus  
Grilled scotch fillet, grilled field mushrooms, duck fat chips with béarnaise sauce  
Roast lamb rump with creamy polenta, green olive, rainbow chard and lemon dressing  
Roast lamb cutlet braised lamb shank, slow roast tomato, pumpkin puree

### Pork

Pork sirloin, roast sweet potato, cinnamon apple and shallot jus  
Roast pork belly, kimchi, pineapple salsa

### Pasta

Gnocchi with grilled eggplant, zucchini and pesto  
Orrchiette with braised mushroom, romesco  
Risotto with fetta, leek and cherry tomatoes

## DESSERTS

Banana toffee pudding, butterscotch sauce vanilla bean ice cream  
Crème caramel with strawberries, brandy snap  
Vanilla bean brulee with champagne finger biscuit and butterscotch ice cream  
Fresh strawberries with vanilla bean ice cream and sesame wafer  
Chocolate mousse, raspberry coulis, hazelnut shortbread  
White chocolate and cherry parfait with pear anglaise  
Churros with cinnamon sugar and orange ice cream  
*Christmas Option – Christmas pudding with crème anglaise, vanilla ice cream and cranberry shortbread*

## Cheese Plates - \$9.50 per person

Cheese selection from Blue Cow Cheese with lavosh, fruit bread and muscatels



# *Degustation Menu*

*5 courses starting at \$100 + \$50 with matched wines*  
*7 courses starting at \$130 + \$70 with matched wines*

## **Looking for a unique dining experience at your event?**

Degustation is a culinary term meaning "a careful, appreciative tasting of various foods" which focuses on the senses and high culinary art.

Our degustation menus are designed and specifically tailored to your tastes, this five to seven course set meal can also be matched with wines by our sommelier.

Degustation menus are fantastic for the function centre and only suitable for functions of a maximum of 20 guests in the Private Wine Room and Private Dining Room.

If you have any dietary requirements, such as allergies, then please let your functions co-ordinator know.

Please speak to our Executive Chef on tailoring a menu to suit you and your guests.

# Beverage Packages

These packages have been designed for the function centre only. If you wish to go on a beverage package in the Private Wine Room or Private Dining Room please discuss with your coordinator. Changes and substitutions are not permitted.

## PACKAGE A PACKAGE C

Hardy's 'The Riddle' Sparking Brut, SA	Taltarni 'T-Series' Brut, SA
Hardy's 'The Riddle' Sauvignon Blanc, SA	Rockcliffe 'Quarram Rocks' Sauvignon Blanc Semillon, WA
Hardy's 'The Riddle' Chardonnay, SA	Rockcliffe 'Third Reef' Chardonnay, WA
Hardy's 'The Riddle' Cabernet Shiraz, SA	Rockcliffe 'Third Reef' Cabernet Sauvignon, WA
Hardy's 'The Riddle' Shiraz Cabernet, SA	Rockcliffe 'Quarram Rocks' Shiraz Cabernet, WA
Riverside Lager Draught	Riverside Lager Draught
Soft drinks, juice and iced tap water	Angus Pale Ale Draught
<i>On request: Hardy's 'The Riddle' Moscato, SA</i>	Little Creatures Rogers

## PACKAGE B

Parklife from Howard Park 'Methode Traditionelle' NV Sparkling

Parklife from Howard Park Chardonnay

Parklife from Howard Park Sauvignon Blanc Semillon

Parklife from Howard Park Cabernet Sauvignon Merlot

Parklife from Howard Park Shiraz

Riverside Lager Draught

Angus Pale Ale Draught

Little Creatures Rogers Amber Ale

Heineken Draught

Soft drinks, juice and iced tap water

## PREMIUM PACKAGE

Vasse Felix Blanc de Blanc Brut Ara

Vasse Felix Sauvignon Blanc Semillon

Vasse Felix 'Filius' Chardonnay

Vasse Felix 'Filius' Cabernet Merlot

Vasse Felix Shiraz

Riverside Lager Draught

Angus Pale Ale Draught

Little Creatures Rogers

Heineken Draught

Soft drinks, juice and iced tap water

## Bottled Beer Upgrades

Corona, Crown Lager, Beck's, Little Creature's Rogers

Package A & B

Add \$4 per person per hour

Package C & Premium

Add \$3 per person per hour

Cash bar on application only. Surcharge of \$350 to provide cash bar facilities.

