



PASCOE VALE HOTEL

FOR YOUR NEXT CORPORATE EVENT OR PRIVATE FUNCTION



WELCOME TO THE PASCOE VALE HOTEL

We understand that every event is different and we will work with you to ensure yours is one to remember. Contact us today to start planning!
P: (03) 9375 9800 E: pascoevalehotelfunctions@alhgroup.com.au



PRIVATE FUNCTION ROOM - 'THE VALE'

Our private and versatile function room 'The Vale' can cater for corporate meetings, private dinners and cocktail parties. With plenty of natural light, projector & screen, microphone, bluetooth music connectivity, private bathrooms, on-site parking and flexible catering options, we are equipped to make your next event a success.

CAPACITIES:

50 guests theatre style
50 guests seated lunch / dinner
80 guests stand-up cocktail party

MINIMUM SPEND

\$500 Monday - Thursday
\$1,000 Friday - Sunday

ROOM HIRE FEE:

\$200 for a 5hr duration



OUTDOOR FUNCTION AREA

This private outdoor area is perfect for cocktail parties, family gatherings, birthdays and other special events. Providing full protection from the elements, the area offers fans and heaters, TV access, free wifi, complimentary on-site parking and flexible catering options.

CAPACITIES:

50 guests

MINIMUM SPEND

\$400 Monday - Thursday
\$800 Friday - Sunday

ROOM HIRE FEE:

\$200 for a 5hr duration

CATERING PLATTERS

SANDWICH PLATTER \$105

Assorted fillings, including vegetarian options

ANTIPASTO PLATTER \$115

Gourmet cheeses, cold meats, olives, grilled vegetables and crunchy bread

SEASONAL FRUIT PLATTER \$105

Chef's selection of assorted fruit

THE SWEET TOOTH PLATTER \$105

Chef's selection of assorted cakes and slices

GLUTEN FREE / VEGAN SANDWICH PLATTER \$65

Please advise of any dietary concerns prior to your event so we can cater accordingly. Each platter serves 8-10 guests.

THE PARTY PLATTER \$95

Meatballs, party pies and sausage rolls with tomato sauce

THE ASIAN PLATTER \$95

Mini dim sims, vegetable spring rolls and vegetable samosa with soy sauce (vegetarian)

THE SEAFOOD PLATTER \$125

Salt and pepper calamari, battered fish bites, prawn twisters, dipping sauces

GOURMET PLATTER \$135

Satay chicken skewers, chorizo skewers, teriyaki beef skewers and spiced lamb skewers with yogurt





2 OR 3 COURSE MENU

TWO COURSE \$42 | THREE COURSE \$49

MENU IS SERVED ON A 50 / 50 BASIS / MINIMUM 15 ADULTS

ENTRÉE - SELECT 2

Mushroom arancini, Napoli sauce, salad

Salt and pepper calamari, salad, aioli

Mozzarella sticks, salad, spicy aioli

Vegetable spring rolls served with salad, sweet chilli sauce

DESSERT - SELECT 2

Sticky date pudding, butterscotch sauce, vanilla ice-cream

Pavlova, cream, strawberries, mint

Apple pie, strawberries, cream

MAIN - SELECT 2

Fish and chips, salad, lemon, tartare

Chicken parmigiana or Chicken schnitzel, chips, salad

250g Grain fed rump steak served with chips and salad cooked to your preference (gluten free)

Chicken Wellington, chicken, mushrooms and bacon filling in pastry with chips salad and creamy mushroom sauce

Porcini mushroom risotto, garlic, onion, spinach, sundried tomatoes, white wine, parmesan (vegetarian and gluten free option)

KIDS MENU - 12 & UNDER

Main and dessert \$15

After something particular? Chat to us today about a custom designed menu to suit your requirements.



CORPORATE EVENTS

MINIMUM 10 GUESTS

ROOM HIRE FEE - \$200

INCLUSIONS:

Room hire for the duration of your event
Wifi
Whiteboard
Data projector and screen
Bluetooth music connection
Free onsite parking
Room set up for your preferred style

MORNING & AFTERNOON TEA SELECTIONS

Freshly baked scones with jam and cream - \$4.0 per person
Mini croissants with ham and cheese - \$4.50 per person
Assorted sweet danishes and mini muffins - \$5.50 per person
Assorted cakes and slices - \$4.50 per person
Gluten-free or vegan option - \$7.50 per person

LUNCH SELECTIONS

Chef's selection of sandwiches - \$9.00 per person (GF \$10 per person)
Fresh seasonal fruit platter - \$105 each
Chef's selection of hot finger food - \$95 per platter
Jugs of soft drink - POA
Jugs of orange juice - POA

ALL DAY DELEGATE PACKAGE - \$45 p/p

INCLUSIONS:

Room hire for the duration of your event
Self service tea and coffee station
Morning tea: ham and cheese croissants
Lunch: a selection of sandwiches, fresh fruit
Afternoon tea: freshly baked scones with jam and cream

ADDITIONAL ADD ONS

Tea & coffee - \$50

TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS -

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and full deposit payment of \$200. We accept EFTPOS, cash and all major credit cards. In some instances an additional \$200 will be required as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

FINAL DETAILS & PAYMENT -

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with final guest numbers, food service times and other specifics relating to your event. All catering costs must be paid fourteen (14) days prior to your event date. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

BEVERAGE OPTIONS -

Whilst our function room does not have private bar facilities, you are welcome to set up a tab for your event with bottled beers & wines and we can set up a drinks table in the room. Alternatively, your guests can pay for their own drinks and order from the nearby bistro bar.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of eight (8) weeks of the date of the function (twelve (12) weeks for November & December functions) will forfeit the deposit. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS & EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

MINORS & ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised all all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding. Please be advised that the Pascoe Vale Hotel does not host 18th birthdays.

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT & CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

**I CONFIRM THAT I _____
HAVE READ & UNDERSTOOD THE ABOVE T&CS AND
AGREE TO COMPLY
SIGNED: _____**

DATE: _____

BOOKING CONFIRMATION FORM

CONTACT NAME / COMPANY NAME:

ADDRESS:

CONTACT MOBILE NUMBER & EMAIL:

DAY / DATE OF FUNCTION:

START / FINISH TIME: **GUEST NUMBERS:**

OCCASION: **ENTERTAINMENT:**

CATERING REQUIREMENTS:

BEVERAGE REQUIREMENTS:

A \$200 deposit is required to secure your function booking, to accompnay this booking form and a signed copy of the terms & conditions. We accept payment via cash, EFTPOS and all major credit cards and payment can be made in person at the venue or over the phone

OFFICE USE ONLY:

SIPOS NUMBER: # **DATE OF PAYMENT:** **MANAGER CONFIRMING BOOKING:**