

## Function Information

This Kit contains information for your function including the available areas, menus, beverage packages and booking forms.

The Beach is ideally located on the corner of Beaconsfield Parade and Victoria Avenue, it offers unspoilt views of Port Phillip Bay from a relaxed and comfortable environment. The Beach effortlessly transforms from a laid back lunchtime eatery to a funky night spot. It is the perfect place to eat, drink and chat the day and night away and is ideal for functions both big and small.

Downstairs, the spacious bar and lounge areas ooze ultra- modern décor and class. Furnished with designer chairs and couches you would expect to see in a New York apartment, the bars are surrounded by floor to ceiling doors which open out to Albert Park Beach as well as a private courtyard, beautifully landscaped.

The Beluga Room upstairs is a bright and airy bar and function space, which connects to a large balcony that overlooks the water. The Marble Room downstairs mixes lounges with its own private bar for a cocktail function, or an intimate celebration.

Our functions co-ordinator will be happy to tailor a package that will make your function at The Beach easy, enjoyable and a complete success.

Please do not hesitate to contact Claire:

(03) 9690 4642

[functions@thebeachalbertpark.com.au](mailto:functions@thebeachalbertpark.com.au)



### Cocktail Food Options

\$19.50 per person	Your choice of any 6 hot/cold items below
\$24.50 per person	Your choice of any 8 hot/cold items below
\$29.50 per person	Your choice of any 11 hot/cold items below
\$34.50 per person	Your choice of any 13 hot/cold items below

### Cold selection

- Mini smoked salmon rolls with tomato cream and fried capers
- Beef bruschetta with seeded mustard
- Smoked salmon crepe rollettes
- Vegetable sticks with hummus and tzatziki dips (v)(GF)
- Roti bread crisps with Tandoori chicken and coriander yoghurt mayo
- Peking duck rollettes
- Smoked Chicken with mango and chives served on a crouton
- Prawn and avocado served on bruschetta drizzled with cocktail sauce
- Prosciutto and melon ball skewers (GF)
- Vegetable rice paper rolls (v)(GF)

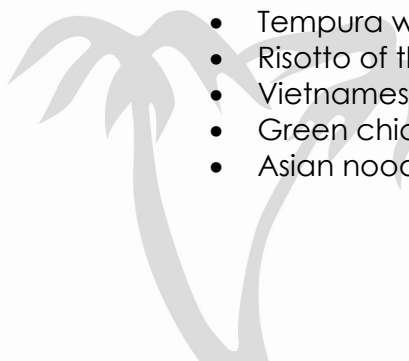
### Hot selection

- Satay chicken skewers (GF)
- Mini hamburgers
- Mediterranean frittata diamonds (v)
- Mini char grilled vegetable rolls with basil pesto (v)
- Lemon pepper calamari with lime aioli
- Mini vegetarian spring rolls with sweet chilli sauce (v)
- Crumbed Chicken strips with herb aioli
- Lamb cutlets with tzatziki (GF)
- Baby hot dogs with caramelized onion and tomato jam
- Skewered lamb kofta with tzatziki (GF)
- Stuffed baby chats with gruyere cheese, chives and red onion (v)(GF)
- Chilli and prawn lime skewers (GF)
- Marinated Eye fillet skewers (GF)

### Grazing dishes- something more substantial

\$8.50 per item (minimum of 20 serves per item)

- Fried chicken strips with chips in a box
- Tempura whiting fillets with shoestring fries in a box
- Risotto of the day in a bowl (v)(GF)
- Vietnamese chicken salad (GF)
- Green chicken curry (GF)
- Asian noodles in a box (v)



**Individual Platters \$60 each** (approx 30 pieces)

- Sausage rolls
- Party pies
- Cocktail Spring rolls (v)
- Samoases (v)
- Dips with Turkish bread and crackers or carrot, celery and cucumber vegetable sticks (v)
- Mixed mini quiches

**Individual Platters \$80 each**

- Antipasto
- Australian and imported cheeses with fruits, quince paste and Lavosh.(GF)
- \$100- Sushi selection of vegetarian or mixed seafood, accompanied by pickled ginger, wasabi and soy dipping sauce. (approx. 40 pieces) (GF)

Individual dessert items are available upon request

**Sit Down Events**

The Beach can cater for up to 55 guests for a seated function, in our Marble Room and 70 guests in our lounge and adjoining Courtyard. We are happy to tailor a menu to suit your individual needs.

