

Need a Function Room??

THE METRO ROOM & BALCONY

The upstairs function room and balcony bar is appropriate for all occasions, with access to the balcony space and its very own bar you have everything to make your occasion extra special. With views over the manicured gardens surrounding the Heritage Bendigo Town Hall, the atmosphere is superb. This function space accommodates up to 200 for finger food functions or special occasions

Minimum Spend \$2500 Inclusive of Food, Beverage, Pre-Function dinner & drinks purchases.

THE SANDHURST ROOM & BALCONY

The Sandhurst room is suitable for smaller functions, business seminars, training days, meetings or a casual "get together". It is also perfect for a cocktail style function for 50 - 80 guests with its own balcony looking over Bull Street.

Minimum Spend \$1500 Inclusive of Food, Beverage, Pre-Function dinner and drinks Purchases.

TONIC BAR – DOWNSTAIRS

The Tonic Bar downstairs is suitable for all occasions from birthday's to engagement parties. Our immaculate bar has a wide range of spirits and alcoholic beverages to suit everyone. It can accommodate up to 100 guests with options of finger food.

Minimum Spend \$2000 Inclusive of Food, Beverage, Pre-Function dinner and drinks Purchases.

TONIC BAR – UPSTAIRS

Tonic Bar upstairs is the perfect function space for all birthdays. It has a large space with its own private dance floor/stage. It is suitable for functions that love to party, dance, drink and have fun, whilst celebrating. The space can accommodate for 200 guests with options of finger food.

Minimum Spend \$2500 Inclusive of Food, Beverage, Pre-Function dinner and drinks Purchases.

FUNCTION ORDER FORM

NAME:

DATE:

FUNCTION ROOM

Metro Room / Sandhurst Room / Tonic Downstairs
/ Tonic Upstairs / Star Bar / Other
(Please Circle One)

Food & Beverage Order Form	Location:	Type:		
Function Name:				
One Course		Number Required	Cost	
Two Alternate Mains \$32	Add finger food on arrival \$6			
Two Courses				
Finger food/Two Alternate Mains \$38	Two Alternate Entrees/Mains \$38			
Two Alternate Mains/Dessert Plate \$38	Two Alternate Mains/Desserts \$38			
Three Alternate Entrees/Mains \$40	Three Alternate Mains/Desserts \$40			
Three Courses				
Finger food/Two Alternate Mains/Dessert \$48	Three Alternate Entrees/Mains/Desserts \$55			
Two Alternate Entrees/Mains/Desserts \$50				
Total Overall Selection:				

Finger Food Options 3x Selections \$10 Per Head 4x Selections \$12 Per Head 5x Selections \$15 Per Head 8x Selections \$20 Per Head	No. of Guests
Platter Selections	Please tick selections
Vegetarian Spring Rolls	
Homemade Sausage Rolls	
Satay Chicken Skewers	
Chicken Mignons	
Prawn Twisters	
Mini Beef Sliders	
Vegetarian Samosa	
Thai Beef Salad (served in mini boxes)	
Pad Thai Noodles	
Cheese, Dip & Charcuterie	
Seafood Options (additional costs apply)	Please Tick Selections
Oysters	
Prawns	
Calamari	

For all functions, please return to the Metropolitan Hotel
224 Hargreaves St, Bendigo
Email to: functions@bendigohg.com.au
PLEASE PHONE ON 54434916 TO CONFIRM EMAIL HAS BEEN RECEIVED.

VENUE BOOKING FORM

Venue Selection Tick		Office Use Only		Date
The Metro Room		Deposit Paid		
The Sandhurst Room		Other Amount		
The Metro Room & Sandhurst Room		Amount Owing		
		Notes:		
Booking Agreement				
Booking Name:		Contact Person(s):		
Address:				
Phone:	M:	H:		
Function Details:				
Date:	Day:	Type / Occasion:		
Time:	No. of Guests:	No. of Children:		
Special Requirements:				
Food Option:	Drink Options:	TAB: YES / NO		
Food Booking Selection: YES / NO		Tab Limit (If Applicable) \$		

