



# PASCOE VALE HOTEL

FOR YOUR NEXT CORPORATE EVENT OR PRIVATE FUNCTION



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# WELCOME TO THE PASCOE VALE HOTEL

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We understand that every event is different and we will work with you to ensure yours is one to remember. Contact us today to start planning!  
P: (03) 9375 9800 E: pascoevalehotelfunctions@alhgroup.com.au



## PRIVATE FUNCTION ROOM - 'THE VALE'

Our private and versatile function room 'The Vale' can cater for corporate meetings, private dinners and cocktail parties. With plenty of natural light, AV facilities, free wifi, iPod connectivity, on-site parking and flexible catering options, we are equipped to make your next event a success.

### CAPACITIES:

50 guests theatre style

50 guests seated lunch / dinner

80 guests stand-up cocktail party

### ROOM HIRE FEE:

\$200 for a 5hr duration



## OUTDOOR FUNCTION AREA

This private outdoor area is perfect for cocktail parties, family gatherings, birthdays and other special events. Providing full protection from the elements, the area offers fans and heaters, TV access, free wifi, complimentary on-site parking and flexible catering options.

### CAPACITIES:

30 guests seated lunch / dinner

50 guests stand-up cocktail party

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# CATERING PLATTERS

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## **SANDWICH PLATTER \$100**

Assorted fillings, including vegetarian options

## **ANTIPASTO PLATTER \$110**

Gourmet cheeses, cold meats, olives, grilled vegetables and crunchy bread

## **KID'S PLATTER \$12pp**

Suitable for those aged 10 and under. Ask our friendly staff for catering options

## **SEASONAL FRUIT PLATTER \$100**

## **THE SWEET TOOTH PLATTER \$100**

Chef's selection of assorted cakes and slices

## **THE PARTY PLATTER \$90**

Meatballs, party pies and sausage rolls with tomato sauce

## **THE ASIAN PLATTER \$90**

Mini dim sims, vegetable spring rolls and vegetable samosa with soy sauce

## **THE SEAFOOD PLATTER \$120**

Crumbed calamari, battered fish bites, and prawn twisters with dipping sauces

## **THE GOURMET PLATTER \$130**

Satay chicken skewers, teriyaki beef skewers, chorizo and spiced lamb skewers with yogurt

*Please advise of any dietary concerns prior to your event so we can cater accordingly. Each platter serves 8-10*



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# 2 OR 3 COURSE MENU

TWO COURSE \$39 | THREE COURSE \$45

Minimum 15 guests

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## ENTRÉE

Mushroom arancini with Napoli sauce and salad

Salt and pepper calamari served on a bed of salad cress with tangy aioli

Garlic bread / garlic cheese bread / Bacon and cheese bread

## DESSERT

Sticky date pudding served with caramel sauce and vanilla ice-cream

Pavlova served with passionfruit, cream, strawberries and mint

## MAIN

Grilled or battered fish served with chips, salad cress, lemon, and tartare

Chicken Parmigiana with chips and salad

Roast pumpkin coconut curry served with steamed rice, tomato sambal, coriander, raita, crispy onions, and pappadam

## KIDS MENU

Main and dessert \$15

*After something particular? Chat to us today about a custom designed menu to suit your requirements*

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# CORPORATE EVENTS

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Minimum 10 guests

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## ROOM HIRE FEE - \$200

### INCLUSIONS:

Room hire for the duration of your event  
Wifi  
Whiteboard  
Data projector and screen  
Bluetooth music connection  
Free onsite parking  
Room set up for your preferred style  
Tea and coffee station

## MORNING & AFTERNOON TEA SELECTIONS

Freshly baked scones with jam and cream - \$4.0 per person  
Mini croissants with ham and cheese - \$4.50 per person  
Assorted sweet danishes and mini muffins - \$5.50 per person  
Assorted cakes and slices - \$4.50 per person  
Gluten-free or vegan option - \$7.50 per person

## LUNCH SELECTIONS

Chef's selection of 4-point sandwiches - \$9.00 per person (GF \$10 per person)  
Gourmet wraps - \$10.0 per person  
Fresh seasonal fruit platter - \$100 each  
Chef's selection of hot finger food - \$90 each  
Jugs of soft drink - POA  
Jugs of orange juice - POA

## ALL DAY DELEGATE PACKAGE - \$45

### INCLUSIONS:

Room hire for the duration of your event  
Self service tea and coffee station  
Morning tea: ham and cheese croissants  
Lunch: a selection of sandwiches, wraps, fresh fruit  
Afternoon tea: freshly baked scones with jam and cream





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# AFTER FUNERAL PACKAGE

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We understand that this can be a difficult time and we are committed to providing the utmost care to you and your guests. For after funeral services we offer free room hire in The Function Room for up to 3 hrs.

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## **Standard Package \$700**

Suitable for 50 guests

Inclusions:

Free room hire for a 3 hour  
duration

Food & beverage staff

Gift / Memorial table

Use of AV facilities

5 platters of your choice

## **Standard Package \$1,500**

Suitable for 80 guests

Inclusions:

Free room hire for a 4 hour  
duration

Food & beverage staff

Gift / Memorial table

Tea & Coffee Station

Use of AV facilities

9 platters of your choice

\*Additional platters and bar tab can be added

\*\* Self service tea & coffee station \$50

# 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 full deposit payment of \$200. 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 & PAYMENT -

The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with final guest numbers, food service times and other specifics relating to your event. All catering costs must be paid fourteen (14) days prior to your event date. 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.

## BEVERAGE OPTIONS -

Whilst our function room does not have private bar facilities, you are welcome to set up a tab for your event with bottled beers & wines and we can set up a drinks table in the room. Alternatively, your guests can pay for their own drinks and order from the nearby bistro bar.

## 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 the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

## SIGNAGE, DECORATIONS & 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 guardian. Minors are to remain in the room reserved and are to be supervised all all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 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. Please be advised that the Pascoe Vale Hotel does not host 18th birthdays.

## 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 & CLIENT RESPONSIBILITY

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 CONFIRM THAT I \_\_\_\_\_  
HAVE READ & UNDERSTOOD THE ABOVE T&CS AND  
AGREE TO COMPLY  
SIGNED: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

# BOOKING CONFIRMATION FORM

**CONTACT NAME / COMPANY NAME:** .....

**ADDRESS:** .....

**CONTACT MOBILE NUMBER & EMAIL:** .....

**DAY / DATE OF FUNCTION:** .....

**START / FINISH TIME:** ..... **GUEST NUMBERS:** .....

**OCCASION:** ..... **ENTERTAINMENT:** .....

**CATERING REQUIREMENTS:** .....

**BEVERAGE REQUIREMENTS:** .....

**A \$200 deposit is required to secure your function booking, to accompnay this booking form and a signed copy of the terms & conditions. We accept payment via cash, EFTPOS and all major credit cards and payment can be made in person at the venue or over the phone**

**OFFICE USE ONLY:**

**SIPOS NUMBER: #** ..... **DATE OF PAYMENT:** ..... **MANAGER CONFIRMING BOOKING:** .....