



Function and Events Package



CNR BEACH RD & BAY RD
SANDRINGHAM, VIC, 3191

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Welcome to The Sandringham Hotel



Thank you for considering The Sandringham Hotel for your next special occasion. We look forward to giving you and your guests a day to remember.

Conveniently located at the corner of Bay Road and Beach Road, the venue provides you with exceptional views of Port Phillip Bay and Sandringham Beach, which can be seen from our bistro, deck, sports bar and accommodation rooms.

We pride ourselves on what we have to offer at The Sandy. We have three versatile function rooms to choose from which can cater for any type of birthday, engagement, corporate event, work break up, after funeral service and more! Our extensive food and beverage options are sure to please, and we are always happy to tailor something to suit your requirements.

We thank you for your interest and we look forward to making your function perfect!

Give us a call on (03) 9598 7255 to discuss your special event or to make an appointment to view our facilities.

The Deck



Boasting panoramic views of Port Phillip Bay, The Deck is hard to pass up. With both casual and formal seating plans available as well as cocktail style, it is perfect for any style of event. Enjoy a portable private bar exclusive to your function while immersing yourself in the amazing surroundings, or keep it a bit more relaxed and casual and have your guests head to the nearby main bar for drinks. The Deck can be opened up to enjoy the outdoors or completely closed from the elements without affecting the view.

CAPACITIES:

120 guests cocktail (with smoking balcony)
100 guests cocktail (without smoking balcony)
60 guests seated

ROOM HIRE FEES:

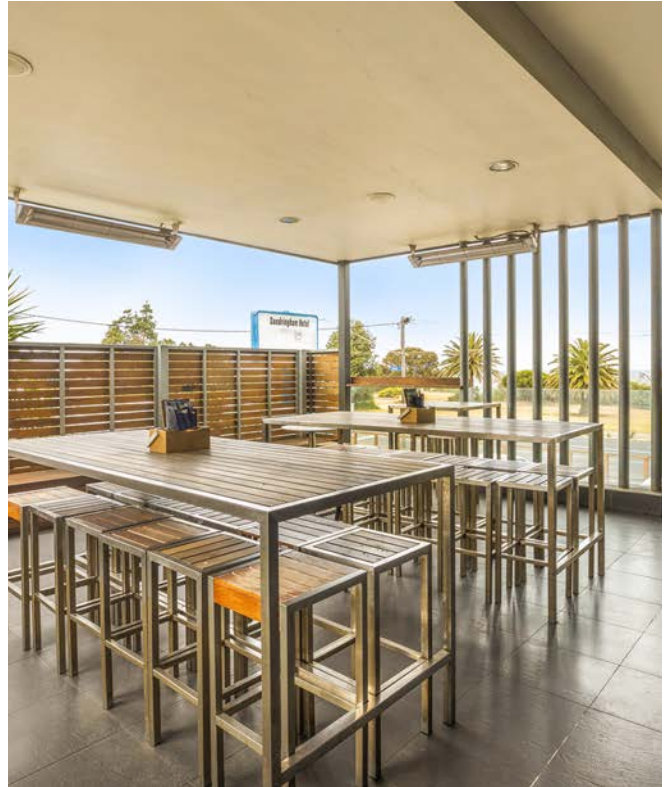
Monday - Thursday \$200
Friday - Sunday \$2000 minimum spend

Sports Bar + Balcony

This larger more relaxed space comes equipped with complimentary fresh sea breezes & stunning views. There really is no better place to host your birthday, engagement or work break up than in our versatile Sports Bar & Balcony. With your own private entry point, plenty of seating, private bar and bathrooms, TV screens, jukebox and full sound system, this private function room will not disappoint!

CAPACITY:
200 guests cocktail

MINIMUM SPEND:
\$3000 (only avail saturday nights)



The Dolphin Room



The Dolphin Room is a fully self-contained private function room which can cater for groups of up to 60 people. It features full AV facilities including digital projector & screen, complimentary WiFi, sound system, lectern, whiteboard and microphone.

The Dolphin Room is ideal for corporate events or for intimate lunches / dinners and cocktail parties.

CAPACITIES:

Cocktail - 60 guests

Seated - 45 guests

Boardroom or U-shape - 30 guests

Classroom - 40 guests

Theatre - 60 guests

ROOM HIRE FEES:

Monday - Thursday \$100

Friday - Sunday \$200



Catering Platters

GRAZING PLATTERS (serve 8 - 10)

Antipasto platter; cured meats, char-grilled marinated vegetables, charred ciabatta - \$80

Cheese platter; assorted Australian cheeses, fresh seasonal fruits and crackers - \$80

Gourmet fisherman's basket; crumbed and battered prawns, salt and pepper calamari, tempura fish bites, prawn twisters and tempura scallops - \$100

STANDARD PLATTERS (30 pieces per platter)

