



**Function Booking Application Form  
(Please Print)**

03 9560 8400

Cnr Springvale & Ferntree Gully Roads Mulgrave 3170

- TYPE OF FUNCTION:

\_\_\_\_\_

- CONTACT PERSON:

\_\_\_\_\_

- ADDRESS:

POSTCODE:

\_\_\_\_\_

EMAIL:

\_\_\_\_\_

- TELEPHONE NUMBER: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

- DATE REQUIRED: \_\_\_\_\_ APPROXIMATE NUMBER OF GUEST ATTENDING: \_\_\_\_\_

\_\_\_\_\_

- TIMES REQUIRED

START: \_\_\_\_\_ FINISH: \_\_\_\_\_

- EQUIPMENT NEEDED:

\_\_\_\_\_

- ENTERTAINMENT REQUIRED –

DJ \$ \_\_\_\_\_ JUKE BOX \$ \_\_\_\_\_

BAR TAB: \$ \_\_\_\_\_ ROOM HIRE: \$ \_\_\_\_\_

FOOD OPTIONS & COST: \_\_\_\_\_

\_\_\_\_\_

- A \$200 deposit is required to secure your Function Booking, to accompany this form. (Please note we do not accept cheques)

Credit card details are required to be held as a bond till the following working day after the function. Please fill out details below.

- I acknowledge and accept having read and understood the above information and the terms and conditions, and have retained a copy for my information. I further comply with all aspects of such conditions on application form.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**VISA M/CARD B/CARD DINERS AMEX**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ CCV \_\_\_\_

## **TERMS AND CONDITIONS**

### **DURATION:**

Night functions are booked for a five hour period, (e.g 7pm-12am). Extension may be possible and is at the discretion of the manager on duty. A cost of \$100 per hour (exceeding the first five) room hire applies.

### **SMOKING POLICY:**

The Cabaret Room is a non-smoking room, however, smoking is permitted in the designated smoking areas.

### **PRICING:**

Food pricing is set as according to the function menu's. Beverages are at bar prices. All prices are inclusive of GST.

### **FINAL NUMBERS & PAYMENT:**

Bookings are considered tentative until receipt of deposit and signed Acceptance Form. Final payment for food and confirmation of numbers catered is required **7 days** prior to the function. Beverage sales can be paid on the day if required. **(We do not accept cheques)**. Refunds cannot be given for guests not attending as the food has already been catered for.

### **CONFIRMATION:**

A deposit of \$200 is required to secure all function bookings. This deposit must be received within 2 weeks of the original reservation together with the completed booking and acceptance form and credit card details for bond. Should the deposit not be paid, the Village Green Hotel reserves the right to cancel the booking and re-allocate the room to another client. Cancelling the function will incur loss of your deposit.

### **PROPERTY DAMAGE:**

The organiser is financially responsible for any damage sustained to the Village Green Hotel by the organiser and *all* guests attending the function whether it be in the Cabaret Room or any other part of the hotel.

### **RESPONSIBILITY:**

The Village Green Hotel does not accept any responsibility for damage or loss of merchandise or the personal property left at the Hotel by any person prior to or after the function. The use of smoke machines are used at customers own risk and will be charged if fire department arrive at the venue due to the use of smoke machines.

### **FOOD & BEVERAGE:**

No food or beverage of any kind (other than a celebration cake!) is permitted to be brought in for consumption at the function by the organiser or guests. The hotel does not have a BYO license. Any BYO alcohol found in the Cabaret room during the function will be confiscated and / or management reserves the right to close the bar and stop the function.

### **ENTERTAINMENT:**

Management must be advised of the nature of entertainment to be booked and is subject to approval. The use of hotel equipment is not permitted unless otherwise approved. (N.B.A microphone is provided free of charge).

### **SECURITY:**

Village Green hotel has security working every night. The cost of extra security guards (if necessary) may be charged at a rate of \$30 per hour. This will only happen at the agreement of both parties.

### **PATRON BEHAVIOUR:**

It is required that the organiser and guests will conduct the function and themselves in an orderly manner in full compliance with the Village Green Hotel. Minors are not permitted in the Cabaret room unless in presence of a parent or legal guardian. The management reserves the right to exclude or eject any or all-objectionable persons from the premises without liability.

