

# Hallam Hotel Function Pack

Dear Sir/Madam,

We thank you for choosing the Hallam Hotel for your next special occasion and look forward to catering for all your needs, ensuring your function is a complete success!

Please find attached, information about our two function areas on offer for hire and the Function Room Hire Term and Conditions Contract. Please read all of the information thoroughly and complete the following contract at least 30 days prior to the date of your function.

We are committed to providing exceptional customer service; so please do not hesitate to call us on **P: 03 8786 0200** to further discuss how we may meet your requirements.

**We look forward to hosting your function!**

Yours sincerely,

**The Management Team**  
Hallam Hotel  
241-245 Princes Hwy  
Hallam VIC 3803  
P: 03 8786 0200  
F: 03 8786 0211  
E: [hallam.hotel@alhgroup.com.au](mailto:hallam.hotel@alhgroup.com.au)  
W: [www.hallamhotel.com.au](http://www.hallamhotel.com.au)

# The Corner Bar

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This inviting bar is ideal for intimate gatherings of any occasion, from engagement parties to work drinks. The open fire place, wooden floor boards and stained glass windows allow for a warm rustic ambience which is fantastic for that relaxed atmosphere.

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**FUNCTION PACKAGE PRICE: \$700 INC.GST.**

**INCLUDES:**

- Room hire
- Hot and cold finger food for approx 50 guests
- Entertainment (Jukebox)

**OTHER DETAILS:**

- Available 7 days a week (conditions apply)
- Maximum function duration of five hours
- Food and beverage attendant and security guard monitored.
- Bar tabs are welcome.

Additional food platters may be organised at an extra cost.

\*Rooms are subject to availability; please read the Functions Terms and Conditions.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# The Mezz Lounge

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This cocktail style lounge bar is complete with a plasma screen and DVD player for viewing your presentations or photo power points, Pool table, nightclub style lighting, décor and sound. The Mezz Lounge is a favourite amongst our patrons and is ideal for reunions, work break-ups, 21<sup>st</sup> Birthdays, Christenings, Engagement or Wedding Parties.

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## **FUNCTION PACKAGE (A) / JUKEBOX** **PRICE: \$1100 INC.GST.**

### **INCLUDES:**

- Room hire
- Hot and cold finger food for approx 70 guests
- Entertainment (Jukebox)

### **OTHER DETAILS:**

- Available 7 days a week (conditions apply)
- Maximum function duration of five hours
- Food and beverage attendant and security guard monitored.
- Bar tabs are welcome.

Additional food platters may be organised at an extra cost.

\*Rooms are subject to availability; please read the Functions Terms and Conditions.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# The Mezz Lounge

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This cocktail style lounge bar is complete with a plasma screen and DVD player for viewing your presentations or photo power points, pool table, nightclub style lighting, décor and sound. The Mezz Lounge is a favourite amongst our patrons and is ideal for reunions, work break-ups, 21<sup>st</sup> Birthdays, Christenings, Engagement or Wedding Parties.

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## **FUNCTION PACKAGE (B) / DJ** **PRICE: \$1200 INC.GST.**

### **INCLUDES:**

- Room hire
- Hot and Cold finger food for approx 70 guests
- Entertainment (DJ)

### **OTHER DETAILS:**

- Available 7 days a week (conditions apply)
- Maximum function duration of five hours
- Food and beverage attendant and security guard monitored.
- Bar tabs are welcome.

Additional food platters may be organised at an extra cost.

\*Rooms are subject to availability; please read the Functions Terms and Conditions.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hallam Hotel- Function Terms and Conditions

### Package Pricing

1. Package pricing is \$700 for 50 people in the Corner Bar and \$1100 for the Mezz Lounge for 70 people with jukebox and \$1200 for the DJ option.

### Deposit

2. Hallam Hotel requires a deposit of \$300.00 to secure your function date. Tentative bookings unfortunately will not be taken.

### Cancellations

3. Should you cancel your function 30 days **prior** to the function date any moneys paid will be refunded. Should your function be cancelled **within** 30 days of the function date you will forfeit your deposit.

### Payment of accounts

4. Unless otherwise agreed, full payment is required 14 days **prior** to the function commencing. If you require a bar tab, this money or credit card must be provided at the start of the function. Personal bank cheques can not be accepted.

### Entertainment

5. The Hallam Hotel will organise a jukebox or DJ if you accept the offer with the function package. If music is not required the cost of the function package price will not differ. If entertainment is arranged through the hotel the payment for entertainment will be required 30 days prior to the function.

