



# CORPORATE FUNCTION PACKAGE

The Longbeach Hotel 380 Nepean Highway, Chelsea VIC, 3196  
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**Longbeach**  
Hotel

## FEATURES

Complete with full length windows, private bar, bi-fold doors and a separate board room, Longbeach Hotel is the perfect venue to hold any corporate event.

Located on the first floor, guests will be able to enjoy both adjoining balconies, private bathrooms as well as the elevator, for ease of access.

Longbeach Hotel is positioned in an idealistic location, with minimal local traffic, the public transport system within one minutes walking distance and a private car park.

Our function room can cater for 20-180 theatre style and 20-150 sit down.



*Let us do all the work, so you can  
“get down to business”.*

## HIRE CHARGES

- Board Room Hire (Monday-Sunday) \$50.00
- Function Room Hire (Monday-Friday) \$150.00
- Function Room Hire (Saturday afternoon) \$200.00

## AUDIO VISUAL EQUIPMENT

- Projector \$50.00
- Projector Screen no charge
- Microphone no charge
- White board no charge
- White board/flip chart no charge
- In-house Stereo System no charge

*Features: surround sound, aux cord input or CDs (function room only)*

## INCLUSIONS

- Two adjoining balconies
- Table linen
- Personalised signage at the entrance of the function room
- Full set up and pack down to client's request (i.e. theatre, u-shape, conference, classroom, banquet or hollow square)

## BAR OPTIONS

If you wish for drinks to be served during break intervals or at the end of your event our function room also includes a private bar.

- Cash Bar – guests pay for their own beverages at their own expense
- Bar Tab – choice of beverages and limit decided and paid for by host
- Beverage Pack – 4.5 hour duration. Includes tap beers, house wines, soft drink and juice. \$42.00 per head.

## CORPORATE CATERING

### **Full Day Catering Package:** \$28.00 per person

Morning Tea: Mini muffins and assorted Danish pastries

Lunch: Assorted ribbon sandwiches and mini salads or mini pasta

Afternoon Tea: Fruit platter, dessert platter or hot canapé platter

Continuous tea and coffee

### **Half Day Corporate Package:** \$23.00 per person

Lunch: Assorted ribbon sandwiches and mini salads or mini pasta

Morning/Afternoon Tea: choice of mini muffins and danishes or a fruit platter, dessert platter or hot canapé platter

Continuous tea and coffee

### MORNING / AFTERNOON TEA

- Mini Muffins \$2.00 per person
- Assorted Danish Pastries \$4.00 per person
- Assorted Desserts \$4.00 per person
- Cheese and Biscuit Platter \$65.00 per platter  
*-Assorted cheeses, water crackers and quince*
- Fruit Platter \$65.00 per platter  
*-Chef's selection of seasonal fruit*
- Hot Canapés \$65.00 per platter  
*-Mini pies, sausage rolls, spring rolls, dim sims*

### LUNCH

Lunch can be served in the function room or, if in need of a break out room, we can also set up a table in the bistro.

- Assorted baguettes \$12.00 per person
- Mini Salads \$3.00 per person
- Mini pasta \$3.00 per person
- Smoked Salmon or Chicken Salad \$15.00 per person
- Six or Nine Item Canapé Menu\* \$22.00/\$29.00 per person respectively
- One, Two or Three Course Menu\* \$35.00/\$44.00/\$55.00 per person respectively

*\*Minimum catering requirement of 40 adults*

OR

- Choose from our bistro menu as per current menu, copy available on request

### TEA AND COFFEE

- Tea and Coffee \$3.00 per person
- Continuous Tea and Coffee \$5.00 per person

## - CANAPE SELECTION -

Six Selections	\$22.00 per head
Nine Selections	\$29.00 per head
Additional Canapés	\$3.00 per additional item

*\* Please note menu subject to change*

### SAVOURY CANAPES

- Panko crumbed prawns with Japanese mayo
- Smoked salmon, cream cheese and dill mousse on garlic croutons
- Mini vegetable curry puffs with sweet chilli sauce V
- Pan fried prawn gyoza with soy, ginger and sesame
- Angus beef sliders with tasty cheese and tomato relish
- Party pies and sausage rolls with tomato sauce
- Individual smoked cheddar fondue dinner rolls V
- Tempura scallops with confit garlic and avocado puree
- Pork and mushroom san choy bau with crispy rice noodle and fried shallots GF
- BBQ pork steam buns with soy sauce
- Japanese karaage chicken with dipping sauce
- Crumbed mac and cheese bites with chilli jam V
- Mini roasted cauliflower salads with yoghurt dressing, puffed quinoa and toasted almonds V,GF
- Pulled pork sliders with coleslaw, pickles and BBQ sauce

### SWEET CANAPES

- Petite fours- mixture of miniature tartlets, slices, pastries and cakes

## SIT DOWN MENU

Arrival Canapés	\$13.00 per head
One Course	\$35.00 per head
Two Courses	\$44.00 per head
Three Courses	\$55.00 per head

- Select two items for each course
- Meals are served 50/50
- Bread rolls included

*\*Please note menu is subject to change*

### ENTRÉE

- King prawn, potato and avocado salad with aioli (gf)
- Roast pumpkin, feta and sage risotto with fried basil and mascarpone (V,gf)
- Smoked salmon salad with cherry tomato, baby capers, baby herbs and salsa Verde (gf)
- Pear, roquette and prosciutto salad with blue cheese dressing and candied walnuts (gf)

