

LAUREL

the hotel



WHETHER YOU ARE LOOKING FOR A SPACE FOR A CORPORATE EVENT, AN INTIMATE DINING EXPERIENCE, A CASUAL GATHERING WITH FRIENDS OR A STYLISH COCKTAIL PARTY, OUR VERSATILE FUNCTION ROOMS ARE SURE TO IMPRESS

FUNCTION KIT

289 Mt. Alexander Road
Ascot Vale

(03) 9370 5800

functions@laurelhotel.com.au

www.laurelhotel.com.au



facebook.com/thelaurelhotel



@laurelhotelascotvale

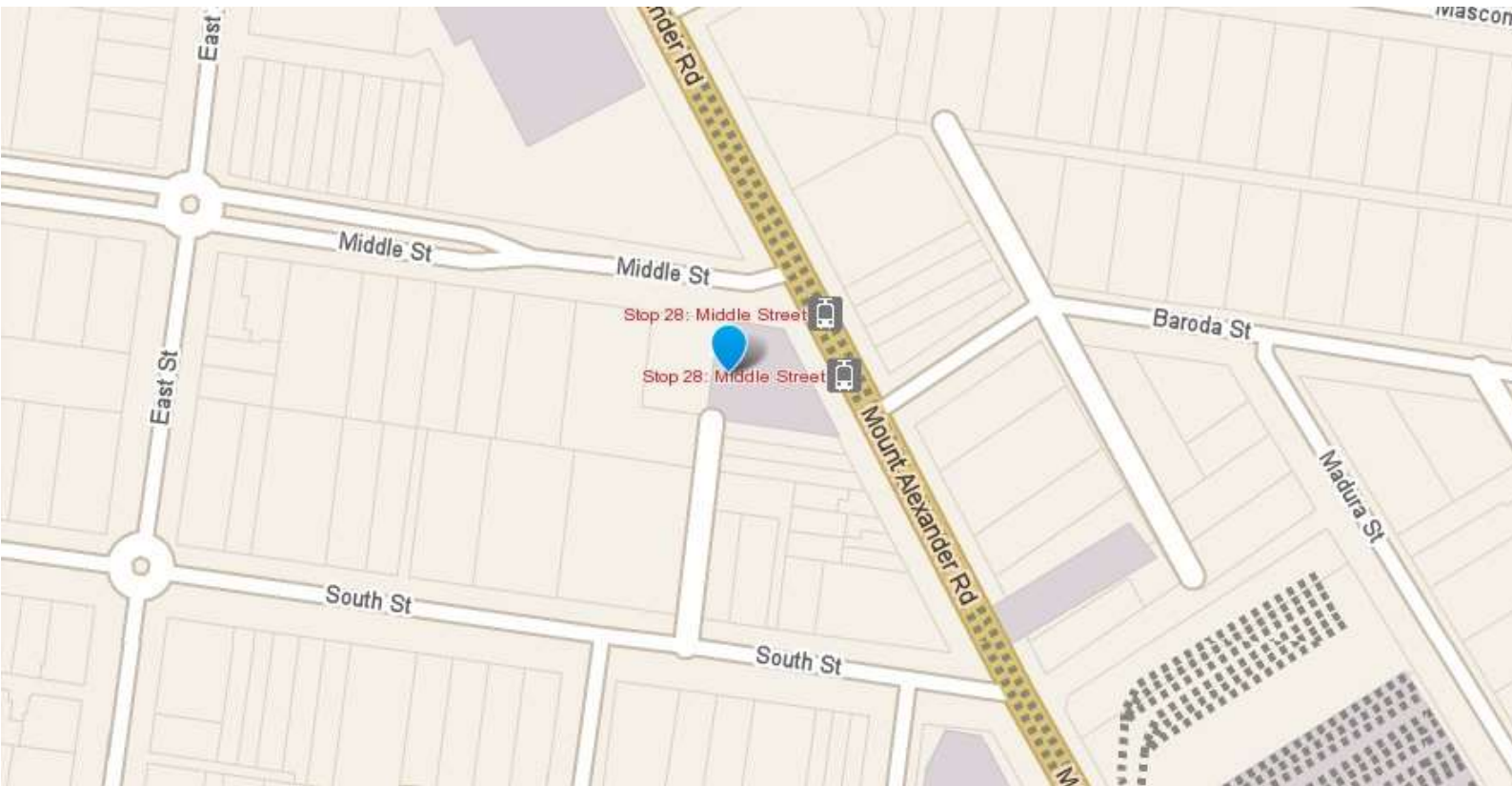
Location and Parking

We are located on a main suburban road that leads into the city on the corner of Mt Alexander Road & Middle Street. Across the street from Dan Murphy's.

