



# FUNCTIONS

WEDDINGS  
BIRTHDAYS  
SPECIAL OCCASIONS

[hfunctions.manager@starhotels.com.au](mailto:hfunctions.manager@starhotels.com.au)

07 3372 1433



# BUFFET

Suitable for Function Room

BUFFET

Add Seafood Option POA

## Lunch

Monday to Thursday \$21.95  
Friday to Sunday \$24.95

## Children

Children 3-10 \$9.95  
Children 11-15 \$14.95

## Dinner

Monday to Thursday \$27.95  
Friday to Sunday \$29.95

## Beverage Bar

Bottomless soft drink \$4.90



# COCKTAIL PLATTERS MENU

SERVES APPROX 8-10 PEOPLE PER PLATTER

## COLD PLATTERS

### Fresh Sandwich Platter

Made from a variety of fresh ingredients, including cold meats and salads \$50

### Fruit Platter

Mixed fruit platter with a selection of seasonal and dried fruits \$65

### Antipasto Platter

Cold meats, crackers, olives, dips and sun dried tomato \$70

### Crudites Platter

Carrot, capsicum, cucumber, celery and broccoli pieces served with a choice of dips \$50

## HOT PLATTERS

### Garlic Bread Platter

20 pieces of garlic bread \$35

### Trio of Dips Platter Turkish Bread

Served with a choice of 3 dips \$45

### Yum Cha Platter

Vegetable samosas, mini beef dim sims and spring rolls accompanied by an assortment of dipping sauces \$70

### Sportsman's Platter

Mini quiches, sausage rolls and mini pies accompanied by an assortment of dipping sauces \$70

### Grilled Platter

Meat balls, and chicken skewers and accompanied by assortment of dipping sauces \$70

### Seafood Platter

Tempura prawns, flathead fillets, calamari accompanied by an assortment of dipping sauces \$75

### Pizza Platter

Talk to your chef to arrange your favourite toppings \$45

# SEAFOOD PLATTERS

## COLD

King prawns, oysters, crab meat, smoked salmon and dipping sauces  
garnished with cob loaf, lemon and lime. \$125

## HOT

Baked Mussels, tender calamari, sweet chilli prawns  
and dipping sauces garnished with mesculin lettuce, lemon and lime \$125

a minimum of 2 seafood platter are to be ordered

## DESSERT and MORNING TEA PLATTERS

### Cheese Platter

An assortment of fine cheeses accompanied by a  
mixed cracker selection \$75

### Mixed Sweet Platter

An assortment of mini tarts, cheese cakes and slices  
served with whipped cream and berry compote \$70

### Scones & Danishes

Baked fresh, served with jam and cream \$30

If you have any special requests please ask

# ROOMS AND CAPACITIES

## Function Room

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COCKTAIL STYLE 60 - 150 Guests

SIT DOWN 50 - 100 Guests

Elegant and stylish, The Garden Room is a very versatile space suitable for all types of events from corporate to more social style settings and intimate private dinners. We have all the facilities required to provide an unforgettable atmosphere for you and your guests.



## Lounge bar

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COCKTAIL STYLE 20 - 50 Guests

A stylish cosy area can cater for up to 50 guests perfect for a cocktail celebration, birthday party, hen's night and anything in between. This is the perfect private space for platters and drinks for your next celebrations



## The Deck

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COCKTAIL STYLE 60 - 150 Guests

Our HR Bar is the perfect place to celebrate. A section of our deck and inside area is reserved for you and your guests.



# STYLING & FACILITES

Subject to room and availability

Take the stress of planning and styling away and let us do the work...

You will be in the very capable hands of the events team and we will work closely with you to understand your unique style and budget to interpret your vision as best we can with our styling partners.

## STYLING

Price upon request

- 
- Chair Covers with Sash
  - Centrepieces
  - Backdrops
  - Wishing Wells
  - Table Runners
  - Tea Light Candles
  - Table Skirting and Swagging
  - Balloon Arrangements
  - Floral Arrangements
  - Fairy Lights And more.....

## FACILITES

Subject to room

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- Dancefloor
  - Speakers
  - Private Bar
  - Shared Bathrooms
  - Smoking Area
  - Projector
  - Microphone
  - TV's
  - Disco Lighting

# FREQUENTLY ASKED QUESTIONS

## **Can you bring your own Catering?**

All catering consumed by guests must be provided by Hotel Richlands commercial kitchen. Cakes and lolly buffets are welcome

## **Can you BYO?**

Liquor licencing laws do not permit you to bring your own drinks on to the premises. All drinks consumed must be provided by Hotel Richlands

## **When do you have to provide final numbers?**

For catering and operational purposes, we require at least 7 days notice for final numbers for your event

## **Can you hire the room for longer than the allowed time?**

The room hire time can be extended at the cost of \$55 per hour subject to availability

## **Do we have onsite parking for guests?**

Yes. Your guests are welcome to utilise any of the parking spaces in our front or rear car park

## **Does my deposit get refunded if I cancel my event?**

Cancellations made with more than a month's notice, deposit will be refunded in full, cancellations made with less than a month's notice, deposit will not be refunded. Cancellations for bookings made for September through to December are non-refundable.

