

# FUNCTIONS FOR ALL OCCASIONS

## THE METRO ROOM

The Metro Room is appropriate for all occasions, with access to a wide balcony space and its very own bar you have everything to make your occasion extra special. With views over the manicured gardens surrounding the Heritage Bendigo Town Hall, the atmosphere is superb. The Metro Room accommodates up to 200 for finger food functions & up to 80 sit down meal or buffet. **Minimum Spend \$2200 Inclusive of Food, Beverage, Pre Function dinner & drinks purchases.**

## THE SANDHURST ROOM

The Sandhurst room is one maybe suitable for smaller sit down functions, business seminars, training days, meetings or a casual "get together" Averaging 30 guests. None the less our Sandhurst Room is very much suitable more cocktail style parties offering private access to the balcony and bar to absorb the unique atmosphere of Central Bendigo.

Suitable for 50 - 80 guests the room compliments all functions.

**Minimum Spend \$1500 Inclusive of Food, Beverage, Pre function dinner and drinks Purchases.**

## THE METRO ROOM & SANDHURST ROOM

If you need a little more space for bigger function or need a separate space for dining or seating, book it all. A space perfect for Weddings engagement parties & all large social events. **Minimum Spend \$3300 Inclusive of Food, Beverage, Pre function dinner and drinks Purchases.**

## PUGG'S LOUNGE

Situated downstairs, the lounge is perfect for small gatherings of up to 60 guests. With the fabulous old atmosphere of the venue this room offers, enjoy the experience with couches, high tables and booths seating to suit all attendees.

Perfect for sit down dinners, training days, meetings or a casual night time "get together" s". **Minimum Spend \$1000**

**Inclusive of Food, Beverage, Pre function dinner and drinks Purchases.**

## METRO COURTYARD

For the young & young at heart the Star Bar is ideal for birthday parties or any other fun occasion

Terms & Conditions Apply \* the ideal, casual or semi-formal nights atmosphere. Available until 10pm Friday, Saturday Nights. **Minimum Spend \$1500 Inclusive of Food, Beverage Purchases.**

## THE TAP VIP

Taphouse situated again in the brilliant Bull Street atmosphere right beside the Metropolitan Hotel. Taphouse offers 2 great spaces for functions from 20 - 80 guests. It offers an upmarket selection of craft beers, wine and cocktails. Hot finger food platters and snacks are also available. It is ideal space for that very special but informal occasion.

**Minimum Spend \$500 Inclusive of Food, Beverage Purchases.**

## TAPHOUSE UPSTAIRS

Enjoy the whole top floor of recently decorated Taphouse. The room compliments the venues casual semi-formal vibes with the full bar experience. This area is available exclusively until 11pm until the venue space becomes open to public while we invite you to stay after that time and continue to enjoy the energy the area produces. Cocktails and drink packages available. **Minimum Spend \$2200 Inclusive of Food, Beverage Purchases**

## STAR LOUNGE

Situated right next door to Star Bar at 114 Pall Mall, with a private entry Star Lounge offers a room with eclectic appeal. With full private bar access and courtyard and toilets perfect for a trendy casual space for up to 100 guests.

## STAR BAR – BAR AND COURTYARD

For the young & young at heart the Star Bar is ideal for 18<sup>th</sup>, 21<sup>st</sup> or any other fun occasion \* Terms & Conditions Apply. The vibrant energetic atmosphere is available until 10pm Saturday Nights only.

**Minimum Spend \$1500 Inclusive of Food, Beverage Purchases.**

**Whilst we ask for a small deposit of \$100 for one of the venues room with your desired date secured this will contribute to the minimum spend of the desired rooms.**

## 9 SPACES OVER 3 DIFFERENT VENUES!

Please see venue staff for more information.



