



Function Pack

CELEBRATE YOUR SPECIAL EVENTS
WITH US AT THE LAUREL.

WE CATER FOR ALL FUNCTIONS: CORPORATE
EVENTS, FAMILY & FRIENDS GET TOGETHERS
+ MANY MORE

LAUREL
the hotel

289 Mt. Alexander Rd
Ascot Vale 3037
(03) 9370 5300
functions@laurelhotel.com.au
www.laurelhotel.com.au

Your Friendly Local Pub

Who

Established in 1853, The Laurel Hotel is one of Melbourne's oldest pubs and is etched into the historical fabric of the Melbourne pub scene. For 13 years we have been a friendly, family owned & run business.

We offer a great local pub atmosphere, an exceptional choice of craft beers on tap, delicious cocktails, great food and multiple spaces to cater for all events!

We are an excellent venue for a variety of different events and budgets. This year alone, we have hosted an amazing array of different events & have proudly ended in everyone having an amazing time with a rippling effect to have their guests in turn choose for us to host their events' too!

Keep life stress free and call us to plan your next event.



**“WHATEVER YOU DO, DO IT WELL. DO IT SO WELL THAT WHEN PEOPLE SEE YOU DO IT THEY WILL WANT TO COME BACK AND SEE YOU DO IT AGAIN AND THEY WILL WANT TO BRING OTHERS AND SHOW THEM HOW WELL YOU DO WHAT YOU DO.”
-WALT DISNEY**



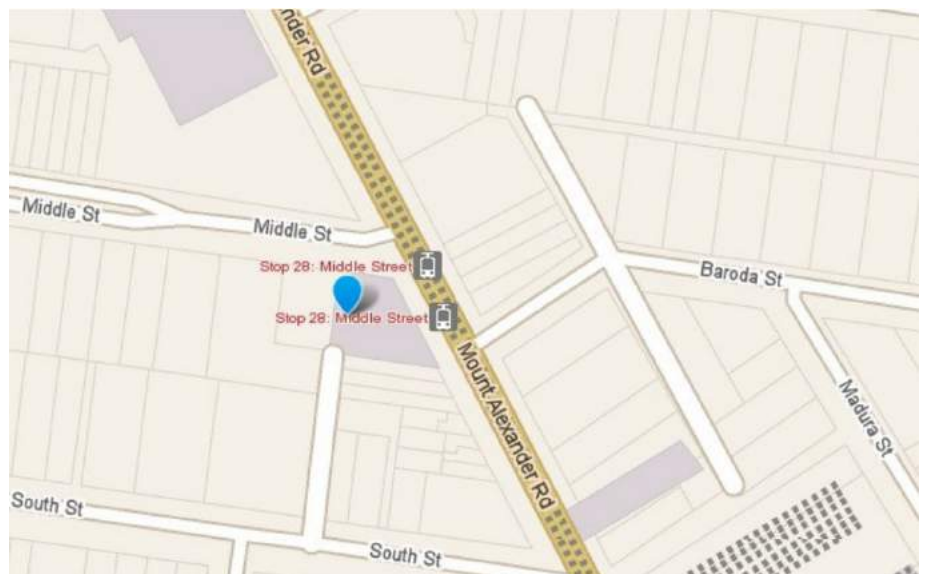
Where

289 Mt Alexander Road, Ascot Vale, 3032.

Corner of Middle Street & Mt Alexander Rd Across from Dan Murphy's.

With Tram Route 59 located out the front of the hotel & Ascot Vale Train Station a 10 minute walk away we are in a prime location to Melbourne CBD.

Parking is available in the car park behind the hotel, along Mt Alexander Rd and in sections of the surrounding streets. Please observe parking signs. Only a 10 minute drive in a Taxi or an Uber into the city



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 & private toilets.

Combine with our Rooftop to host up to 250 guests.

It's the space that caters for all your needs!



THE MIDDLE BAR

- COCKTAIL UP TO 80 -

- This lounge bar is perfect for intimate functions.
- With bench seating, private bar, private entrance, toilets, sound system with AUX connectivity & TV for presentations.
- This space is modern, fresh & is sure to impress!



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 & a retractable roof.

