



MITCHAM
HOTEL

THE MITCHAM HOTEL

FOR YOUR NEXT CORPORATE
PARTY OR SOCIAL FUNCTION

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WELCOME TO THE MITCHAM HOTEL

Whether you are organising an Engagement, Special Birthday, Sit down Dinner, Christmas party, Christening, Sporting or Corporate Event, then look no further, Mitcham Hotel is the venue for you.

Conveniently located at 556 Maroondah Hwy Mitcham, only a 30 min drive from the CBD and Dandenong Ranges.

We have convenient car parking spaces with direct access to Mitcham Railway Station and only a short 5 minute drive to Eastlink, making the Mitcham Hotel easily accessible.

THE LOFT



CAPACITIES:
110 COCKTAIL
50 SEATED
50 CABARET
80 THEATRE

Set up on the rooftop of the Mitcham Hotel, this stylish and modern room, with its dark colouring and high ceilings, can make any occasion special.

Fitted with projector and wall screen, pool table, bluetooth connection , microphone and laptop connections;
This is the perfect space to entertain.

A bond fee of \$200 applies to all room hires

Security is required at management discretion at a cost of \$250.
With any events over 100 guests or a 21st, an additional security guard is required.

2 & 3 Course sit down A La Carte Menu available for a maximum of 50 people

*A 10% surcharge applies if the function falls on a Public Holiday

Room Hire Fees:

Half Day (up to 5 hours) - \$350

Full Day (Up to 8 hours) - \$500

Tea & Coffee station available for \$50

CORPORATE PACKAGES

Our Function Space is ideal for corporate functions; it is the perfect private space for both large and intimate meetings.

As a part of the room, a digital projector with wall screen, whiteboard & markers and microphone are inclusive of the price.

Room Hire

Full Day - \$200*

Half Day - \$150*

Room hire includes above amenities, tea & coffee facilities, room set up & cleaning

*An extra fee applies if the function falls on a weekend or public holiday

Half Day Menu - \$25 per person

On arrival - self service tea and coffee with biscuits

Morning OR afternoon tea - assorted mini muffins and sweet danishes OR freshly baked scones with jam and cream

Lunch - assorted wraps, sandwiches and hot canapes

Full Day Menu - \$40 per person

On arrival - self service tea and coffee with biscuits

Morning tea - assorted mini muffins and sweet danishes OR freshly baked scones with jam and cream

Lunch - assorted wraps and sandwiches with chef 's selection of hot canapes

Afternoon tea - fresh fruit platters and assorted cakes and slices

Evening Menu - \$25 per person

Self service tea and coffee station

Assorted hot canapes



SOCIAL FUNCTION PACKAGES

Basic Package - \$2200

INCLUSIONS:

5 hour event duration*

Room Hire

Food and beverage staff

Selection of 6 standard menu items to cater for 60 guests

\$500 bar tab

+\$200 to upgrade to the premium catering selection

+\$25 per person for additional guest

Premium Package - \$2800

INCLUSIONS:

5 hour event duration*

Room Hire

Food and beverage staff

Selection of 8 premium menu items to cater for 60 guests

\$800 bar tab

+\$30 per person for additional guests

Room Facilities:

Fully stocked bar

Exclusive entry point (stairs access only)

Private bathrooms

Wireless microphone

Bluetooth connectivity

Data projector and screen

Photo booth hire \$400 - Based on availability

PLATTER OPTIONS

STANDARD MENU - SELECT 6

Beer battered fish, fries, tartare
Mini beef and cheese sliders
Assorted pizza slices
Beef party pies
Sausage rolls
Gourmet beef sausages
Vegetable samosa (ve)
Vegetable spring rolls (ve)
Beef dim sims
Mac and cheese croquettes (v)
Pumpkin and feta arancini (v)
Crumbed chicken tenders

PREMIUM MENU - SELECT 8

Mini chicken parmas
Pulled pork sliders
Vegetable rice paper rolls (ve,)
Beef and burgundy pies
Singapore noodle boxes (v)
Cajun seasoned calamari
Lamb kofta, mint yogurt
Torpedo prawns
Nasi goreng cups
Chicken satay skewers
Lamb pies
Beer battered fish, fries tartare
Mini beef & cheese sliders



Additional Platters

Seasonal sliced fruit platter - \$90
Trio of dips with Turkish bread and grissini sticks - \$70
Assorted sandwiches or wraps - \$90
Mini beef pies, sausage rolls, fries, dim sims and vegetarian spring rolls - \$90
Mezze: A selection of cold meats, marinate olives, feta, char-grilled vegetables, eggplant and hummus dip with char-grilled bread - \$110

2 OR 3 COURSE MENU

TWO COURSE \$45 | THREE COURSE \$50

SELECT TWO ITEMS FROM EACH CHOSEN COURSE TO BE SERVED ON

A 50 / 50 BASIS. MINIMUM 20 GUESTS.

All tables dressed with table linen, printed menus & candles

ENTRÉE

Chicken Karaage Bites

- served with truffle mayo dipping sauce

Prawn Cones

-served with sweet chilli sauce

Mushroom Arancini (v)

-served with truffle mayo and parmesan cheese

Bruschetta (v)

-toasted ciabatta, avocado, tomato, basil red onion, feta

Salt & pepper calamari

- crispy fried, lemon, sweet chilli sauce

DESSERT

Cheesecake - served with cream & strawberries

Tiramisu - coffee soaked sponge with coffee cream

Vegan Chocolate Brownies (v,vg)

MAIN

Braised Lamb Shank

- served with mash potato and sauteed vegetables

Barramundi Scallop

-served with chat potato, buttered beans, blistered cherry tomatoes and topped with creamy garlic sauce

Moroccan Pumpkin Salad (v,)

Moroccan pumpkin, quinoa, slice kalamata olives, rocket tossed with yoghurt, olive oil, orange juice, cinnamon, cumin, pepper topped with coriander

Chicken Supreme

-Chicken breast filled with camembert cheese, semi dried tomatoes, served with chat potatoes, mixed veggies & mushroom sauce

Creamy Mushroom Risotto (v,)

Swiss brown mushrooms, garlic, onions, shaved parmesan

Dietaries:

(v) Vegetarian (vg) Vegan (vgo) Vegan option



KIDS PACKAGES



\$25 per child including:

Birthday icecream cake for kids

Birthday child is free

Lollie bags

Unlimited soft drinks for kids

Access to play area

Fairy bread

Hot food for kids

Wait staff for 2 hours

Additional add ons:

Helium balloons at \$1.50 each

Kids entertainer at \$250 (Magician, face painter, fairy, etc... dependant on availability)

Kids juices at \$2 each

Food platters for Adults

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

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

Signed

Date