



EVENTS PACKAGE

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THE VENUE

Thank you for considering the Melbourne Hotel to host what is sure to be a memorable event. The Melbourne Hotel is a favourite local hotel in Bundaberg. With a relaxed friendly atmosphere it's easy to see why locals and visitors alike enjoy spending time here.

Our spacious Bistro is a great place to relax and enjoy a meal with family and friends. We have great value dining for the whole family where parents can enjoy time together with the family, knowing that when the kids start to wriggle, there is plenty of fun available on our indoor playground.

Step into the Sports bar and enjoy our extensive bars area with all your favourite sports action featured on our large screen TVs. We have TAB facilities with all the latest in racing information.

If you are looking for a great place to unwind after a long day at work or somewhere to enjoy a relaxing meal, then look no further than the Melbourne Hotel.



FUNCTIONS

Here at the Melbourne Hotel we can cater for your next special occasion. Whether it be a corporate or social event we have the capacity to cater for both large and small functions. With a Bistro that seats 150 guests, an unparalleled Rum Bar, featuring close to 200 different types of rum, plus a licensed verandah, we have the ability to cater to any type of special event. Boasting a full a la carte kitchen, our Chefs have the capacity to create special order platters, meals, sweets and breakfasts to suit any occasion.

Our relaxed and friendly atmosphere is a great environment to celebrate social and work function occasions. Should you have any enquiries, please do not hesitate to contact our friendly staff.

Our newly added private function room situated on the southern side of the Hotel features a private bar with audio & visual equipment available, outdoor area, staging if required making it ideal for your next function



Set Sit Down Menu Options

OPTION ONE

\$42.50

Choice of 1 entree, a Choice of 2 main courses, served alternatively from the list below and your wedding cake served as dessert.

Entree choices available for option one:

- **Sweet Potato, Orange & Ginger soup (G/F & V)**
topped with cream & served with toasted turkish bread
- **Cajun Chicken & Pineapple Salad (G/F)**
served in a crisp Cos Lettuce Cup
- **Schezuan Pepper Calamari**
served with rocket, lemon & aioli
- **Goats Cheese Tartlet (V)**
With cherry tomato, served with fresh basil & balsamic

Main meal choices available for option one:

- **Baked Barramundi (G/F)**
Oven baked barramundi served with a mediterranean couscous salad & a zesty vinaigrette
- **Chicken Supreme (G/F)**
Stuffed chicken breast with a warm idaho potato & pine nut salad
- **Eye Fillet (G/F)**
200gm Eye Fillet, cooked Medium, served on a sweet potato mash, broccolini & baby carrots with a red wine jus



Set Sit Down Menu Options cont...

OPTION TWO

\$52.50

Choice of 2 entrees served alternatively & a Choice of 2 main courses, served alternatively from the list below and your wedding cake served as dessert.

Entree choices available for option two:

- **Kuro Prawns**
Red Prawns coated in Bamboo Charcoal infused Panko Crumb & served with Sriracha Aioli and lemon
- **Cajun Chicken & Pineapple Salad (G/F)**
served in a crisp Cos Lettuce Cup
- **Schezuan Pepper Calamari**
served with rocket, lemon & aioli
- **Goats Cheese Tartlet (V)**
With cherry tomato, served with fresh basil & balsamic
- **BBQ Pork Belly**
Served with a Vietnamese style salad with a nam jim dressing

Main meal choices available for option two:

- **Baked Barramundi (G/F)**
Oven baked barramundi served with a mediterranean couscous salad & a zesty vinaigrette
- **Chicken Supreme (G/F)**
Stuffed chicken breast with a warm idaho potato & pine nut salad
- **Eye Fillet (G/F)**
200gm Eye Fillet, cooked Medium, served on a sweet potato mash, broccolini & baby carrots with a red wine jus
- **Wild Mushroom Gnocchi**
Tender Gnocchi tossed in a creamy sauce of Wild Mushrooms, Garlic & Italian Herbs, topped off with Parmesan Cheese

Set Sit Down Menu Options cont...