## PRICES (per person)

	A	B	C	Premium
Two (2) Hours	\$28.00	\$34.00	\$42.00	\$58.00
Three (3) Hours	\$32.00	\$38.00	\$46.00	\$62.00
Four (4) Hours	\$37.00	\$43.00	\$51.00	\$67.00
Five (5) Hours	\$42.00	\$48.00	\$56.00	\$72.00
Six (6) Hours	\$48.00	\$54.00	\$62.00	\$78.00



# Beverages On Consumption

## White Wines

Bellarmino 'Select' Riesling	Pemberton, WA	\$50
Henschke 'Peggy's Hill' Riesling	Eden Valley, SA	\$55
S.C Pannell Pinot Grigio	Adelaide Hills, SA	\$60
Voyager Estate Chenin Blanc	Margaret River, WA	\$50
Brokenwood Semillon	Hunter Valley, NSW	\$55
Villa Maria 'Wairau Reserve' Sauvignon Blanc	Marlborough, NZ	\$55
Singlefile Semillon Sauvignon Blanc	Denmark, WA	\$55
Woodlands Chardonnay	Margaret River, WA	\$60
Forest Hill 'Estate' Chardonnay	Great Southern, WA	\$57

## Red Wines

Domaine A 'Stoney Vineyard' Pinot Noir	Coal River Valley, TAS	\$70
Derwent 'Lime Kiln Point' Pinot Noir	Granton, TAS	\$55
Smith & Hooper 'Reserve' Merlot	Wrattonbully, SA	\$58
Pulenta Estate Malbec	Mendoza, Argentina	\$80
Torbreck 'Cuvee Juveniles' GSM	Barossa Valley, SA	\$60
Mitolo 'Jester' Cabernet Sauvignon	McLaren Vale, SA	\$55
Cape Mentelle 'Trinders' Cabernet Merlot	Margaret River, WA	\$60
Langmeil 'Long Mile' Shiraz	Barossa Valley, SA	\$50
Elderton Shiraz	Barossa Valley, SA	\$64
Leeuwin Estate 'Art Series' Shiraz	Margaret River, WA	\$75

## Sparkling Wines

NV Chandon Brut	Yarra Valley, VIC	\$65
Bird in Hand Sparking Pinot Noir	Adelaide Hills, SA	\$65
Borgo Molino Extra Brut	Veneto, Italy	\$55

## Rose

Roger & Rufus Rose Barossa Valley, SA

## Bottled Beers

Cascade Premium Light	\$8.00
Little Creatures Rogers Amber Ale	\$8.00
Redback Original	\$10.00
Trumer Pils	\$10.00
Crown Lager	\$10.00
Beck's	\$10.00
Stella Artois	\$10.00
Asahi	\$10.00
Corona	\$10.00
Peroni	\$10.00
Peroni Leggera	\$9.00

## Draught Beers

Riverside Lager	\$9.00
Angus Pale Ale	\$9.00

## Non Alcoholic

Soft Drinks and Juices by the Glass	\$4.50
Soft Drinks and Juices by the Carafe	\$12.00
San Pellegrino Sparkling Water – 500ml	\$6.50
Acqua Panna Still Mineral Water- 500ml	\$6.50

## Spirits

House Spirits From \$9.50

If beverages are to be served on consumption, please select what you would like to be made available to your guests. We recommend selecting a maximum of 1 sparkling, 2 white, 2 reds and a selection of beers that will be served during the function.



# *Contact Us*



## **Corporate Events**

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Arnya Tait

**Group Sales & Business Development**

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# Terms and Conditions

## **Audio Visual**

We recommend the services of our professional AV provider Perth Audiovisual. Our dedicated team at Bluewater will be more than happy to discuss your needs and can be contacted on 9482 0125.

## **Cakes Provided by the Client**

A standard \$5 charge per person is applicable for garnishing cakes provided by the client and served as a dessert in place of the venue's dessert. However if your cake is to be served with coffee, the venue will cut and place on platters on each table at no cost.

