



The Glenferrie Hotel

FUNCTION PACKAGES

An iconic venue that prides itself on its character, grand history, sophistication in service and dedication to food and beverage, the Glenferrie Hotel is the perfect location for your forthcoming event.

We have the expertise and professionalism to cater for all occasions, formal or informal, large or small.

To view the spaces we have available or to enquire further about what we can do to cater for your special event, do not hesitate to contact one of our friendly team to book an appointment and inspect our venue.

We sincerely look forward to meeting you.

THE GLENFERRIE HOTEL

P 03 9818 6530 | **F** 03 9818 5988 | **E** glenferrie.hotel@nhmbrockwell.com.au
W glenferriehotel.com.au | 324 Burwood Road, Hawthorn 3122

FUNCTION SPACES

The Glenferrie Room



The Glenferrie Room is situated at the rear of the hotel and is fully equipped with its own bar and toilet facilities.

This room is great for hosting boardroom or conference style events from as little as 10 people to a maximum of 30.

For all family and business celebrations the Glenferrie Room can comfortably accommodate 20 to 50 people sit down or up to 80 people for a stand up cocktail style function.

Facilities: Projector (audio & visual), iPod/DJ plug in, microphone, private bathrooms, private bar.

Beer Garden



Minimum: 70 people sit down

Maximum: 120 sit down / 200 stand up cocktail.

***Situated alongside one another, our beer garden and The Glenferrie Room can be hired together in full or part, for events requiring space to cater for greater guest numbers, or for hosts whom strictly require private bar facilities, projector and amenities. For these instances, a revised minimum spend can be discussed.

The spacious beer garden has a fully retractable roof that can cater for all types of weather conditions.

Facilities: iPod plug in, microphone, television for audio visual presentations, retractable roof, versatility for private bar tender with a refillable bar station.

The Burwood Lounge



A nonexclusive front section of the hotel which can cater for smaller groups, stand up, cocktail style functions. Please speak to our friendly staff if you require further information.



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OPTION 1:

**Available for groups
larger than 20 people
and less than 50 people**

\$35 pp for 2 courses

\$45 pp for 3 courses

Entrées (shared plates):

- Trio of dips with warm chargrilled bread
- Antipasto platters
- Ligurian olives with rosemary and chilli grissini

Mains (choice of):

- Beef & Guinness Pie with creamy mash and peas
- Homemade chicken parmigiana with fresh garden salad and chips
- Vegetarian risotto of the day (V) (GF)
- Herb crusted fish and chips with house salad

Desserts (choice of)

- Chocolate lava cake pudding with crème fraiche
- Flourless orange cake with orange caramel sauce and vanilla bean icecream

OPTION 2:

**Available for groups
larger than 20 people
and less than 50 people**

\$48 per person for 2 courses

\$60 per person for 3 courses

Entrées (share plates):

- Chicken spring rolls with noc nam dressing
- House made vegetarian croquettes
- Semolina crusted calamari

Mains (50/50 alternate drop):

- Pan roasted fish of the day with buttered beans and mash potato (GF)
- Chicken roulade stuffed with minted feta, artichoke and pinenut, wrapped in prosciutto, potato gratin
- 200gm pasture fed Black Angus eye fillet with sautéed mushroom, roasted tomato, hand cut chips and red wine jus (cooked medium) (GF)
- Vegetarian risotto of the day (GF)

Desserts (50/50 alternate drop):

- Chocolate lava cake pudding with crème fraiche
- Flourless orange cake with orange caramel sauce and vanilla bean icecream

OPTION 3:

**Set menu for groups
larger than 50 people**

**A choice of 2 dishes per
course served alternatively**

\$55 per person for 2 courses

\$65 per person for 3 courses

Entrées (50/50 alternate drop):

- Calamari tossed with ginger, chilli and coriander and served with iceberg lettuce and pickled vegetables (GF)
- Mushroom, potato and goats cheese filo pie with onion jam (V)
- House made gnocchi with lamb and rosemary ragout
- Pan fried prawns and chorizo sausage

Mains (50/50 alternate drop):