**Barbeque Buffet Menus**

Complete with your own buffet table, this barbeque menu is ideal for the ultimate summer's day.

**\$30 Per head**

Assorted fresh breads and rolls

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Traditional BBQ sausages

Chicken burger

(incl. tomato, cheese, lettuce)

Caramelised onions

~~~

Tabuleh

Potato and parsley salad

Coleslaw

~~~

variety of condiments  
available

**\$50 per head**

Assorted fresh breads and rolls

~~~

Display of fresh oysters and

cooked prawns

~~~

A selection of seasonal salads

~~~

Moroccan Beef Pattie

Salmon Steaks

Gourmet Sausages

Lamb kofta

Pesto Chicken skewers

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Sauces: Hollandaise,  
mushroom, pepper, tomato  
relish, tzatziki



### **Beverage Packages**

Guests will be given wristbands with a beverage package and will obtain all beverages from the bar. Please note, packages are not available for 21<sup>st</sup> birthday functions.

#### House selection Package

Includes house white and red wine, sparkling, heavy and light beer, soft drinks and juices.

|           |           |           |
|-----------|-----------|-----------|
| 3hrs      | 4hrs      | 5hrs      |
| \$33.00pp | \$39.00pp | \$44.00pp |

#### Premium Selection Package

Includes quality white and red wine, sparkling, heavy and light beer, soft drinks and juices.

(Wine selection depends on current availability and price)

|           |           |           |
|-----------|-----------|-----------|
| 3hrs      | 4hrs      | 5hrs      |
| \$43.00pp | \$49.00pp | \$54.00pp |

#### Indulgence Selection Package

Includes Domain Chandon sparkling, Crown lager, Corona and Cascade Light beer, white and red wine, soft drinks and juices.

(Wine selection depends on current availability and price)

|           |           |           |
|-----------|-----------|-----------|
| 3hrs      | 4hrs      | 5hrs      |
| \$54.00pp | \$60.00pp | \$65.00pp |

### **Beverages on consumption/ Bar Tabs**

By nominating exactly what drinks you would like to be served our bar staff will ensure only these drinks are added to your tab. Pre-set a limit on the tab. You can increase this tab if you choose.

Basic spirits on consumption \$8.00 each, including bourbon, vodka, scotch, gin and rum.

*Functions downstairs in either Main Bar or Courtyard have the option of Tap beers. No taps in Marble or Beluga Room.*

### **Cocktails**

Pre mixed cocktails of 50 or more of one item can be arranged for your function at \$9.00 each.

Whether it is an on-arrival cocktail for your guests or for the duration of the event, they provide a great alternative to basic beverages. The following cocktails are available: Cosmopolitan, Midori illusion, champagne cocktail, kir royale.



## Conferences/Product Launches

The Beach offers the perfect spaces for your next conference or product launch.

### The room

Room hire \$400 Start 9am-5pm Finish (1/2 day available)  
 \$50 charge applies every half hour outside these times.  
 Includes room set up, pens, pads, mints and bottled water

Audiovisual equipment available upon request

|                                                  |          |
|--------------------------------------------------|----------|
| Data projector                                   | \$90.00  |
| 7x7 foot tripod, self standing projection screen | \$20.00  |
| 42 inch high definition plasma screen            | \$150.00 |
| 120cmx90cm White board with markers              | \$30.00  |
| DVD Player                                       | \$20.00  |

Any other form of audio equipment can be arranged on your behalf, prices available upon application.

### Catering Packages

All per person prices include tea, coffee and juices

#### Package 1 \$19.50 per person

*Morning Tea*- Assorted biscuits

*Lunch*- Toasted foccaccia's, open sandwiches or baguettes with a variety of different fillings

*Afternoon tea*- tea, coffee and juices

#### Package 2 \$22.50 per person

*Morning Tea*- seasonal fresh fruit platter

*Lunch*- mixed quiches or pizzas with a variety of different toppings served with a garden salad

*Afternoon tea*- Fresh baked muffins or scones

#### Package 3 \$27.50 per person

*Morning tea*- seasonal fresh fruit platter and ricotta hot cakes with jam and cream

*Lunch*- Thai vegetable green curry with rice and salad or grilled fish with salad and chips or BBQ Chicken with chips and salad (hot or cold)

*Afternoon tea*- Fresh baked muffins or scones

| Room Capacities: | Marble Room | Beluga Room |
|------------------|-------------|-------------|
| Theatre          | 40          | 70          |
| Boardroom        | 24          | 30          |
| Classroom        | 16          | 24          |
| U-shape          | N/A         | 14-26       |
| Hollow Square    | N/A         | 20          |

All room configurations are subject to audiovisual requirements.



## **Terms and Conditions** please read carefully

### **Payment**

Full payment must be made, on the day of the actual event/function unless other arrangements have been made with The Beach. Direct debits must be made 3days prior to the said function. *Name: Collingwood Football Club T/A The Beach, BSB: 033048 Acc. Number: 270780.* Payments can be made by cash or credit card. (MasterCard/Visa/Amex/Diners). Payment by Amex & Diners incurs a 3% charge on the final amount only. Payment by business/personal cheque/bank cheque must be made at least 5 working days prior to the function to enable clearance.

