



FUNCTIONS & EVENTS



BIRTHDAYS

ENGAGEMENTS

COCKTAIL PARTIES

+ MUCH, MUCH MORE...

Palace Hotel
893 Burke Road
Camberwell 3124
Ph: 9813 3566 Fax: 9882 3402
www.palacecamberwell.com.au

FUNCTIONS AND EVENTS

Thank you for considering The Palace Hotel for your special occasion - our experienced team will strive to treat your event as if it were our very own and ensure it is truly a night to remember.

The Palace Hotel has two unique rooms available for functions seven days a week. We specialise in 21st birthdays, engagement parties, work break-ups and sporting club events. Whatever the occasion The Palace Hotel can tailor a package to suit your every need.

The Private Bar is perfect for an intimate event of 10-80 people while The Burke Bar can hold up to 200 of your friends for those very special events. Both rooms have everything you'll need for a memorable occasion - your own private bar, dance-floor, lighting & sound system and bathroom facilities. Room hire also includes your own professional crowd control and set-up/pack-down costs.

The following information outlines our facilities and food & beverage packages to assist you with planning your event. Should you have any further queries or wish to discuss availability please do not hesitate to contact the hotel.

We look forward to seeing you soon.

Yours Faithfully,

The Palace Team

Contact: The Functions Manager or The Manager on Duty

Phone: (03) 9813 3566

Web : www.palacecamberwell.com.au

Facebook www.facebook.com/palacehotel.camberwell

Youtube www.youtube.com/liveatthepalacehotel

Email: palace.hotel@alhgroup.com.au

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THE PRIVATE BAR

If you're looking for an intimate space for up to 80 people then why not get together in The Private Bar.

With ample bar facilities, discrete DJ booth & lighting and private bathroom facilities it's ideal for small functions with its cosy feel and old-world charm.



THE BURKE BAR

Ideally catering for groups for 80 to 200 people The Burke Bar is the perfect space for large groups celebrating any occasion.

The large dance floor, extensive bar, plasma TVs, pool tables and couches ensure that any group can celebrate in style.



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BEVERAGES

The Palace Hotel offers an extensive range of beer, wine & spirits at bar prices. No BYO is available and The Palace Hotel promotes the responsible service of alcohol.

Special product lines can be ordered in at your request with sufficient notice and are charged to the client as full cases/units.

ENTERTAINMENT

Whatever your budget The Palace Hotel has an entertainment solution to meet your needs. Both The Private Bar & The Burke Bar have excellent sound & light systems allowing us to tailor a package that compliments and enhances the occasion.

At your request we can provide DJs or bands from our extensive network of performers.

If you've already got the perfect mix then you're welcome to bring your iPod or laptop to entertain your guests.



You're also most welcome to book your own musical acts however we ask that they provide all equipment necessary for the performance. If they do need to use our facilities then a sound technician may need to be present at an additional charge.

FINGER FOOD PLATTERS

To ensure an enjoyable event and in line with our RSA policies we require a minimum of one (1) platter for every ten (10) people attending the event.

All options are served as individual platters. Choices from multiple price categories are fine.

\$90 Platters - Please select one option per platter.		(40 Pieces)
<ul style="list-style-type: none"> - Aranchini Balls (<i>one choice per platter</i>) <ul style="list-style-type: none"> - Mushroom & Fetta - Sun-dried Tomato & Spinach (veg)(gf) - Chef's Hand-made sausage rolls - Gourmet Pie selection. <ul style="list-style-type: none"> - Chicken & leek and Moroccan lamb pies - Cocktail Vegetarian Spring Rolls (veg) - Spinach & Ricotta Triangles (veg) - Honey & basil Bruschetta (veg) 	<ul style="list-style-type: none"> - Gourmet Pizzas (<i>choice of 2 per platter</i>). <ul style="list-style-type: none"> - Tandoori chicken & spinach - Wagyu beef & bacon - Sweet n sour chicken - Falafel & tzatziki (veg) - Roasted vegetable (veg) - Mini Koftas (<i>one choice per platter</i>) <ul style="list-style-type: none"> - beef - chicken 	
\$110 Platters - Please select one option per platter.		(40 Pieces)
<ul style="list-style-type: none"> - Gourmet Sushi. Includes vegetarian, chicken & seafood. (veg)(gf) - Skewers. Choice of either Garlic beef, Satay chicken or Thai prawns (gf) - Chorizo & Mushroom Bruschetta - Beer battered Flathead tails with Horseradish cream - Smoked Salmon & dill petites (gf) - Chef's Special Wraps (30 pieces, one choice per platter) <ul style="list-style-type: none"> - Tandoori chicken with yoghurt - Sweet chilli chicken with mayo - Falafel & horseradish cream 		
\$120 Platters - Please select one option per platter.		(40 Pieces)
<ul style="list-style-type: none"> - Mini Gourmet Burgers (<i>one choice per platter</i>) <ul style="list-style-type: none"> - Wagyu Beef (30 pieces) - Chilli Chicken (30 pieces) - Vegetarian croquet (30 pieces) 	<ul style="list-style-type: none"> - Premium Bruschetta (<i>one choice per platter</i>) <ul style="list-style-type: none"> - Avocado & prawn - Kangaroo & sun-dried tomato - Hand-cut Salt & Pepper Calamari with aioli 	
\$3 Oysters (minimum of 20)		
<ul style="list-style-type: none"> - Natural with fresh lime, Kilpatrick, Ginger Soy or Bruschetta (gf) 		