OPTION THREE

\$59.50

Choice of 2 entrees served alternatively & a Choice of 2 main courses, served alternatively from the list below and your wedding cake served as dessert.

Entree choices available for option three:

- **Kuro Prawns**
Red Prawns coated in Bamboo Charcoal infused Panko Crumb & served with Sriracha Aioli and lemon
- **Prawn & Mango Cocktail (G/F)**
Chilled King Prawns with mango, rocket & sweet chilli & lime
- **Cajun Chicken & Pineapple salad (G/F)**
served in a crisp Cos Lettuce Cup
- **Schezuan Pepper Calamari**
served with rocket, lemon & aioli
- **Goats Cheese Tartlet (V)**
With cherry tomato, served with fresh basil & balsamic
- **BBQ Pork Belly**
Served with a Vietnamese style salad with a nam jim dressing

Main meal choices available for option three:

- **Baked Barramundi (G/F)**
Oven baked barramundi served with a mediterranean couscous salad & a zesty vinaigrette
- **Chicken Supreme (G/F)**
Stuffed chicken breast with a warm idaho potato & pine nut salad
- **Eye Fillet (G/F)**
200gm Eye Fillet, cooked Medium, served on a potato rosti with broccolini & baby carrots with a red wine jus
- **Wild Mushroom Gnocchi**
Tender Gnocchi tossed in a creamy sauce of Wild Mushrooms, Garlic & Italian Herbs, topped off with Parmesan Cheese
- **Lamb Rack**
A succulent Rack of Lamb served on wilted greens with creamy mash & baby carrots, topped with a mint & yoghurt sauce
- **Duck Breast (G/F)**
A tender salt & sugar cured Duck Breast on a beetroot mash with buttered greens & a rum glaze

Dessert Options

If you would prefer to have your wedding cake cut up and displayed on a platter for your guests to help themselves, you might like an alternate dessert option. The plattered option has a cakeage fee of just \$50.00 The below options are available to be served as dessert for \$5.50 per head

Dessert choices are available for all sit down menu options:

- **Sticky date pudding**
served warm with cream & butterscotch sauce
- **Chocolate Lava Cake**
Served with Vanilla Ice cream & strawberry
- **Pavlova**
Served with fresh Cream, Fruit, Passionfruit & Berry coulis
- **New York Baked Cheesecake**
Served with Chantilly cream & strawberries



Cocktail Style

The Cocktail type event is an ever growing style in popularity as it allows continually mingling & networking. It is also unfortunately often given a bad name with guests often fearing going hungry. That won't be the case with our cocktail style canapé options.

Our Platters are great crowd pleasers. Our Platters cater generously. Please keep in mind the timing of your function, if your function is held over dinner time you will be required to cater for this. What we love to be able to do is to work closely with you to attain a great mix of classy canapés & platters and substantial dishes to ensure your guests enjoy the flexibility of a Cocktail evening while still consuming a meal.

Below is an example of what the catering for a special occasion cocktail style event can look like. No just for weddings, this menu is ideal for anyone wanting to really impress their guests. It is a great selection of canapés catering for most dietary requirements. This is just an example from the list of canapés & platter options. We can put together packages for any budget for any type of party or special occasion.

Please don't hesitate to ask us for some details.



Hot Canape options

These canapes will provide a real wow factor for your special occasion. They are hearty, tasty & look amazing.

