

—THE——
BALACLAVA
——HOTEL——

FUNCTION PACK



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THE ROOFTOP BAR

There's no better place to host your next event than at our newly renovated Rooftop Bar. This inviting space is ideal for everything from engagement parties to Christmas breakups, work drinks to milestone birthdays, and everything in between!

Accessible via stairs or lift, the space features its own fully stocked bar with 8 beers on tap, BlueTooth connectivity for music, 2 x wall-mounted TVs, private bathrooms, and an all-weather courtyard (think roof shutters and heating for the winter and misting fans for those balmy Melbourne summer days!). Djs are permitted inside also (security fees apply when having over 100 guests or live music or DJ).

The Rooftop Bar can comfortably accommodate up to 130 guests cocktail style, and the space can be booked exclusively for up to 5 hours in duration.



CANAPE PACKAGES

Mini Bite \$26pp

Five canapes hot/cold

Medium Bite \$30pp

Five canapes hot/cold plus One substantial

Large Bite \$40pp

Seven canapes hot/cold plus Two substantials

Additional substantial items \$6 each (min 30)

sweet items \$4 each (min 30 pieces)

Canapes - Cold

Moroccan lamb served on cucumber,

with Greek yoghurt, sumac (gr)

Smoked Salmon blini, cream cheese, capers en croute

Goats cheese & prosciutto crostini

Assorted Sushi pieces, pickled ginger, wasabi (gr,ve)

Bruschetta - tomato, onion, feta, basil (v)

Canapes - Hot

Corn and zucchini fritters, romesco (gr, v)

Beef & burgundy pie, ketchup

Pumpkin & feta arancini, aioli dip (v,gr)

Spiced Falafel with minted yogurt (v,ve, gr)

Spicy Buffalo wings with ranch sauce (gr)

Vegetarian spring rolls, sweet chilli (v)

Mac & cheese bites, tomato chutney

Peri peri chicken skewers (gr)

Cheeseburger sliders, pickle, mustard & ketchup

Substantials /Handhelds

Risotto cups (choose 1) Chicken & bacon or mushroom &

truffle (gr, v)

Lightly battered fish & chips, lemon, tartare

Lemon & pepper fried calamari, chips, aioli

Karaage fried chicken, spring onion, chipotle mayo

Vegan penne pasta with red peppers,

olives, napoli sauce (ve)

Something sweet

Chocolate mud cake / Carrot Cake (cn) / Cheese cake bites

Mini filled donuts with white choc mousse

Churros with chocolate dipping sauce

Mini gelato icecream cones

Please note that all dietary requirement can be catered for with prior notice
(v) Vegetarian (ve) Vegan (cn) Contains nuts (gr) Gluten Reduced

PLATTER MENU

THESE PLATTERS CAN BE ORDERED AS ADDITIONS TO OUR CANAPE PACKAGES ONLY

Charcuterie Platter - Cured meats including salami, prosciutto, smoked ham, char grilled zucchini, eggplant, artichoke, marinated peppers olives, crackers & breads **\$90 each**

Antipasto Platter - Four dips, grilled vegetables, bocconcini, olives, bread & crackers(v) **\$80 each**

Fresh seasonal fruit platter Chefs selection of seasonal freshly sliced fruits **\$80 each**

Pizza Boards - \$55 PER BOARD

NO 1/2 AND 1/2 APPROX 20 SQUARES PER BOARD

Hawaiian - Ham, pineapple, cheese & napoli

Margarita - Napoli, mozzarella & Herbs (v)

Pulled pork, BBQ sauce, red onion & cheese

Moroccan Vegan Vegetable - mix roast veg, vegan cheese & napoli (ve,v)

All pizzas baked on fluffy focaccia style pizza bases

Please note that all dietary requirement can be catered for with prior notice

(v) Vegetarian (ve) Vegan (gr) Gluten reduced (cn) Contains nuts



KOSHER MENU

Prepared by our approved Kosher catering supplier and delivered for your event. Please note that all Kosher orders have a one off \$35 order/delivery fee

For orders 24 guests and under: (individual box per person)

Chefs Selection 9 piece Cold canape box \$65pp

Chefs Selection 9 piece hot canape box - \$65pp

Chefs Selection 12 piece Cold canape box - \$70pp

Chefs Selection Hot canape box -\$70pp

For orders 25 guests or more (Choose from menu below) - served on platters

7 piece canape selection \$55pp

9 piece canape selection \$65pp

12 piece canape selection \$75pp

Vietnamese rice paper roll served with sweet chilli

dipping sauce - choice of:

beef, tofu (ve),Vegetarian (v) or Tuna

California Rolls served with soy dipping sauce, choice of:

Vegetarian (v), Tuna, Smoked salmon

Nigiri Sushi with soy dipping sauce - choice of:

Vegetarian (v), Fresh tuna, or fresh salmon.

Seared tuna on cucumber rounds

Hummus & antipasto filled tartlets (v)

sticky tofu skewer (ve)

Thai beef, pickled vegetable rolls

Thai fish cakes

Teriyaki sesame salmon skewers

Teriyaki salmon nuggets

Spinach & mushroom filo cigars (ve)

Potato cake topped with smoked salmon

Fried fish bites

Zucchini & corn fritters with avocado salsa (v)

mini filled bagels (choice of:)

egg & cucumber, or Tuna & gherkin, or Grilled veg & pesto, or

smoked salmon, dill mayo & lettuce

Kosher Dessert Canapes

Min order of 30 in each variety

Lotus chocolate mousse cake cubes \$5 each

Baklava cubes \$5.50 each

Mini Lamingtons \$4.75 each

Chocolate mousse cups \$5 each

apple crumble tarts \$5.50 each

Lemon meringue tarts \$5.50 each

BEVERAGES

Beverages can be arranged as a bar tab, beverage package or your guests can buy their own.