## **Cancellation of a Confirmed Booking**

Written notice is required for cancellation of a confirmed booking. Cancellation after the deposit has been paid results in forfeiture of the deposit. Three (3) months to two (2) weeks' notice incurs 50% of the anticipated food/beverage account and venue hire. Up to fourteen (14) days' notice incurs 100% of the total anticipated food/beverage account.

## **Cancellation of a Tentative Booking**

Written notice is required.

## **Cleaning Fee**

A cleaning fee will apply if any guest is sick and causes extra cleaning.

## **Change of Dates**

A change of date is deemed as a cancellation. Please discuss with your Function Coordinator.

## **Changes in Numbers and Slippage**

Any decrease in numbers in excess of 20% with less than 30 days' notice to the event will incur a slippage charge. This is calculated at 80% of the cost per person of the reduced numbers.

## **Confirmation**

The booking is confirmed when we receive the deposit and signed terms and conditions. The venue will be under no obligation to proceed with the event if the deposit and signed terms and conditions have not been received.

## **Damage to Property**

The client is responsible for the conduct of the client's guests and indemnifies the restaurant for all costs, expenses, damage and loss caused by any act made by the client or the client's guests.

## **Deliveries**

All deliveries to the venue must be advised to the Function Coordinator prior and marked with the name and date of the function.

Whilst every effort will be made to assist in the movement of goods from the loading bay to the function room, assistance will be offered only if staff are available at that time.

## **Dietary Requirements**

**Fish** The venue will endeavour to supply the type of fish you prefer for your function, however fish is subject to availability.

**Nuts & Allergens** We advise that in the course of preparing food for consumption at BWG Steakhouse, we use ingredients and foods that may contain traces of substances that may cause an allergic reaction by guests consuming food at BWG Steakhouse. BWG Steakhouse can take no responsibility for guests who may be affected by the ingredients or traces of substances contained in products used to prepare food consumed at BWG Steakhouse. Whilst all care will be taken to avoid cross contamination, we would like to insist that you carry appropriate medical aides such as EpiPens or prescription drugs that will alleviate any reaction experienced from the consumption of foods containing allergens responsible for food reactions experienced by you at all times whilst on the premises. We would also advise that it would be beneficial if someone within your guest list also knows how to use the EpiPen should the unfortunate need arise. We will require the guest to sign a form prior to the event.

All other dietary needs should be advised to your Function Coordinator a minimum of three days prior to the event.

## **Display and Signage**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building. Signage in public areas is to be kept to a minimum and must be approved by the venue's management.

**Final Attendance Numbers** Minimum number of guests must be confirmed **three (3) working days prior to the function date** or the venue will cater on the last numbers advised. All final arrangements are to be confirmed 3 working days before the event by signing an event order. Numbers that increase on the actual day of the event will be charged a 25% surcharge plus the additional food/beverage cost. The venue cannot guarantee the same menu will be served and there will not be delays with the event.

## **Food and Beverage**

Confirmed food and beverages must be received a minimum of **three (3) weeks** prior to the function. Changes made within this period may incur additional charges.

## **Guest List/Seating Plan**

The venue will provide typed black and white menus for your function or reception. It's the client's responsibility to provide a clearly typed guest list and/or seating plan to be displayed for the event.



# Terms and Conditions Cont.

## **Hire of Catering Equipment, Damage and Loss**

We do not accept responsibility for damage to, or loss of, any client property left on the premises prior to, during or after a function (including hired equipment/goods). Clients are financially responsible for any damage to fittings, property or equipment by themselves, guests and outside contractors, prior to, during or after a function.

## **Insurance**

The venue's staff are always extremely careful when looking after guests belongings however accept no responsibility for the damage or loss of property left in the venue prior to, during or after a function. The onus to arrange insurance is on the client.

## **Menu and Details**

The menu must be chosen **three (3) weeks** prior to the event. Menus will be printed especially for the day with any additional titles added. If you are producing your own menus – these must be sent to your coordinator and signed off prior to printing.

