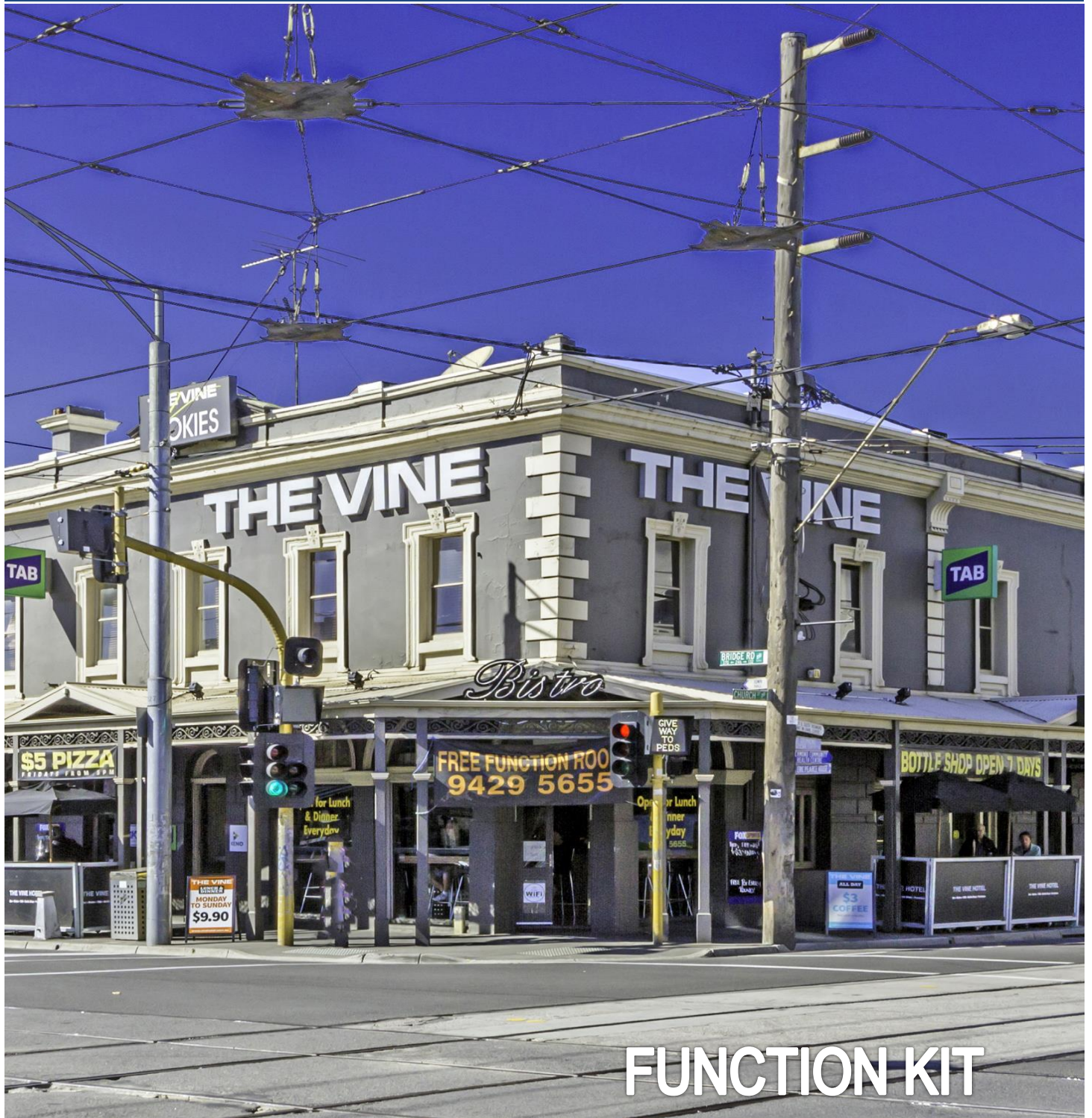


The VINE HOTEL



FUNCTION KIT

254 Bridge Road, Richmond, VIC 3121

Phone: 03 9429 5655

Fax: 03 9427 7244

Email: info@vinehotel.com.au

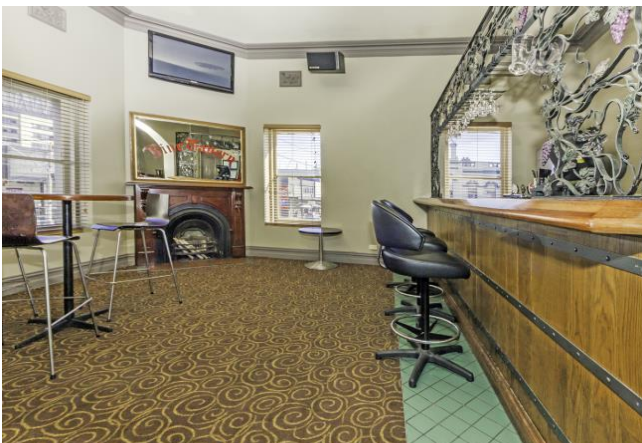
The VINE HOTEL

The Vine Hotel offers two meeting and event spaces suitable for many events. Catering to conferences, meetings, seminars, birthdays and special occasions, the modern décor provides a warm and friendly environment.