Petite gourmet party pies, tomato relish - \$75

Sausage rolls, tomato sauce - \$65

Assorted mini quiches - \$75

Assorted sushi, soy sauce - \$85

Satay chicken skewers, peanut dipping sauce (gf) - \$75

Sumac rubbed chicken wings, chilli mango aioli (gf) - \$75

Tempura prawns, mango aioli - \$85

BBQ meatballs baked in napoli with parmesan cheese - \$70

Mini wagyu burgers, tomato relish, lettuce, cheese and tomato on a brioche bun - \$105

Mediterranean lamb skewers (gf) - \$80

Mushroom, spinach and gruyere arancini, saffron aioli (v) - \$75

Duck and plum spring rolls, plum sauce - \$80

Assorted sandwiches (vego avail on request) - \$75

Mini vegetarian pizza (v) - \$75

Pumpkin and feta quiche (v) - \$75

Yum Cha; samosas, cocktail spring rolls, mini dim sims - \$70

SUBSTANTIAL PLATTERS (20 pieces per platter)

Fish'n'chip cups, lemon, tartare sauce - \$80

Sichuan salt and pepper calamari, mixed salad greens, garlic saffron aioli (gf) - \$80

Porcini gnocchi tossed with peas, baby spinach, cherry tomatoes, garlic and lemon baked ricotta, finished with pinenuts and parmesan (v) - \$80



Catering Platters

DESSERT PLATTERS (30 pieces per platter)

Mini apple crumble - \$80

Lemon meringue tartlets - \$80

Chocolate mousse cups - \$80

Cherry frangipane tarts - \$80

Tea and coffee station - \$50

Lolly buffet - \$3 per person (all guests must be catered for)

SPORTS BAR SATURDAY NIGHT PARTY PACKAGE - \$3000

Book your next Saturday night private event in our Sports Bar & Balcony and receive the following all inclusive package for just \$3000. Additional platters can be added to the package, prices as listed.

5 hour event duration

Use of all AV equipment

Your choice of black or white table linen

Food and beverage staff

Cake and gift tables

100 helium balloons in your choice of two colours

Your choice of 15 platters

Your occasion cake cut and served on platters

\$1000 bar tab to get you started!

CORPORATE CATERING OPTIONS

The Dolphin Room is perfect for conferences, networking events and all other business related functions. Room hire rates include the use of all AV facilities, and we offer the following catering options for you.

MORNING / AFTERNOON TEA - \$5.50 per person

Select from scones with jam and cream, assorted mini muffins or assorted mini cakes

TEA AND COFFEE STATION - \$50

LUNCH - \$18.50 per person

Includes a selection of sandwiches and chef's selection of hot food platters (v and gf available upon request)

2 COURSE \$38.50 | 3 COURSE \$43.50

KIDS (12 & UNDER) MAIN AND DESSERT \$15.00

2 or 3 Course Set Menu

ENTREE - SELECT TWO

Peking duck and plum spring rolls with plum sauce and snow pea shoots

Chilli salt calamari with mixed greens and garlic saffron aioli

Sumac rubbed chicken wings with beetroot and orange relish (gf)

Mushroom, spinach and gruyere arancini with tomato relish (v)

Tempura prawns with orange, fennel and beetroot salad and a mango aioli

Natural freshly shucked oysters with lemon (gf)

MAIN - SELECT TWO

Pan fried salmon fillet with beetroot, orange and fennel salad and salsa verde (gf)

Confit pork belly with port poached pear, cauliflower puree, heirloom carrots and port jus (gf)

Graziers 250gm porterhouse cooked medium with chips, garden salad and gravy (gf)

Prosciutto wrapped chicken breast filled with garlic butter and pine nuts and served with chat potatoes and greens

Tiger prawns tossed in a garlic cream sauce served with saffron rice and a crispy salad (gf)

Porcini gnocchi tossed with peas, baby spinach, cherry tomatoes, garlic and lemon baked ricotta, finished with pine nuts & parmesan (v)

DESSERT- SELECT TWO

Apple crumble with double cream and ice cream

Sticky date pudding with butterscotch sauce and double cream

Brandy snap basket with ice cream, fresh strawberries and fruit coulis

Mini pavlova topped with mixed berries, double cream and passionfruit compote (gf)

