

# the BURVALE



***Brew Bar***

***Accommodation***

***TAB***

***Function Rooms***

***Bistro***

***Live Entertainment***

Thank you for your enquiry regarding a private function at the  
Burvale Hotel

Centrally located, the Burvale Hotel is only 24km from Melbourne CBD, the Dandenong Ranges and other famous Victorian attractions. Also easily accessed by tram and bus, we offer you the facilities and flexibility required to make your occasion a special one.

Our venue and function rooms can cater for a variety of occasions, including birthday celebrations, weddings, anniversaries, corporate events, seminars, product launches, sport presentations and more.

Full bar up facilities are available in the function room. If you have any special requirements, please discuss with the Function Coordinator when making the booking.

## FUNCTION FACILITIES

The Burvale Hotel has two function rooms

- the conference room which seats up to 25 people
- the function room which caters for up to 280 people for a cocktail style function or 80 people for a sit down dinner function

The room hire provides you with the following items

- Food and beverage staff where applicable
- Security staff, as detailed
- DVD player, projector, screen, whiteboard
- Microphone and sound system
- Room Cleaning
- Plasma screen TV

We offer a variety of food options for your function, these options are detailed within this information pack. Vegetarian or special dietary requirements can be arranged.

There are a wide range of entertainment options available for your function, we are happy to source entertainment for you. Please note all entertainment must be authorised through the function coordinator even if you are sourcing it yourself.

Additional requirements such as decorations and table decorations can be arranged through the hotel at an additional cost.

All functions have a 5 hour duration, start and finish times are to be organised prior. A non-refundable deposit is required 7 days after a tentative booking has been made, to secure the function room for the date required. Bookings are not confirmed until the deposit is paid in full. Food must be fully paid for 7 days prior to the function date.

The Burvale Hotel also has 28 three star motel rooms, all rooms feature Queen size beds, tea & coffee facilities, TV, air conditioning/heating and separate bathroom.

## COCKTAIL FUNCTIONS

Room hire for the function room is as follows -

50-69 guests \$200

70+ guests \$100

Included in this room hire is

- one security staff member for 70-100 guests, for functions over 100 guests there is an additional charge of \$30 per hour for a second security staff member for the duration of the function
- Hire of the function room for five hours

### FOOD OPTIONS

Your choice from the following list of "finger food" to be served at the specified times during your function.

- **Three selections \$11 per head**
- **Five selections \$14 per head**
  - VEGETARIAN SPRING ROLLS
  - SAMOSAS
  - DIM SIMS
  - PARTY PIES & SAUSAGE ROLLS
  - MEATBALLS
  - PASTIES
  - BEER BATTERED WEDGES
  - MINI PIZZAS
  - CAJUN PRAWNS
- **Eight selections \$17 per head (includes below)**
  - BBQ CHICKEN SKEWERS
  - SALT AND PEPPER SQUID
  - ASSORTED VOL AU VENTS
  - VEGETARIAN FALAFELS
  - TEMPURA PRAWN
  - THAI FISH CAKES (TOD MAN PLA)
  - VEGETARIAN DIM SIM (HOME STYLE)

Coffee/Tea station \$50

## FUNCTION PACKAGES

For formal sit down style functions in our Function room we are able to offer a Roast Carvery, details are as follows.

### ROAST CARVERY

- One course \$25 per head
- Two course \$30 per head
- Three Courses \$35 per head

### ENTRÉE-SOUP OF THE DAY

#### MAIN- ROAST

Two selections

Pork with apple sauce

Beef with gravy

Lamb with mint sauce

Served with

Roast Potatoes, Roast pumpkin and Seasonal Vegetables

Pasta Salad, Potato Salad and Tossed Garden Salad

### DESSERT SELECTION

Cake selection

Chocolate mousse

Coffee/Tea station \$50

No room hire applies for Buffet Carvery functions but there must be a minimum 40 guests, function duration is five hours

- No security staff are included but if you would like security present the charge is \$30 per hour for a minimum of four hours
- Food and beverage staff are provided