# FUNCTION EVENT RUNNING SHEET -

**Function Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Function Type:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Other Contacts & Phone:** \_\_\_\_\_  
**No. of Guests:** \_\_\_\_\_ **Drink Tab Limit:** \_\_\_\_\_  
**Other Requests:** \_\_\_\_\_

Deposit Paid : \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Member: \_\_\_\_\_

**Please ensure a copy of receipt is attached when function is complete and paid in full.**

COSTS	TOTAL	COMMENT	Total PAID
Booking Fee Deposit :	<b>\$100</b>		<b>Please staple copy of any EFTPOS payments to this sheet.</b>  Staff:
Food Costs :			
Bar Tab :			
Minimum Spend Variance:			
<b>Total Costs</b>			

Food & Beverage Order Form	Location:	Type:
<b>Function Name:</b>		
<b>One Course</b>		Number Required
Two Alternate Mains \$32	Add finger food on arrival \$6	Cost
<b>Two Courses</b>		
Fingerfood/Two Alternate Mains \$35	Two Alternate Entrees/Mains \$35	
Two Alternate Mains/Dessert Plate \$35	Two Alternate Mains/Desserts \$35	
Three Alternate Entrees/Mains \$40	Three Alternate Mains/Desserts \$40	
<b>Three Courses</b>		
Fingerfood/Two Alternate Mains/Dessert \$45	Three Alternate Entrees/Mains/Desserts \$50	
Two Alternate Entrees/Mains/Desserts \$50	Canapes on arrival \$ per head \$6	
<b>Total Overall Selection:</b>		

Platter Options:	No. of Platters:	Cost:
<b>Seafood Platter</b> \$200 - Selection of seafood including oysters, prawns, scallops, octopus, calamari and fish		
<b>Cheese and Fruit</b> \$160 - Selection of Australian cheeses, fruit, nuts and crackers		
<b>Dips Platter</b> \$80 - Selection of homemade dips, Turkish bread and crackers		
<b>Antipasto</b> \$160 - Selection of gourmet meats, vegetable, olives, dips and crackers		
<b>Hot Selection</b> \$120 - Selection of pies, dim sims, spring rolls, samosa, sausage rolls		
<b>Gourmet Hot Selection</b> \$140 - Selection of beef and chicken skewers, varietal pastries, mini mignons, spicy meatballs, salt & pepper calamari plus other seasonal treats.		
<b>Sweet Platter</b> \$160 - A selection of sweets & Chocolates.		
<b>Optional Extras</b> - Tea and Coffee - \$50 (up to 30 people) Decorations - P.O.A Live Music - P.O.A DJ - Approx. \$400 Audio / Visual - P.O.A Security - \$50 per hour		

**For all functions, please return to the Metropolitan Hotel  
 224 Hargreaves St, Bendigo**

**Email to [info@metro Bendigo.com.au](mailto:info@metro Bendigo.com.au)**

**PLEASE PHONE ON 54434916 TO CONFIRM EMAIL HAS BEEN RECEIVED.**

# VENUE SELECTION

Venue Selection	Tick	Office Use Only	Date
The Metro Room	_____	Deposit Paid	_____
The Sandhurst Room	_____	Other Amount	_____
The Metro Room & Sandhurst Room	_____	Amount Owing	_____
Pugg's lounge	_____	Notes: _____ _____ _____ _____ _____	
Metro Courtyard	_____		
The TAP VIP	_____		
Taphouse Upstairs	_____		
Star Lounge	_____		
Star bar - Bar & Courtyard	_____		

## Booking Agreement

Booking Name: _____	Contact Person(s): _____
Address: _____	
Phone: M: _____	H: _____

## Function Details:

Date: _____	Day: _____	Type / Occasion: _____
Time: _____	No. of Guests: _____	No. of Children: _____
Special Requirements: _____ _____ _____		

Food Option: _____	Drink Options: _____	TAB: YES / NO
Food Booking Selection: YES / NO	_____	Tab Limit ( If Applicable)
Selection from Food Booking Sheet: _____		\$ _____
_____		_____

I, \_\_\_\_\_ agree to pay a booking fee of \$ 100 as confirmation of the above function with the balance to be paid at the completion of the function. I, \_\_\_\_\_ agree to my credit card being held as security and if necessary debited in the event of the minimum spend not being reached or for any outstanding accounts to be paid at the end of the function.

