

UNDERCOVER ROASTERS

FUNCTION AND EVENT PACKAGES
BOARDROOM PACKAGE



MELBOURNE

UCR

EST 2011



ABOUT US

Undercover Roasters HQ is located in prime position near the corner of Victoria and Church St, Abbotsford. With ample street parking and access to the NO.12, 78, 109 trams. While only a short stroll to North Richmond train station.

UCR HQ is the ideal venue for your next event. A space that's versatile, that can be divided into multiple sections and will easily catch the eye of your guests with our monochrome branding across the western wall, we bring nature inside with lush foliage and a cascading green wall on the north side.

Large glass windows Frame our beautiful courtyard, with natural light filtering into the dining room. Our stylish neon symbols highlight our passion for coffee throughout.

UCR HQ is the perfect space for Corporate meetings, large banquet-style dining events and cocktail parties. We've got an eye for detail with a flexible attitude for functions.

Get in contact with us to plan your next event.



BOARDROOM

Function type

Private Dining or Meeting Space

Capacity

20 PAX

Food & Drink options

Full menu availability

Deposit: \$75

Inclusions

Full access to our Boardroom with its multiple power points

85-inch television

12 person conference table

Dedicated staff member catering to you;

full brunch and drinks menu available

Options for baguette or toasted sandwich platter

(sandwich/baguette platters pre-ordered two days in advance)

Wheelchair access

Hire Rate / Minimum Spend

\$500 full day

\$300 half-day

\$75 hourly

MAIN DINING ROOM

Function type

Cocktail party or sit down event

Capacity

Standing - 180 pax

Sit down (main dining room) - 68pax

Sit down (entire venue) - 84 pax

Food & Drink options

See food and beverage options attached

Inclusions

Wheelchair access

Full waiter service

Access to stereo sound system

Private courtyard

Hire Rate / Minimum Spend

Whole Venue - \$2,500.00

Security

One security guard for every 100 patrons

Additional security guard \$40.00 per hour

FOOD & BEVERAGE PACKAGES

Canape packages

3 hour canape package - \$35 per head - 5 canapes and 2 deserts

5 hour canape package - \$55 per head - 8 canapes and 2 deserts

Cheese Platters \$75 per platter

Charcuterie Board \$125

Add dinner bowls to the above roaming Canapes

3 hour - \$15 per head - choice of 2 dinner bowls

5 hour- \$20 per head - choice of 3 dinner bowls

Beverage packages - SILVER, GOLD, PLATINUM

3 hour Silver package - OJ, soft drinks, still/sparkling water and coffee- \$12 per head

5 hour Silver package - As above \$16 per head

3 hour Gold package - Local beer, wine, soft drink, juices, still/sparkling water and coffee - \$28 per head

5 hour Gold package - As above - \$35 per head

3 hour Platinum Package - Premium beer, wine, soft drink, juices, still/sparkling water and coffee - \$45 per head

5 hour premium package - As above - \$60 per head

All spirits and cocktails - On consumption (bar tab advised)

*Drinks menu will be sent in an additional document

FOOD & BEVERAGE PACKAGES

Basil pesto and bocconcini Arancini - V GF

Blue Cheese and caramelised onion Arancini - V GF

Mushroom and mozzarella Arancini - V GF

Spinach and pumpkin Arancini - V GF

Chicken and mushroom Filo pastry

Spicy lamb filo pastry

Ricotta & spinach filo pastry V

Roasted vegetable flip pastry V

Kataifi prawns -

prawns wrapped in kataifi pastry with coconut and pistachio nuts

Beef and red bean empanada

Sweet potato and cashew empanada V

Pumpkin and feta pide V

Gruyere and Corn Croquette V

Mac and cheese Croquette V

Smoked cod Croquette

Shepherd's pie Tartlet

Caramelised onion and potato Tartlet V

Pumpkin, caramelised onion and Goats cheese tartlet V

Black olive, cherry tomato and bocconcini tartlet V

Moroccan Lamb balls

Skewered chicken satay

Skewered beef satay

Skewered lamb kofta

Karaage fried chicken

PLEASE NOTE

Canape substitutions are welcome, dependent on availability

Additional items charged accordingly

Please advise of any allergy and/or dietary requirements. All care is taken, however Undercover Roasters will not be held accountable for cross-contamination as dishes are prepared off premises.

FOOD & BEVERAGE PACKAGES

Canapes continued...