Tram Route 59 IS located at the front of the hotel. Ascot Vale Train Station only a 10 minute walk away.

The Laurel is only a 10 minute drive into Melbourne's CBD.

Parking is available in the car park, rear of the hotel, along Mt Alexander road & in sections of the surrounding streets. Please observe parking signs.



FUNCTION SPACES

UPSTAIRS AT THE LAUREL - COCKTAIL UP TO 140

A fully exclusive & unique space perfect for cocktail style functions of all nature. The area boasts a private bar & outdoor area, lounges, TV's for presentations, sound system with AUX connectivity and private toilets. Combine with our Rooftop to host up to 250 guests. It's the space that caters for all your needs!



ROOFTOP - SEATED 80 COCKTAIL UP TO 110

The Rooftop is the ultimate function space, with a private bar, ample outdoor furniture, a speaker with Bluetooth connectivity, heating and a retractable roof. This area is ideal for a function that want's that outdoor feel and something unique and special. This area is currently restricted to a 10pm license and no DJ or Bands.



THE NURSERY - SEATED/COCKTAIL UP TO 30

A cosy area on the rooftop where you can enjoy the rooftop in your own semi-private space, this space has umbrellas & heating. Same restrictions apply as rooftop.



THE MIDDLE BAR - COCKTAIL UP TO 80

Recently Refurbished, our lounge-bar is perfect for intimate functions, with bench seating, high and low tables, private bar and entrance, toilets, sound system with AUX connectivity and TV for presentations or viewing. An intimate, fresh function space.



BISTRO 289 - SEATED UP TO 140

Our dining room is available exclusively or to book in sections. When booked exclusively this space boasts a large bar, TVs for presentations, a sound system with AUX connectivity, heating and cooling and room to move furniture to create almost any environment you want. Tables available to book individually.

Perfect for sit down events.



THE ATRIUM - SEATED UP TO 24

Bistro 289 features a semi-private section. This space features comfortable seating with natural wood tables. Can be set up with two tables of 10-12 guests each, or one large table of up to 16 guests. You can combine this with the back section of the Bistro to seat up to 50.

DRINKS PACKAGES

BAR TAB

Provide drinks for your guests by arranging a specified limit that you want to pay. This can be reviewed throughout the function and increased. You are welcome to turn the bar tab into a cash bar at any point for your guests to purchase their own drinks. All you need to do is inform us as to what beverages you would like on your tab.

The basic bar tab is set up as glasses of house wines, pots of tap beers, soft drinks & juices. Each function space has a set of beer taps with its own beers.

All areas have our house beers Furphy Refreshing Ale & Carlton Draught.

Pot of tap beers

\$6.00 (Carlton, Furphy & Light Beer Stubbies)

\$5.50 (XXXX Gold)

\$6.70 (All others)

Glass of house wines

\$8.50 (Sparkling Brut, Sauvignon Blanc, Chardonnay, Shiraz Cabernet & Moscato)

Soft Drinks & LLB \$4.50

Juice \$5

****beverages prices are subject to change**

BASIC BEVERAGE PACKAGE

****MINIMUM OF 30 PEOPLE**

DURATION	PRICE PER PERSON
2 HOURS	\$35PP
3 HOURS	\$45PP
4 HOURS	\$55PP
5 HOURS	\$60PP

Spirits excluded

Tap Beer & Tap Apple Cider
Premium Light Beer (Stubby)
House Red, Whites & Sparkling
Soft Drinks & Lemon Lime Bitters,
Juices

****want basic spirits on your drinks package? Add \$12 per person for 3 hours of spirits.
Vodka, Gin, Bourbon, Whiskey & Rum**

COCKTAILS

Treat your guests with jugs of your favourite cocktail to begin the event.
Pre - orders are essential. Ask us about your options!

