

—THE——  
BALACLAVA  
——HOTEL—

# FUNCTION PACK



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# THE ROOFTOP BAR

There's no better place to host your next event than at our newly renovated Rooftop Bar. This inviting space is ideal for everything from engagement parties to Christmas breakups, work drinks to milestone birthdays, and everything in between!

Accessible via stairs or lift, the space features its own fully stocked bar with 8 beers on tap, BlueTooth connectivity for music, 2 x wall-mounted TVs, private bathrooms, and an all-weather courtyard (think roof shutters and heating for the winter and misting fans for those balmy Melbourne summer days!).

The Rooftop Bar can comfortably accommodate up to 110 guests cocktail style, and the space can be booked exclusively for up to 5 hours in duration.



# CANAPE PACKAGES

**Mini Bite \$22pp**  
**Five canapes hot/cold**

**Medium Bite \$26pp**  
**Five canapes hot/cold plus One substantial**

**Large Bite \$34pp**  
**Seven canapes hot/cold plus Two substantials**

**Additional substantial items \$5 each (min 30)**  
**sweet items \$3 each (min 30 pieces)**

## **Canapes - Cold**

Vietnamese rice paper roll , coriander dip, lime (vg, df)

Bruschetta - tomato, onion, feta, basil (v)

Smoked Salmon blini, cream cheese, capers en croute

Goats cheese & prosciutto crostini

Sushi pieces, pickled ginger, wasabi vlg,v)

Rare roasted beef, horseradish cream en croute

## **Canapes - Hot**

Corn and halloumi fritters, romesco (gf, v)

Lamb and rosemary pie, gravy

Pumpkin arancini (v,vlg)

Jalapeno poppers served with ranch (v)

Falafel bites with hummus (v,vg, vlg)

Cheeseburger sliders, pickle, mustard

## **Substantials /Handhelds**

Risotto cups (choose 1) pea & mint or Chicken & bacon or mushroom & truffle (vlg, v)

Lightly battered fish & chips, lemon, tartare

Karaage chicken, pickled ginger, wasabi mayo

Gnocchi boats, sugo, capers, red peppers, parmigiano (v)

## **Something sweet**

Chocolate mud cake / Carrot Cake / Cheese cake

Please note that all dietary requirement can be catered for with prior notice  
(v) Vegetarian (vg) Vegan (vlg) very low gluten option (df) dairy free option



# PLATTER MENU

THESE PLATTERS CAN BE ORDERED AS ADDITIONS TO OUR CANAPE PACKAGES

## \$65 PLATTERS

Charcuterie Platter - Cured meats, grilled vegetables, crackers

Antipasto Platter - Four dips, grilled vegetables, bocconcini, olives, bread (v)

Fresh seasonal fruit platter

Please note that all dietary requirements can be catered for with prior notice

(v) Vegetarian (vg) Vegan (vlg) very low gluten option (df) dairy free option



# BEVERAGES

Beverages can be arranged as a bar tab, cash bar or beverage package.

<b>Standard (p.p):</b>	<b>Premium (p.p):</b>
<b>3 Hrs \$50</b>	<b>3 Hrs \$60</b>
<b>4 Hrs \$60</b>	<b>4 Hrs \$70</b>
<b>5 Hours \$70</b>	<b>5 Hours \$80</b>
Includes:	Includes:
Sparkling:	Sparkling:
Stonyfell Quarryman Sparkling South Eastern Australia	Stonyfell Quarryman Sparkling, Brown Brothers Prosecco NV South Eastern Australia, King Valley
White:	White:
House Sauvignon Blanc	House Sauvignon Blanc, Squealing Pig Pinot Gris Marlborough
Red:	Red:
House Shiraz	House Shiraz, Red Hill Pinot Noir Victoria
Rose:	Rose:
Squealing Pig Rose Marlborough	Cote Des Roses Rose Languedoc-Roussillon - France
Tap Beer & Cider:	Tap Beer & Cider:
Carlton Draught	Carlton Draught, Furphy
Furphy	Great Northern Super Crisp
Bulmer's Cider	Bulmer's Cider
Non-Alcoholic:	Non-Alcoholic:
Giesen 0% Sauvignon Blanc Marlborough	Giesen 0% Sauvignon Blanc Marlborough
Full Selection of Soft Drink & Juice	Full Selection of Soft Drink & Juice

## Spirits

Add our spirit package to a beverage package of your choice for an additional \$18 p.p.

Spirit package includes: Vodka, Gin, Bourbon, Whiskey, Rum

## Cocktails

Treat your guests to a cocktail on arrival!

Available on a pre-ordered basis and priced at \$12 per person when more than 40 are ordered.

Speak to a member of our functions team for more information

## Cash Bar

With our fully stocked bar, your guests can purchase their own drinks throughout your event.

## Bar Tab

A bar tab can be set up prior to, or on the day of your event. This amount can be reviewed during your event, and increased if need be, or we can convert to a cash bar once your preferred limit is reached.

You will also be able to choose the range of inclusions on your Bar Tab.

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## TERMS & CONDITIONS

### CONFIRMATION OF BOOKINGS

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, with a \$500 deposit payment. 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 AND PAYMENT

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with guest numbers, food service times and other specifics relating to your event. All additional catering requirements 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.

### 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 four (4) weeks of the date of the function, or eight (8) weeks for December functions, will forfeit the deposit. Any cancellations made within seven (7) 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 AND 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 AND 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 lifts, stairwells, foyers and public restrooms. \*Functions with live entertainment (eg DJ, band), plus particular functions with over 100 guests will 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 AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by the 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. Any breach of the Liquor Licensing regulations may result in the event being shut down immediately. In any circumstance where Management ceases to trade in a private function space, no refunds, full or partial, will be given to the Client. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

**I CAN CONFIRM THAT I \_\_\_\_\_  
HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND AGREE TO COMPLY**

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**