## **Can you bring your own decorations?**

You are welcome to bring your own decorations however the use of sticky tape, wall tacks or glue is not permitted. Any decorations brought in must be packed up in advance to meet the correct departure time agreement

## **What time do minors have to leave the premises?**

Minors will need to vacate by 10pm.



# TERMS AND CONDITIONS

**Confirmation of Bookings:** Your booking is not confirmed until a deposit is received and a signed copy of the booking agreement is returned. We hold tentative bookings for 7 days only, and if we do not receive confirmation and a deposit we will release the space without further notice.

**Deposit** The cost of your room hire will be required as a deposit up front at the time of booking.

**Payment:** The contract signatory is liable to pay all money due under this Agreement. We do not provide credit. All function accounts must be paid with Credit Card or Cash at least 7 days before the date of the function. Company cheques are only accepted with prior approval.

**Final numbers:** The final numbers are to be confirmed at least 7 days before the event. This will be the Guaranteed Number. Increases up to 10% are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the Guaranteed Number or the number attending whichever is greater.

**Cancellations:** In the event of cancellation the following terms will apply:

Cancellations made with more than 1 months notice, deposit will be refunded in full.

Cancellations made with less than a months notice, deposit will not be refunded.

All bookings made for months between September to December will not receive a refund if cancelled anytime during the year.

**Time Extensions:** a labour surcharge of \$55 per hour will payable for any function that continues beyond the agreed time.

**Public Holidays:** A surcharge of 10% will be applied to your function for bookings on a Public Holiday.

**Minors:** Minors will not be served beverages of any kind. Service of alcohol will be refused to any person who cannot produce appropriate evidence of age. Unless in a private function room, minors must vacate by 10pm.

**Consumption of outside food and beverage:** Function guests are not permitted to supply their own food or beverages at any event. Birthday Cakes, Wedding cakes, and Lolly Buffets are acceptable. Anything outside the specified must be brought to the attention of the Functions Manager for approval.

**Decorations:** All decorations supplied by the customer are to be packed up in advance to meet the correct departure time agreement. eg. Chair covers, centre pieces, props, backdrops, streamers. Confetti, scatters or glitter are not permitted unless approved by the Functions Manager

No sticky tape, wall tacks, or glue is permitted to be used on the walls or fixtures.

**Prices:** All prices are GST inclusive. Function package is subject to change unless a deposit and selection is made.

**Responsible Service of Alcohol:** All Guests must adhere to the current laws of the Office of Liquor and gaming. Hotel Richlands Management and Staff, including our contracted crowd controllers, support the responsible service of alcohol. All staff are trained in the responsible service and supply of alcohol and reserve the right to refuse service to anyone deemed unduly intoxicated. Management may ask the refused patron to leave the premises.

**Identification:** Only the following types of identification will be accepted as evidence of age. \*Current Drivers licence \*Current 18+ Card \*Current Victorian Keypass \*Current Passport. Please note that a Foreign Drivers Licence not written in English will not be accepted. All forms of Identification must be current as per the liquor licencing requirements to be served alcohol.

**Unduly intoxicated and disorderly patrons:** Licencing Laws prohibit supply of Liquor to disorderly, unduly intoxicated or underage persons. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Hotel Richlands will not tolerate any harassment of Patrons or staff of any kind and offending patrons will be asked to leave the premises. Management support staff refusing service for unduly intoxicated patrons.

**Security:** Depending on the number of guests and nature of your event, security may be required. The contract signatory is liable for the costs of security which are to be provided by Hotel Richlands security partners.

**Damages:** The contract signatory assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the hotel .

**Cleaning:** General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

The management and staff will take all necessary care but will not accept responsibility for damage or loss of any client's property before, during or after a function.

The contract signatory is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of Hotel Richlands management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.

# HOTEL RICHLANDS BOOKING AGREEMENT

Please read Terms and Conditions carefully, sign the form below and return to the functions manager.

Bookings will not be confirmed until deposit has been paid and form has been completed.

**I have read and accepted Hotel Richlands Function terms and conditions**

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

**OFFICE USE ONLY:**

Does Drivers Licence match above details:      YES / NO

Function Manager: \_\_\_\_\_

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