



## FUNCTION PACK 2021

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## WELCOME

Rich in culture, rich in history, rich in sport...this is Richmond. In the heart of it all lies the Richmond Club Hotel; an iconic Melbourne pub built in the late 1800s located on the dustling thoroughfare of Swan Street, just a short stroll from the MCG, Rod Laver Arena and AAMI Park.

Behind the unassuming facade lies a sprawling three-level venue equipped with a traditional public bar, dining room, beer garden, Level One bar and Balcony, and a rooftop with an unbelievable view of Melbourne's city skyline.

Richmond Club Hotel offers a number of unique function spaces to cater for events ranging from small intimate parties, to large corporate gatherings, and more. Positioned just a short walk from Melbourne's famous sporting precinct, we are specialists in pre and post event functions. Our friendly, professional team understands that every function is unique and will ensure your event is one to remember.



## BALCONY BAR



The Level One Balcony Bar provides a semi-private area for your guests. The carefully designed and newly renovated area offers an exclusive bar and views onto Swan St. The space can be extended to include the whole of Level One for larger cocktail-style functions.

## ROOFTOP TERRACE

The Rooftop Terrace provides the perfect backdrop for a unique function that will wow your guests. Cantilevered booths creep majestically over the surrounding city skyline and from left to right you can enjoy uninterrupted views of Melbourne. The Rooftop Terrace is served by its own private bar and toilets, a smokers terrace, gas heaters, plasma TVs and fully retractable awnings.



# SEATED MENU

## \$40pp

2 courses; shared entrées & choice of main

## \$50pp

3 courses; shared entrées, choice of main & plated dessert

### Entrées

House-baked rosemary focaccia (v)

Spicy hummus w. radish, baby qukes & veggie crisps (vg, gf)

Marinated tomatoes, fior di latte, basil & grilled ciabatta (v)

Lemon pepper dusted calamari & aioli (gf, df)

Zucchini & polenta chips, aioli (v, gf)

### Mains

Herb-crusted barramundi, crushed new potatoes w. asparagus & black garlic

250g grass-fed porterhouse (served medium), leaves, chips & mushroom sauce (gf)

### Dessert

Brown sugar pavlova, lemon curd & strawberries (gf)



**\*\* Seasonal changes apply**  
(v) vegetarian (vg) vegan (vgo) vegan option (gf) gluten free (gfo) gluten free option

# CANAPÉ MENU

Minimum 20 people

**\$25pp**

5 canapés

**\$35pp**

6 canapés & 1 grazer

**\$45pp**

6 canapés, 2 grazers & 1 sweet

## Add-Ons

Canapé \$5

Grazer \$7

## Cold Canapés

Hummus, dukkah, sweet potato crisp (vg, gf, df)

Assorted sushi, soy & wasabi (vgo, gf, df)

Smoked salmon, goat's curd & chive tartlet (vo, gf)

Assorted rice paper roll w. hoi sin (vgo, gf, df)

Pastrami, dill schmear, pickled cucumber & rye



## Hot Canapés

Mini roast pumpkin & pesto pizza (v, gf)

Mushroom arancini, truffle mayo (v, nf)

Buttermilk fried chicken, chipotle mayo (df, nf)

Thai red curry fish cake, house-made sweet chilli (gf, df)

Beef & Guinness pie, ketchup

Vegetable rice net spring roll, house-made sweet chilli (vgo, gf)

Slow-roasted ratatouille, polenta cake (v, gf)

Pork & fennel sausage roll, chipotle BBQ sauce

## Grazers

Potato gnocchi, basil & rocket pesto, sun-dried tomatoes (v, gf)

Rice noodle & pickled veggie salad, nuoc mam; 50% poached chicken & 50% crispy tofu (vgo, gf)

Cheeseburger & chips

Lemon pepper calamari & chips, tartare (gf, df)

## Dessert

Caramel brownie w. passionfruit ganache

Assorted macaroons (gf)



**\*\* Seasonal changes apply**  
(v) vegetarian (vo) vegetarian option (vg) vegan (vgo) vegan option (gf) gluten free (gfo) gluten free option (df) dairy free (nf) nut free

