



LOWER PLENTY
HOTEL



Celebrations & Events

Let us help you create memories that last a lifetime.

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The River Bridge Room



Comfortably catering for up to 60 guests cocktail style, this venue space is perfect for your more intimate celebrations.

The modern and naturally lit function space offers your guests a VIP experience with their exclusive bar access.

The heated outdoor setting adds warmth to the atmosphere, creating a memorable setting venue for your event.



The Eucalyptus Room

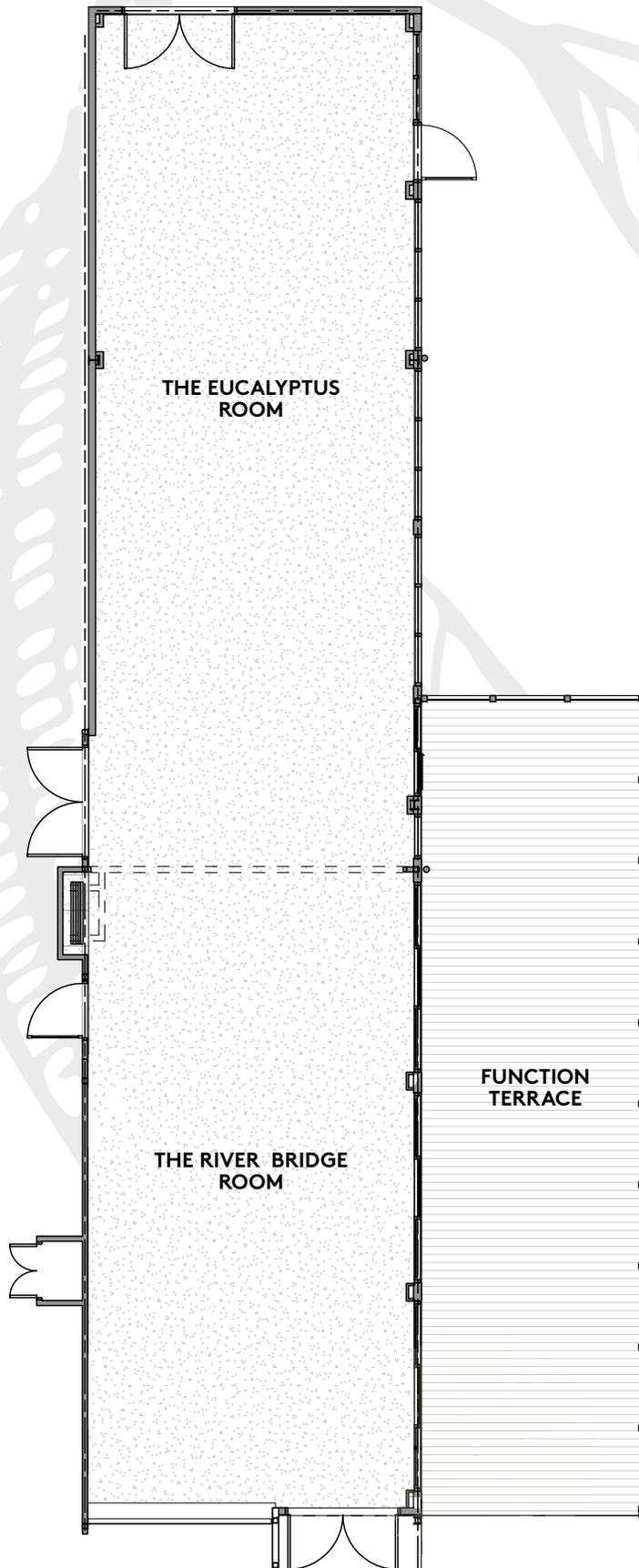


Accommodating for up to 80 guests cocktail style, The Eucalyptus Room is perfect for your larger celebrations, day meetings and events.

The open plan room offers flexibility for you to have the space perfectly set up, tailoring the use of space to suit your event.

Opening up to the outdoor alfresco terrace, this space will cater perfectly for any occasion.