PLATTERS

40 PIECES PER PLATTER (UNLESS SPECIFIED)

COLD PLATTERS	\$	QTY	Total \$
Gourmet House Dips w' Turkish Bread & Crudités (V)	60		
Mixed Platter of Gourmet Sandwich Points (V Option)	75		
Vietnamese Rice Paper Rolls (min. order 2 platters) (V) (GF) (VG)	85		
Bruschetta w/ Tomato, Onion, Capsicum Salsa & Basil (V)	70		
Peking Duck Pancakes w' Hoisin Sauce (min. order 2 platters)	90		
Assorted Sushi (V Option)	85		
Smoked Salmon w/ Crème Fraiche & Dill Crostini	90		
Antipasto Platter: Prosciutto, Ham, Salami, Soft & Hard Cheeses, Sun-dried Tomatoes, Olives, Turkish Bread (1 Metre Antipasto Platter = \$220)	90		

HOT PLATTERS	\$	QTY	Total \$
Spring Rolls (V) & Dim Sims w/ Sweet Soy (V Option Spring Rolls Only)	55		
House Made Spinach & Ricotta Pastizzi (V)	60		
Fried Dumplings w/ Sweet Chili & Soy Dipping Sauce (V Option Available)	55		
Mini Party Pies & Sausage Rolls	50		
Roast Pumpkin, Basil & Feta Arancini w/ Aioli (V)	75		
House-made Sausage Rolls w/ Tomato Sauce	90		
Mini Crumbed Goat Cheese Balls (V)	75		
Battered Fish Goujons w/ Tartare Sauce	85		
Variety of Gourmet Party Pies w/ Tomato Sauce	90		
Mini Quiches – Cheese & Bacon / Capsicum & Feta (V) (please circle one per platter)	70		
Greek Lamb Skewers w/ Tzatziki (GF)	100		
Satay Chicken Skewers (GF)	85		
Mini Chicken Garlic Kiev Balls	75		
Moroccan Crumbed Chicken Strips w/ Aioli	75		
Pork Belly w/ Apple Cider Sauce served on Asian Spoons (GF)	100		
Pizza – Veg / BBQ Chicken / Hawaiian / Meat lovers (please circle one or mixed)	80		
Classic Mini Beef Burgers or Mini Chicken Burgers (please circle preference)	100		
Panko Crumbed Prawns w/ Aioli	90		
Salt & Pepper Calamari w/ Aioli	90		
Pork & Ricotta Meatballs, Tomato Sugo (GF)	70		
Potato, Cheddar & Chorizo Croquettes	70		

INDIVIDUAL MINI BOXES & BOWLS	\$	QTY	Total \$
Bowl of Wedges w/ Sweet Chilli Sauce (V)	14		
Bowl of Chunky Chips w/ Aioli (V)	12		
Bowl of Sweet Potato Fries w/ Aioli (V)	14		
Wild Mushroom Risotto (V) (VG) (Bowl)	18		

SWEETS	\$	QTY	Total \$
Seasonal Fruits w' Warm Chocolate Dipping Pots (GF)	80		
Mixed Petit Fours (30 pcs)	80		
Chocolate Brownie's w/ Butterscotch Sauce (40pcs)	80		
Cheesecake Bites w/ Passionfruit Couli (40pcs)	80		
Sweet Table – Beautifully Decorated w/ Chef's Choice Sweets, Cakes & Lollies	250		

SET MENU

ALTERNATE DROP ONLY

MIN. OF 20 PEOPLE

2 COURSE: \$43 PER PERSON (SHARED PLATTERS FOR ENTREE)

2 COURSE: \$48 PER PERSON

3 COURSE: \$55 PER PERSON

SHARED PLATTERS

Arancini Balls, Seasoned Calamari, Cured Meats, Soft & Hard Cheeses, Dip, Bread, Olives & Red Peppers

CHOOSE 2 DISHES FROM EACH COURSE

ENTREES

Lemon Pepper Calamari, Rocket, Aioli, Lemon Wedge
Hand Made Pumpkin Gnocchi, Cherry Tomatoes, Coriander (V)
Satay Chicken Tenderloins w/ sultana, almond pilaf & raita
Pork belly w/ Glazed Apple Cider on Parsnip Puree (GF)
Vegan Entrée Available Upon Request (Stuffed Mushroom)

MAINS

250g Porterhouse cooked medium, w/ Creamy Potato Mash, Green Beans & Red Wine Jus (GF)
Herb Crusted Chicken Breast w/ Crispy Chats, Broccoli & Creamy Red Pepper Sauce (GF option available)
Lamb Shank w/ creamy mash & peas (GF)
Grilled Barramundi Fillet w/ a Green Bean, Capsicum & Olive Salad, Crispy Chat Potatoes & Salsa Verde (GF)
Wild Mushroom & Spinach Risotto w/ Parmesan Cheese (V) (VG Option)