- Pan roasted fish of the day with buttered beans and mash potato (GF)
- Chicken roulade stuffed with minted feta, artichoke and pinenut, wrapped in prosciutto, potato gratin
- 200gm pasture fed Black Angus eye fillet with sautéed mushroom, roasted tomato, hand cut chips and red wine jus (cooked medium) (GF)
- Vegetarian risotto of the day (GF)

Desserts (50/50 alternate drop)

- Vanilla panna cotta with stewed fruits and biscotti
- Warm sticky date pudding with butterscotch sauce and King Island cream
- Chocolate ganache and espresso tart with macadamia icecream
- Individual cheese plates with lavosh and toasted fruit bread

Please advise your event manager of any special dietary requests.



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To be cooked by our chefs on the bbq in our beer garden (weather dependant)

OPTION 4:

Basic BBQ Package

*Our summer essentials option.
A perfect choice for a function
in the beer garden.*

\$26 per person

- Vegetarian patties (GF)
- Mediterranean spiced lamb kebabs
- Gourmet sausages
- Marinated chicken tenderloins
- Potato salad
- Garden salad
- Bread rolls
- Sauteed onions
- Condiments

OPTION 5:

Premium BBQ Package

*Our summer essentials option.
A perfect choice for a function
in the beer garden.*

\$42 per head

Starters

- Antipasto selection of cured meats, seafood, grilled vegetables, Ligurian olives and homemade rosemary and chilli grissini

Mains

- Vegetarian patties (GF)
- Market fresh fish of the day
- Vegetarian patties (GF)
- Mediterranean spiced lamb kebabs
- Marinated chicken breast
- Porterhouse steak (cooked medium)
- Bread rolls
- Accompanied by a selection of salads: Greek, quinoa and potato sauces and condiments

Please advise your event manager of any special dietary requests.



Gold \$20 Canape Menu

Choose the following:

- 6 pieces per person \$20
- 8 pieces per person \$25
- 10 pieces per person \$30

Cold selection:

- Curried egg and cucumber finger sandwiches (V)
- Chicken, chive and mustard finger sandwiches
- Assorted sushi with pickled ginger, soy and wasabi (V) (GF)
- Vegetarian quiches
- Thai beef salad on spoon (GF)

Hot selections:

- Vegetarian mini pizza's with seasonal ingredients (V)
- Spinach and feta tartlets with watercress and pear (V)
- House made vegetarian arancini balls
- Prawn and scallop twisters with nuoc nam dipping sauce
- Tandoori chicken skewers and mint raita (GF)
- Assorted mini pies and sausage rolls with homemade tomato relish

Platinum \$30 Canape Menu

Choose the following:

- 6 pieces per person \$30
- 8 pieces per person \$35
- 10 pieces per person \$40

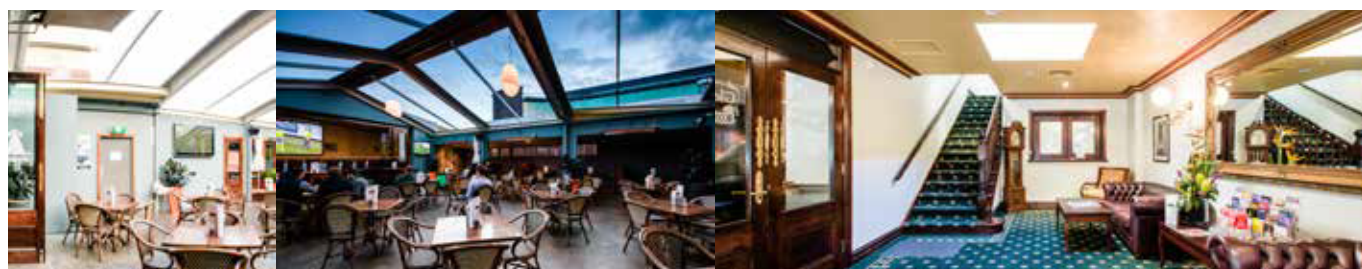
Cold selection:

