

# Functions



*Dear Sir/Madam,*

*We thank you for your interest in The Burvale Hotel!*

*The Springwood is our main function room which is perfect to host any occasion. Centrally located, The Burvale Hotel is located only 24km from Melbourne CBD, the Dandenong ranges and other famous Victorian attractions. Also easily accessed by tram & bus, we offer you the facilities & flexibility required to make your occasion a special one*

*Our Venue and Springwoods function room can cater for a variety of occasions including, birthday celebrations, weddings, anniversaries, corporate events, seminars, product launches, sporting presentations & more. Full bar facilities are available and special requirements can be tailored to suit your occasion.*

*We are committed to providing exceptional customer service so that we meet all your requirements and insure your function is one to remember!*

*Should you require any further information please don't hesitate to contact our function/events coordinator on the below number*

*All prices set out in this brochure are subject to change & items can be removed or replaced without prior notice.*

**The Burvale Hotel**  
Cnr Springvale Rd & Burwood Hwy  
Nunawading, Vic 3131  
Phone: (03) 9847-9900 Fax: (03) 9803-6778  
[www.burvalehotel.com.au](http://www.burvalehotel.com.au)

**the BURVALE**



# ***Springwoods Function Information***

*Burvale Hotel's Springwoods function room caters for up to 200 people for a cocktail style function or 100 people for a sit down dinner function*

## **ROOM HIRE**

*The room hire is based on 5 hour duration with any additional hour \$100 extra. Functions can start at 9am at the earliest and must finish at 1am due to our license.*

***\$200 - MONDAY- THURSDAY***

***\$300 - FRIDAY, SATURDAY & SUNDAY***

***The room hire provides you with the following items:***

*Food & Beverage Staff*

*where applicable*

*DVD player, projector & screen*

*Whiteboard*

*Microphone & sound system*

*Juke box facility*

*Pool Table*

*I-pod facilities*

*Lap Top facilities*

*DJ booth*

*Table Cloths*

*There are a wide range of entertainment options available for your function, we are happy to source entertainment for you. Please be aware all entertainment must be approved by the function coordinator if sourcing it yourself.*

*Additional requirements such as decorations and table displays can be arranged through the hotel at an additional cost.*



## *Springwood Function Options*

### *Function Package 1*

- *Room Hire*
- *Catering (X5 SP)*
- *Security Guard*
- *Staff*



*\$1000*

### *Function Package 2*

- *Room Hire*
- *Catering (X5 SP)*
- *\$500 bar tab*
- *DJ*
- *Security Guard*
- *Staff*

*\$2000*

### *Function Package 3*

- *Room Hire*
- *Catering (X5 GP)*
- *\$1000 bar tab*
- *DJ*
- *Security Guard*
- *Staff*

*\$2400*



## *Corporate functions*

*Room hire - \$200*

*Per person - \$20*

*Full function package includes:*

### *Morning Tea:*

*Assortment of cakes, biscuits with tea and coffee*

### *Lunch:*

*Buffet table including*

*Salads*

*Pastries*

*And assorted baguette sandwiches*

*Function will be provided with water facilities and soft drink through out the duration.*

*Please advise out staff of any food requirements or allergies.*

## *Seminars*

*Morning/Afternoon Tea: \$2.50 per head/ per session*

*Use of Hot water urn. Coffee, tea, milk, sugar sachets and plate of assorted biscuits provided.*

*(Muffins, sandwiches etc, can be provided at an extra cost)*



## *Springwoods Food Packages*

### *Standard Platter - \$90.00 per platter*

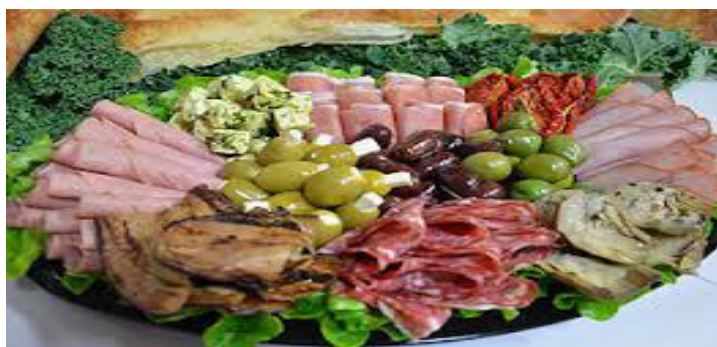
Vegetarian Spring Rolls	Quiches
Mini Dim Sims	Chicken Skewers
Party Pies	Vol au vents
Sausage Rolls	Spinach and Ricotta Parcels
Mini Pizzas	Meatballs
Samosas	