### **RESPONSIBLE SERVING OF ALCOHOL:**

Our venue is committed to the responsible serving of alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for you and your guests; therefore we adopt RSA practices for functions.

# **Room Hire Charges**

Room Hire is a service set up charge and includes the use of items such as the Microphone, Sound System, Flip-Chart, Whiteboard, Table cloths, power etc

## **CABARET ROOM CHARGES:**

- Full Day (With No Catering Provided)	\$500.00
- Full Day (Catering Provided)	\$350.00
- Half Day- 5 Hour Period (Catering Provided)	\$250.00
- Half Day- 5 Hour Period (No Catering Provided)	\$350.00

# **Room Capacity**

• Banquet	300 People
• Buffet	270 People
• Cocktail	400 People

# **Equipment Available**

DJ (5 Hours)	\$375.00
Juke Box (5 Hours)	\$250.00
Data Projector – 2800 Anis Lumens (all day)	\$200.00
Television, VCR and monitor	\$ 35.00
DVD Player	\$ 25.00
Overhead projector & Screen	\$ 35.00
Facsimile	\$ 1.00
Photocopying	\$ 0.20
Whiteboard and markers	Free
Flip chart	Free
Projection Screen	Free
Cordless Microphone	Free
Lectern & Microphone	Free

# Conference Facilities

## Room Hire

- Full Day (With No Catering Provided) \$500.00
- Full Day (With Catering Provided) \$350.00
- Half Day (With Catering Provided) \$250.00
- Half Day- 5 Hour Period (No Catering Provided) \$350.00

### **The Above Room Hire and charges are inclusive of:**

- Audio Speakers 400 watt
- Audio input for laptop presentation and movie/video production
  - Large Motorised 10 x 8 projection screen
    - Flip Charts
  - Corded and Cordless microphone
    - Whiteboard and makers
- Lectern and spot lights for dark presentation
  - Tables and Chairs
    - Linen
  - Water station
    - Power

## Equipment Available

Data Projector – 2800 Anis Lumens -	Full Day	\$200.00
	Half Day	\$100.00
Television, VCR and monitor		\$ 35.00
DVD Player		\$ 25.00
Overhead projector & Screen		\$ 35.00
Facsimile		\$ 1.00
Photocopying		\$ .20

# **Morning & Afternoon Tea Packages**

These packages are designed to cater for short breaks when hosting corporate groups, conferences and social events during a short morning or afternoon period.

## **Morning / Afternoon Tea Breaks**

### **Option One - \$2.50 per person**

Continuous Coffee & Tea with ice water

### **Option Two - \$3.95 per person**

Continuous Coffee & Tea with ice water & Biscuit

### **Option Three - \$6.95 per person**

Continuous Coffee & Tea with ice water and your choice of Scones, Danish or Muffins

# **Conference Packages**

## **Option One**

**\$25.00 per person**

### **Arrival**

Coffee and Tea served on arrival and for the duration of your Conference with ice water refilled during designated breaks.

### **Morning Tea**

*Your choice of one of the following:* Biscuits, Assorted Muffins, Fruit Platter or Freshly baked scones with jam and cream.

### **Lunch - Option One**

*Your choice of one of the following:*

Mixed gourmet sandwiches

or

Build your own rolls and bagels

### **Lunch - Option Two**

*Your choice between two of the following:*

BLT Foccacia with fries

Ham, cheese and tomato croissant

Toasted Vegetarian Foccacia

Quiche with tossed salad

## **Option Two**

**\$30.00 per person**

Same selection as above (or Lunch Feast Buffet Restaurant) with your choice from the following

### **Afternoon Tea**

*Your choice of one of the following:* Biscuits, Assorted Muffins, Fruit Platter or Freshly baked scones with jam and cream.