DESSERTS

Self-Saucing Chocolate Pudding w/ Vanilla Ice Cream
Vanilla Bean Panna Cotta w/ Raspberry Coulis (GF)
Lemon Tart w/ Double Cream
Baked American Cheesecake w/ Double Cream

CAKEAGE: \$2 PER PERSON IF BRINGING OWN CAKE

Please tick & specify your preference:

- 2 Course (min. 20 people) \$43.00
 2 Course (min. 20 people) \$48.00
 3 Course (min. 20 people) \$55.00

	ENTREE	MAIN	DESSERT
Dish 1			
Dish 2			
Dietary Requirements			

APPLICATION

Please complete this form in a timely fashion to help us plan and prepare your event specifically to your needs.

FUNCTION DETAILS

OCCASION: _____

APPROX NUMBER OF GUESTS: _____

FUNCTION SPACE: _____

UPSTAIRS at the LAUREL
MIDDLE BAR
BISTRO &/OR ATRIUM
ROOFTOP
ROOFTOP NURSERY

DESIRED DATE: _____ / _____ /20 _____

DESIRED TIME: FROM _____ TO _____

FOOD OPTIONS: _____

CANAPES
SET MENU
A LA CARTE/REDUCED A LA CARTE

DRINK OPTIONS: _____

BAR TAB: \$ _____
CASH BAR:
TEA & COFFEE AVAILABLE:

MUSIC OPTIONS: _____

AUX CONNECTIVITY:
DJ (OWN COST)
DJ (LAUREL TO PROVIDE @ \$120/HR)
MIN. OF 4 HOURS
BAND (OWN COST)
JUKEBOX (OWN COST)

AUDIO VISUAL OPTIONS: _____

TV: MICROPHONE:

SECURITY FEE: _____

60 – 120 GUESTS: \$240
120 + GUESTS = \$400
ALL 18THS AND 21ST REQUIRE SECURITY

CAKEAGE: (cutting, plating, serviettes)

YES (\$40)

How did you find out about us?

CONTACT DETAILS

ORGANISER NAME: _____

COMPANY: _____

ADDRESS: _____

ABN (IF APPLICABLE): _____

PHONE: _____

EMAIL: _____

BY SIGNING THIS APPLICATION FORM, I UNDERSTAND AND ACCEPT THE ATTACHED TERMS AND CONDITIONS INCLUDING ALL DEPOSIT, BOND, PAYMENT AND CANCELLATION POLICIES.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PAYMET DETAILS

IT IS MANDATORY TO PROVIDE A VALID CREDIT CARD

Please note there is a bank fee on all EFTPOS transactions. All bank transfers must be completed 3 days prior to the function date.

BOND: \$300 Pre-authorization taken on day

DEPOSIT: _____ DATE PAID: _____

PAYMENT METHOD: _____

CARDHOLDERS NAME: _____

CARD NO.: _____

CVV: _____ EXP: _____

AGREED MIN. SPEND: _____

BANK TRANSFER DETAILS:

LAUREL HOTEL

BSB: 013365

ACCOUNT NUMBER: 212268789

TERMS AND CONDITIONS

TENTATIVE BOOKINGS

Tentative bookings will be held for a period of 3 days. Laurel Hotel reserves the right to make available any tentative bookings not confirmed past this period.

CONFIRMATION, BOND AND DEPOSIT

Confirmation of your booking is required with the signed Terms and Conditions together with the booking bond & deposit. A deposit of \$500.00 is required to secure a booking date and function space. A larger deposit can be requested for larger bookings. A bond of \$300 is required for all 18th birthday functions and other function based on managerial discretion. In the event where no damage is done to the venue, the bond will be refunded back within 24-72 hours after the completion of an event.

MINIMUM SPEND

All functions must adhere to the minimum spend agreed to. Event organisers are liable for the differences in the event of minimum spend not being met. The minimum spend includes any food and beverages consumed or purchased during the function.

CONFIRMATION OF ATTENDANCE

Final numbers are required 2 weeks prior to your event. You must cater for all guests attending your event. Charges will be based on these minimum numbers or the actual attendees; whichever is greater. Menus, beverage requirements, entertainment and room set up including starting and finishing times must be confirmed 2 weeks prior to the function.

