



**LONGITUDE<sup>°</sup>  
FUNCTIONS**

@

**Matthew Flinders**



**Celebration of Life**

667 Warrigal Rd, Chadstone, VIC 3148

P: (03) 9568 8004

E: [matthewflindershotelfunctions@alhgroup.com.au](mailto:matthewflindershotelfunctions@alhgroup.com.au)

W: [matthewflindershotel.com.au](http://matthewflindershotel.com.au)

# Memorial Package

## **Intimate Package**

\$35 per person - Room Hire \$500 for 5 hours

Includes:

5 x savoury canape bites per person

1 x savoury substantial item per person

2 x sweet canapes bites per person

Flexible room set up, coffee & tea station, black table linen

Projector, screen, microphone & in house music

Drinks: Bar tab, drinks package or Cash bar option can be arranged

## **Deluxe Package**

\$45per person - Room Hire \$500 for 5 hours

Includes:

8 x savoury canape bites per person

2 x savoury substantial item per person

2 x sweet canapes bites per person

Flexible room set up, coffee & tea station, black table linen

Projector, screen, microphone & in house music

Drinks: Bar tab, drinks package or Cash bar option can be arranged

Extras: Antipsasto \$135, cheese platter \$120, dips \$75, sandwich platter \$90, fruit plater \$95, cake platter \$100





# Accommodation



The Matthew Flinders Hotel houses 23 motel rooms for the convenience of your guests. All rooms feature private ensuite, bar fridge with tea and coffee making facilities, flat screen TVs and comfortable King Coil beds. Guests also receive a complimentary breakfast box for the morning.

For reservations, head to our website [nightcaphotels.com.au/hotels/vic/matthew-flinders-hotel](http://nightcaphotels.com.au/hotels/vic/matthew-flinders-hotel)

EAT DRINK PLAY STAY WITH NIGHTCAP HOTELS



# Booking Confirmation Form

COMPANY NAME:

FOOD / BEVERAGE REQUIREMENTS:

CONTACT NAME:

NUMBER OF GUESTS:

ADDRESS:

BAR TAB:

CONTACT NUMBER(S):

START / FINISH TIME:

CONTACT EMAIL:

AGREED ROOM HIRE:

DAY / DATE OF FUNCTION:

ROOM SET UP:

AGREED FUNCTION SPACE:

OCCASSION / NAME OF EVENT:

AV REQUIREMENTS:

The agreed room hire fee is required as a deposit 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.

# 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 the room hire as a deposit payment. We accept EFTPOS, cash and all major credit cards. Room hire covers room setup, linen, staffing for the 5 hour duration of your function. Latest conclusion of function time is 1am. Extra hour is \$100.00 per hour.

## **FINAL DETAILS AND PAYMENT**

The venue requests all food and beverage selections to be provided at least 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 requested fourteen (14) 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. A 10% surcharge applies to all food and beverage menus on public holidays. 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, ADDITIONAL SECURITY**

Minors are only permitted on the premises in the company of their parent or legal 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. Security is required for functions that have live or amplified music under our liquor license. 2 Guards for the first hundred and 1 Guard for every hundred after that. For guests booking for a celebration security guards are required to be present. Price for security is an hourly rate at \$50 per hour with minimum 5 hour duration of your event. Mon - Sat \$60 per hour, Sun \$75 per hour, Public Holidays \$115 per hour.

## **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.

## **INTOXICATED AND DISORDERLY PATRONS**

Licensing laws prohibit liquor supply to disorderly, unduly intoxicated or underage patrons. Patrons showing signs of undue intoxication, disorderly behaviour, verbal abuse will be refused service and will be asked to leave the premises. Management supports staff refusing service for unduly intoxicated patrons. Matthew Flinders Hotel does not accept responsibility for damage, loss of, any clients property left in the premises prior to, during or after the function.

**I CAN CONFIRM THAT I \_\_\_\_\_ HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND**

**CONDITIONS AND AGREE TO COMPLY. SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**