- Vietnamese rice paper rolls with chicken teriyaki, noodles and cabbage
- Beetroot cured salmon with pickled cucumber on toast
- Peking duck rolls with hoisin sauce
- California rolls with pickled ginger, soy and wasabi (V)
- Individual prawn cocktail with thousand Island dressing (GF)
- Beef carpaccio with roasted peppers, rocket and truffle pecorino

Hot selections:

- Assorted gourmet dumplings with sweet chilli sauce
- Vietnamese chicken spring rolls with nuoc nam sauce
- Asian five spiced pork belly with coleslaw (GF)
- Assorted gourmet pies and sausage rolls with homemade tomato relish
- Mini wagyu beef burgers
- Fish goujons with fries

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CONFERENCE MENU

MORNING/AFTERNOON TEA / LIGHT WORKING LUNCH / BREAKFAST

Minimum 10 People Required

Note: Customised conference packages are available upon request.

Morning or Afternoon Tea

\$12 per person

Choice of one:

Danishes, muffins or savoury quiches

Plus:

- Seasonal fruit platter
- Tea and coffee
- Water

Light Working Lunch

\$25 per person

- Assorted house made pizza's
- Assorted salads
- Curry of the day with rice
- Assorted cakes and petit fours
- Selection of fruit juices and soft drinks
- Tea and coffee station
- Water

Breakfast

\$25

Minimum 30 people

Note: Customised breakfast menus are also available on request including mini Danishes, croissants, muesli and fruit (not included in above price).

* Free range scrambled, poached or fried eggs

Choice of three:

Grilled tomato, Mushroom, Bacon, Chipolatas, Hash browns.

- Toast
- Fruit platter
- Fresh Yoghurt
- Tea and coffee
- Juice
- Water

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BEVERAGE PACKAGES

Silver package

3 hours \$40.00 per person
4 Hours \$50.00 per person

- Boag's Draught
- James Boag's Premium Light
- Morgan Bay Sparkling Brut
- Morgan Bay Sauvignon Blanc
- Morgan Bay Chardonnay
- Morgan Bay Shiraz Cabernet
- Soft Drinks, Juices and Mineral Water

Gold package

3 hours \$50.00 per person
4 Hours \$60.00 per person

- Boag's Draught
- James Boag's Premium Light (btl)
- Heineken (btl)
- James Squire Orchard Crush Apple Cider
- Morgan Bay Sparkling Brut
- Morgan Bay Sauvignon Blanc
- Morgan Bay Chardonnay
- Morgan Bay Shiraz Cabernet
- Soft Drinks, Juices and Mineral Water

Platinum package

3 hours \$70.00 per person
4 Hours \$80.00 per person

- Boag's Draught
- James Boag's Premium Light (btl)
- Heineken (btl)
- James Squire Orchard Crush Apple Cider
- Les Petites Vignettes Champagne
- Katnook Founders Block Chardonnay
- Yealands Sauvignon Blanc
- Seppelt The Drives Shiraz
- Basic Spirits: Scotch/ Vodka/ Gin/ Bourbon/ Bundaberg
- Soft Drinks, Juices and Mineral Water



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FUNCTION TERMS AND CONDITIONS:

Thank you for considering Glenferrie Hotel for your function. The following terms and conditions must be adhered to prior to securing your function.

Confirmation: A booking is deemed confirmed when a deposit is paid and the terms and conditions are signed.

Tentative Bookings: A tentative booking will be held for a period of seven days, after which time the booking will be released.

Deposits: Private functions will not be considered confirmed until a deposit is received and terms and condition are signed. Deposits are generally 30% of the minimum spend however this can vary depending on the requirements of your function/business.

Cancellations: Cancellations made prior to 50 days before the function will be provided with a full refund of your deposit. Cancellations made within 50 days prior to your function will incur a cancellation fee of 50% of the deposit paid.

Minimum Spend: The minimum spend must be spent on one of the food packages, any other costs i.e. DJ hire, security etc do not contribute to minimum spend. If the minimum spend is not reached the difference will be charged to the client at the end of the function as a venue hire fee. Minimum spend applies to private rooms only. Minimum spend may vary on public holidays. Your event manager will be able to advise your minimum spend and public holiday surcharge.