We offer a choice of two spaces to choose from:

PRIVATE FUNCTION ROOM

Our upstairs function room is fully equipped with a private bar and restroom facility, as well as a data projector and screen showing Foxsports, Sky Racing, etc. Other features include free Wi-Fi, microphone and iPod connectivity.



The private bar offers three beers and one cider on tap as well as a fully stocked bar licencing until 1:00am.

Maximum capacity: 40 people sit down for dinner bookings or seminars or 100 people for stand up cocktail style functions.

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MEZZANINE

Our Mezzanine level can serve as either an overflow seating area for large functions or it can be booked separately free of charge for small functions or dinner bookings.

Maximum capacity: 26 people sit down for dinner bookings.



QUESTIONS?

If you have any questions or would like to arrange for an inspection of our facilities, please do not hesitate to call or email the Hotel.

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The VINE HOTEL

TERMS AND CONDITIONS (PAGE 1 OF 2)

Thank you for choosing The Vine Hotel as your preferred venue for your function. The following terms and conditions must be read and acknowledged prior to holding your function.

CONFIRMATION: Your booking will be confirmed once payment of a \$350.00 security deposit has been received and the terms and conditions are signed. Tentative bookings will be held for up to 14 days without payment, after which time the booking will be released.

CANCELLATIONS: All cancellations made within 7 days of the function date will render forfeiture of the security deposit of \$350.00.

MINIMUM SPEND: A minimum spend of \$1000.00 is required for the hiring of a function room. This includes bar sales only and not including food. If the minimum spend is not reached, the Hotel will charge \$350.00 for room hire.

RESPONSIBLE SERVICE OF ALCOHOL: The Vine Hotel practices Responsible Service of Alcohol (RSA) at all times and management reserves the right to refuse entry or expel any patrons from the premises if deemed necessary. The Vine Hotel does not permit BYO alcohol under any circumstances.

MINORS: All minors must be accompanied by a parent or legal guardian at all times. Under no circumstances are minors permitted to consume alcohol and if caught doing so, will be asked to leave the Hotel. Management also has the right to shut down the function immediately if the preceding event occurs.

SECURITY: If additional security is required for large functions, the cost will be at the expenditure of the client. The Hotel will arrange security at a cost of \$40.00 per hour per security guard. This will be decided upon by management prior to your function and the client will be advised.

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TERMS AND CONDITIONS (PAGE 2 OF 2)

DECORATIONS: Decorations are welcomed however, must be approved by Management prior to the function. No sticky tape or screws are to be used under any circumstances.

LIABILITY: While the Vine Hotel will make every effort to ensure the security of the client's property, we do not accept any responsibility for any loss or damage prior, during or after the function.

DAMAGE: The client is responsible for any damage caused to the Hotel property or premises by themselves or their guests. Damage to the function room may include but are not limited to the following:

- Damage to any Hotel or customers property and individuals
- Additional toilet cleaning, carpet cleaning or equipment replacements
- Damage or cleaning of electrical or audio visual equipment

I agree to abide by all of the above terms and conditions and will reimburse the Vine Hotel for any additional costs that may arise from the function attendee's behaviour. These charges conditional to the event is to be initially subtracted from the \$350.00 deposit. If the amount is to be greater than this sum, I agree to pay The Vine Hotel or the Hotel's insurance company the full amount within 7 days from the date of the function. All deposits will be returned via cheque by mail or may be personally collected the following Monday afternoon.

Client Full Name: _____

Date: _____

Client Signature: _____

Management Full Name: _____

Date: _____

Management Signature: _____

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FUNCTION FOOD MENU

All platters listed below are \$90.00 each:

- *Assorted Gourmet Quiches
- Assorted Gourmet Party Pies
- BBQ Beef Skewers
- Chicken Drumettes
- Crumbed Chicken Tenders
- Herb & Napoli Meatballs
- Mini Kiev Platter
- Mini Fish Tacos
- Mini Lamb Souvlaki
- Mixed Asian Platter
- Panko Prawn & Calamari
- *Pumpkin Risotto Balls
- Seasoned Prawn & Squid
- Smoked Salmon Bruschetta
- *Spinach & Ricotta Pastizis
- *Spinach & Mushroom Risotto Balls

* Denotes Vegetarian option

Please also be aware that your order must be placed at least five days before the date of the function date. Any changes you wish to make to your order must be made no later than 72 hours prior to your function.

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