



Dear Friend,

Thank you, for your interest in ***The Mitcham Hotel Function Room.***

We hope that the following information will be helpful.

The Mitcham Hotel, with its great facilities, is conveniently located at 556 Maroondah Highway, Mitcham (corner Mitcham Road)

Phone 9874 8899, Fax 9873 4845

E-mail mitcham.hotel@alhgroup.com.au

Web: www.mitchamhotel.com.au

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

Our prices are extremely competitive and will suit all your needs.

The Mitcham Hotel Function Room has a capacity for up to 120 guests for cocktail style functions including, Birthdays, Weddings, Engagements, Meetings, and Special Events.

Should you have any queries or requests, please do not hesitate to give our helpful and friendly staff a call.

Call in for and inspect the room for yourself 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 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 over 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 and room hire of \$300. The Room will not be held without a bond and room hire payment. Where applicable the \$200 bond may be collected from the venue the day following your function (as per terms and conditions). The function room is available for hire on public holidays but please note that conditions apply for the function room on these days.

The minimum number of guests for Friday/Saturday night functions is 50.

Available Equipment

CD player (with I-pod and laptop connections)

Pool table (\$2 per game)

Whiteboard

Projector screen

DVD player

To Hire

Digital Projector \$50.00

Room Dimensions

30 Metres length X 11 Metres width

Finger Food Menu

\$12 per head (6 selections) **extra selections \$2 each**

Ribbon Sandwiches
Dips & Vegetable Crudities
Samosas – Beef or Vegetable
Spring Rolls – Crab or Vegetable
Potato Wedges
Party Pies
Sausage Rolls
Spinach and Ricotta Triangles
Chicken & Corn Petite Vol Au Vents
Chicken Dippin's

\$15 per head (6 selections) **extra selections \$3 each**

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

NB- You must cater for the total number of guests attending your function

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 \$200* 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

Function Room

| | |
|---------------|----|
| Theatre Style | 80 |
| Conference | 30 |

Alternatively we do provide a choice from our corporate function menu as follows:

Corporate Functions Menu

If lunch or dinner is required in the duration for your function, meals can be pre ordered and pre prepared to be served at a set time (See bistro menu).
Please note that meals must be consumed in our bistro.

Please speak to our friendly staff for more information.

Morning / afternoon tea @ \$8 per head:

Muffins, Danishes and Slices
Assorted biscuits
Mixed juices
Tea/Coffee

Business Lunch @ \$15 per head:

Open sandwiches
Fresh fruit platter
Assorted biscuits
Mixed juices
Tea and Coffee

Additional Items

Cheese Platters
\$5.50 per head

A selection of cheeses served with crackers & crudities.

Hot finger food is also available, please see menu as follows:

Corporate Functions hot food **menu**

\$12 per head (6 selections)
extra selections \$2 each

Ribbon Sandwiches
Dips & Vegetable Crudities
Samosas – Beef or Vegetable
Spring Rolls – Crab or Vegetable
Potato Wedges
Party Pies
Sausage Rolls
Spinach and Ricotta Triangles
Chicken & Corn Petite Vol Au Vents
Chicken Dippin's

\$15 per head (6 selections)
extra selections \$3 each

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