



Dear Friend,

Thank you, for your interest in our services.

I hope that the following information will be helpful.

The Mitcham Hotel, with its great facilities, is conveniently located at 556 Maroondah Highway, Mitcham.

Phone 9874 8899, Fax 9873 4845

E-mail [mitcham.hotel@alhgroup.com.au](mailto:mitcham.hotel@alhgroup.com.au)

WEB: [www.mitchamhotel.com.au](http://www.mitchamhotel.com.au)

Right next door to the Mitcham railway station.

We offer impeccable service as well as quality food and beverages.

Our prices are extremely competitive and will suit your needs.

The ***Upstairs Function Room*** has a capacity for up to 80 guests seated or alternatively 120 guests standing and our facilities are suitable for all occasions.

Cocktail parties, Birthdays, Weddings, Engagements, Meetings, Shows and Special Events are all catered for and suited to your requirements.

Should you have any queries, please do not hesitate to give us a call and arrange a time to catch up.

Call in for an inspection now.

The Team at the Mitcham Hotel

# Terms and Conditions

Please be advised that when making a reservation for a private function you are accepting our terms & conditions set out below.

1. Menu selections should be confirmed with the venue 14 days prior to your function and final payment of food made is to be made at this time.
2. For the Upstairs Function Room a \$300 room hire fee is applicable and a \$200 security bond is required upon booking a function. No booking will be accepted without these payments.
3. Management reserve the right to refuse service and/or entry to guests attending a function, based on behaviour, intoxication or conduct.
4. Management reserve the right to terminate a function based on the behaviour, intoxication or conduct of guests.
5. Any damage to equipment or property is the responsibility of the person/s that made the function booking and will incur the cost (above and beyond \$200 bond) of any replacements and/or repairs required.
6. All functions have five (5) hour duration with 1am being the latest finishing time.

**It is house policy that after the function is finished that  
NO clients are let into the rest of the venue.**

7. Music stops fifteen (15) minutes before scheduled ending time.
8. Bar will close thirty (30) minutes before scheduled ending time.
9. All prices are G.S.T inclusive
10. No adhesives are to be used.
11. No glitter/confetti to be used.

## **12. Cheque payments are not accepted**

I/We \_\_\_\_\_ (Name)

Of \_\_\_\_\_ (Address)

Agree that I / We have read, understood & accepted the above terms & conditions.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

# **Information**

## **Room Hire**

Your room hire payment provides you with the following items:

- Tea and Coffee facilities
- Cake & Present Tables
- Use of available equipment
- Room set up
- Room Cleaning
- Use of function room for 5 hours.
- Staff where applicable

The function room will be made available for you to decorate on the day of the function (provided that there is not a function during the day). No pins or sticky tape are to be used.

## **Bookings & Deposits**

To ensure your booking date is confirmed you are required to pay a bond of \$200 (where applicable) and a room hire of \$300 or \$150 depending on the room selected. Room cannot be held without a bond (where applicable) and room hire payment. \$200 bond (where applicable) will be returned the following day after your function. The Upstairs Function Room is not available for hire on Sundays or Public Holidays.

## **Available Equipment**

### Function Room

CD player      pool table (\$2 per game)      whiteboard      projector screen  
DVD player.

### To Hire

Digital Projector      \$50.00

## **Room Dimensions**

### Upstairs Function Room

30 Metres length X 11 Metres width

# Finger Food Menu

Available for  
Function

## \$1.95 per item per head

Ribbon Sandwiches  
Dips & Vegetable Crudities  
Samosas - Beef or Vegetable  
Spring Rolls - Crab or Vegetable  
Potato Wedges  
Party Pies  
Sausage Rolls  
Caramelized Onion & Blue Cheese Calzone  
Chicken & Corn Petite Vol Au Vents  
Chicken Dippin's

## \$2.95 per item per head

Ricotta, Spinach & Pine-nut Roll  
Sun-dried Tomato & Goats Cheese Quiche  
Peking Duck Wontons  
Crocodile & Wattle-seed Dumplings  
Vegetable Pasties  
Salmon, Leek & Caper Quiches  
Barramundi & Ginger Gyoza  
Chicken Satay Skewers  
Prawn Twister

Please select as many items as required from the list provided. A minimum of 50 people must be catered for. When making your selections, please note that the minimum number of items to be selected is 6.

Minimum cost of food is \$585

Please note: Due to Responsible serving of alcohol policies, food is compulsory at all functions where alcohol is being served.

# Corporate Functions

## Room Hire

Your room hire payment of \$150\* provides you with the following items:

- Tea and Coffee facilities
- Use of available equipment
- Room set up
- Room Cleaning
- Use of function room for 3hrs

\* Bulk bookings - Price is negotiable if you are requiring the function room for bookings that are over 5 days.

## Payment

Full payment for functions is required prior to function commencing. Please note: Cheques are not accepted.

## Available Equipment

Whiteboard and markers  
Projector screen  
Television & video

## Room capacity

### **Upstairs Function Room**

Theatre Style	80
Conference	30

### **Downstairs Function Room**

Theatre Style	60
Conference	20

## Menus

Morning/afternoon tea @ \$4.95 per head:

Danish slices  
Assorted biscuits  
Assorted small cake slices

If lunch or dinner is required in the duration for your function, for the upstairs function room the bistro is the only option for meals (See bistro menu). Meals can be pre ordered and prepared to be served at a set time. Meals must be consumed in the bistro. Please speak to our staff for more information.

# **Corporate Functions Menu**

## **Light Lunch**

\$14.50 per head

A selection of finger sandwiches  
Fresh fruit platter  
Assorted biscuits  
Tea and Coffee

## **Business Lunch**

\$17.50 per head

A selection of Danishes  
Open sandwiches  
Fresh fruit platter  
Assorted biscuits  
Mixed juices  
Tea and Coffee

## **Ploughman's Lunch**

\$20.50 per head

Mixed cold meats and cheeses  
Antipasto platter  
Assorted salads  
Fresh bread & butter

Fresh fruit platter  
Assorted biscuits  
Mixed juices  
Tea and Coffee

## **Additional Items**

### **Cake Platters**

\$4.50 per head

A selection of freshly baked cake and slices.

### **Cheese Platters**

\$4.50 per head

A selection of cheeses served with crackers & crudities.

**Hot finger food is available please see menu.**