



**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.

21st Birthday Package

Minimum 60 people

Celebrating your 21st?

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