Capacity & Floorplan



The River Bridge Room:

Room Dimensions:

11 square metres x 5 square metres

Cocktail Style:

60 guests

\$300 flat rate, plus \$1,500 minimum spend on food and beverage

Boardroom:

15 guests

\$450, morning or afternoon tea provided

U Shape:

15 guests

\$450, morning or afternoon tea provided

The Eucalyptus Room:

Room Dimensions:

14 square metres x 5 square metres

Set Up:

Cocktail Style:

80 guests

\$300 flat rate, plus \$1,500 minimum spend on food and beverage

Boardroom:

25 guests

\$450, morning or afternoon tea provided

U Shape:

20 guests

\$450, morning or afternoon tea provided

Rooms Combined:

Room Dimensions:

25 square metres x 5 square metres

Cocktail Style:

140 guests

\$500 flat rate, plus \$1,500 minimum spend on food and beverage

Car Parking:

283 parking bays

Ambulant accessible available

Menu

CANAPÉ SELECTION

Fried beef dim sims with soy sauce	\$70, 70 pieces
Crumbed calamari rings with tartare dipping sauce	\$70, 70 pieces
Vegetarian spring rolls with sweet chili dipping sauce	\$70, 70 pieces
Vegetarian samosa with coriander & mint chutney (v)	\$70, 70 pieces
Prawn twisters with lime aioli	\$70, 45 pieces
Gourmet ham & pineapple pizza slice	\$12, 8 slices
Gourmet pumpkin & fetta pizza slice (v)	\$12, 8 slices
Sausage rolls with tomato sauce	\$70, 36 pieces
Mini traditional bruschetta (v)	\$60, 45 pieces
Assorted sandwiches, combination of:	\$70, 70 pieces
• Chicken, cheese, avocado & aioli	
• Virginian ham, mustard, lettuce & tomato	
• Curried egg & lettuce (v)	
• Lettuce, tomato, carrot & mayo (v)	

PREMIUM SELECTION

Falafel with mint yoghurt dipping sauce (v)	\$80, 45 pieces
Mushroom & mozzarella arancini (v)	\$85, 30 pieces
Crumbed fish & chip cones with tartare	\$85, 30 pieces
Mini gourmet pies, combination of:	\$85, 40 pieces
• Vegetable tikka (v)	
• Shepherds pie	
• Australian beef	
• Chicken & mushroom	
Mini cheeseburgers	\$80, 30 pieces
Mini chicken burgers	\$80, 30 pieces
Pulled pork sliders	\$85, 30 pieces
Satay chicken skewers with peanut and coconut dipping sauce	\$80, 45 pieces
Mushroom risotto in a bowl (gf,v)	\$85, 30 pieces
Fried rice in a box (v)	\$80, 30 pieces
Loaded wedges with bacon, cheese, sour cream and sweet chili	\$45, platter
Nacho cups	\$80, 30 cups

Terms & Conditions

Room Hire & Minimum Spend:

The room hire fee is a non-refundable down payment on the area that you decide to use for your function. The minimum spend for all functions is \$2000, which is required to be met under all circumstances, unless there has been an arrangement agreed upon by the function's manager. The room hire fee of \$500 is not inclusive in the minimum spend, it is an additional fee. The full minimum spend will be applied to the account owing if the minimum spend is not met. Room hire will only be waived in exceptional circumstances and must be approved by the functions co-ordinator.

The room hire fee covers a total of five hours and an additional fee of \$50 will incur for every hour after the initial first five hours. Room hire on public holidays will not incur additional charges.

The minimum spend includes drinks and food. Food orders must be confirmed and paid for in advance and drinks will be finalised on the day of the function.

Cancellations

In the event of a cancellation, the following will apply:

4 weeks prior to the event:
full refund

Within 14 days of event:
50% of room hire refund

Within 7 days of event:
no refund

If there is any occasion where a cancellation is necessary and doesn't fit within these protocols, then alternative arrangements will be made with the function's co-ordinator.

Catering & Dietary Requirements

It is an essential requirement for all functions at the Lower Plenty Hotel, hereby referred to as 'the venue', to be catered for. Furthermore, catering is provided by the venue and is to be confirmed and paid for two weeks in advance of the function.

Food that is not provided by the venue is not permissible in accordance

to food licencing laws, thus management have the right to reject the use of the all savory food that is external to what the venue provides. Under no circumstances are drinks, alcoholic or non-alcoholic, to be bought into the venue with the intention of being used for functions. Cakes and desserts are permitted and any other queries regarding which external food is allowed, should be directed to the function's co-ordinator.

The venue does its best to cater for all the dietary needs of its customers, however all dietary requirements must be confirmed prior to the event. Allergies and intolerances are taken very seriously, which is why it is essential to let staff know in advance, that way extra care can be taken. It is not fully guaranteed that all allergy requirements can be catered for, due to the risk of cross-contamination of everyday products.

Music, Entertainment & Equipment

Strict conditions apply to entertainment volume, in consideration of the venue's patrons. The room hirer is required to inform the hotel of any details regarding music and entertainment that will take place prior to the event. Failure to do so will result with the hotel reserving the right to cancel the event on the day, with no refund given. Live music performances can consist of a solo act or group, or a DJ. All live musicians performing in functions must use the in-house sound system. Should management request the volume of the music be reduced, it is expected that this change be made immediately.