Card Name:	_____	Expiry Date: ___/___
Card Number:	_____	CCV: _____

Final Details must be confirmed 14 days prior to the day of the Function.

A minimum number of guests must be confirmed 5 working days prior to the function.

If the booking is cancelled, the client may be liable to pay up to 50% of the minimum charge  
(See further terms and conditions)

The minimum spend does not include DJ's, bands, audio equipment or any other equipment hired in on behalf of the client.

**Any underage guests must be off the premises by 10.30pm approved by Management.**

**Agreement:** I, \_\_\_\_\_ have read understood and agree to the above details and the terms and conditions attached.

Signed on behalf of client:	Name : _____ _____	Date: _____
Signed on behalf of venue:	Name : _____ _____	Date: _____

# TERMS & CONDITIONS

These terms and conditions together with the booking agreement contain the whole contract between the venue/bar/hotel and the client. No variation shall be binding on the hotel unless agreed to by the hotel management in writing and signed by the hotel.

**Deposit and Cancellation** - A \$100 deposit is required to secure a booking. The deposit is non-refundable if cancellation is made less than 21 days before the agreed function. If a booking has been made the client may cancel the booking but where the client: a) cancels a booking between 7-14 days prior to the day of the function, the client shall forfeit the entire deposit and in addition shall, upon demand of the hotel in writing pay up to 50% of the minimal charge; or b) cancels a booking 7 days or less prior to the function, the client shall forfeit the entire deposit and in addition shall, upon the request of the hotel pay up to 80% of the minimum charge.

**Price and Payment** - Payment is to be made in full at the completion of the function unless agreed to in writing by the management of the hotel.

**Confirmation** - Final details must be confirmed 14 days prior to the day of the function. A minimum number of guests must be confirmed 5 working days prior to the function. In the event the final details or number of guests is not confirmed in accordance to the terms and conditions, the hotel may terminate any and all contracts and agreements with the client.

**Price** - All prices are current at the time of the quote and are subject to revision by the hotel prior to the signing of the booking agreement. Once signed, the prices will be fixed for the agreed function. Any bar or food tabs over and above the agreement times will be charged at bar prices. All prices are inclusive of GST.

**Underage** - All guests under the age of 18 must be off the premises by 10.30pm unless authorized by management. Any underage guests must be under the supervision of a parent or legal guardian.

**Consumption** - No food or Beverage is permitted to be brought into venue by the client or any guest unless approved by the hotel.

**Responsibility** - The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft of the same which is caused by the client or any guest or other person attending the function. In the instance where damage has occurred, all associated costs will be charged to the nominated credit card.

**Security and Behavior** - The hotel reserves the right to exclude or eject any or all guests or other person from the function and venue without liability.

**Liability** - If the hotel has reason to believe that the function will affect the hotel or its clients, business, security or reputation, the hotel reserves the right to cancel the function without liability and terminate any and all contracts and agreements with the client.

**Basis of Agreement** - Performance of this agreement is contingent upon the ability of the hotel to complete the agreement and is subject to labour troubles, disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food and beverage supplies, equipment failure and other causes, whether enumerated herein or not which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the hotel liability be in excess of the total amount of food and beverage the client has agreed to pay.

**General** - These terms and conditions are governed by the laws of the State of Victoria and the hotel and the client hereby irrevocably submit to the jurisdiction of the courts of the State of Victoria and all courts of appeal from those courts. Any of the said provisions that are illegal, void, or unenforceable shall be ineffective to the extent only of such illegality, voidness or unenforceability without invalidating the remaining provisions.

**Prohibited** - No confetti, rose petals, rice, metallic sprinkles or similar material are to be used in the venue or surrounding footpaths or balcony. An additional \$100 cleaning fee will apply if this condition is not met. No pyrotechnics, smoke machines, additional lighting or additional audio equipment is to be brought into the venue without prior approval of the hotel.

Audio - Noise levels are to be kept to reasonable levels in line with hotel license conditions.

**I agree and understand to abide by the above conditions.**

**Name:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_