



EVENTS PACKAGE



BIRTHDAYS

ENGAGEMENTS

CORPORATE FUNCTIONS

COCKTAIL PARTIES

Riversdale Hotel
Cnr Riversdale & Auburn Road
Hawthorn Vic 3122
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THE RIVERSDALE – EVENTS PACKAGES

Thank You for considering The Riversdale Hotel for your up coming celebration. The following information details our facilities and catering packages to assist you with planning your event.

The Riversdale is an ideal location for all social and corporate gatherings and can accommodate an intimate gathering of 20 or a gala cocktail event as large as 110. Our friendly professional staff pride themselves on their attention to detail and will ensure every aspect of your event is catered for. So why not allow us to become your instinctive choice when selecting a venue or your next event.

Capacity

CONFIGURATIONS	DOWNSTAIRS LOUNGE	UPSTAIRS BAR
Sit Down	110	
Cocktail Style	180	110

Minimum Charges

Function Rooms

Weekday Session	\$ 700
Friday Evening	\$ 1200
Saturday Lunch	\$ 800
Saturday Evening	\$ 1400
Sunday Lunch	\$ 900

Room Hire

Room hire shall only apply when food and beverage charges do not meet these minimums. A credit card number is required as deposit upon confirmation of your booking. All charges are inclusive of GST and subject to change.

Entertainment

DJ's can be arranged by us – please ask for a price if interested.

Cakes

Celebration cakes can either be brought by the client or we can order direct from the wholesale supplier. The cake itself will be cut by staff and presented at no extra charge.

Cocktail Food Selection

\$50 per platter

25 – 35 pieces

For ten or more platters it is \$40 per platter

Cocktail Food Menu

Cold

- Tomato, Basil and Spanish onion brochette
- Vegetarian nori rolls with wasabi mayonnaise

Hot

- Chicken Satay with peanut sauce
- Lamb and rosemary skewers with mint riata
- Salami, pesto and mozzarella pizza
- Deep fried crumbed calamari with tartare sauce
 - Beer battered fish goujons
 - Spicy meatballs with tomato chutney
 - Vegetable curry puffs with mango chutney
 - Mini spring rolls
 - Mini Shrimp dim sims with sweet soy
- Homemade sausage rolls with tomato ketchup
 - Mini pies
- Honey and mustard glazed chicken drumlets
 - Homemade mini quiche
 - Pumpkin, pesto and ricotta roulade
- Sesame prawn toast with sweet chilli sauce

The following is designed as an additional cocktail option, either as a stand alone or additional item.

THE RIVERSDALE HOTEL

TERMS AND CONDITIONS

General Information

Tentative bookings will be held for a period of 7 days only, upon which the date held, will be released if not confirmed. A Date requested, and held without a deposit will be deemed as a 'tentative booking'

Deposits: A deposit of \$400.00 is required at time of confirmation of your booking. A \$400.00 cancellation fee will be charged should you fail to arrive on the night.

Final Details: menu selections need to be made 2 weeks prior to your function. Menu titles need to be confirmed at least three days prior to your function.

Function Times: Functions can be run from 12pm until 12am. Past 12am will incur extra charges based on the specific night. Function duration is for a maximum of 4 hours. Conditions of these times depend on catering requirements and numbers.

Confirmation of Numbers: Confirmation of numbers can be made up to one week prior to your function. The number of guests that have been confirmed at this time will be the expected number of guests and the number of guests we will be catering for.

Liquor: The Riversdale Hotel practices a Responsible Service of Alcohol. Any intoxicated or unruly person will be asked or escorted from the premise

Decorations: You are free to decorate the room as you please, however no confetti, tape, glue or nails are to be used. Any Damage to the building, furniture or property during the evening and immediately following the event will be the responsibility of the "Hiring Parties" including repairs or replacements.

Loss of personal belongings/delivery of goods: it is the responsibility of the client to be responsible for their own goods and equipment. The Riverdale Hotel will not take responsibility for any damaged or loss items before, during or after a function. If you wish to have anything delivered to The Riversdale Hotel prior to your function you must notify the Manager prior to its delivery.

Payments: We accept all major credit cards. However, Amex and Diners will incur an additional surcharge of 5% of the total bill. A credit card is required to be given to the Riversdale Hotel on the day of your function prior to it commencing as security. We are unable to provide customer account facilities. The final account is payable at the end of the function. Clients wishing to pay their function by Cheque will need to do so 7 days prior to the event. Should any further costs be incurred on the night, payment can only be paid for on credit card. No invoices can be issued on the night unless previously arranged, the following business day we can issue you an invoice if required.

Function Cancellation: Any function cancelled more than 2 weeks prior to the date will be reimbursed the full deposit. Any cancellation of less than 2 weeks prior will unfortunately receive no refund of deposit due to the popularity and advanced bookings of the rooms.

We look forward to help you celebrate your forthcoming event.

Thank You
THE RIVERSDALE HOTEL