### **Deposits**

We will hold your tentative booking for a period of 5 days, after which time if confirmation has not been received the date will become vacated.

A deposit of \$500 for both rooms is required, along with the booking agreement form to secure a booking. This deposit is non refundable.

### **Final Numbers**

Final numbers must be confirmed 7days prior to day on which the event. This is the guaranteed number. No refunds will be given for cancellation of numbers after this time. Increases are acceptable with adequate notification.

*To book a 21<sup>st</sup> birthday function the host, including a parent/guardian are to meet with the function co-ordinator to discuss hotel policies and guidelines for such occasions.*

### **Minimum spends**

A minimum spend per room will always apply on Fridays & Saturdays:

Beluga Room \$3500

Marble Room \$2000

Room hire will only apply when food and beverage charges do not meet these minimum spends

Weekdays- no minimum spend (room hire of \$400 will apply)

Please note: Minimum spends do not include cash sales, D.J's/audio equipment or any other equipment hired in on behalf of the client. Minimum spends increase during the Christmas period.

### **Operational times:**

Wednesday-Thursday 12 midday-12midnight

Friday and Saturday 12 midday- 1am

Sunday 12 midday- 11pm

Afternoon functions 12 midday- 5pm

Evening functions 7pm- 1am

Allowances can be made for earlier arrival where the room has not been previously booked.

**Please note: both function room terraces and courtyard close at 11pm due to residential licensing conditions.**

### **Prices & additional costs**

Prices are inclusive of GST. Prices and menus are subject to change.

Additional costs apply to dance floor hire (\$185), ipod connection (\$100), Projector hire (\$90), Tripod projector screen (\$20), DVD Player (\$20), Whiteboard (\$30), Plasma screen television (includes DVD player) (\$150)

### **Cancellations**

All cancellations must be made in writing to the functions Manager, The Beach Albert Park. Any payments made are non-refundable.

### **Entertainment**

The Beluga Room has its own stereo system allowing guests their personal choice of music and ipod connections are available. We advise that due to Port Phillip Liquor Licensing Restrictions we are unable to provide amplified music beyond a pre determined level. If music exceeds this level our noise limiters may cut all music off for a period of 20seconds. Music will re-start after this period. This measure is required to ensure The Beach does not detrimentally affect the residential amenity of the area. Equipment can only be delivered/collected outside of afternoon/evening function times i.e.: 9am-11.30am and 5.15pm-6pm. We are also more than happy to arrange entertainment through our entertainment suppliers. **Live bands are not permitted.**

### Consumption

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other guest. The Beach Hotel does not permit BYO alcohol of any type.

### Damage to venue

The client is financially responsible for any damage that is sustained to the venue or any other property owned by or in the care and custody of the venue or theft which is caused by the client, guest or any other person attending the function. The Beach accepts no responsibility for goods, gifts, equipment or personal items left on the premises. The Beach is entitled to debit the clients credit card for the cost of any repair as a result of damage to the venue.

### Dress code

Smart casual, stringent dress codes do apply at the Beach: no sneakers, singlets, torn jeans or thongs are permitted.

### Responsible service of alcohol

The Beach staff are trained in the Responsible Service of Alcohol, and by law may refuse to serve alcohol to any person/persons that/who seem to be intoxicated or behaving in an offensive manner. If guests are drunk, violent or quarrelsome they must leave the premises upon requests. It is against the law for guests under the age of 18 to consume alcohol beverages or enter the gaming area. Under circumstances should they do so regardless of parental/legal guardian consent.

### Parking & transport

There is limited parking in the vicinity of The Beach Hotel. There is a charge of \$3.00 per hour or maximum of \$8.00 for all day parking. Free parking is available on the beach side of Beaconsfield parade after 6pm.

Melways map ref: 2J H10

Tram: [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)

### Smoking

Smoking is only permitted in the courtyard and terrace areas of the venue. After 11pm no drinks are allowed in the courtyard.

### Liability

If the Beach has reason to believe that the function will affect The Beach or The Beach's clients, business, security or reputation, the Beach reserves the right to cancel the function without liability and terminate any contracts and agreements with the client. Management has the right to evict any person or persons who exhibit any behavioural characteristics of intoxication, under the influence of drugs, aggression, un co-operative towards staff or general unsocial behaviour.

### Children

You are responsible for all persons under the age of 18 years attending the function. Any guests under 18 years of age must be accompanied by a parent/legal guardian at all times. You must ensure that children are not placed at risk upon entering or leaving the venue. No children may consume alcohol at the venue in accordance with State Liquor Laws.