Final Numbers: Confirmation of final numbers attending must be confirmed 7 days prior to function date. Charges for catering will be based on these confirmed numbers. If your numbers decrease once you have confirmed, you will be charged for the numbers confirmed. Any additional guest will be charged for accordingly.

Payment: Payment must be paid in the full at the end of the function. We accept cash, Eftpos, Visa, Mastercard and Amex. Amex cards incur a 1.9% surcharge.

Decorations: Glenferrie Hotel does not permit any decorations to be fixed to any surface of the building without prior approval from management. Confetti of any kind is not allowed under any circumstance.

Liability: Glenferrie Hotel does not accept any responsibility for loss or damage of property, left in the venue, prior to, during, or after an event.

Security: If the function requires extra security under the liquor act, this cost will be charge to the client. Security guards will be arranged by Glenferrie Hotel. Security costs are \$40ph per guard. For the first 100 guests two security guards are required and then one more guard per 100 guests after that.
All functions with amplified music will require security. This includes bands, DJs & live entertainment.

Minors: Minors are permitted in the function under the supervision of their parent or legal guardian. Minors must stay within the function area. All minors must leave the premises by 11pm.

Compliance: Glenferrie Hotel practices the responsible service of alcohol. Patrons deemend to be intoxicated will be refused service and requested to vacate the premises. Glenferrie Hotel has a strict proof of age policy. No ID = No entry. Proof of age card, passport and Australian drivers license, are the only acceptable proof of identification.

Damage: The client is financially responsible for any damage caused to the premises by themselves or their guests.

Dress Codes: Smart, neat, casual dress is required at all times to enter the venue. It is the responsibility of the host/client to advise their guests of the dress code.

Once your function is booked we will send you a personalised copy of these terms and conditions specific to your function for you to sign and return along with your deposit details. Once we have received your terms and conditions and taken a deposit your function is confirmed.

To book your function now please call or email Glenferrie Hotel on
03 9818 6530 or glenferrie.hotel@nhmbrockwell.com.au

WE LOOK FORWARD TO HOSTING YOUR EVENT AT GLENFERRIE HOTEL

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BOOKING AGREEMENT

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Thank you for choosing The Glenferrie Hotel to host your upcoming function.
Please check the following information is correct and sign where indicated.

PERSONAL DETAILS

Name: _____

Address: _____

Postcode: _____

Company: _____

Phone: (H) _____

(B) _____

(M) _____

Email: _____

FUNCTION DETAILS

Date: _____

Time: _____

Occasion: _____

Guest No.: _____

Guest Arrival Time: _____

Venue Area: _____

Bar Style: _____

Food: _____

Special Instructions: _____

CREDIT CARD DETAILS

Cardholder's Name: _____

Card No.: _____

Exp: _____

Security No.: _____

I, the above agree to pay a deposit of \$_____ being for the above stated function and the balance to be on the day of the event.

I, the above agree to a minimum spend of \$_____ for the above stated function. I understand that if minimum spend is not met, that I will be liable for the remaining costs as per the attached terms and conditions.

All accounts must be paid by the date of the above said function unless previously arranged with The Glenferrie Hotel.

I, the above agree to my credit card details being held as security and if necessary debited in the event of not paying on the day. (All payments made by American Express will incur a 1.9% surcharge, please note that we do not accept Diners Club Cards).

I have read, understood and agree to the terms and conditions attached.

SIGNED BY CLIENT

Signature: _____

Name: _____

Date: _____

SIGNED The Glenferrie Hotel

Signature: _____

Name: _____

Date: _____

• Final food and beverage details must be confirmed 7 days prior to the day on which the function is held. • iPod/DVDs to be used during the function must be checked by The Glenferrie Hotel staff 3 days prior to the function Please ensure quality of music selection as this can affect the ambience of your function.

• A minimum number of guests must be confirmed 3 working days prior to the function. • If the booking is cancelled, the client may be liable to pay up to 80% of the minimum charge (see Terms and Conditions) • If the minimum spend for said room is not met, the additional charge will become room hire fee and will be payable on the completion of the function. • In the event of damage to The Glenferrie Hotel property you will be held accountable • The minimum spends does not include audio equipment/flowers or any other equipment hire on behalf of the client.