### MAINS

- Chicken supreme with herb and potato rosti, semi dried tomato mascarpone and basil oil (gf)
- Eye fillet of beef with dauphinoise potato, celeriac puree, broccolini and Shiraz jus
- Pistachio crumbed confit pork belly green beans, baby apple and red wine pan reduction
- Baked King fish fillet with potato, baby spinach and goats cheese frittata and lemon dill beurre blanc
- Ricotta gnocchi with burnt sage butter, zucchini ribbons, green peas and shaved parmesan

### DESSERT

- Chocolate ganache tartlet with double cream and fresh berries
- Chai panna cotta with ginger nut crumb and burnt orange salty caramel
- Fig and pistachio pudding with honey syrup and vanilla ice cream
- Orange and poppy seed syrup cake with vanilla cream cheese and chocolate ganache

*\*Please note sit down gluten free desserts are available on request*

### CELEBRATION CAKE

- Cut and served with fresh cream and strawberries \$3.00 per person

**Confirmation/Deposit**

In order to secure a function date, a minimum deposit of \$250.00 and a signed terms and conditions agreement form will be required. Tentative bookings will only be held for a period of seven days.

**Cancellation**

A minimum of sixty days notice must be received in the event of a cancellation to be entitled to a full refund of deposit. If cancellation occurs 30-60 days out from scheduled function date, 50% of refund will be retained. If cancelled within thirty days, 100% of the deposit will be retained. If cancelled within 7 days 50% of food bill and 100% of hire costs will be retained.

**Duration**

The room hire rate is based on a time duration of eight hours for day functions (i.e. 9:00am-5:00pm) or five hours for evening functions. The allocation of this five hour time frame will be confirmed upon liaison with the function coordinator. The function room can only be hired until 12:00am. Additional hours incur a charge of \$75.00 per hour, or part thereof. Should the host wish to book on, or on the eve of a public holiday, higher room hire rates may apply. Day functions Friday - Saturday must vacate the room no later than 5:30pm for evening functions unless a prior arrangement with function coordinator has been made.

**Room Access**

Room access outside allocated function start and finishing times is dependant and only permitted on prior agreement with Management. For security reasons, guests and hosts are not permitted in the function room at any time without the supervision of a staff member.

**Décor and Entertainment**

The dance floor is located in the centre of the room; if the host wishes to have it moved to a different location it will incur a \$50.00 fee. Should any Hotel décor be borrowed by the Host for their function a \$100.00 bond will be required. The bond will be returned at the end of the function once all décor has been accounted for. If any décor is missing or damaged the \$100.00 bond will be retained by the venue.

**Catering and Guest Confirmation**

Confirmation of menu selection and final guest numbers must be given no later than fourteen days prior to the function date. This includes any and all dietary requirements. This is required to assist with catering, staffing and invoicing. All sit down and cocktail functions must cater for a minimum of 40 guests and for RSA reasons, a minimum catering requirement of 80% of the total amount of guests also applies. Whilst all care is taken and respect is given to dietary requirements that you bring to our attention, Longbeach Hotel cannot be held accountable for any traces of ingredients that may be found in our dishes.

**Payment**

Full payment is required no later than seven days prior to the function date. Full payment does not apply to bar options unless the host has selected to have a beverage pack. Bar Tabs must be paid in full on the day of the function. We accept all major credit cards. Should you wish to make a progress or full payment over the phone, Management can manually process this payment if paid with a credit card.

**Food and Beverage**

Under no circumstance is food or beverage allowed to be brought into the venue or taken home for consumption; with the only exceptions being lollies, potato chips or a celebration cake. Complimentary cake cutting applies for one cake; each additional cake will incur a \$50.00 cake cutting fee. Price does not include individual plating.

**Responsible Service of Alcohol**

The Longbeach Hotel practices the responsible services of alcohol, as specified in the Liquor Control Reform Act 1988. Hotel management authorises staff to cease the service of alcohol to any individual showing signs of intoxication. I.D will be required, "no proof-no service". Underage drinking will not be permitted, nor will unacceptable behaviour be tolerated. Guests who fail to adhere to this will be asked to leave the premises. Shots are not permitted in the function room. Management reserves the right to refuse entry and/or service. Bar service closes thirty minutes before the end of the function.

**Beverage Packages**

All attendees of a function with a beverage package will be issued a wristband by staff upon arrival. Should all wristbands be issued and there be an attendee/s without one, the host will be given the option to pay the variance immediately. If this does not occur the attendee/s will be asked to leave.

**Damage & Insurance**

The organiser of the function will be held responsible and charged for any damages caused to property during the course of the function by the attendees. There will be additional cleaning charges if there is an unreasonable amount of cleaning required following the function.

The Longbeach Hotel accepts no responsibility or liability for any lost or damaged property left in the function room prior to, during or after the function. Reasonable care is taken at all times.

**Local Amenity**

Being a beachside Hotel surrounded by local residences, The Longbeach Hotel will close the beachside balcony of the function room by 10:00pm. DJs are also instructed to monitor their volume levels to prevent discomfort for neighbours.

**Outside Contactors**

Any products or services arranged externally to the Hotel are the sole responsibility of the Host. Any outside contractors must liaise with management in all matters such as delivery, set up and pack downs and will adhere to any direction given by The Longbeach Hotel. Set up and pack down of such items also remain the sole responsibility of the host.







## TERMS & CONDITIONS FORM

This signed agreement must be provided to management upon confirmation in order to secure a function date.

### CONTACT INFORMATION

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

### FUNCTION INFORMATION

Function Title: \_\_\_\_\_

Function Date: \_\_\_\_\_ Guests Attending: \_\_\_\_\_

Time Required: \_\_\_\_\_ until \_\_\_\_\_

Catering Style: \_\_\_\_\_

I / We hereby understand and agree to all the terms and conditions at The Longbeach Hotel.

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

Signature: \_\_\_\_\_