### Prohibited

**No confetti, rice or metallic sprinkles are to be used in the venue or on surrounding footpaths-an additional \$100 cleaning fee will be incurred.** Candles/tea lights are only permitted if they are contained in holders. No pyrotechnics, smoke machines, music speakers or additional lighting are to be brought into the venue with out prior approval by The Beach.

The Beach Hotel will not be held responsible for any losses or cancellations due to circumstances beyond our control. In the instance of power failure, fire, water main break or any other reason. It is your responsibility to conduct the function with full compliance of the house policy and venue management rules with all applicable laws inclusive. We reserve the right to intervene if activities in the function room and throughout the venue are considered illegal, noisy, and offensive or interrupt other services within the venue.



# Booking Agreement Form

|                                         |                                                                                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Name of function                        |                                                                                                           |
| Date of function                        |                                                                                                           |
| Start time                              |                                                                                                           |
| Number attending                        | Minimum _____ Maximum _____<br>*Guaranteed numbers are at liberty of increasing and <u>not</u> decreasing |
| Name of organizer                       |                                                                                                           |
| Address                                 |                                                                                                           |
| Email                                   |                                                                                                           |
| Phone & mobile No.                      |                                                                                                           |
| Fax No.                                 |                                                                                                           |
| Area being Hired                        |                                                                                                           |
| Music                                   | DJ Name<br>DJ contact number                                                                              |
| Dance floor<br>(additional cost)        | Yes      No                                                                                               |
| Room set up and<br>Other specifications | _____<br>_____<br>_____                                                                                   |
| Optional Extras<br>(additional costs)   | Balloons<br>Flowers                                                                                       |
| AV Equipment<br>(additional costs)      | Ipod Connection<br>Tripod Screen<br>Projector<br>Whiteboard<br>Plasma TV<br>Other                         |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Catering Requirements<br/>(please circle)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>\$19.50 per person                      \$24.50 per person<br/>         \$29.50 per person                      \$34.50 per person</p> <p>Cocktail Selections:<br/>         Please nominate your quantity of platters:<br/>         Selections:</p> |
| <p>Beverage package</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Please indicate which beverage package you would like:<br/>         ___hour House      beverage package @ \$_____pp X _____pax<br/>         Premium<br/>         Indulgence</p>                                                                     |
| <p>Bar Tab</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p style="text-align: right;">Tab Limit: \$_____</p> <p>Beer<br/>         Wine/ Sparkling<br/>         Red Wine<br/>         Spirits<br/>         Cocktails</p>                                                                                        |
| <p>Please see payment details outlined in the Terms &amp; Conditions.</p> <p>Please complete the details below for deposit payments and return by fax to us on 9690 4062.</p> <p>Credit card details: VISA/ MASTERCARD/ BANKCARD/ DINERS CLUB/ AMEX (Circle)</p> <p>Cardholder name: _____</p> <p>Card number: _____</p> <p>Expiry Date: ___ / ___ Security Verification Number: _____</p> <p>Cardholders signature: _____</p> <p>I have read, understood and agreed to the terms and conditions outlined above and agree to pay a deposit of \$500 at time of confirmation being for the function stated and the balance to be paid at the completion of the function.</p> <p>Signature: _____ Date: _____</p> |                                                                                                                                                                                                                                                        |
| <p>Office Only<br/>         Deposit paid \$500      YES      NO</p> <p>Date : _____ Sign: _____ Approved: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                        |