- Arancini Balls with a Napoli Sauce (V) \$90
- Szechuan Calamari served with aioli \$90
- Stuffed Mushrooms with onion, bacon and cream cheese \$90
- Marinated Honey & Soy Chicken Skewers \$90
- Grilled Garlic Prawn & Chorizo Skewer (G/F) \$90

Cold Canape options

- Rare Beef, on a crostini with a balsamic reduction \$90
- Smoked Salmon Blini \$90
- Traditional Roma & Basil Bruschetta \$90
- Bloody Mary Oyster Shots \$90



Cold Platters

- **Vegetable Crudites (V)**

A variety of fresh vegetables, crunchy corn chips & dips

\$60
- **Fruit Platter (V)**

A delicious variety of fresh seasonal fruits

\$70
- **Breads & Dips (V)**

A selection of 3 home-made dips accompanied by a selection of breads

\$70
- **Cheese Platter (V)**

Chef's selection of cheeses, dried fruit, nuts and crisp water crackers

\$75
- **Deli Platter**

A generous selection of meats including salami, champagne leg ham, chicken, smoked salmon, roast meats

\$75
- **Cake & Pastry Platter (V)**

A delectable selection of fresh baked cakes and pastries chosen by our Head Chef

\$75
- **Sandwiches & Wraps**

An assortment of sandwiches & wraps (including vegetarian options) on white & multigrain breads (Gluten free available for an additional charge)

\$85
- **Cold Seafood Platter**

A Selection of Fresh Seafood including Natural Oysters, Prawns, Marinated Octopus, Lobster & Crabs. Subject to availability & Market Pricing

MP

Hot Platters

- **Wedges Platter (V)** **\$50**
Crunchy Potato wedges served with Sweet Chili & Sour Cream
- **American Platter** **\$65**
Mini hotdogs with tomato sauce & mustard & mini Pluto Pups
- **Party Platter** **\$75**
A popular selection of sausage rolls, party pies wedges, chicken wings & mini Dim Sims with dipping sauces
- **Oriental Platter** **\$95**
Spring rolls, mini Dim Sims, fish cakes, curry samosas, wontons & battered pork balls with dipping sauces
- **Vegetarian** **\$95**
Spinach & Feta triangles, spring rolls, quiches & deep fried camembert with blue cheese & cranberry dipping sauces
- **Pizza Platter** **\$100**
A selection of pizzas from our Chefs including Vegetarian, Hawaiian, Pulled Pork, BBQ Chicken & Meat Lovers
- **Sliders Platter** **\$100**
A mixture of Pulled Beef & Pulled Pork sliders with Coleslaw
- **Seafood Platter** **\$100**
Flash Fried Szechuan Squid, Salmon Parcels, Kuro Prawns, Battered fish bites & Prawn Twisters
- **Mixed Skewers** **\$100**
A Mixture of Satay Chicken, Marinated Lamb & Beef

BUFFET PRICES & OPTIONS

Option 1

\$36.5 per person

- Dinner rolls & butter
- 2 Salads
- 1 pasta
- 2 roast meats
- 1 hot main
- 2 vegetable

Option 2

\$46.5 per person

- Dinner rolls & butter
- 2 Salads
- 1 pasta
- 2 roast meats
- 2 hot seafood
- 1 hot main
- 2 sauces
- 2 vegetable
- 2 dessert
- Tea & coffee station

Option 3

\$56.5 per person

- Dinner rolls & butter
- 2 Salads
- 1 pasta
- 2 roast meats
- 2 hot seafood
- 1 cold seafood
- 2 hot main
- 3 sauces
- 3 Vegetables
- 3 desserts
- Fruit platter
- Tea & coffee station

Salads

- Rocket pear & parmesan
- Caesar
- Steamed chats, bacon and seeded mustard
- Spinach, pumpkin and pine nut
- Greek salad

Pasta

- Spaghetti Bolognese
- Spinach & ricotta ravioli
- Fettuccini alfredo
- Tomato and basil linguini

Roast Meats

- Roast beef
- Roast chicken
- Roast pork
- Roast lamb

Hot Main dishes

- Lamb Rogan Josh
- Massoman Chicken
- Red wine and mushroom beef
- Ratatouille

Hot Seafood

- Tempura prawns
- Kilpatrick and mornay oysters
- Beer battered flathead
- Lemon peppered calamari

Cold Seafood

- Cooked ocean king prawns
- Oysters natural
- Sliced smoked salmon

Vegetables

- Roast vegetables
- Green beans
- Baked cauliflower
- Potato bake
- Honey carrots

Sauces

- Apple sauce
- Mint sauce
- Plain gravy

Dessert

- Vanilla slice
- Citrus lemon tart
- Chocolate mud cake
- Tiramisu
- Pavlova tower with fresh fruit & cream

CORPORATE FUNCTIONS

Buffet Breakfast

Perfect for that early morning start to ensure guests are wide eyed and bushy tailed.