Peking duck wonton

Moneybag sweet potato, cashew and basil V

Chicken, prawn and ginger wonton

Korean chicken bao bun

Stuffed pumpkin flower w/ ricotta and sweet corn V

Stuffed Jalapenō pepper V

Sweet potato and quinoa Verrine - Crunchy quinoa topped with sweet potato mousse V

Basil pesto pasta and tomato Verrine - Traditional basil pesto, topped with velvety smooth tomato mousse V

Dinner Bowls

(add on to your roaming canapes)

Tempura Barramundi Goujon and chips in a cone

Karaage Chicken and chips with Kimchi and Kupa Mayo

Fried Salt and Pepper Calamari and chips in a cone

Mini Beef / Pork / Mushroom (V) Sliders (GF available)

Corn and Zucchini fritters V

Whitebait Fritters

Chicken Wings

Chickpea salad with/without Lamb Shoulder

Cauliflower salad with/without Pulled Beef

Freekeh salad with/without Salmon

Kale and lentil salad

German potato salad with/without Pesto Chicken

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FOOD & BEVERAGE PACKAGES

Sweets and desserts

Apple blueberry crumble Tartlet - GF

Salted chocolate caramel tartlet - GF

Portuguese custard tart

Baileys White Choc - White chocolate shell filled Baileys Irish Cream liqueur and milk chocolate ganache.

Banoffee Dark Choc - Banana caramel milk chocolate ganache.

Chocolate Streusel Orange Confit - Chocolate cream and orange compote layered with chocolate brownie and crumble. Presented in a little can.

Strawberry, Rhubarb, Coconut & Sago Bowl - Strawberry and rhubarb compote layered with coconut sago, with a strawberry glaze. Presented in a little bowl.

Mini Boutique Delishoux - 30 pieces - Delicate filled butter choux pastries in a variety of shapes. 6 each: Chocolate Mousseline, Lemon Meringue, Tiramisu, Cherry, Mixed Berry Cheesecake.

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TERMS AND CONDITIONS

Confirmation of bookings:

Due to demand, tentative bookings can only be held for up to a week. Once this period has lapsed, the venue reserves the right to release the tentative reservation for other prospective clients.

Prices & minimum Spend:

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. A minimum spend of \$50 per hour applies. This is also inclusive of full access to all boardroom facilities (i.e.: 85-inch television).

Final Payments:

All catering, beverage, and room setup requirements, are requested a minimum of 2 days prior to your booking date. Final attendance numbers are required 24 hours prior to the booking. All catering and all costs relating to beverage packages must be paid upon final numbers. Once payment has been processed, no refunds will be offered should your numbers decrease, or you experience no shows during the event. Should payment not be received, we reserve the right not to proceed with the function.

Cancellations:

Canceling a booking after the deposit has been paid can only be done by consulting directly with management, and only by the person who made the initial deposit. Any cancellation made within a period of 2 days from the date of the booking will forfeit the deposit and any additional payments that may have been made.

TERMS AND CONDITIONS

Guest Entry:

Guest entry to functions will only be permitted in accordance with agreed start and finish times (which must be within the venue's trading times). The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venues' licensed capacity.

Function Conduct:

It is a requirement that the organizer will conduct the function in an orderly manner. All normal venue policies, procedures, and legal responsibilities apply to all persons attending all functions, at all times, including total compliance.

Additional Requirements:

Any additional decorations, equipment, or props required, other than those supplied by the venue must be confirmed with the management at the time that the deposit is being made. Any extra time required for a setup or dismantling, prior or after a function, may incur an extra charge. Please note that the venue must approve any and all 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. Any dietary requirements must be passed onto the venue at least 2 days before the function date.

Damages:

Please be advised that organizers are financially responsible for any damage, theft, breakage, or vandalism sustained to the function room or venue premises by guests invites or other persons attending the function.

Should any extra cleaning be required to return the premises 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 or after the function It is recommended that all client goods be removed from the venue immediately after the function.

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Prices & minimum Spend:

All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. A minimum spend of \$50 per hour applies. This is also inclusive of full access to all boardroom facilities (i.e.: 85-inch television). Minimum spending is restricted to food and beverage only. Any costs outside of this (e.g. additional security or entertainment) are not included in the final calculation. If the minimum spending quoted for space is not met, the additional charge will become a "room hire" fee and will be payable on completion of the function.

Final Payments:

All catering, beverage, and room setup requirements, are requested a minimum of 2 days prior to your function date. Final attendance numbers are required 2 working days prior to the event. All catering and all costs relating to beverage packages must be paid upon final numbers. Once payment has been processed, no refunds will be offered should your numbers decrease, or you experience no shows during the event. Should payment not be received, we reserve the right not to proceed with the function.

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CONTACT

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