Any special requirements should be discussed and organised at the planning stage with your function coordinator

## **CORPORATE FUNCTIONS**

Room hire for the function room is as follows -

- \$300 between 9am & 4pm

Room hire for the conference room is as follows -

- \$100 between 9am & 4pm

Longer periods may incur a further room hire charge

Included in this room hire is

- DVD player, whiteboard
- Microphone and sound system, (Function room)
- Room Cleaning
- Projector, laptop compatible, Large screen (Function room)
- Plasma screen TV, laptop compatible, (Conference room)
- Hire of the room between 9am and 4pm
- Photocopying is available for a charge of 30 cents per page

Any special requirements can be organised  
with your function coordinator

### **FOOD & BEVERAGE OPTIONS**

Tea and coffee \$4 per person

Tea, coffee and biscuits \$4.50 per person

Tea, coffee and mini muffins \$5 per person

Assorted Hot food platters from \$70

Fresh Sandwich platters from \$80

Any special requirements should be discussed and organised  
at the planning stage with your function coordinator

## Burvale Hotel Function Terms and Conditions

Thank you for considering our establishment for your function.

The following Terms and conditions must be adhered to by all function guests

### TERMS AND CONDITIONS

- The room hire must be received within 7 days of making the tentative booking to secure the room for your function
- Full payment for your function must be received 7 days before the function
- Room hire is non refundable if a cancellation is made within 14 days of your function date
- All entertainment must be approved by management
- No food or beverage is permitted to be brought into the venue for consumption at any time, with the exception of birthday cake
- Function organisers are financially responsible for any damage to the function room or any hotel property, before during or after the function
- The Burvale hotel does not accept any responsibility for damage, loss or theft in the venue before, during or after the function.
- Nothing is to be nailed, stapled, screwed or stuck to any surface or part of the Burvale Hotel unless approved by management
- Underage guests must be accompanied by their legal guardian at all times for the duration of the function and are not to consume any alcohol at the Burvale Hotel
- A security bond may be required for certain functions, at management discretion, this will be organised and paid one week before the function, this bond will be fully refundable if all conditions have been met

We respect our neighbours and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you agree with the sentiments of the policy, and it is understood when you book your function your co-operation with the objectives set out above is a term of contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy, again we thank you for considering the Burvale for your function.

I have read and understand the Burvale function Terms And Conditions:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel Management Signature: \_\_\_\_\_

## Burvale Hotel

### Function Policy - Responsible Serving of Alcohol

Our venue is committed to the responsible serving of alcohol because we:  
Aim to provide a safe and friendly environment for all our guests and staff.  
Want to abide by our legal obligations under the Liquor Control Reform Act 1998.  
All our staff are trained in the Responsible Service of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience or you and your guests.

Therefore we adopt the following RSA practices for functions:

- Whilst the final decision in respect to RSA issues will at all times be the responsibility of the venue, we require you to nominate a responsible person to assist our staff with any issues regarding liquor service at your function.
- Minors will be required to be identified, and will not be served alcohol during the function.
- Minors are permitted at the function only under the direct and constant supervision of a parent or legal guardian and are not permitted to consume liquor.
- Water and non alcoholic beverages will be readily available at all times.
- We reserve the right to limit the quantity of alcohol consumed by any particular guest.
- We reserve the right to stop the supply of alcohol to the function guests, or any particular guests if it becomes apparent at anytime (even prior to scheduled finish) that guests are intoxicated.
- We reserve the right to close down the function if the behaviour of the guests becomes unacceptable.
- Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.
- All guests are encouraged to ensure they have safe transport from the function.
- Staff will offer to call a taxi for any guests they consider should not be driving.

We respect our neighbours and encourage our customers to leave the premises in a manner that does not disturb the amenity of the area.

We know that you agree with the sentiments of the policy, and it is understood when you book your function your co-operation with the objectives set out above is a term of contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy, again we thank you for considering the Burvale for your function.

I have read and understand the Burvale function Policy on Responsible Serving of Alcohol:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hotel Management Signature: \_\_\_\_\_



# the BURVALE

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