# **Breakfast Menu**

## **Continental Breakfast**

\$14.50 per person  
*(Minimum of 30 people)*

Selection of Cereal  
Warm Ham & Cheese Croissants

Orange Juice  
Freshly brewed Coffee & Tea

## **Cooked Breakfast**

\$18.50 per person  
*(Minimum of 30 people)*

Selection of Cereal  
Bacon  
Grilled Tomato  
Scrambled Eggs  
Sausages  
Toast  
Fresh Fruit Platter

Orange Juice  
Freshly brewed Coffee & Tea

## **Deluxe Breakfast**

\$25.00 per person  
*(Minimum of 30 people)*

Selection of Cereal  
Yoghurt  
Croissants  
Assorted Danishes and Muffins  
Fresh Fruit Platter  
Scrambled Eggs  
Hash Browns  
Bacon  
Sausage  
Sautéed Mushrooms

Orange Juice  
Freshly brewed Coffee & Tea

For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.

# **Platters Packages**

These packages are designed to cater for short breaks when hosting corporate groups, conferences and social events.

## **International Cheese Platters - \$65.00**

**Serves 10 people**

## **Oz Asian Platter - \$76.95**

**Serves 10 people**

Party Pies  
Party Sausage Rolls  
Assorted Mini Quiches  
Mini Springrolls  
Mini Dim Sims  
B.B.Q Meatballs  
Devilled Chicken Chips  
Seasoned Potato Wedges  
Samosas  
Crumbed Calamari

## **Fresh Seasonal Fruit Platters - \$35.00**

**Serves 10 people**

## **Dips Platter - \$42.50**

**Serves 10 people**

## **Sandwich Platters - \$65.00**

**Serves 10 people**

## **Sandwiches**

4 Points    \$6.00 per head  
6 Points    \$8.50 per head

# **Cocktail Menu**

**Minimum 60 people**

## **Option One - \$16.95 per person**

Chicken Chips  
Curry Samosas  
Mini Dim Sims  
BBQ Beef Meatballs  
Mini Pizzas  
Cocktail Sausage Rolls  
Mini Spring Rolls  
Spicy Potato Wedges  
Crumbed Calamari

## **Option Two - \$19.95 per person**

Mini Spring Rolls  
BBQ Beef Meatballs  
Party Pies  
Curry Samosas  
Cocktail Sausage Rolls  
Crusty Bruschetta  
Mini Pizzas  
Curry Puffs  
Mini Dim Sims  
Quiche Tartlets  
Crumbed Calamari

## **Option Three - \$24.95 per person**

Mini Prawn Rolls  
Quiche Tartlets  
Mini Dim Sims  
BBQ Beef Meatballs  
Party Pies  
Curry Samosas  
Cocktail Sausage Rolls  
Crusty Bruschetta  
Mini Pizzas  
Devilled Chicken Chips  
Mini Spring Rolls  
Crumbed Fish Bites  
Marinated Beef Satay Sticks  
Cheese & Antipasto  
Crumbed Calamari

For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.

# **21<sup>st</sup> Birthday Package**

Minimum 60 people

## **Celebrating your 21<sup>st</sup>?**

**We have created an easy and affordable package especially for you!**

**\$1200.00 Inc:**

Exclusive use of function room for 5hrs

Hot finger food to feed 60ppl

DJ Or Jukebox

Tables & chairs

Table clothes

Microphone

Food will include the following:

Chicken Chips

Curry Samosas

Mini Dim Sims

BBQ Beef Meatballs

Mini Pizzas

Cocktail Sausage Rolls

Mini Spring Rolls

Spicy Potato Wedges

Crumbed Calamari

Dipping sauce

For more than 60ppl extra food will need to be purchased.

Must have bar tab

Tea & Coffee

\$2.50pp minimum 60ppl

Port \$3 pp

# BBQ MENU

*The Village BBQ Party is held in the beer garden which is attached to our main bar. Great for summer time! Part of the beer garden and an area inside is sectioned off for use of your guests only (Please note this is not a private area). A qualified chef will be allocated to your function to fire up the Barbie! At 8.30pm your sectioned area will be opened up for you to join in with the rest of the night (please note this can change at manager's discretion)*

## **\$30 Per Person**

*Includes:*

### **SALADS:**

*Greek salad, Potato salad, Caesar salad & Coleslaw.  
Bread rolls are also included*