Both function rooms feature large display screens, which are Apple and Windows product compatible with HDMI and USB ports. Flip chart is also available for hire from the venue and all other audio-visual equipment can be arranged.

Live music performances require a female XLR3 pin cord to connect mixers into our media connection. DJ's must provide either RCL or female 3pin XLR cord to connect to our media source.

Payment

Full payment of the room hire fee is

required to confirm the booking. Payment for food is required two weeks prior to the function date, and at the latest, one week prior to the function date. Food orders cannot be altered later than one week before the function date, unless in extreme circumstances and/or approved by the function's co-ordinator. Food orders will incur a 15% surcharge on public holidays.

Please note a \$500 bond is required for or 18th, 21st, or 30th birthday celebrations. The bond payment is required at the same time of payment of the room hire. In this occasion, extra security will have to be provided, beginning at \$195 per guard for the duration of the event.

If all payments are not received in suitable time, the venue reserves the right to cancel the function, with no refund of prior payments.

A photo ID and a debit or credit card, as well as a phone number, must be handed over to bar staff at the commencement of the function in order to begin a bar tab. Any drink tab must be paid in full upon the conclusion of the function. Drink tabs will not incur a 15% surcharge on public holidays.

Decorations & Damages

All additional decorations or props required, other than those supplied by the venue, must be confirmed with the function's co-ordinator prior to the function. All decorations must be removed by the guests at the conclusion of the event and the venue hirer is solely responsible for the removal of all decorations.

The venue must approve all decorations and reserves the right to disallow any material deemed offensive or dangerous. Unauthorised decorations include, but are not in any way, shape, or form exclusive to, glitter, scattered balloons, confetti, candles, and wall mounted adhesives, like sticky tape or adhesive hooks for reasons which the function's co-ordinator can describe upon request. Balloons must also be weighted. External equipment is permitted. Blu-tack is permitted but is not to remain on any interior or external walls or furniture at the conclusion of the function. The room hirer is

Terms & Conditions

responsible for damage, theft, breakage, or vandalism sustained to the functions room. If the room hirer does not adhere to these conditions and if a bond was paid, the bond will be forfeited, and furthermore management have the right to charge for any damage made to the venue. The venue also will provide linens free of charge.

Although the venue staff do their best to ensure protection of guest's personal property, the venue does not accept responsibility for damage or loss of personal property of function guests left at the venue prior to or after the function. It is recommended all personal items be removed from the venue in the 48 hours after the function has been completed. If any personal items or materials provided by the room hirer remains on premise after this 48-hour period, the venue has the right to discard of said property.

All bonds will be returned to the room hirer in the 48 hours following the function, however, will be forfeited in the circumstances where damage, vandalism, theft, or breakage has been committed. In the circumstance where no bond has been paid and damage has been caused to the venue, the room hirer is financially responsible.

Liquor & Licensing

The venue proudly complies with all regulations outlined by the Victorian

Commission for Gambling and Liquor Regulation in the Liquor Control Reform Act 1998. Under no circumstances is a minor permitted to consume alcohol on premise. The venue will not supply liquor or permit others to supply liquor to minors under the age of 18 on premise.

A person, other than the those employed at the Lower Plenty Hotel, must not also supply liquor to an underage person. If an adult is seen supplying liquor to minors, that person will be ejected from the venue and serious penalties apply.

A minor is permitted to be on premise only if in the company of a responsible adult and for the purpose of partaking in a meal. All minors on premise must be accompanied by a parent or legal guardian, or a responsible adult, or else entry will be denied to that minor.

All guests must give evidence of a valid age document (Key Pass, Driver's Licence or Passport), which has been issued to that person, and not any other person. If patrons over the age of 18 do not show or bring proof of age, they will not be allowed on premise. The venue reserves the right to ID individuals at liberty at all times. Punctured and outdated ID's will not be accepted as valid forms of personal identification.

Although it is standard procedure for any venue, it must be reiterated that

any abuse or harassment towards staff members will not be tolerated under any circumstances. If any abuse or harassment is reported, this will result in the guest being ejected from the venue, or further consequence if necessary.

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Although it is standard procedure for any venue, it must be reiterated that any abuse towards staff members will not be tolerated under any circumstances. If any abuse or harassment is reported, this will result in the guest being ejected from the venue.

