



FUNCTIONS & EVENTS

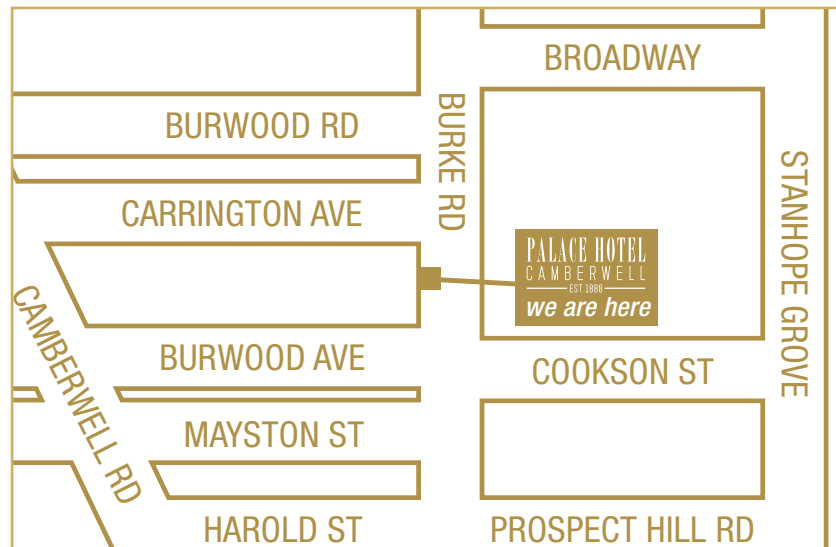


FUNCTION ENQUIRIES Functions Manager **PALACE HOTEL** 893 Burke Road, Camberwell, VIC, 3124
P 03 9882 3402 **F** 03 9882 3402 **E** palace.hotel@alhgroup.com.au **W** www.palacecamberwell.com.au

LOCATION

At the top of the Burke Rd shopping strip, the palace hotel sets the benchmark for what Camberwell's entertainment, event and bar scene has to offer.

Built in the 1880's the Palace has that classic pub charm along with friendly and passionate staff willing to go above and beyond to make your visit is a memorable one.



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BURKE BAR

Ideal for groups for 80 to 200 people. The Burke Bar is the perfect space for large groups celebrating any occasion. The large dance floor, extensive bar, plasma TVs, pool tables and couches ensure that any group can celebrate in style.

Room facilities include:

- Exclusive bar for your function only.
- Beer and cider available on tap.
- Projector and plasma TV for slideshow or DVD's
- Great sound and lighting system (DJ compatible)
- Large dance floor
- Microphone
- Pool Table



PRIVATE BAR

If you're looking for an intimate space for up to 80 people then why not get together in The Private Bar. With ample bar facilities, discrete DJ booth & lighting and private bathroom facilities it's ideal for small functions with its cosy feel and old-world charm.

Room facilities include:

- Exclusive bar for your function only.
- Plasma TV for slideshow or DVD's
- Great sound and lighting system (DJ compatible)
- Dance floor
- Microphone



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FUNCTION MENU



\$90 PLATTER

40 pieces per platter

Moroccan Lamb Pies
Chicken & Leek Pies
Tomato Bruschetta
Cocktail Veg Spring Rolls
Cocktail Veg Samosa's
Assorted Mini Quiches
Spinach & Ricotta Triangles
Garlic Chicken Kiev's Bite size
Cocktail Tempura Fish Bites

\$110 PLATTER

40 pieces per platter

Mini Sausage rolls
BBQ Meat Balls
Mushroom & fetta Aranchini Balls
Pumpkin, Sun dried Tomato & Parmesan Aranchini Balls
Mini Tandoori Chicken Pizzas
Mini Beef & Bacon pizzas
Mini Veg Pizzas

\$120 PLATTER

40 pieces per platter

Mini Beef Burgers
Hand Cut Salt & Pepper Calamari
Salt & pepper Prawns
Chicken Satay Skewers
Garlic Prawn Skewers
BBQ Beef Skewers

\$10 PER PERSON LUNCH/DAYTIME

Selections to be tailored to size of function

Assorted Hand Made Sandwiches
Assorted Muffins
Assorted Cake Selection
Chicken Wraps
Veg Frittata Cubes
Plain Croissants
Ham & Cheese Croissants
Seasonal Fruit Platters



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DAYTIME ROOM HIRE

Monday to Thursday room hire available from 12pm.
Perfect for christenings, sporting group end of season gatherings, wakes etc.

PACKAGE

DEAL

\$10PP

- Tea and coffee
- Sandwiches
- Scones
- Cakes



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TERMS & CONDITIONS



Confirmation: A booking is only confirmed upon receipt of this signed Terms & Conditions agreement along with a deposit (being the room hire component). The Palace Hotel takes no responsibility for holding tentative bookings. In exceptional and unforeseen circumstances it may be necessary to assign a different area/room, providing sufficient notice where possible.