Standard (p.p):

3 Hrs \$50

4 Hrs \$60

5 Hours \$70

Includes:

Sparkling:

Stonyfell Quarryman Sparkling

White:

House Sauvignon Blanc

Red:

House Shiraz

Rose:

Squealing Pig Rose

Tap Beer & Cider:

Great Northern Super Crisp

Carlton Draught

Stone & Wood

Bulmers Cider

Non-Alcoholic:

South Island 0% Sauvignon Blanc

Full Selection of Post Mix Soft Drink & Juices

Premium (p.p):

3 Hrs \$60

4 Hrs \$70

5 Hours \$80

Includes:

Sparkling:

Stonyfell Quarryman Sparkling,

Ciao Bella Prosecco

White:

Squealing Pig Sauvignon Blanc &

Squealing Pig Pinot Gris

Red:

Tar & Roses Shiraz

& Over the Shoulder Pinot Noir

Rose:

Squealing Pig Rose

Tap Beer & Cider:

Carlton Draught,

Stone & Wood

Great Northern Super Crisp

Bulmers Cider

Non-Alcoholic:

South Island 0% Sauvignon Blanc

Full Selection of Soft Drink & Juice

Spirits

Spirits can be added onto a drinks package as a bar tab charged at regular bar prices

Cocktails

Treat your guests to a cocktail on arrival!

Ask your event manager for a list of available options

Speak to a member of our functions team for more information

Cash Bar

With our fully stocked bar, your guests can purchase their own drinks throughout your event, we have a full cash & card payment available

Bar Tab

A bar tab can be set up prior to, or on the day of your event. This amount can be reviewed during your event, and increased if need be, or we can convert to a cash bar once your preferred limit is reached.

You will also be able to choose the range of inclusions on your Bar Tab.

Preferred Suppliers

These are suppliers we recommend, however if you prefer to use your own that's ok.

THEMING/DECORATIONS

Big Letter Co

bigletterco.com.au

Email: info@thebigletterco.com.au

Phone: 1300 001 802

Illuminated giant letters & numbers, dry ice and fireworks, furniture hire & plinths, cake displays, wine barrel furniture and more!

The Candy Buffet Company / Donut Wall Co

candybuffetco.com.au / donutwallco.com.au

Email: marissa@candybuffetco.com.au

Phone 1300 924 427

Providers of stunning candy buffets and delicious soft donuts. Ask them about theming, balloon decorations and candy carts.

Mention "Balaclava Hotel!" for your bonus gift when booking a donut wall or candy buffet

Balloons Decor Australia - Balloons, backdrops, theming and more

Sean O'Kelly- Phone: 0414 546 173

www.balloondecor.net.au

Email: sales@balloondecor.net.au

www.balloondecor.net.au

Mention "Balaclava Hotel" for special booking bonus

PHOTOBOOTH

Inhouse Digital Gif /Photo booth Machine (see details on next page)

Our Digital photobooth comes ready set in your room, with ring light, digital props which can then send to your phone or email a copy of the GIF or photos. Plus a full suite of the photos are emailed to the client post event to keep as memories of your function.

Add in you own physical dress up items for a really fun party vibe

FLORIST/FLOWERS

Flirty Flowers

Flirtyflowers_balaclava

191 Carlisle Street Balaclava 3182

Phone: 0431 811 571

Mention the Balaclava Hotel for your special offer

OCCASION CAKES

Mad About Cakes

madaboutcakes.com.au

Email: madie@madaboutcakes.com.au

Phone: 0415 929 608-

Mention Balaclava Hotel when booking to receive up to 10%.

Award winning bespoke cakes & desserts, specialising in dietary requirement custom cakes and cake plinth/stand hire

BANDS/DJs/ ENTERTAINMENT

AES Entertainment

australianentertainmentservices.com.au

Email: info@aes-online.com.au

Phone: (03)94817100 | Peter 0413944384

Provider of quality bands & djs

Woohah Entertainment Group

woohah.com.au

Email: info@woohah.com.au

Phone: 1300 966 424

Provider of quality Audio visual, Djs and entertainment needs

Woohah Entertainment Group

woohah.com.au

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Phone: 1300 966 424

Provider of quality Audio visual, Djs and entertainment needs

Our Photobooth

Book our Digital Photobooth for your next event!



ABOUT



Digital & touch operated



Hire includes a customised digital frame



Captures polaroids, GIFs and 3 photo strips



Emails or texts images to guests



Complete gallery emailed to you after your event



Digital Props

Digital props available (or BYO physical props)



For any questions please contact our Functions Team!

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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, with a \$500 deposit payment. 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 requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with guest numbers, food service times and other specifics relating to your event. All additional catering requirements 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/cupcakes. 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 eight (8) weeks of the date of the function, or eight 12 weeks for December functions, will forfeit the deposit paid. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function (minimum spend at minimum) 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 DJ's please note that if you are having a DJ a security guard is required at the cost of the organiser, please speak to your event manager for clarification & costs. Bluetooth music and in house AV/screens may be used free of charge however the venue accepts no responsibility for this and suggests and recommends guests test equipment prior to their event to ensure it meets their requirements and needs. A DJ is recommended for party/dancefloor vibes.

MINORS AND 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 at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. *Functions with live entertainment (eg DJ, band), plus particular functions with over 100 guests will 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 a 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 RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by the 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. Any breach of the Liquor Licensing regulations may result in the event being shut down immediately. In any circumstance where Management ceases to trade in a private function space, no refunds, full or partial, will be given to the Client. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

FOOD REQUIREMENTS

As a venue that takes responsible service seriously all functions must provide food for their event. Our smallest package is the light bite 5 piece canape package. Platters etc are an add on only to the canape packages.