

Functions



Thank you for your enquiry regarding a private function at the Burvale Hotel. Our private function room has its own special name Springwoods.

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

Our Venue and springwoods room can cater for a variety of occasions, including, birthday celebrations, weddings, anniversaries, corporate events, seminars, product launches, sporting presentations & more. Full bar facilities are available in our springwoods room and special requirements tailored to suit your occasion.

Should you require any further information please don't hesitate to contact our function/events coordinator on the below number

All prices set out in this brochure are subject to change & items can be removed or replaced without prior notice.

The Burvale Hotel
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Nunawading, Vic 3131
Phone (03) 9802-1111 Fax (03) 98036778
www.burvalehotel.com.au

the BURVALE

Functions



Springwoods Function Information

Burvale Hotel springwoods room caters for up to 280 people for a cocktail style function or 150 people for a sit down dinner function

Room hire for the Springwoods Room is

\$200 SUNDAY- THURSDAY

\$300 FRIDAY & SATURDAY

The room hire provides you with the following items-

Food & beverage staff where applicable

DVD player, projector & screen

Whiteboard

Microphone & sound system

Juke box facility

Pool Table

I-pod facilities

Lap Top facilities

Fully equipped DJ booth

Table Cloths

Ice water dispenser

For Functions that require security costs are based on \$35.00 an hour for a minimum of 5 hours. Also depending on the type of function additional security maybe required.

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 be aware all entertainment must be approved by the function coordinator if sourcing it yourself.

Additional requirements such as decorations and table displays can be arranged through the hotel at an additional cost. All functions have a 5 hour duration with 1am being the latest finishing time. A non refundable deposit is required 7 days after a tentative has been made, to secure the function room for the date required. Booking is not confirmed until the deposit is paid in full.

Functions

SPRINGWOODS

Springwoods Food Packages ***Cocktail Party Options***

Finger Food Option 1- \$80.00 per platter. One platter caters for up to approximately 10 people. Minimum order of 5 platters

Platters include;

- ***Mini Vegetarian spring rolls with soy***
 - ***Mini Dim Sims with soy***
- ***Cocktail Party Pies and Sausage Rolls***
- ***Mini Meatballs served with onion sauce***
 - ***Mini Assorted Pizzas***
 - ***Samosas***
- ***Potato Wedges served with sour cream***
- ***Battered Fish Bites with Tartar Sauce***

If item are unavailable at time, replacements of similar item will be provided

Finger Food Option 2- \$95- per platter. One platter caters for up to approximately 10 people. You may choose up to 8 selections. Minimum order of 5 platters

Cold Food Platters

-Mixed Sushi

- ***Mixed Vietnamese Rice paper rolls***
- ***Mini Chicken and avocado California roll***
 - ***Mini Peking duck cones***
- ***Fresh Oysters with cocktail sauce***
 - ***Salmon and prawn Nigiri***
 - ***Assorted Chumaki pieces***
- ***Vegetarian Futomaki rolls***

Hot Food Platters

- ***Chicken Satay skewers***
 - ***Risotto Balls***
- ***Gourmet Assorted party Pies***
 - ***Cheesy Potato Balls***
 - ***Assorted Quiche Tartlets***
 - ***Mini Frittatas***
 - ***Assorted Savoury Vol-au-vents***
 - ***Vegetarian Falafels***
 - ***Spinach and Fetta Triangles***
- ***Battered Prawns with tartar sauce***

Carvery Package

One Course	-	\$30 per head
Two Courses	-	\$35 per head
Three Courses	-	\$40 per head

Entrée – choice of the following soups-

Pumpkin

Potato & Bacon

Chicken

Moroccan Vegetable

Minestrone

Other options are available

speak to our function

co-ordinator today!!

Main- choose two selections

Pork with Apple Sauce

Beef with Gravy

Lamb with Mint Sauce

**Served with roast potatoes, pumpkin
& seasonal vegetables**

Pasta and Potato Salad &

Tossed Garden Salad.



Dessert

Selection of Cake or Chocolate Mousse

Coffee and Tea Station is an additional cost of \$3 per person

Terms and Conditions

Deposit – the room hire is to be paid to secure your function booking within seven (7) days of making a booking

Confirmations- Number of guest and menu option(s) is to be confirmed fourteen one (1) month before the function date.

Cancellations – Cancellation of function with less than 1 month notice with result in you forfeiting your total room hire deposit. Any cancellation within 14 days prior to the function date with also forfeit 50% of the total food costs.

Payment of Accounts- Full payment of room hire is due at time of booking, by either cash or credit card.

All food and catering requirements are to be paid in full (14) days prior to the function date. All liquor consumption must be settled with full payment at the completion of the function. If a Bar Tab is being utilized then a credit card must be presented at the start of the function.

Underage Persons- If there are going to be underage guests at your function under the age of 18 years these guests will be asked to wear wrist bands so they are easily identifiable to the bar and security staff

Damage/ Liability

Hosts are financially responsible for any damage sustained to the Burvale Hotel and its contents caused by any persons attending the function. The host will be invoiced for any repairs, loss of property or replacement. A security deposit of \$200 is required for all 21st functions. The Burvale does not accept any responsibility for damage, loss or theft in the Venue before, during or after the function.

If Management believes a function will affect the smooth running of the business, its security or its reputation, it reserves the right to cancel with out liability.

No items are to be attached, pinned, or glued to the wall surfaces without prior approval from Hotel 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

Responsible Service

Statutory Liquor Licensing of Victoria laws applies. I.D. will be required upon entry or service- 'No proof, no service' Management reserves the right to refuse entry and or/services.

Food and Beverages

No food and/or beverage is to be brought into the venue or function (celebration cake excluded)

No food and/or beverage is to be taken from the venue or function (bottle shop purchases after the event or presents excluded)

All menus/beverages prices are current but may change without prior notice, due to industry price increases.

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

I/We hereby understand and agree to all the above terms and conditions of The Burvale Hotel including the responsible serving of alcohol policy as attached

Name (print) _____ **Date** _____

Address _____

Licence# _____ **FunctionDate** _____

Sign
(client) _____

Sign
(Manager/FunctionManager) _____