White chocolate cheesecake served with berry coulis

**All courses are served on a 50 / 50 basis*

Dietary concerns can be catered for with prior notice



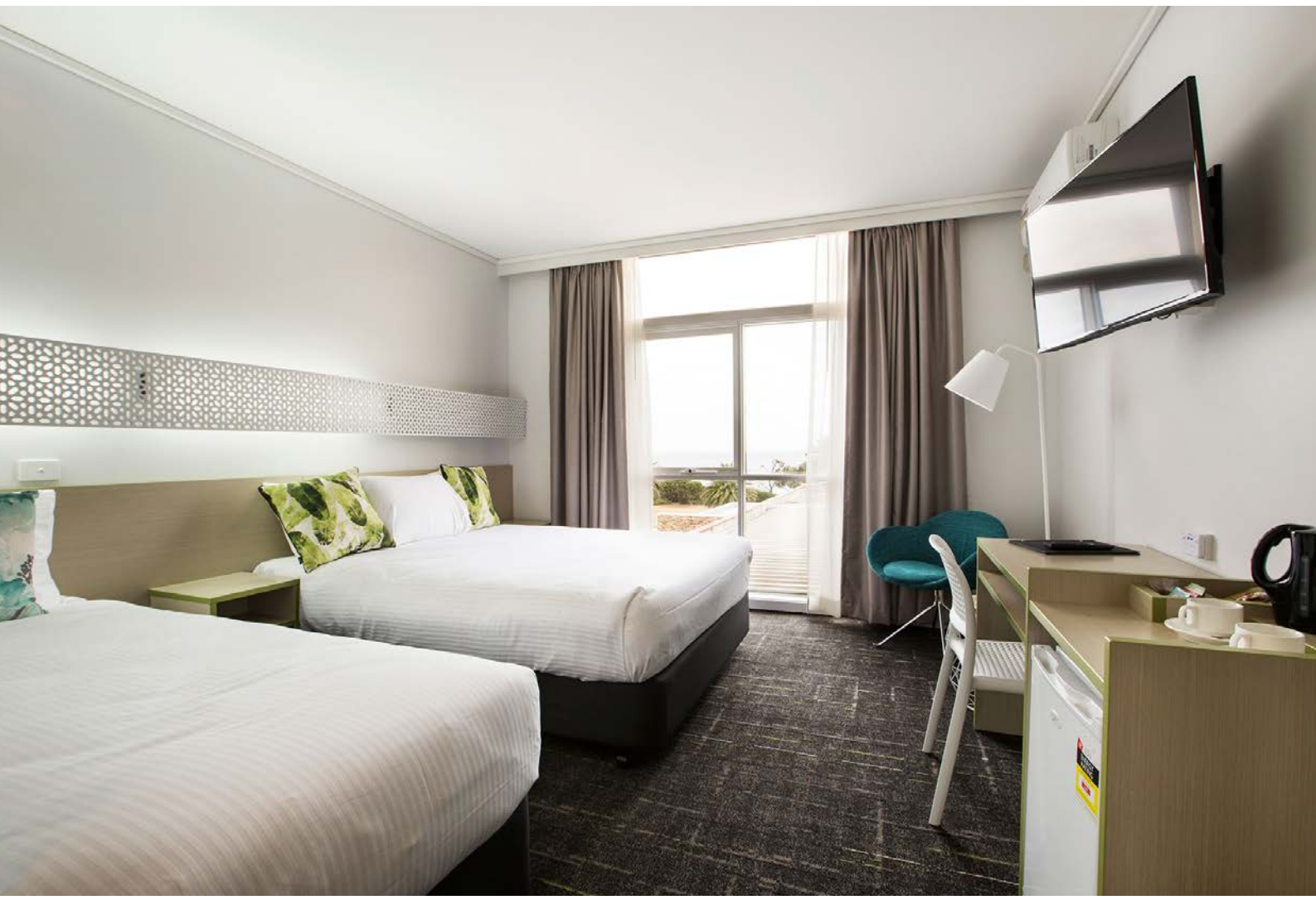
Accommodation

The Sandringham Hotel is situated in the heart of the Sandringham town centre and is directly opposite the Sandringham Beach with views of the picturesque Port Phillip Bay.

The hotel is a mere 200 metre walk from the Sandringham train station which makes it very accessible to commute all over Melbourne with a direct line to the CBD & Melbourne's iconic Flinders Street Station, plus very easy transport access to all of Melbourne's prestige golf courses including Royal Melbourne.

The hotel houses 10 rooms, all with their own private ensuites, bar fridge, TV, and access to free WIFI. We also provide a continental breakfast box in each room. Bookings are essential, especially during peak periods.

Guests please note: rooms are located on the second floor of the building and are only accessible via stairs.



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, completed booking form and full deposit payment of \$200. 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 tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then required seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages 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. 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 four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) days of the function will forfeit the full value of the function 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.

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. Particular functions eg 21st birthdays may 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 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 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. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

I CAN CONFIRM THAT I _____

HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND AGREE TO COMPLY

SIGNED: _____

DATE: _____

Booking Confirmation Form

CONTACT NAME:

COMPANY NAME:

ADDRESS:

CONTACT PHONE:

CONTACT EMAIL:

DAY / DATE OF FUNCTION:

START / FINISH TIME:

AGREED FUNCTION SPACE:

EXPECTED GUEST NUMBERS:

OCCASION:

BEVERAGE REQUIREMENTS:

CATERING REQUIREMENTS:

A \$200 deposit is required in order to secure your function booking, to accompany this form and a signed copy of the terms and conditions. We accept payment via cash, EFTPOS and all major credit cards, and payment can be made in person at the venue or over the phone.

OFFICE USE ONLY:

Sipos Number: # _____

Deposit Date: _____

Manager Approving Booking: _____