



Birthday Package | Cocktail

	ST ANDREWS CONSERVATORY
---	----------------------------

## COCKTAIL BIRTHDAY PACKAGE

This package has been designed for groups who wish to book the Conservatory exclusively. Our finger food prices start from \$25.00 per head and include for you a large selection of different and exciting hot and cold food choices.

**\$25.00 per head**

*8 choices*

**\$35.00 per head**

*10 choices*

**\$45.00 per head**

*12 choices*

Beverages are charged on a consumption basis at our bar prices, and can either be purchased by guests for each individual beverage, or placed on an account for the host to pay. Please note we require a minimum spend of \$15.00 per person on beverages.

In order to secure the conservatory exclusively we require you to have a minimum of 80 guests for Saturday functions, or a minimum of 60 guests on Fridays\* and Sundays, and a room hire fee of \$330.00 is applicable.

Please note, minimum numbers may be negotiable.

### COCKTAIL BIRTHDAY PACKAGE ALL INCLUSIVE

If you prefer, we are happy to offer you an all-inclusive package that includes food, beverages and room hire for a set price per person.

**Package A \$60.00 per head**

*8 choices from the menu*

**Package B \$70.00 per head**

*10 choices from the menu*

**Package C \$80.00 per head**

*12 choices from the menu*

- Your chosen canapé menu from our selection
- 5.5 hour maximum function duration
- 5 hour beverage package
- Celebration cake cut, garnished and served
- Freshly brewed coffee and tea service
- Cake table and knife, gift table
- Dance space
- 42 inch wall mounted plasma screen
- Roving microphones and lectern
- Inbuilt audio system with MP3 and laptop connectivity
- Flower centerpieces on each table
- White table linen
- Complimentary room hire

\*This package is not available on Fridays and Saturdays during December.

## COCKTAIL BIRTHDAY PACKAGE MENU

### COLD SELECTIONS

- Oysters served natural or with a tomato, chilli & coriander dressing
- Smoked salmon, rocket and lemon mascarpone rolls
- California sushi rolls with wasabi, pickled ginger and soy
- Tomato, basil, pesto and fetta bruschetta topped with balsamic reduction
- BBQ chicken and spring onion wraps with plum sauce

### SERVED IN A BOWL

- Thai beef salad
- Wild mushroom risotto
- Spinach and ricotta ravioli with tomato ragu
- Gnocchi with chicken pieces in a creamy pesto sauce
- Chilli and salted calamari with garlic aioli

### HOT SELECTIONS

- Chicken skewers served with satay sauce
- Lamb or beef skewers marinated in either black bean, tandoori or chermoula with minted yoghurt
- Garlic and herb prawn skewers with a lime & pepper aioli
- Samosas with condiments
- Cocktail spring rolls with condiments
- Mini dim sims with condiments

## COCKTAIL BIRTHDAY PACKAGE MENU

### HOT SELECTIONS (CONT)

#### Pizza

*Sundried tomato, garlic, oregano and mozzarella*

*Grilled chicken, caramelised onion and bacon*

*Mild salami, mushroom, olives, onion and mozzarella*

Mini cheese burgers with bush tomato chutney

Home-made sausage rolls with condiments

Thai chicken sausage rolls with condiments

Roasted red pepper, pumpkin and fetta arancini with sundried tomato mayonnaise

Stuffed button mushrooms with blue cheese and pinenut

Corn crusted chicken strips with spicy mango sauce

Grilled spicy chorizo sausage with sweet tomato relish

Fish fillets crumbed in smoked paprika with a preserved lemon tartare sauce

### DESSERTS

Seasonal fruit buffet

Local cheese buffet

*Selection of teas & freshly brewed coffee*

## COCKTAIL BIRTHDAY PACKAGE MENU

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

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

Include basic spirits to the all-inclusive package \$15.00 per person. No shots, 5 hour duration.