\$19.50 per person*

** Minimum 15 people

- Crispy bacon
- Scrambled Eggs
- Tomato with parmesan
- Hash browns
- Chipolata sausage
- Spiced mushrooms
- Toast
- Tea & coffee station

A projector and whiteboard can be made available upon request. Please make arrangements by speaking with our functions coordinator.

Morning Tea

Keep your guests fresh with a Morning tea break with a selection of fresh fruit & baked items

\$9.50 per person

- Coffee
- Selection of teas
- Fresh Juice
- Muffins
- Biscuit selection

KIDS BIRTHDAY

Looking to celebrate your child's birthday? Look no further than our economical Melbourne Hotel Kids Birthday Party Packages.

With our friendly kids play area & CCTV to keep an eye on the little ones you can be sure to relax and enjoy an espresso coffee or one of our delicious cake selections.

Super Party \$10 per child

- Fairy Bread
- Party Pie
- Nuggets
- Hot Chips
- Unlimited Soft drink
- Balloons
- Party hat
- Party Box & Lolly bag

1hr Party

Super Duper Party \$12 per child

- Fairy Bread
- Party Pie
- Nuggets
- Cocktail Franks
- Hot Chips
- Unlimited Soft drink
- Helium Balloons
- Party hat
- Party Box & Lolly bag
- Invitations

2 Hour Party

Party Extras

- Fruit
- Sandwiches
- Games
- Entertainer
- Ice cream cake

BIRTHDAY CHILD FREE!

Catering for parents is also available upon request

**Extras dependant on availability costs may vary*



TERMS AND CONDITIONS

DEFINITIONS

'The Venue', 'Management', 'we' and 'us' refers to MELBOURNE HOTEL and their respective employees.

CONFIRMATION DEPOSIT

- A booking is considered confirmed upon receipt of this signed terms and conditions/booking form and full deposit payment. If either the deposit or this completed form is not received, management reserves the right to cancel the booking and allocate the space to another client.
- A deposit of \$250 is required to confirm your function.

PAYMENTS

- All pricing we provide to you includes GST and are current at the time of printing but are subject to change.
- All quoted items must be paid in full at least:
 - o 10 days prior to the event when paid by bank cheque.
 - o 72 hours prior to the event when paid by cash or credit card.
- Bar tabs to be settled at the end of the event night by cash or credit card.
- Personal cheques are not accepted.

CATERING & BEVERAGES

- Food and beverage orders must be finalised at least 14 days prior to the event. We may be able to organise after this time, but we cannot guarantee. Please discuss with Management.
- Menu items are subject to market availability.
- The Venue requires to be informed of final numbers at least 14 days prior to the event date.
- In accordance with food and safety compliance, no food supplied by The Venue is permitted to be taken from the premises.

MINIMUM REQUIREMENTS

- Minimum spend requirements on packages apply, based on the starting time and duration of your function.
- If you do not reach the number of guests booked to meet the minimum spend requirements you will still incur the full cost quoted and confirmed with The Venue.

BYO POLICY & ENTERTAINMENT

- Any alcohol brought into The Venue as gifts must be forfeited to us upon entry and will be returned when you are leaving.
- Food and beverage cannot be bought in from an outside source. Cakes are accepted. Please contact Management if you require any special needs.
- Entertainment bookings made by The Venue for functions require a deposit and a forfeiture policy applies. (If you book entertainment and forfeit, we must contact entertainment and will deduct their due payment).
- We only allow external entertainment in certain circumstances, please discuss with Management.