PALACE HOTEL - TERMS AND CONDITIONS

Confirmation: A booking is only confirmed upon receipt of this signed Terms & Conditions agreement along with a deposit (being the room hire component). The Palace Hotel takes no responsibility for holding tentative bookings. In exceptional and unforeseen circumstances it may be necessary to assign a different area/room, providing sufficient notice where possible.

Payment of Accounts: Unless otherwise agreed, full payment for total function costs is required 14 days prior to the function commencing. If you require a Bar Tab, this money must be paid at the start of the function by cash or credit card. Personal bank cheques will not be accepted. Should the agreed minimum spend not be met during the function, the outstanding amount will be absorbed as room hire. We accept Visa, MasterCard, Amex, Diners and Eftpos.

Security Providers: In order for The Palace Hotel to fulfil its obligations under Liquor Licensing legislation in respect to ratio of security providers to guests, all functions may be subject to the requirement of a hotel appointed security guard. If an additional security guard is deemed necessary, this will be at the expense of the client. This is charged at an hourly rate of \$35 per hour with a minimum of four hours.

Function Duration: Function rooms are on offer for any 5 hour duration agreed by Management, latest finish time being 1am due to licence requirements. Clients are to depart the premises in a timely manner at the conclusion of their function.

Food: Due to Liquor Licensing legislation food must be provided when alcohol is being served, a minimum order of one platter per ten guests is required. Menu selections are to be made at least (2) two weeks prior to the function. The Palace Hotel reserves the right to substitute menu selections without notice based on seasonal & supplier availability. Apart from birthday cakes, no other food is permitted to be brought into the venue. Unless otherwise agreed, the client organises the cutting and serving of the cake. Decreased event numbers within five working days will not be accepted. No food is to be taken away at the conclusion of the function.

Licensed Premise: The Palace Hotel is a licensed premise and practices responsible service of alcohol (RSA), and we ask that clients understand and aid us in this legal requirement and remind all guests to drink responsibly. It is recommended by the hotel to have a nominated RSA representative for the function in case any issues do arise. The Palace Hotel reserves the right to refuse entry, or to ask/ escort from the premises any person displaying objectionable behaviour. All patrons must carry approved personal identification and must be willing to present this to hotel staff and security upon request. The bar will close thirty (30) minutes before scheduled ending time.

Parental Supervision: A guest under the age of 18 years must be accompanied by their own parent or legal guardian. A legal guardian does not consist of a sister, brother, aunty, uncle, cousin etc. Security will ask on arrival and anyone found to mislead management or security will be asked to leave the venue and the function may also be shut down. If a minor is found to be consuming alcohol at any point, the function will be shut down immediately.

Personal belongings/delivery of goods: The Palace Hotel does not accept responsibility for the injury, damage or loss of any client's property left in the premises prior to, during or after the function. It is the responsibility of the client to look after their own goods and equipment. If you wish to have anything delivered to The Palace Hotel prior to your function you must notify management prior to the delivery. All personal belongings must be removed from the venue at the conclusion of the event.

Decorations: Decorating the function room/area is allowed however certain decorations are not permitted [i.e. Confetti, sticky tape, party poppers, nails, glue, chocolate fountains, and open flames]. Any damage caused to The Palace Hotel property during or immediately after the event will be responsibility of the client - including cleaning, repairs or replacements.

