



## Keysborough Hotel Function Package

The Keysborough hotel has a fantastic function offer to suit everybody. With modern décor and newly renovated bar, friendly staff and delicious food our function rooms can cater for any occasion, whether it is a milestone birthday, engagement or a corporate function\*.

We are proud to offer our outdoor entertainment area for private use\*\* which boasts your own outdoor bar, cook out and lounge facilities.

Located in the south eastern suburbs, our venue offers a central position for the southern and south eastern corridors along with ample parking, making us the perfect choice for your next function.

Our broad range of menu selections enables you to choose the perfect menu for your special occasion. We can also tailor a complete package to suit your specific needs.

Should you have any special requests regarding menus, dietary needs, or even decorations, please contact us to discuss these requirements on 9798 2055. We also have 15 Motel rooms available so should guests be traveling from interstate or a long distance we can offer a function based discount rate for our rooms.

We look forward to working with you to help plan the perfect event.

Please note, all pricing includes 10% G.S.T. Pricing and item range is subject to change.  
\*Conditions apply, see terms and conditions page for more information.

We have can cater for everyone choose from, a budget, standard, deluxe or BBQ option. Listed below are the menus from which you make your finger food selections. Feel free to choose straight from the standard menu or mix it up with some interesting choices from the deluxe menu. If you don't see it here please contact our function co-coordinator and we will do our best to help.

**BUDGET OPTION - \$12 PER PERSON**

- Party Pies
- Sausage Rolls
- Vegetarian Samosas
- Vegetarian Spring Rolls
- Mini Dim Sims
- BBQ Meat Balls

**BBQ OPTION - \$15 PER PERSON**

- BBQ Meatballs
- Garlic Prawn Skewers
- Tandoori Chicken Kebabs
- Teriyaki Beef Kebabs
- Spicy Chicken Wings
- Mini Veggie Patties
- Plum Pork Riblets

**YOUR CHOICE OPTIONS**

- \$15.00 per person – choose 6 items from the standard menu
- \$18.00 per person – choose 3 items from each menu
- \$20.00 per person – choose 6 items from the deluxe menu

**STANDARD OPTIONS**

- Party Pies
- Sausage Rolls
- Vegetarian Samosas
- Asian Wontons
- Vegetarian Spring Rolls
- Fish Goujons
- Mini Pizza Selections
- Mini Quiche Quiches
- Mini Vol Au Vents
- Mini Dim Sims
- Chicken Kiev Balls

**DELUXE OPTIONS**

- Baby Bruschetta With Traditional Toppings
- Chicken Liver Pate En Croute
- Assorted Arancini Balls
- Spinach & Ricotta Triangles
- Deep Fried Panko Calamari
- Crumbed Prawn Cutlets
- Sesame Prawn Toasts
- Mini Chicken Mignons
- Deep Fried Camembert Wedges
- Selection Of Mini Gourmet Pies
- Finger Sandwiches

All cocktail packages include a Tea & Coffee and Iced Water station  
 All options are served for a two hour duration, half an hour from start of function or as required

Minimum 50 guests required  
 Maximum 200 guests





**CONFIRMATION AND DEPOSIT**

Confirmation of your booking is required with the signed Terms and Conditions in writing together with the deposit as stipulated below, within 7 days of the original reservation; otherwise The Keysborough Hotel reserves the right to make available any tentative booking not confirmed during this period.  
 Social Functions \$ 300.00

**ROOM HIRE**

Included in the room hire charge is, the use of our function room for a five hour duration with staff and security, a tea and coffee station, glassware, crockery and cleaning, plus 6 balloon clusters in the colour of your choice.

**BOND**

A bond of \$ 300 will be required for any function booked at The Keysborough Hotel. This bond will be required 3 days prior to the function and will cover any damages as stated in the "Damages" section below. The bond will be refunded in full within 24 hours after the event provided there are no damages sustained to The Keysborough Hotel.

**CONFIRMATION OF ATTENDANCE**

Final numbers will be required 7 days prior to your event. Charges will be based on these minimum numbers or the actual attendance, whichever is greater.

**CATERING REQUIREMENTS**

Menu selections will be required 14 days prior to your event. Should selections not be advised at this point your menu selection can not be guaranteed to be available.

**PAYMENT**

Full payment is required for confirmed numbers 5 days prior to the function. Where beverages are charged on consumption, your beverage account is to be settled at the conclusion of the function. Corporate clients may make a credit application and an account will be forwarded, payable within seven days of receipt. All payments can be made by, Cash, Credit Card or EFTPOS. Cheques will only be accepted for payment two weeks prior to function.

**CANCELLATION**

In the event of a function cancellation, the following fees will apply:

More than 120 days notice:	deposit will be refunded, less a \$50 booking fee
119- 90 days notice:	50% of deposit will be refunded
89-60 days notice:	25% of total estimated value of the event
59-30 days notice:	50% of total estimated value of the event
29- 8 days notice:	75% of total estimated value of the event
Less than 7 days notice:	100% of total estimated value of the event

**PRICE VARIATIONS**

Every endeavor is made to maintain our prices as originally quoted to you; however, they are subject to change. Should any increases occur, we will notify you immediately.

**\*\*WEATHER/ OUTDOOR AREA**

When hiring the outdoor area we offer a 6m x 3m Marquee to the east end of the courtyard for your use. In the case of impending inclement weather we will erect the marquee at no extra expense but will be unable to offer fully enclosed facilities and as such the event is booked at your own discretion.

**GST**

The prices quoted are inclusive of the Goods and Services Tax.

**BYO POLICY**

No food or beverage of any kind will be permitted to be brought into The Keysborough Hotel for consumption at the function by the organiser with the exception of Wedding Cakes, Birthday Cakes etc. with the express permission of The Keysborough Hotel.

**CONTENT OF EVENT**

If The Keysborough Hotel has reason to believe that any event/function will affect the smooth running of The Keysborough Hotel' business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

**DAMAGES & CLEANING**

Organisers are financially responsible for any damage sustained to The Keysborough Hotel by the organiser, organiser's guests, invitees or other persons attending the function, whether in the function room or any part of The Keysborough Hotel. The client or their guests may incur extra cleaning expenses in the event of negligent behaviour, which results in willful litter being left.

**SIGNAGE**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Keysborough Hotel public areas is to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

**INSURANCE**

Whilst the staff of The Keysborough Hotel will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend organisers should arrange their own insurance & security.

I, (NAME) \_\_\_\_\_ HAVE READ AND UNDERSTAND THESE TERMS & CONDITIONS.

SIGN: \_\_\_\_\_ DATE:  /  /