



# **MALVERNVALE HOTEL**

## ***Functions and Events – Meeting Packages***

*Malvernvale Hotel  
1321 Malvern Rd  
Malvern 3144*

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Malvernvale Hotel has a private room and bar suitable for your next function or event. With a range of packages available, we can cater for between 20-100 guests.

Ideal for:

- Meetings and conferences
- Birthdays and special events
- Family dinner or gatherings
- Sports and community clubs
- Marketing and events
- Presentation nights
- Seated dining events

All packages can be altered to accommodate your requirements.

We also have other semi private areas that may cater for your event. Please check with management if these areas are more suited for your needs.

## **AV Equipment available**

- Microphone
- Ipod/MP3 connections 3.5mm jack
- Projector VGA connection
- Whiteboard
- Foxtel Sports
- Optus Sports

Any devices should be tested for compatibility before the event. Please check with management for a mutually convenient time.

## **Capacities**

Meeting – 30

Theatre style, with tables – 25

Theatre style, without tables – 55

Dinner – 50

Cocktail - 100

## Meetings

All meetings include whiteboard usage. No bar with meetings. Extra platters at additional cost.

**Meeting A** – *Ideal for body corporate, executive or sporting club meetings.*

Up to 2hrs

\$100 Room Hire

**Meeting B** – *Ideal for ½ day business meetings.*

Meeting – 2 - 4hrs

\$200 Room Hire

- Tea/Coffee provided
- AV Equipment

**Meeting C** – *Full day meetings.*

Meeting – 5 - 8 hrs

\$250 Room Hire

- Tea/Coffee provided
- Biscuit/Cake platter
- AV Equipment

## Theatre

All theatre events include whiteboard and AV usage. Bar open if required. All drinks at bar prices. Platters at additional cost.

**Theatre A** – *For speaker, presentation events.*

Up to 4 hrs

\$150 Room Hire

Presentation tables at front. Tables for platters as required.

**Theatre B** – *For speaker workshops.*

Up to 4 hrs

\$150 Room Hire

Tables for guests. (Classroom style)

Presentation tables at front. Tables for platters as required.

## Cocktail Platters

### Hot

Satay Chicken Skewers .....	(25 Pieces)	\$80
Chicken Meatballs .....	(30 Pieces)	\$75
Southern Fried Chicken Tenderloin .....	(25 Pieces)	\$85
Beef Meatballs .....	(30 Pieces)	\$80
Beef Gourmet Mini Pies .....	(36 Pieces)	\$75
Beef Sausage Rolls .....	(24 Pieces)	\$75
Spinach & Ricotta Triangles (V) .....	(30 Pieces)	\$70
Vegetarian Spring Rolls (V) .....	(40 Pieces)	\$70
Mushroom, Saffron Arancini Balls .....	(30 Pieces)	\$80
Salt & Pepper Calamari .....	(50 Pieces)	\$75
Grilled Garlic Prawns .....	(30 Pieces)	\$80
Flathead Bites .....	(50 Pieces)	\$75
Beer Battered Prawns .....	(30 Pieces)	\$80

### Cold

Beef Sliders .....	(20 Pieces)	\$85
Bruschetta .....	(20 Pieces)	\$70
Sandwich Platter .....	(32 Pieces)	\$75
Fruit Platter .....		\$85
Cake Platter .....		\$95
Biscuit Platter .....		\$75

# Terms and Conditions

## **TENTATIVE BOOKING**

Any tentative bookings received 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 \$50 deposit is required to confirm any tentative booking. We accept EFTPOS, cash and all major credit cards.

## **FINAL DETAILS AND PAYMENT**

The venue requests all food and beverage selections, confirmed guest numbers, food service times and other specifics relating to the client's event be provided seven (7) days prior to the event. All packages, food or any other costs relating to the event must be paid upon confirmation of final numbers.

## **CANCELLATION**

Cancelling an event after the 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 seven (7) days prior to the function will forfeit all costs paid. Management reserves the right to cancel any event, without notice or liability, if the venue has reason to believe that any event will affect the operations of the hotel, its security or the hotels reputation.

## **SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS**

Any additional equipment/entertainment/decorations or props required must be confirmed with management no later than seven (7) days 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 equipment and decorations; and reserves the right to disallow any material deemed offensive or dangerous. No venue signage is to be obscured in any way. Any signage in public areas is to be kept to a minimum. No food or beverages of any kind will be permitted to be brought into the venue for the consumption by the organizers or guests without prior approval by management; except for birthday cake.

## **MINORS AND ADDITIONAL SECURITY**

Minors are only permitted on the premises in the company of a parent/guardian or responsible adult. Minors must be supervised always whilst within the venue and are, without exception, not permitted in the gaming room or staff only areas of the hotel. Some functions may require additional security. This will be decided at the discretion of management and will be charged prior to the event proceeding.

## **DAMAGE**

The client is financially responsible for any damage, theft, breakage or vandalism sustained to 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 any responsibility for damage or loss of property; before, during or after the function. The venue and management will not be held responsible for fire, flood, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed.

## **FUNCTION CONDUCT AND CLIENT RESPONSIBILITY**

The client is required to conduct the function in an orderly manner and comply with request as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to all persons attending functions, including total compliance to all RSA guidelines and standards. Management reserves the right to refuse service, remove and/or eject uncooperative and intoxicated guests from the venue at their discretion and without recourse. It is the clients' responsibility to read all the terms and conditions listed and ensure the compliance of all guests.

# Booking Form

Client to complete

Name  
Phone  
Email  
Event Date  
Event Time  
Type of Event  
Numbers  
Package  
Additional information

I, \_\_\_\_\_ have read and understood the terms and conditions and agree to comply.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staff to complete below

Deposit paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit taken by: \_\_\_\_\_

Paid to account: Yes/No

Security fee required: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Full payment received: \_\_\_\_\_

Date received: \_\_\_\_\_

Full payment taken by: \_\_\_\_\_

Paid to account: \_\_\_\_\_