

BALMORAL FUNCTIONS



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THEBALMORAL.COM.AU

CONFERENCE ROOMS

MEETING ROOM ONE

\$135

This room is suited to smaller groups for meetings, conferences and training days. Room hire includes complimentary tea, coffee and mini biscuits, plus use of whiteboard, flip chart, projector and Wi-Fi.

CAPACITY

- U-Shape - 12PAX
- Boardroom - 12PAX
- Theatre - 20PAX
- Classroom - 12PAX

MEETING ROOM TWO

WEEKDAYS \$235

WEEKENDS \$250

This room is suited to larger groups for meetings, conferences and training days. Room hire includes complimentary tea, coffee and mini biscuits, plus use of whiteboard, flip chart, projector and Wi-Fi.

CAPACITY

- U-Shape - 25PAX
- Boardroom - 25PAX
- Theatre - 60PAX
- Classroom - 30PAX

BOTH ROOMS ARE AIR-CONDITIONED & INCLUDE USE OF BALCONY SPACE.

CONFERENCE CATERING

ALL PLATTERS SERVE 10 PAX

- Assorted Warm Danishes - \$50
- Assorted Sandwiches - \$70
- Carafe of Soft Drink - \$12.60
- Carafe of Juice - \$12.60



FUNCTION SPACES

THE WEST WING

Full \$120 (60 guests)

Half \$60 (30 guests)

The West Wing is perfect for sundowners and parties. Your guests will have full access to our main bar and wristbands can be provided to accommodate any bar tab requirements. Located downstairs.

				
30 - 60	Y	N	N	Y

THE CABANA

\$120 (40 - 60 GUESTS)

A raised decking area with full cover, heating/cooling features located in our backyard beer garden. Perfect for birthday parties and small functions. Located in our rear beer garden.

				
40 - 60	Y	N	N	N



FUNCTION SPACES

THE LOUNGE ROOM

\$125 (20 - 30 GUESTS)

A funky in for room with a balcony area overlooking Westminster street. Perfect for small birthdays and gatherings. Located upstairs.

				
20 - 30	Y	Y	Y	N

THE SOCIAL ROOM

\$250 (100 - 120 GUESTS)

Suitable for all types of functions. Large function room with balcony over looking Albany highway. Your guests will have full access to our upstairs bar and wristbands can be provided to accommodate any bar tab requirements. The room is fully airconditioned and includes iPod/laptop/phone connectivity for music so you can play DJ.

				
100 - 120	Y	Y	Y	N



PACKAGES



BALMORAL SILVER

- \$400 (30-40 guests) - Hire of 'The Lounge Room', 'The Cocktail Room' or half of 'The West Wing'
- \$100 Bar Tab
- **FIVE PLATTERS:** sausage rolls, chef's pizza slabs, guacamole & corn chips, cheese & salami, dip & bread



BALMORAL GOLD

- \$750 (50-70 guests) - Hire of 'The Cabana' or 'The West Wing'
- \$300 Bar Tab
- **SEVEN PLATTERS:** sausage rolls, bolognese arancini balls (VE), dips & bread, guacamole & corn chips, cheese & salami, thai green curry prawn spring rolls, pies platter.

BALMORAL PLATINUM

- \$1000 (80-100 guests) - Hire of 'The Social Room'
- \$300 Bar Tab
- **TWELVE PLATTERS:** guacamole & corn chips, dips & bread, bolognese arancini balls (VE), cheese & salami, two sausage rolls platter, two chef's pizza platters, Yum char squid tentacles, japanese corn fritters (V), pies platter, thai green curry prawn spring rolls



COCKTAIL CATERING

EACH PLATTER SERVES 10 - 15 PEOPLE

GUAC & CHIPS (VE/GF) fresh chilli, coriander, lime, tomato salsa, corn chips	\$30
DIP & BREAD (V) toasted turkish bread	\$35
CHEESE & SALAMI tomato relish, crackers	\$40
YUM CHAR SQUID TENTACLES fresh chilli, fried shallots, coriander	\$35
JAPANESE CORN FRITTERS (V) aioli, coriander	\$40
PIES angus beef party pie sized pies, tomato sauce	\$50
NACHO SAUSAGE ROLLS mustard mayo, spring onion	\$50
PLANT BASE BOLOGNESE ARANCINI (VE) fresh chilli, fried shallots, coriander	\$40
CHEF'S PIZZA SLABS chicken & margarita	\$50
THAI GREEN CURRY PRAWN SPRING ROLLS sweet chilli sauce	\$40

