

Function Package



the BURVALE

Cnr Springvale Rd & Burwood Hwy, Nunawading, VIC 3131
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'Springwoods'

Our newly renovated function room 'Springwoods' is perfect for any occasion. Whether you're celebrating a birthday or an engagement, hosting a business meeting or a networking event, or just looking for a great venue to host a dinner, Springwoods will certainly exceed your expectations.

With capacity to host 140 guests seated and 200 guests cocktail, the room comes equipped with fully stocked bar, AV facilities, pool table, iPod connectivity, jukebox, dance floor and private entry point. The venue also offers plenty of complimentary on-site parking, and affordable accommodation should your guests require.

Cocktail Menu

Standard platter menu (choose six) **\$120**

Beef party pies
Beef sausages rolls
Mini quiches
Vegetarian spring rolls
Beef or chicken dim sims
Spinach and ricotta pastry
Salt pepper calamari
Satay chicken skewers
Battered prawns
Macaroni and cheese croquettes
Crumbed chicken tenders
Pumpkin arancini

Premium platter menu (choose six) **\$150**

Beef & burgundy pies
Karaage chicken
Nasi goreng cups
Salt and pepper calamari
Fish and chips
Mini parmigianas
Lamb kofta with mint yoghurt
Pork sliders
Mini cheese burgers
Chilli marinated mussels
Bloody mary oyster shots
Singapore noodle box

Last minute platter **\$110**

Chefs selection of hot cocktail items

Extras **\$15 each**

Chips
Wedges
Sweet potato chips

Cocktail Menu

1 platter caters for 10 guests

Fresh Fruit platter - \$ 90 (A selection of seasonal fruits)

Sandwich platter - \$90 (A mix of vegetarian and non-vegetarian sandwiches or wraps)

Antipasto platter - \$100 (A selection of cold meat cuts, marinated olives, feta, char grilled vegetables, selected dips served with char grilled bread)

Trio Dips - \$60 (Trio of dips with Turkish bread and grissini sticks)

Dessert platter - \$75 (A selection of cakes and slices)

Cheese platter - \$80 (Local and international cheeses with quince paste and an assortment of crackers)

Pizza Slab \$45 - (two different toppings on a pizza slab) main menu toppings 18 pieces

OPTIONAL EXTRAS

DJ hire - starting from \$450 for a five hour duration

Colour themed candy bar - \$300

Balloon arrangements - POA

Self service tea and coffee station - \$50

Photo booth - \$450 for a five hour duration

Set Menus

ENTREE & MAIN OR MAIN & DESSERT - \$40 P/HEAD

ENTREE, MAIN & DESSERT - \$45 PER HEAD

Select two items from each chosen course to be served on a 50/50 basis, minimum 30 guests *vegan/vegetarian options available upon request*

ENTREE (choose two)

- Lemon pepper calamari (rocket,parmesan,onion salad and aioli)
- Bruschetta (toasted turkish bread, avocado, tomato, basil, red onion, feta and balsamic glaze)
- Arancini mushroom and white wine served with truffle mayo and rocket,parmesan,onion salad)
- Glazed Pork belly with an asian coleslaw salad
- Thai beef noodles salad

MAIN (choose two)

- Chicken Roulade (Breast fillets filled with brie cheese, wrapped in prosciutto served with mashed potatoes, green vegetables and a red wine jus)
- Roasted pork cutlet served with roast vegetables and gravy
- 300g Porterhouse (cooked medium served with vegetables and gravy.
- Salmon or Barramundi Fillet Grilled (salmon or barramundi fillets served with potatoes, green vegetables and a creamy dill sauce.
- Spinach & ricotta cheese ravioli in a creamy mushroom sauce

DESSERT (choose two)

- Chocolate mousse with fresh berries
- Sticky date pudding with vanilla ice cream
- Apple crumble with vanilla custard
- Fresh fruit salad
- Pavlova with mix berry compote



Buffet Menu

ADULTS - \$40 P/HEAD

KIDS- \$20 P/ HEAD

Minimum 50 guests (vegan/vegetarian options available upon request)

Soup with bread rolls and butter (select one)

Pumpkin soup
Minestrone soup

Hot carvery (select two)

Rosemary & garlic leg of lamb
Mustard rubbed beef
Leg of pork
Lemon peppered roasted chicken

All options are served with roasted potatoes, confit pumpkins, green vegetables, gravy & condiments.