SIGNAGE & DECORATIONS

- No fixtures, glue, sticky tape are to be adhered to the walls, doors, windows or any space on the premises without prior approval from Management. Any non-approved items may be removed by us or security and may be destroyed.

DELIVERIES & ACCESS

- Please discuss with Management in advance if you require any deliveries to be made to The Venue for any goods.
- Access to your booked function space(s) prior to the function start time may be possible, please discuss with us in advance.

DRESS CODE

- Smart casual dress code rules do apply.
- Themed dress is accepted, although The Venue reserves the right to refuse entry if the dress is offensive to other patrons.

TERMS AND CONDITIONS

CONTINUED

CANCELLATION

- All cancellations must be made in writing to The Venue.
- If a cancellation is made more than 21 days prior to the function, the deposit will be refunded in full less any costs incurred on your behalf.
- If a cancellation is made 21 days or less prior to the function date, 100% of the deposit will be forfeited unless the function is rebooked.
- For booking cancellations in November or December, 100% of the deposit will be forfeited.
- The function space holding time is 30 minutes from the requested time or 15 minutes on Fridays. If this is not met your space may be opened to the general public at Management's discretion.
- If we believe any function/event will affect the smooth running of our business, security or reputation, Management reserves the right to cancel at its discretion without notice or liability.
- In the event of inability to comply with any of the provisions of this contract by virtue of any cessation or interruption of electricity supplies, equipment failure, unavailability of food items, other unforeseen contingency or accident, The Venue reserves the right to cancel any booking or refund any deposit without notice.

SECURITY & CONDUCT

- If you require a security guard to exclusively serve your function, allowing only invited guests to attend, this must be organised at least 1 week prior to the event at a cost of \$50 per hour, per security guard.
- 21st celebrations conditions: for all guests booking a function for 21st celebrations a security guard is required to be present for the duration of the function. Guards will be booked through The Venue at a rate of \$50 per hour, per security guard. All 21st celebrations must be brought to the attention of The Venue. If The Venue is not informed, The Venue holds the right to cancel the function immediately.
- The Venue takes its responsible service of alcohol obligations seriously and you must support any decisions we make in relation to the responsible service of alcohol.
- The Venue has the right to refuse entry or service and remove from the premises any person it deems to be approaching intoxication.
- The Venue has the right to refuse entry or service and remove from the premises any person it deems to be behaving in an improper, abusive, disorderly or anti-social manner.
- In accordance with the Law, minors must be accompanied by a legal parent or guardian at all times.
- You must advise Management if minors are going to attend your function. Management reserve the right to impose additional conditions in relation to minors, including the times and areas that minors may attend.
- You may be required to pay a bond, which will be refunded no later than 7 days after your function providing no damage has been incurred by yourself, your guests, invitees or other persons attending the function, whether in the function room or any part of The Venue. This includes, but is not limited to any breach of The Venue policies or procedures, underage drinking, violence or other anti-social behaviour.

UNFORSEEN CIRCUMSTANCES

- Please be aware that we accept no responsibility for outside weather conditions but will make every endeavour to provide an adequate function area if the conditions affect the booked area or access to it.

BOOKING FORM

Thank you for holding your function at Melbourne Hotel.

We are looking forward to accommodating you and your guests for your special event.

To secure your booking, please complete and sign this form and provide payment of your deposit. Until we receive this completed form and process your payment, your booking is not confirmed.

Your payment options can be either of the following:

1. Pay by cash at the venue.
2. Credit card transaction at the venue.
3. Payment by bank cheque. Please allow 7 business days for bank cheque payments to be processed. Terms and conditions apply to all cheque payments and this payment option needs to be advised before booking.

Cheque to be made out to Melbourne Hotel

EVENT DETAILS

COMPANY NAME.....

ORGANISER NAME.....

EMAIL ADDRESS

TELEPHONE.....

POSTAL ADDRESS.....

EVENT DATE/...../..... EVENT TIME

I hereby agree that I have read and understood the terms and conditions pertaining to holding a function at Melbourne Hotel

SIGNATURE.....DATE.....