**Under no circumstances is outside entertainment allowed in the venue; this includes strippers, telegrams, bands, DJ's etc.**

### Function duration

6. The following is the duration times for the two areas on offer:  
Mezz Lounge: Any 5 hour duration agreed to by Management  
Corner Bar: Any 5 hour duration agreed to by Management

### Damage or theft

7. The hirer (you) will be responsible for any damage that may occur in relation to your function. In addition, the hirer indemnifies Hallam Hotel against any claim for any loss, damage or theft of goods belonging to the hirer or their guests. The Hallam Hotel strictly adheres to Health, Liquor & Safety Acts and all Federal and State Regulations. The hirer and their guests also undertake to conform to these regulations.

### Dress code

8. All function guests must generally meet the required standard of the hotel otherwise entry may be refused. Neat casual including denim and t-shirts are acceptable; thongs, work boots and scuffs are not permitted.

### Licensed premise

9. The Hallam Hotel is a licensed premise and practices responsible service of alcohol, and we ask that patrons understand and aid us in this legal requirement and remind all guests to carry appropriate identification and drink responsibly. Therefore, it may be necessary to ask intoxicated or argumentative patrons to leave the licensed premise and subsequently will be refused entry and service in other areas of the hotel. **All patrons must carry approved personal photo identification and must be willing to present to hotel staff and security upon request.** A minor may not enter a function without being accompanied by a parent or legal guardian.

**HIRER TO INITIAL PAGE: \_\_\_\_\_**

**Parental supervision**

- 10. Providing there is a legal parental/guardian supervision at all times minors are welcome to attend all private functions. Under no circumstances should a minor consume alcohol.

**Function food**

- 11. Finger Food items are subject to change without notice. Chips and nuts can be brought into the venue as long as they are within their use-by date, unopened and sealed in their original packaging. No home made food is to be brought into the venue, and any on-premise food is strictly prohibited from leaving the premises. The hirer organises the cutting and serving of the cake. Unless otherwise discussed.

**Decorations**

- 12. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other section of the building. Signage must be approved by management and must be kept to a minimum unless otherwise arranged. Any extensive decorations put up by the hirer are to be removed by the hirer upon completion of the function. **Strictly no confetti, glitter or foil scatters are permitted inside the venue or car park.** Photo boards may be propped up on the present table.

**Unforeseen circumstances**

- 13. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Hallam Hotel or management will not be held liable.
- 14. If the function stated by the hirer is found or believed to be untrue of its nature, Management reserves the right to hold all payments made by the hirer and can/will request the function to come to an end.
- 15. Should the venue be notified that the hirer has left the venue prior to the contracted function booking times and has not formally arranged a proxy hirer with venue management, then the venue will decide when the function will end.

I hereby declare that I, (Hirer's full name)\_\_\_\_\_ have read and understand the Hallam Hotel Function Terms and Conditions.

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**Function Room: (Please tick)**

- Corner Bar Package
- Mezz Lounge Package A (Jukebox)
- Mezz Lounge Package B (DJ)

Actual date of function:\_\_\_\_\_

Nature of function:\_\_\_\_\_

Hirer's Full Name:\_\_\_\_\_

Hirer's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Manager:\_\_\_\_\_

Date:\_\_\_\_\_

# Function Menu

# Hallam Hotel

## Food Options



PLEASE SELECT 5 FOOD CHOICES FROM THE OPTIONS BELOW

### "STANDARD" FUNCTION FINGER FOOD:

**Mini Savory pies**  
**Sausage Rolls**  
**Mini Dim Sims**  
**Mini Spring Rolls**  
**Mini Party Pizzas**  
**Savory Samosas**  
**Flame-Grilled Meatballs**  
**Crumbed Chicken Strips**  
**Assorted Sandwiches**  
**Mini Gourmet Quiches**  
**Calamari Rings**  
**Assorted Savory Vol-au-Vents**

### "VEGETARIAN" FUNCTION FINGER FOOD

**Vegetable Samosas**  
**Vegetable Pastries**  
**spinach and fetta triangles**  
**Assorted Sandwiches**  
**Assorted Savory Vol-au-Vents**  
**Mini Spring Rolls**

*All function food items will be placed on platters and served at a time nominated by the hotel.*

*We also have additional food platters available, that may be ordered as extras on top of your standard Food order.*

|                              | LARGE | FEEDS APPROX* | EX-LARGE | FEEDS APPROX | QUANTITY ORDERED | SUB TTL |
|------------------------------|-------|---------------|----------|--------------|------------------|---------|
| dip platter                  | \$45  | 30            | \$55     | 40           |                  |         |
| sandwich platter             | \$50  | 60            | \$80     | 85           |                  |         |
| fruit and cheese platter     | \$50  | 30            | \$70     | 40           |                  |         |
| cold meat platter            | \$50  | 25            | \$70     | 40           |                  |         |
| extra standard or vegetarian | \$45  | 30            | \$55     | 40           |                  |         |

**UNLIMITED TEA & COFFEE STATION \$50**