From the pan (select three)

Vegetable stir fry hokkien noodles
Beef or vegetable lasagne
Sri lankan chicken curry with steamed rice
Barramundi with creamy dill sauce
Sticky pork belly

Salads (select two)

Traditional Coleslaw
Garden salad
Potato and bacon salad

Dessert (select two)

Chocolate Mousse
Assortment of fresh fruit
Vanilla panna cotta

Drinks Packages

Our drinks packages are based on a 3 hour duration. Extensions are available at an additional \$10 per head per hour.

Package 1

\$40 p/head

Beer

Carlton Draught
Great Northern Super Crisp

Sparkling

Stonyfell Quarryman Sparkling

White Wine

Stonyfell Quarryman Sauvignon Blanc

Red Wine

Stonyfell Quarryman

Rose & Low Alcohol Wine

De Bortoli Rose
Giesen 0% Sauvignon Blanc



Package 2

\$50 p/head

Beer

Carlton Draught
Great Northern Super Crisp
Heineken Zero
Hahn Premium Light

Sparkling

Stonyfell Quarryman Sparkling
Porta Dante Prosecco

White Wine

Stonyfell Quarryman Sauvignon Blanc
Brown Brothers Moscato
Oakridge Over the Shoulder Chardonnay
Pizzini Pinot Grigio

Red Wine

Stonyfell Quarryman Shiraz
Riddoch Merlot
Oakridge Over The Shoulder Pinot Noir
Parker Cabernet Sauvignon

Rose & Low Alcohol Wine

De Bortoli Rose
Giesen 0% Sauvignon Blanc

Memorial Packages

All functions have a minimum of 30 guests
\$300 room hire fee
All functions are cocktail style

Small Package

4 hour hire max
\$28 per person

Room inclusions:

- Flexible room set up
- Tea & coffee station
- Black or white linen with candle centrepieces
- Projector, music and microphone

Food offerings:

- 6x small bites per person
- 2x big bites per person

Drinks:

Can either add the drinks package, have a bar tab or cash bar.

Large Package

4 hour hire max
\$35 per person

Room inclusions:

- Flexible room set up
- Tea & coffee station
- Black or white linen with candle centrepieces
- Projector, music and microphone

Food offerings:

- 8x small bites per person
- 4x big bites per person

Drinks:

Can either add the drinks package, have a bar tab or cash bar.

OPTIONAL EXTRAS

- Fresh floral centrepieces \$POA
- Fresh seasonal fruit platter \$130 each
- Australian gourmet cheese selection \$90 each
- Candy buffet table \$300 all included

Corporate Functions

A \$300 room hire applies for corporate functions which includes WiFi, data projector and screen, microphone and whiteboard.

The Springwoods function room can accommodate -
100 guests theatre style
40 guests classroom style

MORNING / AFTERNOON TEA - \$10pp

Self-service tea and coffee station
Your choice of assorted cake slices or danish pastries

CONTINENTAL BUFFET LUNCH - \$15pp

An assortment of freshly made sandwiches and baguettes
Chef's selection of hot canape platters





Additional Information

ROOM HIRE

Should you choose not to opt for one of our packages then a room hire fee for Springwoods will apply. This is charged at \$200 for events Monday - Thursday, and \$300 for events Friday - Sunday.

ACCOMMODATION

The Burvale Hotel offers 28 ground floor 3 star motel rooms for the convenience of your guests. For reservations, visit our website www.burvalehotel.com.au/accommodation/

ENTERTAINMENT

The Burvale Hotel has a range of preferred suppliers. Let us know if you need assistance with booking a DJ, live band, photo booth or karaoke machine and we would be more than happy to help! Prices provided on application.

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, completed booking form and a deposit payment of \$300. 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 requests all food and beverage selections to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then requested seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages 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 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, ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or legal 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. Particular functions e.g. 21st birthdays may 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 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 RESPONSABILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by 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. 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: -----**

Booking Confirmation Form

CONTACT NAME:

COMPANY NAME:

ADDRESS:

CONTACT PHONES(S):

CONTACT EMAIL:

DAY / DATE OF FUNCTION:

START / FINISH TIME:

OCCASION:

EXPECTED GUEST NUMBERS:

ENTERTAINMENT:

PREFERRED ROOM SET-UP:

CATERING / BEVERAGE REQUIREMENTS:

ADDITIONAL INFORMATION:

A \$300 DEPOSIT IS REQUIRED TO SECURE YOUR BOOKING, TO ACCOMPANY THIS FORM AND A SIGNED COPY OF THE TERMS AND CONDITIONS. WE ACCEPT PAYMENT VIA CASH, EFTPOS AND ALL MAJOR CREDIT CARDS.