This area is ideal for functions where you would like an outdoor feel with something unique & special.

This area is currently restricted to a 10pm license and no DJ or Bands.



THE NURSERY

- SEATED OR 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 & it's own heating. Same restrictions apply as rooftop.



BISTRO 289

- SEATED OR STANDING UP TO 140 -

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

If for a cocktail event, hire the wooden dancefloor for an extra charge so your guests can dance the night away.



THE ATRIUM

- SEATED UP TO 24 -

- 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.



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, Cheeses, Dips, Bread, Olives & Red Peppers

CHOOSE 2 DISHES FROM EACH COURSE

ENTREES

Lemon Pepper Calamari
w/ rocket, aioli, lemon wedge

Hand Made Pumpkin Gnocchi VG
w/ cherry tomatoes, coriander

Satay Chicken Tenderloins
w/ sultana, almond pilaf & raita

Pork Belly GF
w/ glazed apple cider on parsnip puree

MAINS

250g Porterhouse GF
w/ creamy potato mash, cooked medium, green beans & red wine jus

Herb Crusted Chicken Breast *GF
w/ crispy chats, broccoli & creamy red pepper sauce

Lamb Shank GF
w/ creamy mash & peas

Grilled Barramundi Fillet GF
w/ a green bean, capsicum & olive salad, crispy chats potato & salsa verde

Wild Mushroom & Spinach Risotto V *VG
w/ parmesan cheese

DESSERTS

Self-Saucing Chocolate Pudding
w/ Vanilla Ice Cream

Vanilla Bean Panna Cotta GF
w/ Raspberry Coulis

Lemon Tart
w/ Double Cream

Baked American Cheesecake
w/ Double Cream

Canape Platter List

40 PIECES PER PERSON

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) (GF) (VG)	85		
Bruschetta w/ Tomato, Onion, Capsicum Salsa & Basil (V)	70		
Prawn Cocktail w/ Cream Cheese & Wafer Crispbread	100		
Assorted Sushi (V Option)	85		
Smoked Salmon w/ Crème Fraiche & Dill Crostini	90		
Standard Antipasto Platter: Prosciutto, Ham, Salami, Soft & Hard Cheeses, Sun-dried Tomatoes, Olives, Turkish Bread, Crackers, Crostinis & Mini Stuffed Peppers	90		
1 Metre Antipasto Platter: Prosciutto, Ham, Salami, Soft & Hard Cheeses, Sun-dried Tomatoes, Olives, Turkish Bread, Crackers, Crostinis, Homemade Terrine & Mini Stuffed Peppers	220		
HOT PLATTERS	\$	QTY	Total \$
Spring Rolls (VG) & Dim Sims w/ Sweet Soy (V Option)	55		
Home-made Ricotta & Spinach Pastizzi (V)	60		
Fried Vegetarian OR Prawn Dumplings (please circle preference) w/ Sweet Chili & Soy Dipping Sauces	55		
Mini Party Pies & Sausage Rolls	55		
Porcini Mushroom Arancini Balls w/ Aioli	80		
Homemade Sausage Rolls w/ Tomato Sauce	90		
Mini Crumbed Goat Cheese Balls (V)	75		
Battered Fish Bites w/ Tartare Sauce	85		
Gourmet Party Pies w/ Tomato Sauce	90		
Mini Quiches - Cheese & Bacon / Capsicum & Feta (V) (please circle preference)	70		
Homemade Vegan Vietnamese Spring Rolls w Sweet Chilli Dipping Sauce (VG)	70		
Greek Lamb Skewers w/ Tzatziki (GF)	100		
Satay Chicken Skewers (GF)	85		
Chicken & Pistachio Terrine Bites w Cranberry Relish	90		
Moroccan Crumbed Chicken Strips w/ Aioli	75		
Pork Belly w/ Apple Cider Sauce served on Asian Spoons (GF)	100		
Pizza - Vegetarian / BBQ Chicken / Hawaiian / Meat lovers (please circle preference)	80		
Classic Mini Beef Burgers or Mini Chicken Burgers (please circle preference)	100		
Panko Crumbed Prawns w/ Aioli	90		
Lemon & Pepper Calamari w Kewpie Mayo	90		
Italian Meatballs w Tomato Sugo & Shaved Parmesan	70		
Potato, Cheddar & Chorizo Croquettes	70		
INDIVIDUAL 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		
Laurel Green Risotto w Broccoli, Green Beans & Goats Cheese (V) (*VG)	18		
SWEETS	\$	QTY	Total \$
Seasonal Fruits w' Warm Chocolate Dipping Pots (GF)	80		
Individual Plum Pudding Bites w Creme Anglaise & Berries	80		
Chocolate Brownies w/ Butterscotch Sauce (40pcs)	80		
Cheesecake Bites w/ Passionfruit Couli (40pcs)	80		
Churros w/ Chocolate Dipping Sauce	80		

