



ST ANDREWS
HOTEL FITZROY

ROOM WITH
A VIEW

CHRISTMAS CELEBRATIONS



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The “**Room with a View**” is situated in the front of the Hotel and overlooks the spectacular Carlton Gardens. The room is charmingly decorated and provides a relaxed setting for an End of Year or Christmas celebration.

The room seats 20 - 40 guests comfortably.

To arrange all your needs with ease, our Function Co-ordinator will personally organise all event details. Management and staff strive to ensure that all functions run smoothly and that all your guests have a wonderful and memorable experience.

We extend an invitation to show you through our “**Room with a View**”, and should you have any queries, please do not hesitate to contact us.

PACKAGE A: A three-course meal is **\$65.00** per head.

PACKAGE B: A two course meal (entrée & main) is **\$60.00** per head.

PACKAGE C: A two course meal (main & dessert) is **\$55.00** per head.

THESE PACKAGES INCLUDE:

Individual menu at each place setting

White linen napkins and tablecloths

Full table service

Floral centerpieces on each table

Assorted fresh bread rolls

Basic Christmas decorations

Freshly brewed coffee and tea service

The most appealing aspect about these packages is that each course is ordered individually by your guests through our professional staff, from a menu with great variety (sample menu attached).

A minimum spend of \$2,000 is required to secure the Room with a View exclusively.

A deposit of \$500.00 is required 2 weeks upon confirming the function date.



SAMPLE MENU



Please find a sample menu included below. Our menu changes each year, please enquire directly for the current menu options.

ENTREES:

Curried cauliflower, saffron and cheddar soup with herbed croutons (V)

Sesame crusted calamari served on a tossed Vietnamese salad with nam-jim aioli and a spicy lime vinaigrette (GF)

Slowly braised lamb ragu gnocchi, peas, fresh herbs, gruyere cheese, lemon oil

MAIN COURSE:

Char-grilled porterhouse steak, herb and truffle roasted duck fat potatoes, sautéed seasonal greens, dukkah baby carrots, roast garlic jus (GF)

Rolled turkey breast, sage and pancetta farce, parsnip mash, sautéed greens, cranberry jus

Grilled barramundi fillet, slowly roasted pesto and goats cheese gratin, burnt corn salsa, celeriac remoulade, salmon roe (GF)

Porcini and swiss brown mushroom risotto, sage, walnut pesto, spinach, roasted corn (GF, V)

DESSERTS:

Christmas pudding, brandy anglaise, vanilla ice-cream

Palm sugar and lemongrass panna cotta, chilli orange caramel, double cream (GF)

Wattle valley brie, lavosh, quince paste, dried apricots

OPTIONAL EXTRAS:

FINGERFOOD ON ARRIVAL: \$5.00 per person (3x Canapés per person - Chef's selection)

ANTIPASTO PLATTERS TO SHARE: \$10.00 per person

CHEESE AND FRUIT PLATTERS TO SHARE: \$10.00 per person



BEVERAGES



Beverages can be included and served for a continuous period for a set price per head.

3 HOURS: \$35.00 per person

4 HOURS: \$40.00 per person

5 HOURS: \$45.00 per person

Alternatively, beverages can be charged on a consumption basis, and either be purchased by guests for each individual beverage or placed on an account for the host to pay (bar tab). **Please note we require a minimum spend of \$25.00 per person on beverages.**

Beverages included in the all-inclusive function fee are listed below.

Additional beverages may be purchased at bar prices for each individual beverage.

TAP BEERS

Carlton Draught
Fat Yak Pale Ale
Stella Artois
4 Pines Summer Ale
Rotating Craft Beer
Balter XPA
Bonamy's Apple Cider
Casacade Premium Light (bottled)

BOTTLED WINE

Rothbury Estate Chardonnay
Rothbury Estate Sauvignon Blanc
Rothbury Estate Cabernet Merlot
Rothbury Estate Shiraz Cabernet

SPARKLING WINE

Rothbury Estate Cuvee Brut

SOFT DRINK

Coke
Sprite
Lift
Diet Coke
Soda water
Lemon, lime and bitters
Mineral water

JUICES

Orange
Apple
Pineapple
Cranberry

***Spirits are not included in the function fee but can be purchased at the bar by guests**



TERMS & CONDITIONS

- 1.** The Room with a View is equipped with an in-house audio system complete with surround sound and background music will be supplied.
- 2.** A minimum spend of \$2000 (two thousand) is required to secure the Room with a View.
- 3.** A deposit of \$500 (five hundred dollars) is required within two weeks of confirming the function date and is payable by cash, cheque, credit card or bank transfer.
- 4.** Final guest numbers are required 7 (seven) days prior to the event. Any guest cancellations after this time cannot be accommodated.
- 5.** Function organisers are financially responsible for any damages or theft sustained to the premises or equipment by you, your guests or invitees, employees or contractors.
- 6.** Maximum function duration is 5.5 hours. Lunch events are from 12.00pm - 5.30pm. Evening events can commence from 6.30pm. Times may be negotiable - Please enquire directly.

FUNCTION AGREEMENT

St Andrews Hotel Fitzroy Function Provider – Jamaer Pty Ltd trading as St Andrews Hotel Fitzroy ABN 29 810 361 372

CLIENT (PERSON / COMPANY)

Name: _____ Address: _____

Telephone: (h) _____ (m) _____ Email: _____

Date of Function: _____ Type of Function: _____

Type of Catering: _____

DURATION OF FUNCTION

The duration of a function is either defined by the function package chosen or by the function coordinator. Please note, we cannot guarantee that the function period can be extended if this later becomes necessary.