### BEVERAGES

#### TAP BEERS

Carlton draught  
Coopers Pale Ale  
Brunswick Bitter  
Bulmers Apple Cider  
Cascade 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 DRINKS

Coke  
Sprite  
Lift  
Soda water  
Mineral water  
Ginger ale  
Tonic water  
Diet coke

#### JUICES

Orange  
Pineapple  
Tomato  
Apple  
Cranberry

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





## COCKTAIL BIRTHDAY PACKAGE TERMS & CONDITIONS

- 1 Entertainment is restricted to either iPod or MP3 playlists, DJ's, or acoustic bands\*. The Conservatory is equipped with an in-house audio system complete with surround sound. You may bring your compatible music device to connect to the audio system and have full control of your music throughout your event.
- 2 Minimum guest numbers and prices are based on adult guests.
- 3 A deposit of \$1,000 (one thousand dollars) is required within two weeks of confirming the function date and is payable by cash, cheque, credit card or bank transfer.
- 4 DJ's, Band members or photographers can be catered for at a reduced price.
- 5 Final guest numbers are required 7 (seven) days prior to the event. Any guest cancellations after this time cannot be accommodated.
- 6 Function organisers are financially responsible for any damages or theft sustained to the premises or equipment.

# FUNCTION AGREEMENT

The Pumphouse Hotel Function Provider – Jmaer Pty Ltd trading as The Pumphouse Hotel  
ABN 29 810 361 372



ST ANDREWS  
CONSERVATORY

## 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 \_\_\_\_\_ hours and the finishing time is \_\_\_\_\_ am/pm.

## GUESTS

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

Minimum numbers 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 \_\_\_\_\_ guests is required to secure to the client the exclusive use of The “Conservatory”.
- The function fee is based on the minimum number of guests and if less than the stated number of guests attends the client will be charged a function fee based upon the agreed minimum number of guests.
- The client must inform The Pumphouse Hotel of the precise number of guests to be attending at least 7 days before the function date.
- Even though there is a fixed menu a limited number of meals may be supplied by The Pumphouse Hotel to guests with special dietary requirements. The client must inform The Pumphouse Hotel 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.

- 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.

## ROOM HIRE FEE

A \$330.00 room hire fee is a part of all function charges unless already stated to be included in a function package.

Room hire fee is applicable / non applicable.

## STAFF AND SECURITY

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

## ENTERTAINMENT

- Entertainment is restricted to DJ's and acoustic two piece bands only.
- Unfortunately restrictions prohibit larger bands from performing at the premises.
- DJ's must be connected into our sound system as we reserve the right, in our absolute discretion, to alter the volume setting at any time.
- Bands must be pre approved by The Pumphouse Hotel, without our prior consent and then only in accordance with the terms of that consent we reserve the right, in our absolute discretion, to alter the volume setting at any time.

## DECORATIONS AND FLORAL ARRANGEMENTS

The Pumphouse Hotel 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 \$1,000.00 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 or MasterCard and 3.0% for Diners 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 The Pumphouse Hotel may treat the client as having cancelled the function and the deposit paid will be forfeited to The Pumphouse Hotel.

## ADDITIONAL CONDITIONS

### 1. Price Increase

If the period between the date of this Agreement and the function date is more than 6 months Pumphouse 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 The Pumphouse Hotel proposes to increase the fee payable under this clause (“price increase”). In some cases these price increases are already stated in the function packages.

The Pumphouse Hotel 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 The Pumphouse Hotel.

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 The Pumphouse Hotel.

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 The Pumphouse Hotel as an administration fee.

### 3. Damage to the Venue

The client accepts responsibility for any damage to The Pumphouse Hotel, 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 The Pumphouse Hotel for any reason whatsoever without liability.

### 5. External service providers

You may only engage another person to provide a service at The Pumphouse Hotel 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 The Pumphouse Hotel

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

### 7. Indemnity

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

The client indemnifies The Pumphouse Hotel 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 The Pumphouse Hotel.

The Pumphouse Hotel 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 The Pumphouse Hotel including acts of God, strikes and power failures.

## SIGNATURES

Signed by / for the Client on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Client

\_\_\_\_\_  
Client

Signed by / for The Pumphouse on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
The Pumphouse Hotel / St Andrews Conservatory