### *Gourmet - \$100.00 per platter*

Panko Crusted Prawns	Crumbed Camembert
Chicken Satay Sticks	Pork & Veal Chipolata Sausage
Risotto Balls	Spinach & Cheese Quiche
Assorted Grommet Party Pies	Duck Spring Rolls
Panko Calamari	Chicken & Garlic Balls

### Minimum order of 5 platters

### Each platter caters for approximately 10 people





## *Carvery Package*

*One Course - \$30 per person*

*Two Courses - \$35 per person*

*Three Courses - \$40 per person*

### *Entrée – choose two of the following soups*

Pumpkin soup

Vegetable soup

Minestrone soup

Chicken and corn

**Or**

Garlic bread and dip platters on each table

### *Main*

Roast Lamb or Beef

Roast Pork or Chicken

Served with:

Roasted potato

Roast pumpkin

Corn on the cob

Broccoli and cauliflower in béchamel

Seasonal vegetables

Bread rolls

Accompanying condiments

### *Desserts*

Assorted Cheesecakes, cakes, mousse available please

Ask our function co-coordinator for option that would  
suit your function

**Payment of Accounts-** Full payment of room hire is due at time of booking, by either cash or credit card.

All food and catering requirements are to be paid in full (14) days prior to the function date. All liquor consumption must be settled with full payment at the completion of the function. If a bar tab is being utilized then a credit card must be presented at the start of the function.

**Underage Persons-** If there are going to be persons attending the function under the age of 18 they must be accompanied by a legal guardian or parent. The use of wrist band or stamps may be used in order to identify persons under 18 for alcohol and licensing requirements

**Damage/ Liability-** Hosts are financially responsible for any damage sustained to the Burvale Hotel and its contents caused by any persons attending the function. The host will be invoiced for any repairs, loss of property or replacement. A security deposit of \$200 is required for all 21<sup>st</sup> functions. The Burvale does not accept any responsibility for damage, loss or theft in the Venue before, during or after the function.

If Management believes a function will affect the smooth running of the business, its security or its reputation, it reserves the right to cancel with out liability.

No items are to be attached, pinned, or glued to the wall surfaces without prior approval from Hotel Management. Underage guests must be accompanied by their legal guardian at all times for the duration of the function and are not to consume any alcohol at the Burvale Hotel

**Responsible Service-** Statutory Liquor Licensing of Victoria laws applies. I.D. will be required upon entry or service - 'No proof, no service' Management reserves the right to refuse entry and or/services.

**Food and Beverages -** No food and/or beverage is to be brought into the venue or function (celebration cake excluded). No food and/or beverage is to be taken from the venue or function (presents excluded).

All menus/beverages prices are current, but may change without prior notice, due to industry price increases.

We respect our neighbors and encourage our customers to leave in a manner that does not disturb the amenity of the area.

**Confirmations-** Final numbers are required at least two week in advance for catering and staffing requirements to be met.

I/We hereby understand and agree to all the above terms and conditions of The Burvale Hotel including the responsible serving of alcohol policy.

*Name (print)* \_\_\_\_\_

*Date* \_\_\_\_\_

*Address* \_\_\_\_\_

*Licence#* \_\_\_\_\_ *FunctionDate* \_\_\_\_\_

*Sign*  
*(client)* \_\_\_\_\_

*Sign*  
*(venue)* \_\_\_\_\_

TYPE OF FUNCTION:

\_\_\_\_CONTACT PERSON:

\_\_\_\_ADDRESS: POSTCODE:

\_\_\_\_EMAIL:

\_\_\_\_TELEPHONE NUMBERS: HOME: \_\_\_\_\_ WORK:

FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

DATE REQUIRED: APPROXIMATE NUMBER OF GUEST ATTENDING:

\_\_\_\_\_  
\_\_\_\_\_

TIMES REQUIRED START: \_\_\_\_\_ FINISH: \_\_\_\_\_

EQUIPMENT REQUIRED:

\_\_\_\_\_  
\_\_\_\_\_

ENTERTAINMENT REQUIRED – DJ \$ \_\_\_\_\_

JUKE BOX \$ \_\_\_\_\_

BAR TAB: \$ \_\_\_\_\_

ROOM HIRE: \$ \_\_\_\_\_

FOOD OPTIONS & COSTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Terms & Conditions**

**Deposit-** The room hire is to be paid to secure your function booking. Deposit confirms your Booking!