



# FUNCTION INFORMATION

2009

Thank you for expressing interest in the Eltham Hotel for your forthcoming function. Included in this package are our menu selections, pricing details and general information for your perusal. Should you have any further inquiries please do not hesitate to contact us.

Should you wish to view the function facilities, please make an appointment.

## Contact Details

**Phone:**

03 9439 9224

**Fax:**

03 9431 1948

**Email:**

[eltham.hotel@alhgroup.com.au](mailto:eltham.hotel@alhgroup.com.au)

# GENERAL INFORMATION:

The Eltham Hotel is ideal for every special occasion; including Birthdays, Engagements, & Business or Social Club Functions. At the Eltham Hotel we offer a relaxed setting, with exceptional service and quality food & beverage - all at a very competitive price!

## **Function Room Capacity:**

Cocktail Style: 65 people

Should you choose to hold your function at the Eltham Hotel, you will have exclusive use of your area for the duration of your function.

The Function Room offers full function facilities, providing you and your guests with a choice of draught beer, a selection of pre-mix drinks and wines and an array of spirits. Special requests are willingly catered for.

The Eltham Hotel will attempt to meet any special requirements that you may have for your function. Simply contact us and we will do our utmost to accommodate the needs of you and your guests.

## **Room Hire**

Your room hire payment of \$150.00 provides you with the following items;

- Food & Beverage Staff
- Fully operational bar including beer on tap
- Cutlery, Crockery, Glassware, Table Cloths, and Serviettes
- Tea and Coffee facilities
- Cake & Present Tables
- Room Cleaning

## **Entertaining and Decorating**

The function room will be made available for you to decorate on the day of the function if required. Please do not attach anything to wall surfaces without prior management approval.

# COCKTAIL MENUS

Select from Below

**\$12.00 per person** choice of 5 items

Prawn won tons x 1  
Vegetarian mini spring rolls x 2  
Mini quiches x 1  
Chicken & mushroom rice balls x 2  
Assorted pizza fingers x 1  
Party Pies x 1  
Sausage Rolls x 2  
Samosas x 2

**\$16.00 per person** choice of 8 Items. Four of the above plus 3 selections from below

Seafood vol au vents x 1  
Chicken satay skewers x 1  
Baby bruschetta x 1  
Cream cheese, caper, red onion and salmon in omelette rolls  
Tempura prawn cutlets x 1  
Calamari Ring x 1  
Fish Goujonettes x 2

**\$20.00 per person** choice of 12 Items. Six of the above plus 3 selections from below

Dips & crudities x 2  
Spinach, fetta and sun dried tomato tartlets x 1  
Roast beef and caramelised onion tartlets x 1  
Mixed Sandwich x 2  
Potato Croquette x 2

## ADDITIONS AVAILABLE:

### **Antipasto Platter**

**\$85.00 per platter**

A selection of marinated vegetables, continental meats, seafood, breads & crackers – available for your guests on arrival

### **Cheese & Fruit Platter**

**\$85.00 per platter**

A selection of fine cheeses, seasonal fruits & crackers

### **Dips & Crudities Platter**

**\$85.00 per platter**

A trio of dips served warm Turkish bread and vegetable sticks

### **Fruit Platter**

**\$85.00 per platter**

A selection of seasonal fruits

### **Sandwich Platter**

**\$75.00 per platter**

Mixed point sandwiches

# TERMS AND CONDITIONS

The following terms and conditions are applicable for all functions held at the Eltham Hotel.

## 1. Payments

All bookings will only be confirmed upon receipt of a \$200 deposit. Please note that cheques will not be accepted without the appropriate clearance time.

## 2. Cancellations

Refunds of deposits will only be given with 14 days notice prior to the date of the function, provided the function room can be re-booked on that date.

## 3. Final numbers

Final numbers for all functions must be confirmed 1 week prior to the function date.

## 4. Function times

The function room is available for a five hour duration. Starting times will be mutually agreed and room access will be made available to the host on the day of the function at an agreed time. Please note our bar facilities will close 15 minutes prior to the conclusion of your function.

## 5. Catering

No food or drinks are to be brought onto the premises with the exception of a celebration cake. All catering is to be supplied by the hotel at the prices set out in this package. Any changes within normal operations will be at the hotel's discretion.

## 6. Behaviour

Offensive behaviour will not be tolerated at any time during a function on the hotel premises. Management reserves the right to close bar facilities at any time. Any damages caused during a function will be the responsibility of the host.

## 7. Laws

All liquor licensing laws apply to functions including intoxication and proof of age.