## **Minimum Spend Requirements**

Will be quoted for each function, they are based on seasonality and other requirements – minimum spend is based on FOOD AND BEVERAGE ONLY.

## **Payment**

**Weddings & Family Events** - 50% of the anticipated food and beverage costs is due three (3) months prior to the function date and full payment is required fourteen (14) days prior to the function date, either by bank cheque or cash, unless other credit arrangements have been approved by the venue. If payment is not received the venue reserves the right not to proceed with the event.

**Corporate** - To maintain your booking, a minimum non-refundable deposit of \$500 or 20% of the estimated function charge, whichever is the greater, is required within two weeks (14 days) from the date the tentative booking is made. Deposit payments for bookings made within three months of the event date will be calculated at 70% of the estimated function charge. Full pre-payment will be required for events booked within four weeks of the event date.

A further payment of 50% of the estimated function charge is required three months (90 days) prior to the event. Final pre-payment of the event is required two weeks (14 days) prior to the event unless prior arrangements have been made, speak to your function co-ordinator. If payment is not received the venue reserves the right not to proceed with the event. Different deposits may apply during peak periods but your function co-ordinator will quote the required deposit. If prior approval has been received from the venue, corporate events may be invoiced for the balance after the event. All accounts not paid within 14 days will incur a 5% interest charge.

**Personal cheques** will not be accepted.

**EFT** (direct deposit) payments must be referenced in accordance to the tax invoice or the venue has the right to charge a bank/admin fee. The EFT payments must be received 14 (fourteen) days prior to your function for final payment, with a remittance advice emailed to the venue with inclusion of the reference number.

**All credit card** payments attract a 1% surcharge.

## **Pricing**

Prices are based on current and expected cost increases, any change in price will be advised within 120 days of your event. All prices are inclusive of GST. Prices quoted more than 12 months in advance may incur a CPI increase.

## **Reference Number**

Must be referenced for all payments, otherwise additional fees may be incurred.

## **Standard Function Timing**

Cocktails 2 hours, further charges and timings need to be discussed with your Function Coordinator.

Breakfast: 2 hours, latest possible finish time is 11am

All Day Seminar 8am- 5pm

Lunch: 3 hours, latest possible finish time is 4/4.30pm

Dinner: 5 hours, standard earliest start time is 6pm; finish times are subject to specific licence arrangements – please discuss with your Function Coordinator.

## **Staffing**

Per staff member per hour:

\$38.00 per hour Monday – Friday (7.00am – Midnight)

\$40.00 per hour Saturdays and after Midnight any day

\$40.00 per hour Sundays

Security staff are available for a minimum 2-hour call at \$62.00 per hour

\$11.00 per guest on a Public Holiday (min charge \$500)

\$4.00 per guests per hour after the standard function time

\$6.00 per guest after midnight Friday/Saturday/Sunday

(minimum \$400 charge, subject to licence arrangements)

Breakfast (2 hours), Lunch (3 hours), Dinner (5 hours),

All day Seminar (8am-5pm)

Audio Visual operators are available for your function, please ask your function coordinator for a quote.



# *Terms and Conditions Cont.*

## **Suppliers and Decorators**

The venue has no restrictions on suppliers however please advise your Function Coordinator of who is delivering, contact numbers and times of deliveries. The suppliers are responsible for pickup and delivery within the venue's guidelines.

## **Security**

For large events in The Function Centre, 18th and 21st events, outdoor events and during the festive season it is mandatory. Any events over 300 will also attract security charges. With other events please discuss with your Function Coordinator. Security is charged at approximately \$50 per hour per guard. There is a specific ratio of security staff to guests that will be arranged.

## **Temporary Structures**

Permission must be gained from the venue to erect any temporary structure within the venue's complex and its surrounds as a majority of the outside space is owned by City of Melville. Temporary structures are defined as "a building, tent, shelter, fence or other thing that is fixed to the land or to anything that is fixed to the land". Examples include dance floors, stages, fencing and umbrellas.

## **Tentative Booking**

Tentative bookings will be held for a period of two (2) weeks and may be cancelled automatically unless your deposit and signed terms and conditions have been received. Cancellations are required in writing.