# PLATTER MENU

**For casual gatherings & smaller parties**

20 pieces per platter

Sweet potato hummus, dukkah, vegetable crisps & sourdough (vg, gfo) 30.0

Assorted sushi, soy & wasabi (vgo, gf) 60.0

Zucchini & polenta chips, aioli (v, gf) 35.0

Buttermilk fried chicken, chipotle mayo 55.0

Braised beef pies, ketchup 60.0

Crispy calamari, aioli (gf) 45.0

**\*\* Seasonal changes apply**

**(v) vegetarian (vg) vegan (vgo) vegan option (gf) gluten free (gfo) gluten free option**



# BEVERAGE PACKAGES

## Basic Package

**\$35pp**  
2 hours

**\$45pp**  
3 hours

**\$55pp**  
4 hours

## Premium Package

**\$45pp**  
2 hours

**\$55pp**  
3 hours

**\$65pp**  
4 hours



### Basic Package

Otilie Brut NV

Heatherlie Semillon Sauvignon Blanc 2018

Henry & Eliza's Shiraz Cabernet 2017

Pots of Carlton Draught, Mercury Cider, Cascade Light stubbies

Soft drink & juice

### Premium Package

Sec & Co Prosecco NV

Mandoletto Pinot Grigio IGT 2017

Heatherlie Sémillon Sauvignon Blanc 2018

Debussy Reverie Pays d'Oc Rosé 2019

Mesta Tempranillo 2017

Henry & Eliza's Cabernet Shiraz 2017

Tap beer, cider & cascade light stubbies

Soft drink & juice

### Add Ons

\$15 pp arrival seasonal cocktail

\$20 pp house spirit package

\$26 pp premium spirit package

\$10 pp local bottled beer

\$19 pp international bottled beer

\$18 pp bottled cocktail

- Barrel Aged Negroni
- Vodka Martini
- Old Fashioned



# BOOKING CONFIRMATION FORM

## Contact details

Client Name:

Company/Occasion:

Contact number:

Contact email:

Function space:

Day/Date of Function:

Start/Finish time:

Minimum Spend:

Number of guests:

Beverage ideas:

Food ideas:

Theming & decoration requests:

Entertainment requests:

## Payment options

Card Type (please circle):

Amex      Visa      Mastercard

Card Number:

Expiry Date:

CCV:

Deposit amount:

Credit card holder:

Signature:

Today's date:

## Office use only:

Deposit amount & process date:

Final payment amount & process date:

# T&CS

I confirm that I: \_\_\_\_\_

have read and understood the above terms and conditions and agree to comply.

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

Signed: \_\_\_\_\_

**Confirmation of bookings:** Due to demand, tentative bookings can only be held for up to 7 days. Once this period has lapsed, the hold is automatically released if no confirmation is made. To confirm a booking, a minimum deposit is required. This payment should be made within 48 hours of booking to secure the date, and can be done using any major credit card, EFTPOS / Bank transfer or cash. A compulsory credit card authority is also required to confirm the booking and is held as security.

**Prices & minimum spends:** All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. Minimum spend requirements apply for all function spaces. Management will advise the minimum spend upon enquiry. This cost will be in line with estimated turnover obtained in regular trade in the proposed function area. Minimum spends are restricted to food and beverage spend only. Any costs outside of this (e.g. additional security, entertainment) are not included in the final calculation. If the minimum spends quoted for the room is not met, the additional charge will become a room hire fee and will be payable on completion of the function.

**Final payment:** All catering, beverage and room set up requirements are requested a minimum of fourteen (14) days prior to your function date. Final numbers are required seven (7) working days prior to the event. Please note that this number will form the basis for final charging. Once payment has been processed, no refunds will be offered should your numbers decrease, or experience no shows on the evening. All catering and all cost relating to beverage packages must be paid upon confirmation of final numbers. Should payments not be received, the venue reserves the right not to proceed with the function. Drinks on consumption tabs must be paid upon conclusion of the event. paid can only be done by consulting directly with management, and only by the person who paid the initial deposit. Any cancellation made within a period of 2 weeks from the date of the function will forfeit the deposit.

**Room allocation:** Management reserves the right to assign an alternate room where the original room becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

**Security:** Functions may require additional security. This will be decided at the discretion of the venue management and will be charged to the client prior to the event proceeding.

**Cancellations:** Cancellations of functions must be submitted in writing via email to our functions team. Any cancellation made within a period of 60 days prior to the date of the function will forfeit the deposit and any additional payments that have been made. If notice of cancellation is more than 60 days of the date a full refund of all moneys paid will be made.

**Covid postponement or cancellations:** Government restrictions will potentially impact venue capacities and limit our capabilities, we will endeavour to work with all clients. Any government update outside our control (I.e. closure of venue or changes to times / capacities) will result in a full refund of deposit. If the cancellation or postponement is notified 60 days or more prior to the date of the function, the full deposit shall be refunded. If the cancellation or postponement is notified less than 60 days but more than 14 days prior to the function, deposit can be transferred to a new date at the same venue. If cancellation is notified less than 14 days prior to the function, food costs will be charged, and any balance of deposit can be transferred to a new date at the same venue.

**Function conduct:** It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities always apply to all persons attending functions, including total compliance to all responsible service of alcohol guidelines and standards. When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information, or if a function is booked on forged pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

**Additional requirements:** Any additional equipment / decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. Any extra time required for set up or dismantling, prior to or after a function, may incur an extra charge. Please note that the venue must approve all equipment or decorations and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc. are removed from the venue at the completion of the function.

**Damage:** Please be advised that organizers are financially responsible for any damage, theft, breakage, or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.

# SAND HILL ROAD FAMILY

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GARDENSTATEHOTEL



101 FLINDERS LN. MELBOURNE  
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WATERSIDE HOTEL

COMING SOON



508 FLINDERS ST. MELBOURNE  
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TERMINUS  
HOTEL



605 VICTORIA ST. ABBOTSFORD  
THERMINUSHOTEL.COM.AU

THE  
BRIDGE  
HOTEL



642 BRIDGE RD. RICHMOND  
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HOTEL  
ESPLANADE  
18 — St. Kilda — 78



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POSTY  
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90 SWAN ST. RICHMOND  
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HOLLIAVA  
BAR



36 SWAN ST. RICHMOND  
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