<p>I, _____ agree to pay a booking fee of \$ 100 as confirmation of the above function with the balance to be paid at the completion of the function. I, _____ agree to my credit card being held as security and if necessary debited in the event of the minimum spend not being reached or for any outstanding accounts to be paid at the end of the function.</p>		
Card Name:		Expiry Date: ____/____
Card Number:		CCV:
<p>Final Details must be confirmed 14 days prior to the day of the Function.</p>		
<p>A minimum number of guests must be confirmed 5 working days prior to the function.</p>		
<p>If the booking is cancelled, the client may be liable to pay up to 50% of the minimum charge (See further terms and conditions)</p>		
<p>The minimum spend does not include DJ's, bands, audio equipment or any other equipment hired in on behalf of the client.</p>		
<p>Any underage guests must be off the premises by 10.30pm approved by Management.</p>		
<p>Agreement: I, _____ have read understood and agree to the above details and the terms and conditions attached.</p>		
Signed on behalf of client:	Name:	Date:
Signed on behalf of venue:	Name:	Date:

TERMS & CONDITIONS

These terms and conditions together with the booking agreement contain the whole contract between the venue/bar/hotel and the client. No variation shall be binding on the hotel unless agreed to by the hotel management in writing and signed by the hotel.

Deposit and Cancellation - A \$100 deposit is required to secure a booking. The deposit is non-refundable if cancellation is made less than 28 days before the agreed function. If a booking has been made the client may cancel the booking but where the client: a) cancels a booking between 7-14 days prior to the day of the function, the client shall forfeit the entire deposit and in addition shall, upon demand of the hotel in writing pay up to 50% of the minimal charge: or b) cancels a booking 7 days or less prior to the function, the client shall forfeit the entire deposit and in addition shall, upon the request of the hotel pay up to 80% of the minimum charge.

Price and Payment - Payment is to be made in full at the completion of the function unless agreed to in writing by the management of the hotel.

Confirmation - Final details must be confirmed 14 days prior to the day of the function. A minimum number of guests must be confirmed 5 working days prior to the function. In the event the final details or number of guests is not confirmed in accordance with the terms and conditions, the hotel may terminate all contracts and agreements with the client.

Price - All prices are current at the time of the quote and are subject to revision by the hotel prior to the signing of the booking agreement. Once signed, the prices will be fixed for the agreed function. Any bar or food tabs over and above the agreement times will be charged at bar prices.

All prices are inclusive of GST.

Underage - All guests under the age of 18 must be off the premises by 10.30pm unless authorized by management. Any underage guests must be under the supervision of a parent or legal guardian. Consumption - No food or Beverage is permitted to be brought into venue by the client or any guest unless approved by the hotel. It is a legal offence that any person under of the age of 18 consumes alcohol on these premises.

Responsibility - The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft of the same which is caused by the client or any guest or other person attending the function. In the instance where damage has occurred, all associated costs will be charged to the nominated credit card.

Security and Behaviour - The hotel reserves the right to exclude or eject any or all guests or other person from the function and venue without liability.

Liability - If the hotel has reason to believe that the function will affect the hotel or its clients, business, security or reputation, the hotel reserves the right to cancel the function without liability and terminate any and all contracts and agreements with the client.

Basis of Agreement - Performance of this agreement is contingent upon the ability of the hotel to complete the agreement and is subject to labour troubles, disputes, strikes, accidents, government requisitions, restrictions upon travel, transportation, food and beverage supplies, equipment failure and other causes, whether enumerated herein or not which are beyond the control of the hotel. In no event shall the hotel be liable for the loss of profit or consequential damages, whether based on breach of contract, warranty or otherwise. In no event shall the hotel liability be in excess of the total amount of food and beverage the client has agreed to pay.

General - These terms and conditions are governed by the laws of the State of Victoria and the hotel and the client hereby irrevocably submit to the jurisdiction of the courts of the State of Victoria and all courts of appeal from those courts. Any of the said provisions that are illegal, void, or unenforceable shall be ineffective to the extent only of such illegality, voidness or unenforceability without invalidating the remaining provisions.

Prohibited - No confetti, rose petals, rice, metallic sprinkles or similar material are to be used in the venue or surrounding footpaths or balcony. An additional \$100 cleaning fee will apply if this condition is not met. No pyrotechnics, smoke machines, additional lighting or additional audio equipment is to be brought into the venue without prior approval of the hotel.

Audio - Noise levels are to be kept to reasonable levels in line with hotel license conditions.

I agree and understand to abide by the above conditions.

Name: _____

Signed: _____ **Date:** _____