- The latest finishing times are 12.30am Monday – Saturday and 11.00pm Sundays.
- The maximum duration of this function is _____
_____ am/pm. _____ hours and the finishing time is _____

GUESTS

Guests include everyone who is attending the function including you, your guests, or invitees, employees or contractors.

Minimum spend requirements are applicable and are dependent on the style of function and what day of the week the function is being held as stated in the function packages.

- A minimum of spend of _____ total (inc GST) is required to secure to the client the exclusive use of the 'Room with a View'.
- If the minimum spend quoted for the function is not met, the additional charge will become the room hire fee and will be payable upon completion of the function.
- Final guest numbers are required 7 days prior to your function. This number will form the basis for your final balance. After this number is confirmed, no refunds will be offered should your numbers decrease, or you experience no shows on the day of your function.
- Even though there is a fixed menu a limited number of meals may be supplied by St Andrews Hotel Fitzroy to guests with special dietary requirements. The client must inform St Andrews Hotel Fitzroy of any special dietary requirements.

BEVERAGES

Basic beverages consist of tap beer, bottled house wine, champagne, soft drink and juices and are included in the function fee only when an inclusive package has been selected.

When an inclusive package has not been selected beverages are charged on a consumption basis at current bar prices and a minimum spend of \$25pp will apply.

- Basic beverages will be supplied for a maximum continuous period of _____ hours.
- Additional beverages may be purchased by guests at the bar at current bar prices.

STAFF AND SECURITY

St Andrews Hotel Fitzroy will provide adequate waiting and reception staff. Security staff will be provided by St Andrews Hotel Fitzroy if deemed necessary at the expense of the client.

DECORATIONS AND FLORAL ARRANGEMENTS

St Andrews Hotel Fitzroy will supply floral arrangements that are standard for each function as discussed with the function coordinator.

Other specific decorations and floral arrangements that may be required by the client will be at the client's expense.

FUNCTION FEE

The function fee is \$ _____ per function guest for food only or food and beverage packages is payable as follows:

- A deposit of \$500.00 payable upon the signing of this agreement.
- The balance of the function fee is payable 5 working days prior to the function date by cash, bank cheque or credit card. Credit card payments will incur a credit card transaction fee based on the function fee payable multiplied by 1.5% for Visa, MasterCard and Amex cards. If the period between the date of the Agreement and the function date is more than 6 months a price increase may be imposed (see additional conditions).

If the function fee is not paid strictly on time the client must pay interest on the amount outstanding from the date it was due until the date the outstanding amount is paid at the rate equal to 2% higher than the rate prescribed by the Penalty Interest Rates Act at the time of default.

If any payments are not made on time St Andrews Hotel Fitzroy may treat the client as having cancelled the function and the deposit paid will be forfeited to St Andrews Hotel Fitzroy.

ADDITIONAL CONDITIONS

1. Price Increase

If the period between the date of this Agreement and the function date is more than 6 months St Andrews Hotel Fitzroy may at its discretion increase the fee payable in the same proportion as the increase in the Consumer Price Index for Melbourne published by the Australian Bureau of Statistics between the date of the Agreement and the date upon which St Andrews Hotel Fitzroy proposes to increase the fee payable under this clause ("price increase"). In some cases these price increases are already stated in the function packages.

St Andrews Hotel Fitzroy will give written notice to the client prior to imposing a price increase.

2. Cancellation

If the client cancels the function less than six (6) months before the function date the entire deposit will be forfeit to St Andrews Hotel Fitzroy.

If the client cancels the function less than twelve (12) months but more than six (6) months before the function date 50% of the deposit will be forfeit to St Andrews Hotel Fitzroy.

If the client cancels the function more than twelve (12) months before the function date the deposit will be refunded in full to the client less \$50.00 retained by St Andrews Hotel Fitzroy as an administration fee.

3. Damage to the Venue

The client accepts responsibility for any damage to St Andrews Hotel Fitzroy, its surrounds, fittings and equipment caused by you, your guests or invitees, employees or contractors and you will, on demand, pay the full amount for any repairs, replacements or other financial loss resulting from that damage.

4. Right to exclude

We reserve the right to exclude or eject any person or persons from St Andrews Hotel Fitzroy for any reason whatsoever without liability.

5. External service providers

You may only engage another person to provide a service at St Andrews Hotel Fitzroy in connection with your function with our prior consent and providing that person holds insurance which is satisfactory to us. Our consent may be withheld in our absolute discretion.

6. Use of the St Andrews Hotel Fitzroy

You cannot use St Andrews Hotel Fitzroy for any purpose other than the Type of Function stated. You will comply with our directions and policies in respect of your use of St Andrews Hotel Fitzroy and your use of St Andrews Hotel Fitzroy must not obstruct ordinary business activities in any other area of the premises of which St Andrews Hotel Fitzroy forms a part. We reserve the right to veto the use of any unauthorized photographs or film shot in or around St Andrews Hotel Fitzroy.

7. Indemnity

The client indemnifies St Andrews Hotel Fitzroy for any loss or damage sustained or suffered by St Andrews Hotel Fitzroy as a result of the actions of the function guests.

The client indemnifies St Andrews Hotel Fitzroy against all loss and damages suffered or incurred by any guest including but not limited to personal injury damage to property and economic loss unless that loss or damage is suffered as a direct result of the negligence of St Andrews Hotel Fitzroy.

St Andrews Hotel Fitzroy is not liable for any loss or damage suffered or incurred by the client or any other person that such loss or damage is due to circumstances beyond the control of St Andrews Hotel Fitzroy including acts of God, strikes and power failures.

SIGNATURES

Signed by / for the Client on _____ / _____ / _____

Client

Client

Signed by / for St Andrews Hotel Fitzroy on _____ / _____ / _____

St Andrews Hotel Fitzroy



THANK YOU



ST ANDREWS
HOTEL FITZROY

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