### ***FROM THE BBQ***

*Sausages, onions, Marinated chicken skewers, Hamburgers, scotch fillet minute steaks.*

### ***DESSERTS***

*Chocolate mud cake, Strawberry pavlova & fruit salad*

## **\$22 Per Person**

*Includes:*

### **SALADS:**

*Greek salad, Potato salad, Bread rolls are also included*

### ***FROM THE BBQ***

*Sausages, onions, Marinated chicken skewers, Hamburgers*

### ***DESSERTS***

*Strawberry pavlova & fruit salad*

*Both packages come with a \$100 room hire fee.  
Min 30ppl, Max 50ppl*

# *Lunch & Dinner 2 Course Menu*

*Please select your two options for a two course meal (Soup/Main) or (Main/Dessert). Once you have selected, each course will be served on a 50/50 alternate (no choice) basis. For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.*

**\$33.50 per person**

*Minimum 60 people*

## *Soup*

*Cream of Chicken*  
*garnished with herb croutons*

*Coconut Pumpkin*  
*with sour cream and chives*

*Potato & Leek*  
*garnished with herb croutons*

*Tomato & Bacon*  
*garnished with herb croutons*

## *Mains*

*Roasted Sirloin*  
*served with a medley of roasted vegetables*

*Apricot & Almond Chicken*  
*Served with delicious orange glaze*

*Atlantic Salmon*  
*Served with mashed potato & Hollandaise sauce*

*Lamb Shank*  
*Served on mash potato with mint jus*

## *Desserts*

*Fresh Fruit Baskets*  
*fresh seasonal fruits served in a brandy snap basket with cream*

*Sticky Date Pudding*  
*Coated with butterscotch sauce & vanilla bean ice cream*

*Chocolate Mousse*  
*served with cream and chocolate pieces*

*Crème Brulee*  
*Topped with caramelised icing sugar*

# *Lunch & Dinner 2 Course*

## *Menu*

*Please select your two options for a two course meal (Entree/Main) or (Main/Dessert). Once you have selected, each course will be served on a 50/50 alternate (no choice) basis. For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.*

***\$35.00 per person***

*Minimum 60 people*

### *Entree*

*Lime & Dill Marinated Scallops*

*Served with waterchestnut & vegetable salad*

*Chicken & Mushroom Crepe*

*cooked in white wine sauce, served in a pancake garnished with chives & parsley*

*Chargrilled Vegetable Stack*

*Drizzled with pesto aioli*

*Cocktail Chicken Satay*

*served on coconut & ginger fragrant rice*

### *Main*

*Roasted Sirloin*

*served with a medley of roasted vegetables*

*Apricot & Almond Chicken*

*Served with delicious orange glaze*

*Atlantic Salmon*

*Served with Mashed potato and Hollandaise sauce*

*Lamb Shank*

*Served on mash potato with mint jus*

### *Dessert*

*Fresh Fruit Baskets*

*fresh seasonal fruits served in a brandy snap basket with cream*

*Sticky Date Pudding*

*Coated with butterscotch sauce & vanilla bean ice cream*

*Chocolate Mousse*

*served with cream and chocolate pieces*

*Crème Brulee*

*Topped with caramelised icing sugar*

# *Lunch & Dinner 3 Course Menu*

*Once you have selected, each course will be served on a 50/50 alternate (no choice) basis. For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.*

**\$38.00 per person**

Minimum 60 people

## *Soup*

***Cream of Chicken***  
*garnished with herb croutons*

***Coconut Pumpkin***  
*with sour cream and chives*

***Potato & Leek***  
*garnished with herb croutons*

***Tomato & Bacon***  
*garnished with herb croutons*

## *Main*

***Roasted Sirloin***  
*served with a medley of roasted vegetables*

***Apricot & Almond Chicken***  
*Served with delicious orange glaze*

***Atlantic Salmon***  
*Served with mashed potato & Hollandaise sauce*

***Lamb Shank***  
*Served on mash potato with mint jus*

## *Dessert*

***Fresh Fruit Baskets***  
*fresh seasonal fruits served in a brandy snap basket with cream*

***Sticky Date Pudding***  
*Coated with butterscotch sauce & vanilla bean ice cream*

***Chocolate Mousse***  
*served with cream and chocolate pieces*

***Crème Brulee***  
*Topped with caramelised icing sugar*

# *Lunch & Dinner 3 Course Menu*

Once you have selected, each course will be served on a 50/50 alternate (no choice) basis. For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.