Beverage Options

BAR TAB

Provide drinks for your guests by arranging a specified limit that you would like to pay.

This can be reviewed throughout the function & 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.

We can discuss this option in more detail when finalising your final function details.

BEVERAGE PACKAGE

(Minimum of 30 people)

DURATION - PRICE PER PERSON

2 hours - \$40pp

3 hours - \$50pp

4 hours - \$60pp

5 hours - \$70pp

THIS INCLUDES

All Tap Beer/ Tap Cider options in the area of your booking
Premium Light Beer (Stubby)
House Sparkling, Moscato, White & Red Wine
Soft Drinks, Lemon Lime Bitter & Juices

ADD-ON SPIRITS

\$15pp / per hour for the total event duration
House Vodka / Gin / Bourbon / Whiskey & Rum

COCKTAILS

Treat your guests with jugs of your favourite cocktail to being the event.

Pre-orders are essential - Ask us about your options!

Function Booking Form

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

OCCASION:

APPROX NUMBER OF GUESTS:

FUNCTION SPACE:

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

DESIRED DATE: / / 2021

DESIRED TIME: FROM **TO**

FOOD OPTIONS:

- CANAPES
- SET MENU
- A LA CARTE/REDUCED A LA CARTE

DRINK OPTIONS:

- BAR TAB: \$ _____
- CASH BAR
- BEVERAGE PACKAGE: # HOURS _____
- TEA & COFFEE AVAILABLE:

CAKEAGE: (cutting, plating, serviettes)

- YES (\$40)
- NO (BYO CAKE / CROCKERY / NAPKINS / ETC)

SECURITY FEE: DURATION FOR UP TO 6 HOURS

- 60 – 120 GUESTS: \$250
- 120 + GUESTS = \$400

ALL 18^{TH'S} AND 21^{SST} SECURITY MANDATORY

MUSIC OPTIONS:

- AUX CONNECTIVITY:
- DJ (OWN COST)
- DJ (REQUEST RECOMMENDATION)
- BAND (OWN COST)
- JUKEBOX (OWN COST)

AUDIO VISUAL OPTIONS:

- TV
- MICROPHONE

How did you find out about us?

OUR CONTACT FOR THE EVENT:

NAME:

COMPANY:

PHONE:

EMAIL:

AGREED FOOD & BEVERAGE MIN. SPEND:

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

PRINT NAME:

SIGNATURE:

DATE:

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:

BANK TRANSFER DETAILS:

LAUREL HOTEL
BSB: 013365
ACCOUNT NUMBER: 212268789
REFERENCE: (NAME, DATE)

Terms & Conditions

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 functions based on managerial discretion. In the event where no damage is done to the venue, the bond will be refunded back within 5 working days 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 on the day of your function. We do not accept payment via cheque or Diners Club. All AMEX payments incur a 1.6% surcharge, all other credit cards 1% 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.

FORCE MAJEURE:

If any part of the event is cancelled, abandoned or postponed, in whole or in part, for any reason whatsoever that is beyond The Laurel's control, including, without limitation, due to adverse weather conditions, there is no right to refund. However, we will arrange for any deposits given to be put towards as a credit your next event and must be used in one transaction.

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. Should an increase occur, the organiser will be notified immediately. 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.

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 premises. 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. 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 \$250 per guard for a minimum of six (6) 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 21st Birthday Parties account for 2 security guards even if the numbers do not meet the required number for guests. THIS COST DOES NOT FORM PART OF THE MINIMUM SPEND.