AGREEMENT & ACCEPTANCE OF TERMS & CONDITIONS

I, _____ (insert name here) have read, understood, and agree to the terms and conditions in regard to usage of the function spaces. I understand that the Lower Plenty Hotel complies strictly to Victorian legislation on liquor licencing and minors on premise. I consent to the staff and security at the Lower Plenty Hotel to eject any person who violates any of these conditions from the venue. It is understood that the abuse of staff and patrons is not accepted in any way, shape, or form.

CLIENT PRINT NAME

COORDINATOR PRINT NAME

CLIENT SIGNATURE

COORDINATOR SIGNATURE

DATE SIGNED

DATE SIGNED

Food Waiver

Food Allergies and Dietary Requirements

The Lower Plenty Hotel takes all food allergy and dietary requirements seriously. All intolerances should therefore be made known to the function co-ordinator, or corresponding staff, prior to the event. It is also the responsibility of the client to ensure that on the day of the event, individuals inform staff about their personal dietary requirements. We do our best to cater for every person's needs, however we cannot guarantee that our food is completely allergy free, due to the fact that there may contain traces of nuts in everyday ingredients. We advise you to speak with our staff who will recommend appropriate options for your guests.

External Food Waiver

I, _____ (insert name here) hereby waives and releases any rights, actions, or claims against the Lower Plenty Hotel for any food-borne illnesses or other serious illnesses arising out of, or in connection with, the clients use of their own food, or consumption of products not provided by the Lower Plenty Hotel.

Any food items that are to be bought in strictly must be candy and dessert only. The Lower Plenty Hotel has the right to disapprove any food items bought in. Under no circumstance is savory food allowed in functions, unless approved by management.

This agreement shall be binding upon the function host and withstands until to week after the event date. This agreement acknowledges that the Lower Plenty Hotel does not owe a duty of care towards the client in the circumstance where the client supplies their own food and illness is contracted afterwards.

By signing this waiver, you confirm that you have read, understood, and accepted the terms and conditions regarding external food use during your event at the Lower Plenty Hotel.

CLIENT PRINT NAME

DATE SIGNED

CLIENT SIGNATURE

COORDINATOR PRINT NAME

DATE SIGNED

COORDINATOR SIGNATURE

Liability & Release

Use of External Equipment

The Lower Plenty Hotel allows the function room hirer to bring their own equipment. As stated in the Terms and Conditions, you can bring decorations and external furniture or equipment for your function. If you are renting equipment, furniture, or play equipment from external companies, documents providing the company's public liability insurance must be copied and given to the function's co-ordinator two weeks prior to the function date. It is absolutely necessary that these documents are given to the venue staff, as the Lower Plenty Hotel is not and will not be liable for injury sustained due to a malfunction or misuse of equipment not owned by the venue.

Equipment from home is permitted, but only with permission from the function's co-ordinator. A document must be signed upon booking, regardless of whether furniture and equipment from home are bought in and used in the function. The Lower Plenty hotel does not take responsibility for any injury sustained on premise by the use of the external equipment.

If a public liability insurance document is not signed in this time frame, the equipment will not be permitted for the duration of the function.

External Equipment Waiver

I, _____ (insert name here) hereby waive and release any rights, actions, or claims against the Lower Plenty Hotel for serious personal injury or harm, and/or death arising out of, or in connection with, the clients use of their own personal furniture or equipment, or hired furniture or equipment.

A public liability insurance form must be provided, copied, and given to the function's co-ordinator two weeks prior to the function date. Any equipment bought from home must be approved by the function' co-ordinator and this liability and release waiver must be signed.

This agreement shall be legally binding upon the client and withstands until two weeks after the event date. This agreement is for the benefit of the client and acknowledges that the Lower Plenty Hotel does not owe a duty of care towards the client in the circumstance where the client supplies their own equipment from home or hired equipment and injury is sustained.

CLIENT PRINT NAME _____

DATE SIGNED _____

CLIENT SIGNATURE _____

COORDINATOR PRINT NAME _____

DATE SIGNED _____

COORDINATOR SIGNATURE _____

Booking

CLIENT DETAILS

Name: _____ Company: _____

Email: _____ Phone: _____

EVENT DETAILS

Occasion: _____ Guests expected: _____

Date: _____ Time: _____

Room set-up: _____ Room decorations: _____

Audio visual requirements:

CATERING

Menu option(s): _____ Special dietary requirements: _____

PAYMENT

Room Hire: _____

Deposit Amount: _____ Deposit Due : _____

CLIENT SIGNATURE: _____ DATE: _____

By signing this form, you confirm that you have read, understand and accept the terms and conditions set by the Lower Plenty Hotel as outlined in the Function Pack provided.

FUNCTION COORDINATOR: _____