
Albion Hotel Function Kit



Dear Patron,

Below is a copy of our function package and what we offer. If you have any queries, please have no hesitations in calling us at the hotel.

Function Spaces

The Retreat - with a capacity of 120 people (Cocktail style function) and 70 (with seating).

It is an outdoor area with a retractable roof, TV, heating, and plenty of space for a DJ or jukebox and dance floor.

The area is completely private with a shared bar and restrooms.

Alby's Bar - is a semiprivate room in the lower bistro ideal for smaller functions, meetings, and sit-down functions of 20-50 people with a shared bar and restrooms.

Room Hire – \$250 deposit will lock in the date and confirm privacy throughout the function for *The Retreat*. *Alby's Bar* is free

Bond - *\$300 maybe required according to the function & \$500 for 21st Birthdays (refundable unless damages occur) for *The Retreat* and *Alby's Bar*

Security Guard - Included in room hire

Food Options – (please refer to attached Cocktail Menu for detailed selections and prices) Fixed price menus and a la carte also available.

Individual platters include 45 pieces per platter unless otherwise indicated.

**** (V) Vegetarian ** (GF) Gluten Free**

Tea & Coffee facilities are also available – (Prices available upon request)

Entertainment -

(Customers are to arrange at own cost)

DJ's

Live Music (including acoustic duos, trios, or bands)

Juke Box

Blue Tooth Speaker

Thank you again for your queries and bookings.

Kind Regards,

Steve Muscat

Venue Manager

Albion Hotel Dandenong

P – 03 9792 2501

E – info@albionhoteldandenong.com.au

Meat Lovers Grazing Platter \$95
A Selection of Hot and Cold Meat with a Side of Mustard, Pepper, and Mushroom Sauce

*

Antipasto Platter \$75
A selection of cold and cured meat, various cheese, pickled and marinated vegetables, breads, crackers and salad

*

Ham, Zucchini and Capsicum Frittata \$80
(Vegetarian Option Available)

*

Harissa Spiced Beef Koftas (GF) \$80

*

Hot Chili Glazed Chicken Drumettes \$80

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Mini Pork Belly Sliders \$80
With coleslaw

*

Mini Chili Chicken Tacos \$80
(Vegetarian Option Available)

*

Smoked Salmon and Feta Cheese Blinis \$70

*

Crumbed Chicken Tenders \$70
with Cocktail Sauce

*

Bruschetta \$60
on toast, with tomato, Spanish onion, basil, feta cheese, and balsamic glaze (V)

*

Pumpkin Crostini \$60
on toast, with homemade cottage cheese and caramelized onion (V)

*

Assorted Sandwich Platter \$60

*

Cocktail Sausage Rolls \$60

*

Mini beef pies (80pcs) \$60

*

BBQ Meatballs (80pcs) \$60

*

Mixed Asian Basket (80pcs) \$60
(Vegetarian Option Available)

*

Battered Fish Fingers \$60
with tartare sauce

*

Cheese Platter \$85
Assorted cheese, fresh fruit, dried fruit, crackers, nuts, and grissini sticks

*

Assorted Cake Platter \$75
Chefs selection of assorted mini cakes

*

Assorted Danish Platter \$75
Chef's selection of assorted sweet & savory Danishes

*

Seasonal fruit platter (V/GF) \$75
Chefs selection of assorted seasonal fresh fruits

ALBION HOTEL

FUNCTION TERMS AND CONDITIONS

Bookings and deposits:

To secure your requested date and the most suitable area to accommodate your needs, a Booking deposit fee is required.

Cancellations or postponement:

In the event of a cancellation or postponement by the event organizer(s), the Albion Hotel requires formal notification. All notifications must be emailed to the venue via info@albionhoteldandenong.com.au Cancellations or postponements with less than three weeks' notice will incur a loss of deposit.

Payments:

The Albion Hotel requires that full and final payment must be settled at the conclusion of the event. A \$250 deposit is required upon booking your function to secure the date and

this includes room hire and security (if required for the event).

All food (platters) ordered for the function must be confirmed at least 2 weeks prior to the event. (Minimum platters ordered are required on numbers attending the function. See management for confirmation here)

Payment for food can be paid on the day.

A \$300 bond *if required and a \$500 bond for 21st birthdays MUST be paid prior to the event and will be returned after the event has concluded and the venue is satisfied that no damages have been incurred.

Confirmation:

Confirmation of final numbers and menu selection is required no less than 10 days prior to the function date.

Price variation:

The Albion Hotel makes every effort to maintain prices, however, prices quoted for functions that are greater than 3 months in advance are subject to change at management's discretion to allow for variations in cost of goods, wages and equipment hire.

Liquor License:

In accordance with liquor licensing all functions are to conclude by 12.30am, except for Sundays (11pm). The Albion Hotel is a strong advocate of responsible service of alcohol and reserves the right to refuse supply of alcohol to intoxicated patrons. Under section 114 of the liquor licensing act, the Albion Hotel reserves the right to instruct patrons who are behaving in a quarrelsome manner to leave the premises at any time.

BYO Policy:

No food or beverages of any kind is permitted to be brought into the venue by the client, or a guest of the client for consumption by the client or any guest of the client without prior approval by the Albion Hotel.

Entertainment:

External DJ's are permitted; however, it is a requirement that a sound check be completed prior to the commencement of any function. All entertainment must be fully set up and sound checked before 5pm. Evening events will require all entertainment to conclude by 12:30am.

Responsibility and Liability:

The Albion Hotel does not accept any responsibility for the damage to, or loss of any clients' property throughout the duration of the function. The organizers of the function will be financially responsible for any damages to the venue's fixtures and fittings, property, and equipment, which includes pilferage of the venues property that may occur throughout the duration of the function.

I confirm that I _____
have read and understood the above terms
and conditions and agree to comply.

Signed _____

Date _____