*\$43.50 per person*

*Minimum 60 people*

## *Entree*

*Lime & Dill Marinated Scallops*

*Served with waterchestnut & vegetable salad*

*Chicken & Mushroom Crepe*

*cooked in white wine sauce, served in a pancake garnished with chives & parsley*

*Chargrilled Vegetable Stack*

*Drizzled with pesto aioli*

*Cocktail Chicken Satay*

*served on coconut & ginger fragrant rice*

## *Main*

*Roasted Sirloin*

*served with a medley of roasted vegetables*

*Apricot & Almond Chicken*

*Served with delicious orange glaze*

*Atlantic Salmon*

*Served with mashed potato & hollandaise sauce*

*Lamb Shank*

*Served on mash potato with mint jus*

## *Dessert*

*Fresh Fruit Baskets*

*fresh seasonal fruits served in a brandy snap basket with cream*

*Sticky Date Pudding*

*Coated with butterscotch sauce & vanilla bean ice cream*

*Chocolate Mousse*

*served with cream and chocolate pieces*

*Crème Brulee*

*Topped with caramelised icing sugar*

# **Buffet Menu**

## **Option One**

**\$33.50 per person**

*Children 5 - 12 years - \$15.00*

*(Minimum 60 pax)*

**Soup of the day**

**4 Salads**

**Hot Dishes**

*Chef's choice of 2 hot casseroles with vegetables and stir fry  
Lasagna, Fried Rice*

**Fried Section**

*Potato chips & Wedges*

**Desserts**

*Selection of Hot & Cold Dessert 5 items*

*Tea & Coffee*

## **Option Two**

**\$38.00 per person**

*Children 5 - 12 years - \$17.95*

*(Minimum 60 pax)*

**Soup of the Day**

**Cold Meat Selection & Salads**

**Hot Dishes**

*Chef's choice of 2 hot casseroles with vegetables and stir fry  
Lasagna, Fried rice, scallop potatoes*

**Carved Roasts**

*Two carved Roasts of the Day served with roasted vegetables*

**Fried Section**

*Potato hips, wedges, spring rolls, samosas*

**Desserts**

*Selection of Hot & Cold Desserts 7 items*

*Tea & Coffee*

*For any special dietary requirements please let us know ahead of time to allow the Chef to best accommodate your needs.*

# Buffet Menu

*A list of items that you can choose from*

## Salads

*Potato Salad  
Pasta Salad  
Tossed Salad  
Coleslaw*

## Hot Dishes

*A selection of two from the following*

*Beef in Blackbean Sauce  
Sweet & Sour Pork  
Satay Chicken Stirfry  
Beef Stroganoff*

## Carved Roasts

*A selection of two from the following*

*Beef  
Lamb  
Pork*

## Desserts

*Option 1: A selection of 5 items*

*Option 2: A selection of 7 items*

*1 x Hot Dessert  
Fruit Salad  
Flavoured Jelly  
Pavlova  
Chocolate Mousse  
Assorted Cheese Cake  
Creme Brulle*

# **Decorations**

## **BALLOONS**

Helium balloons \$1.60  
Topiary balloon centrepieces \$20  
Entrance Bouquets \$35  
2 x large foil helium numbers \$50  
Helium Arch (link o loons) \$25  
Balloon Columns \$60  
Coloured Napkins \$15

## **SPECIAL OFFER**

Purchase 100 helium balloons & receive free coloured napkins (max 3 colours)

## **BALLOON PACKAGE**

50 Helium Balloons  
2 x entrance bouquets  
2 x foil helium numbers  
Helium Balloon arch  
Napkins  
4 x topiary balloon centre pieces  
\$280

## **CENTREPIECES**

Tall glass vase with willow, stones and fairy lights \$10

Glass lanterns with pillar candles and stones \$10