GRAZING TABLES

Charcuterie style - served on arrival

SMALL 20 - 30 people	\$500
MEDIUM 40 - 50 people	\$1000
LARGE 60 - 80 people	\$1500



BOOKING FORM

Name: _____

Business Name (if applicable): _____

Contact Number: _____ Email: _____

Function Date: ____ / ____ / ____ Start Time: _____ End Time: _____

Do you require extra setup time?: _____ What time do you require access?: _____

Requested Space: _____ Text for signage: _____

Number of Guests: _____

Type of Function (please circle): Corporate | Cocktail

Setup (please circle): Cocktail | Classroom | U-Shape | Boardroom | Theatre

Bar Tab Limit: _____ Bar tab restrictions: _____



CATERING REQUIREMENTS

PLATTER	QTY	SERVING TIME	PACKAGE	SERVING TIME
Guac & Chips			Balmoral Silver	
Dip & Bread			Balmoral Gold	
Cheese & Salami			Balmoral Platinum	
Squid Tentacles				
Corn Fritters				
Party Pies			GRAZING TABLE	
Sausage Rolls			SMALL	
Arancini			MEDIUM	
Chef's Pizza Slab			LARGE	
Spring Rolls				

CONFERENCE REQUIREMENTS

PLATTER	QTY	SERVING TIME	EQUIPMENT	YES/NO
Danishes			Projector	
Assorted Sandwiches			Audio	
Carafe of soft drink			Whiteboard	
Carafe of Juice			Flip Chart	
			ANY OTHER REQUESTS:	

TERMS AND + CONDITIONS

- A booking is considered confirmed upon receipt of signed 'Terms and Conditions' and 'Credit Card Authorisation' forms.
- Payment in full must be received at the start of your function. We accept debit cards, credit cards (including AMEX). We DO NOT accept payment online by electronic funds transfer or cheques.
- Final numbers, food and beverage orders must be finalised at least 7 days prior to the event.
- Minimum spend requirements may apply and are based on the starting time and duration of your function. If you do not reach the number of guests booked to meet the minimum spend requirements, you will still incur the full cost quoted and confirmed with The Balmoral.

CANCELLATIONS:

- More than 10 working days prior to the date of the function; no charge will be incurred for cancellation.
- Less than 10 working days prior to date of the function; 50% total function cost will be incurred.
- Less than 5 working days prior to date of function; full cost of the function will be incurred.

GENERAL:

- No fixtures, glue, sticky tape are to be adhered to the walls, doors, windows or any space on the premises without prior approval from The Balmoral.
- We do not accept bookings for Hens, Bucks or 18th's.
- We will accept 21st bookings after consultation with the functions coordinator.
- We will only accept 21st bookings with the agreement that you will pay the cost of a security guard for the duration of your function, at a cost of \$40 p/hour.
- The Balmoral is a responsible service of alcohol venue. For this reason we reserve the right to: refuse service to intoxicated persons, refuse entry and service to underage persons and remove any persons creating a disturbance. Any guests deemed by staff member to be intoxicated, will be asked to leave the premises.
- By signing this form you are agreeing to the Terms and Conditions set by the Balmoral Hotel.



CREDIT CARD DETAILS

Name on Card: _____

Card Number: _____ Expiry: _____

CCV: _____ Signed: _____

Please note - All bookings are tentative until receipt of signed Terms & Conditions page and Card Details. Payment is to be made in full on the date of your function. Credit Card Details are only charged in the event of non-payment at the end of your function.

Signed: _____ Print Name: _____ Date: _____

Terms & Conditions ALH Group is committed to protecting the privacy of individuals' personal information and is bound by the Australian Privacy principals set out in the Privacy Act (1998) (Commonwealth) ("the Act"). A copy of our privacy policy can be found at alhgroup.com.au/privacy