Entertainment: The Palace Hotel function facilities are equipped with excellent sound and lighting systems. It is advised that clients test the compatibility of their laptops, iPods etc prior to the function date. A credit card is required as a Security Bond in the instance of any damages caused to Palace Hotel equipment. Alternatively the Palace Hotel can organise with a reliable agency the arrangements of a DJ for the function. If the entertainment is arranged through the Hotel the payment for this will be required 14 days prior to the function commencing. Under no circumstance is outside entertainment allowed such as strippers, telegrams etc.

Dress Code: All guests must generally meet the required standard of the hotel otherwise entry may be refused. Neat Casual including denim and t-shirts are acceptable: thongs, work boots and scuffs are not.

House Policies: Unfortunately we do not take bookings for birthdays under 21st's. If the client is found to have misled The Palace Hotel as to the nature of the event or the age of the majority of attendees then The Palace Hotel reserves the right to cancel the event and retain all deposits.

Cancellation: We would be disappointed if the booking cancels however, should this occur, written notification must be provided to the General Manager 12 weeks prior to the function date to receive a full refund of the deposit paid. Less than 12 weeks notice prior to the function date will result in the full deposit being retained. Notice within four weeks of the function date the deposit will be retained plus an additional 25% of the agreed minimum spend may be invoiced for payment within 7 days. Function bookings in November/ December may have additional cancellation policies.

Unforeseen Circumstances: In the event of fire, flood damage, equipment failure, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Palace Hotel or management will not be held liable.



Government regulations state that a current Australian driver's license (valid with photo), a passport, or an 18+ Card are the only valid documents to allow entry to the Palace Hotel. Please advise guests, that any persons not able to produce valid ID will be refused entry.

The Palace Hotel management and staff, including our contracted security providers, adhere to the laws governing the Responsible Service of Alcohol. Patrons showing signs of undue intoxication or disorderly behaviour will be refused service and will be asked to leave the premises. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

I agree to the above Palace Hotel Function Terms and Conditions and agreed minimum spend.

Signed _____ Date _____

Printed Name _____ Company _____

FUNCTION DETAILS
(please fill in all information)

Date		Company	
Area		Contact Name	
Function Name		Phone	
Timings		Email	
Approx. Numbers		Postal Address	
Minimum spend		Deposit Amount	

CREDIT CARD AUTHORISATION

I hereby authorise The Palace Hotel to debit the Credit Card, details stated below

Card Type	VISA	MASTERCARD	AMEX	DINERS
Card Holders Name				
Card Number				
Expiry Date				
Amount to Charge (\$)				
Card Holders Signature				

Thankyou for choosing The Palace Hotel and on behalf of The Palace team we look forward to working with you towards a successful function.

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PALACE HOTEL – FUNCTION CHECK-LIST

GETTING STARTED:

- Put a Deposit down to secure the room & date of your function.
- Read and Submit signed Terms & Conditions Agreement
- Send out Invitations *remembering to inform them of The Palace Hotel requirement upon entry that all guests must supply their Photo Id, to be scanned by security, or be refused entry. Minors must be accompanied by a legal guardian.*

4 - 6 WEEKS OUT:

- Decide, Organise and Book preferred entertainment option:
 - BYO Ipod
 - BYO Laptop (for better control of playlist/ presentation)
 - BYO DVD Slideshow/ Movie/ Rock Concert
 - BYO or Hotel Sourced DJ / Band
 - Organise use of our microphone

2 WEEKS OUT:

- Confirm and Pay for Menu Selections and Quantities (min 1 platter per 10 guests)
- Arrange time to come down and test your audio visual compatibility with the Palace Hotel facilities
- Confirm Bar Tab arrangements

ON THE DAY:

- Access to the function room is after 12pm for decorations, delivery of balloons, cakes etc
- Finalise Payment for Bar Tab arrangements
- If you would like to include speeches, discuss what times are best suited. We recommend 10:00pm – 10:30pm as it coincides with the break of our downstairs entertainment.
- Nominate your RSA (Responsible Service of Alcohol) representative, who could aid Management in the effective de-escalation of potential licensing breaches.

UPON CONCLUSION:

- Guests to leave punctually and keeping noise levels down as a courtesy to hotel neighbours
- All personnel belongings must be removed from the function rooms