



THE BERWICK INN HOTEL  
EST. 1857



# Function PACKAGE





# THE Common ROOM



The Common room is part of the original Border Hotel, the oldest part of the Berwick Inn.

The timber finishes found throughout the room in conjunction with the two open fireplaces add to the warm homely feeling.



The room is the ideal place to host your next function, be it an Engagement Party, 21st or any other special occasion, with enough space for you to invite up to 200 of your closest friends and family.



With its own private bar, toilets and entrance, no one will be disturbing you whilst you dance on the large dance floor to the songs you have selected on the complimentary jukebox.



# THE *Celebration* PACKAGE



2500

Minimum spend for a Saturday  
Night function booking



## THIS WILL INCLUDE:

- \$1000 Beverage Tab
- Room Hire for 5 hours
- Media Player with USB for displaying Photos on TV's
- 8 trays of standard finger food
- Video Juke Box offering a huge musical range
- Full Lighting and Dance Floor
- Microphone
- Security Personnel
- Personal Staff
- 80 Helium Balloons





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# EXTRA Catering PLATTERS

Listed below are our finger food options available for your choice.  
We will endeavour to cater to all dietary requirements

## STANDARD FOOD PLATTER 80

*Party pies, sausage rolls, arancini balls (v),  
spinach & feta parcels (v), mini dim sims*

## GLUTEN FREE HOT PLATTER 100

## GORMET PARTY PIES 100

*Beef stout, chicken & mushroom, aussie beef,  
curry vegetable, lamb & rosemary*

## MINI PULLED PORK SLIDERS 90

*w/ slaw & smokey BBQ sauce*

## CHICKEN SKEWERS 90

*w/ satay sauce*

## HONEY SOY LAMB RIBS 100

## THREE POINT SANDWICHES 60

## ASSORTED GORMET PIZZAS 70

## ASSORTED SAMOSA PLATTER 50

## MINI BEEF RISSOLES 70

*w/ tomato relish*

## CHICKEN DEVIL BITES 40

*w/ buffalo sauce*

## POTATO WEDGES 15

*w/ sour cream & sweet chilli*

## CRUMBED FISH GOJONS 40

*w/ garlic aioli*

## DIP, ANTIPASTO & CHEESE PLATTER 50

## FRUIT BOARD 50

## FRESH CAKE & SLICE BOARD 50



# EXTRA Decoration PACKAGES

We have many other options available, if there is something you would like that isn't listed, please feel free to ask us.

## **STANDARD PACKAGE**

*80 Balloons*

## **HALF ROOM PACKAGE 40**

*60 Standard Balloons*

*2 x 6 Balloon Bouquets*

*3 x 3 Balloon Bouquets*

## **FULL ROOM PACKAGE 70**

*60 Standard Balloons*

*2 x 6 Balloon Bouquets*

*3 x 3 Balloon Bouquets*

*3 x 40cm Confetti Weighted*

## **ULTIMATE BALLOON PACKAGE 150**

*80 Standard Balloons*

*6 x 6 Balloon Bouquets*

*5 x 3 Balloon Bouquets*

*3 x Confetti Weighted*

**The Berwick Inn Hotel** 1 High St, Berwick, VIC, 3806

[www.berwickinn.com.au](http://www.berwickinn.com.au) / [berwickinn.hotel@alhgroup.com](mailto:berwickinn.hotel@alhgroup.com) / (03) 9707 1166



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# WORTHY EVENTS

Ultimate Package



Half Room

Full Room



Decoration Options

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# TERMS & CONDITIONS

Room set up less 30 minutes prior to commencement of your function

## ROOM HIRE/PACKAGES

Room hire is based on a 5 hour duration. Functions normally run from 7:00pm – 12:00am unless organized differently with a manager upon booking. Please note that no function will be run later than 1am. Minimum spend is \$2500. No packages can be altered, only added too if the bar is not fully used during the function duration, the money left over will NOT be refunded.

