



**MITCHAM**  
**H O T E L**

# **THE MITCHAM HOTEL**

## **CELEBRATION OF LIFE PACKAGE**

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# CELEBRATION OF LIFE PACKAGES

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## Package one:

Suitable for up to 50 guests - \$1,100

3 hour room hire including setup & access to AV facilities

2 x Freshly baked scones with jam & cream

Assorted mini cakes & slices

Assorted sandwiches

2 x Chef's selection of hot items

Tea & Coffee station

## Package two:

Suitable for up to 100 guests - \$1,500

3 hour room hire including setup & access to AV facilities

2 x Freshly baked scones with jam & cream

Assorted mini cakes & slices

2 x Assorted sandwiches

4 x Chef's selection of hot items

Tea & Coffee station

## Room Facilities:

Up to 110 guests cocktail

Fully stocked bar

Exclusive entry point (stairs access only)

Private bathrooms

Wireless microphone

iPod connectivity

Data projector and screen

Car parking spaces

# TERMS & CONDITIONS

## CONFIRMATION OF BOOKING

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and a full deposit payment of \$500. We accept EFTPOS, cash and all major credit cards. In some instances, an additional \$200 will be required as a bond, and this will be returned post-event provided that no damage has occurred to the function room or any other part of the venue.

## FINAL DETAILS + PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then required seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

## MENUS

Please note that menus, prices, wine vintages and ingredients are subject to change due to seasonality and availability and may differ after you have confirmed your booking. Due to the nature of restaurant meal preparation and possible cross-contamination we are unable to guarantee the absence of allergens in menu items.

## CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by

the person who paid the initial deposit. Any cancellation made within a period of eight (8) weeks of the date of the function will forfeit the deposit. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function plus any costs associated with third-party hire (eg DJ, balloons etc). If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

## SIGNAGE, DECORATIONS, EXTERNAL SUPPLIERS

Any additional equipment/entertainment/decorations or props required, other than those supplied /recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and 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.

## MINORS, ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as stairwells, foyers and public restrooms. Particular functions e.g. 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

## DAMAGE

Please be advised that organisers 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, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the

event of a fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

## FUNCTION CONDUCT + CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

## UNFORESEEN 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.

I can confirm that I

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

Signed

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Date

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