Payment of Accounts: Unless otherwise agreed, full payment for total function costs is required 14 days prior to the function commencing. If you require a Bar Tab, a credit card will be held for the duration of the function as security and settled at the conclusion of the function. Personal bank cheques will not be accepted. We accept Visa, MasterCard, Amex, Diners and Eftpos.

Security Providers: In order for The Palace Hotel to fulfil its obligations under Liquor Licensing legislation in respect to ratio of security providers to guests, all functions may be subject to the requirement of a hotel appointed security guard. If an additional security guard is deemed necessary, this will be at the expense of the client. This is charged at an hourly rate of \$35 per hour with a minimum of four hours.

Function Duration: Function rooms are on offer for any 5 hour duration agreed by Management, latest finish time being 1am due to licence requirements. Clients are to depart the premises in a timely manner at the conclusion of their function.

Food: Due to Liquor Licensing legislation food must be provided when alcohol is being served, a minimum order of one platter per ten guests is required. Menu selections are to be made at least (2) two weeks prior to the function. The Palace Hotel reserves the right to substitute menu selections without notice based on seasonal & supplier availability. Apart from birthday cakes, no other food is permitted to be brought into the venue. Unless otherwise agreed, the client organises the cutting and serving of the cake. Decreased event numbers within five working days will not be accepted. No food is to be taken away at the conclusion of the function.

Licensed Premise: The Palace Hotel is a licensed premise and practices responsible service of alcohol (RSA), and we ask that clients understand and aid us in this legal requirement and remind all guests to drink responsibly. It is recommended by the hotel to have a nominated RSA representative for the function in case any issues do arise. The Palace Hotel reserves the right to refuse entry, or to ask/ escort from the premises any person displaying objectionable behaviour. All patrons must carry

approved personal identification and must be willing to present this to hotel staff and security upon request. The bar will close thirty (30) minutes before scheduled ending time.

Parental Supervision: A guest under the age of 18 years must be accompanied by their own parent or legal guardian. A legal guardian does not consist of a sister, brother, aunty, uncle, cousin etc. Security will ask on arrival and anyone found to mislead management or security will be asked to leave the venue and the function may also be shut down. If a minor is found to be consuming alcohol at any point, the function will be shut down immediately.

Personal belongings/delivery of goods: The Palace Hotel does not accept responsibility for the injury, damage or loss of any client's property left in the premises prior to, during or after the function. It is the responsibility of the client to look after their own goods and equipment. If you wish to have anything delivered to The Palace Hotel prior to your function you must notify management prior to the delivery. All personal belongings must be removed from the venue at the conclusion of the event.

Decorations: Decorating the function room/area is allowed however certain decorations are not permitted [i.e. Confetti, sticky tape, party poppers, nails, glue, chocolate fountains, and open flames]. Any damage caused to The Palace Hotel property during or immediately after the event will be responsibility of the client - including cleaning, repairs or replacements.

Entertainment: The Palace Hotel function facilities are equipped with excellent sound and lighting systems. It is advised that clients test the compatibility of their laptops, iPods etc prior to the function date. A credit card is required as a Security Bond in the instance of any damages caused to Palace Hotel equipment. Alternatively the Palace Hotel can organise with a reliable agency the arrangements of a DJ for the function. If the entertainment is arranged through the Hotel the payment for this will be required 14 days prior to the function commencing. Under no circumstance is outside entertainment allowed such as strippers, telegrams etc.

Dress Code: All guests must generally meet the required standard of the hotel otherwise entry may be refused. Neat Casual including denim and t-shirts are acceptable: thongs, work boots and scuffs are not.

House Policies: Unfortunately we do not take bookings for birthdays under 21st's. If the client is found to have misled The Palace Hotel as to the nature of the event or the age of the majority of attendees then The Palace Hotel reserves the right to cancel the event and retain all deposits.

Cancellation: We would be disappointed if the booking cancels however, should this occur, written notification must be provided to the General Manager 12 weeks prior to the function date to receive a full refund of the deposit paid. Less than 12 weeks notice prior to the function date will result in the full deposit being retained. Notice within four weeks of the function date the deposit will be retained plus an additional 25% of the agreed minimum spend may be invoiced for payment within 7 days. Function bookings in November/ December may have additional cancellation policies.

Unforeseen Circumstances: In the event of fire, flood damage, equipment failure, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Palace Hotel or management will not be held liable.

I acknowledge having read a copy of the general Terms and Conditions. I further comply with all respects of such conditions on acceptance of this application.

Name

Signature

Date



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