PAYMENT

All food and beverage payments must be settled in full 7 days prior to your function unless prior arrangements have been made with management. Laurel Hotel reserves the right to request a valid Credit Card be held as security until final payment is received. Where beverages are charged on consumption, your beverage account is to be settled at the conclusion of the function. We do not accept payment via cheque or Diners Club. All AMEX payments incur a 1.5% surcharge.

CANCELLATIONS AND POSTPONED DATES

In the event of a function cancellation, written notice from the function organiser must be received by Laurel Hotel no less than fourteen (14) working days prior to the function.

In the event of a total cancellation:

More than three (3) months' notice - 100% of the deposit will be refunded.

One (1) to three (3) months' notice - 100% of the deposit will be forfeited. Less than one (1) months' notice – the client will be charged the agreed minimum spend. If Laurel Hotel is able to find a replacement booking, it will negotiate in good faith over any reduction in the agreed cancellation fees. In the event of a function date being postponed, written notice from the function organiser must be received by Laurel Hotel no less than fourteen (14) working days prior to the function.

In the event of a postponed function:

More than three (3) months' notice - 100% of the deposit will be rolled over as deposit for the new date

Less than three (3) months' notice - 50% of the deposit will be forfeited and the remaining 50% rolled over as deposit for the new date.

CATERING REQUIREMENTS

Menu selections are required no later than fourteen (14) days prior to your event. Should selections not be advised by this timeline, your menu selection cannot be guaranteed. Laurel Hotel reserves the right to substitute menu items of similar quality without notice due to, but not limited to, supplier shortages and seasonal change. Laurel Hotel reserves the right to substitute selected beverages with beverages of equal value if the preferred selection is unavailable.

ENTERTAINMENT

It is the organiser's responsibility to ensure that any external AV equipment or devices such as iPods etc. are compatible with our in-house equipment. You may test any of this equipment prior to your function.

DAMAGES AND CLEANING

Organisers are financially responsible for theft or damage to the building, furniture or property during and immediately following the function, including any costs for repair or replacement at current market price. The organisers are responsible for theft or damage caused by their guests, outside contractors or agents prior to, during and after the event. General cleaning duties are calculated in your minimum spend, however additional charges may be payable if cleaning needs *above and beyond* general cleaning duties are required.

VARIATIONS

Every endeavour is made to maintain our prices as originally quoted, however they are subject to change. All prices quoted are inclusive of GST.

BYO POLICY

No food or beverage of any kind is permitted to be brought into Laurel Hotel for consumption at an event, with exception of Birthday Cakes or other celebration cakes, dessert or lollies at management discretion.

CONTENT OF EVENT

If Laurel Hotel has reason to believe that any event/function will affect its security or reputation, management reserves the right to cancel at its discretion without notice or liability.

RESPONSIBLE SERVICE OF ALCOHOL

Laurel Hotel adheres to responsible service of alcohol legislation. All staff are trained in the liquor licensing accredited 'RSA – Responsible Service of Alcohol' and by law may refuse to serve alcohol to any persons who they believe to be intoxicated. Any intoxicated persons will be removed immediately from the venue. In accordance with this legislation, persons under the age of 18 years of age (minor) are not permitted to consume alcohol on the premise. Laurel Hotel staff reserve the right to request suitable ID.

SIGNAGE AND DECORATIONS

No decorations or the like are to be sticky taped, stapled, nailed, screwed to the walls, doors or any other surfaces of the venue. Blue-tack may be used at the discretion of management. No confetti or metallic table scatters of any kind are to be used throughout the whole venue (including outdoors). Signage in Laurel Hotel's public areas is to be kept at a minimum and approved at the discretion of management.

INSURANCE

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

SECURITY

Laurel Hotel reserves the right, without liability, to exclude or manage patrons who breach any policy or legal responsibility whilst on, or prior to entering our venue.

All functions must account for security guards to be employed by Laurel Hotel, to supervise the event at the cost of \$240 per guard for a minimum of four (4) hours per guard. Please note – 60-120 guests require one guard; 120 or more may require 2 guards. It is mandatory that ALL 18th and 21th Birthday Parties account for 1-2 security guards even if the numbers do not meet the required number for guards.

THIS COST DOES NOT FORM PART OF THE MINIMUM SPEND.

I _____ agree to the terms & conditions

Stated above in the Laurel Hotel Contract

Signature: _____

Date: / / 20__