## FOOD AND BEVERAGE

All beverages must be purchased on a consumption basis. The Berwick Inn Hotel is a fully licensed venue and as such under no circumstances is any food or beverages allowed to be brought onto/off of the premises for consumption, with the only exception being a celebratory cake. The Berwick Inn Hotel staff strictly adheres to the Responsible Service of Alcohol guideline at all time. All menu/beverages are current but may change without prior notice, due to industry price increase. A beverage tab is a part of the function package, it is up to the event organizer to decide what drinks they would like served over the bar

## DEPOSIT & FULL PAYMENT

The Berwick Inn Hotel will require a deposit of \$500 for all function bookings. Upon The Berwick Inn receiving your deposit you hereby agree to the terms and conditions. Deposits are payable at the time of booking your function as no tentatives are accepted. Cash, EFT and credit cards are accepted (cheques are not). The full balance of your function is to be paid 2 weeks prior to your function.

## CANCELLATION

Your deposit will be refunded dependant on notice to the hotel:  
+30 days = 100% | 30-14 days = 50% | 14 days or less = 0%

## DRESS REGULATIONS

The dress code of the Berwick Inn Hotel is neat casual attire and all function guests must abide by this regulation. All Guests are required to wear footwear for the FULL duration of the function. Under no circumstances is a guest allowed to walk around in bare feet. Management reserves the right to ask any guest not wearing footwear to leave the function without question. Management reserves the right to refuse entry

## ENTERTAINMENT

A video jukebox is provided which includes a large musical range and full lighting equipment. The Berwick Inn Hotel needs to comply with license conditions, implemented on its liquor license. Please discuss with our function manager before confirming your entertainment. The Berwick Inn will not be held responsible or liable should you book your entertainment prior to confirming the requirements with our staff.

## RESPONSIBILITIES

The organizer of the function assumes financial responsibility for any and all damages caused by themselves or any guest or invitee or and other person attending the function, whether in the room reserved or any other part of the hotel. Management at the Berwick Inn Hotel accepts no responsibility for any lost or damaged property whilst on or left on the Hotel premises. All reasonable care is taken at all times

## SECURITY

Security is mandatory at the Berwick Inn Hotel for private bookings at nighttime where alcohol is being consumed. The Berwick Inn Hotel reserves the right without liability to refuse or disallow any or all intimidating/disagreeable persons from the venue

Responsible service of alcohol & licensing

The Berwick Inn Hotel staff are trained in the liquor licensing accredited "Responsible Service of Alcohol" and by law must refuse to serve alcohol to any person that appears intoxicated

**Note:** Any person under the age of 18 must be accompanied by their parent or legal guardian for the duration of the function.

**Note:** Under no circumstances are underage guests permitted to consume alcohol.

**Note:** ID is required for guests attending any private function at the Berwick Inn Hotel. Anyone unable to provide proof of 18+ years of age with (key pass, proof of age card, drivers license and/ or passport) or who is not accompanied by a parent/legal guardian will not be permitted entry.

**Note:** It is the host's responsibility to ensure that the above conditions relating to under age guests are adhered to. Failure to do so will cause the private booking to be cancelled imminently

## SIGNAGE

Decorations can be hung prior to your function commencing while staff clean and set up the room. Decorations can not be nailed, screwed, stapled or adhered to any walls, doors or other surfaces or parts of the building. Decorations put up by the organizer are to be removed by the organizer, upon completion of the function or all decorations will be disposed of by the hotel.



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# THE HIRERS CONTRACT

Thank you for holding your function at The Berwick Inn Hotel  
We are looking forward to accommodating you and your guests for your special event.  
To secure your booking, please complete and sign this form and provide payment of  
your deposit. Until we receive this completed form and process your payment, your  
booking is not confirmed.

Your payment options can be either of the following:

- Pay by cash at the venue.
- Credit card transaction at the venue.

## Event Details

NAME.....

ORGANISERS NAME.....

EMAIL ADDRESS.....

TELEPHONE.....

POSTAL ADDRESS.....

EVENT DATE ...../...../.....

EVENT TIME .....

I hereby agree that I have read and understood the terms and conditions pertaining to  
holding a function at The Berwick Inn Hotel.

SIGNATURE.....

DATE.....