



Longbeach
Hotel

FUNCTION
PACKAGE

WAKES

*Celebration
of Life*

A 380 Nepean Highway, Chelsea VIC, 3196
P 03 9772 1633 | **E** longbeach@dominionhotels.com.au
W www.longbeachhotel.com.au



FEATURES

Complete with full length windows, private bar, dance floor, and bi-fold doors, which open to your own private balcony overlooking Port Phillip Bay, Longbeach Hotel is the perfect venue to hold this special type of 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.

Our function room can cater for 40-220 cocktail style and 40-130 sit down (150 without the parquetry floor).

HIRE CHARGES

Room Hire (Monday-Friday)-	No Charge
Room Hire (Saturday-Sunday) -	\$150
Additional hours per hour -	\$50

INCLUSIONS

- Three hour duration,
- Security,
- Private bar,
- Dance floor,
- Two adjoining balconies,
- Personalised wait and bar staff,
- Complimentary cake cutting,
- Table linen, and
- Personalised signage at entrance of the function room.

In Remembrance





ENTERTAINMENT / AV

DJ - (dependent on availability) <i>Inclusions: 5 hours, lighting, staging set up</i>	\$275
Jukebox <i>Features: touch screen, lighting, microphones, Karaoke</i>	\$260
Specialty bands, trivia hosts, MCs, character impersonations, comedians <i>(price dependent on entertainer, time duration and availability)</i>	POA
In-house Stereo System <i>Features: surround sound, aux cord input or CDs, ideal for background music only.</i>	No Charge
Projector	\$50
Projector Screen and/or Microphone	No Charge

DÉCOR

Access to our range of on-hand décor (\$100* bond required)	No Charge*
Chair covers with satin or organza sash	\$5/Chair



Food and Beverage Options



CATERING

Our innovative menu will excite the most discerning palate with dishes of pure gastronomic delight.

Boasting a wide selection of catering options including:

- Canapé Menu consisting of hot, cold and sweet;
- Cocktail options;
- One, Two or Three Course Menu; or
- Share Platters.

This unparalleled menu will suit every taste and budget.

Upon request, we can customise a menu to accommodate individual dietary requirements.

Food and Beverage Options



BEVERAGES

Cash Bar

Guests pay for their own beverages at their own expense.

Bar Tab

Choice of beverages and limit decided and paid by host.

Tea and Coffee Station

Can be added for a flat fee of \$50.00.

Food and Beverage Options *continued...*

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

SHARE PLATTERS

- Duo of Dips- served with Turkish bread \$12.00
- Fruit Platter- chef's selection of seasonal fruit \$70.00 /platter
- Cheese and Biscuit Platter \$70.00 /platter

CANDY BAR

- Assortment of glass jars no charge
- Coloured tongs / metal scoopers no charge
- Candy bar décor & signage no charge
- 50 x 8oz square base noodle boxes \$12.00
- 50 x 16oz square base noodle boxes \$15.00

Longbeach Hotel Function Terms and Conditions ...

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

All functions are based on a five hour duration. The allocation of this five hour time frame will be confirmed upon liaison with Management. The function room can only be hired until 12:00am. Additional hours incur a charge of \$75.00 per hour, or part thereof. Additional hours must be pre arranged with Management prior to the event date. Should the host wish to book on, or on the eve of a public holiday, higher room hire rates will apply. Day functions Friday – Saturday must vacate the room no later than 5:30pm for evening functions.

Room Hire and Security

The room hire fee will cover the cost of set-up, staffing, linen, general cleaning and security personal. Security is a compulsory requirement for our liquor licence for evening functions and will be provided by The Longbeach Hotel. Additional security personnel can be arranged if the function requires it at an additional hire charge.

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

All entertainment and décor prices are quoted from external providers and are subject to change. 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 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 functions must cater for a minimum of 40 adults. 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.

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.

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 bonbonnières, lollies, potato chips and the 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.

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.

Longbeach Hotel Function Terms and Conditions FORM

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

CONTACT INFORMATION

Name: _____ Contact Number: _____

Email Address: _____

FUNCTION INFORMATION

Celebration of Life for: _____

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: _____

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