



We thank you for your enquiry,

### **ROOM HIRE/DEPOSIT**

To secure your function date we require a \$250 room hire fee. This fee covers the hire of the space and use for up to 5 hours, any basic linen requirements, staff, security, cleaning, tea light candles and a tea & coffee station (if required)

### **CATERING**

Catering packages are tailored to your needs but there are some minimum spend restrictions in order for us to be able to host your function. We have a range of menus available in relaxed sit down, semi-formal or cocktail formats. Please find the attached menu examples and feel free to discuss with us.

### **BEVERAGES**

We can tailor the list to your requirements either by pay as you go or on a nominated amount for a bar tab. Bar service will conclude 15 minutes prior to the finishing of function.

### **ENTERTIANMENT/MUSIC**

We have an in house iPod/Laptop attachment. You may also use acoustic live entertainment, Juke Box or DJ. There is also a TV available to you to use for photo slideshow through a USB or Memory card.

### **DECORATIONS**

As part of your room hire cost we will provide your function with white. We can discuss various decorating options and recommend some local party places that can assist you with dressing the room to your requirements.

### **TIMES**

We will provide you the times you can have access to the room to decorate. This may be dependent upon other bookings on the day. The duration of you function is 5 hours but we can discuss alternative arrangements if required. The latest finishing time is 12.30am.

### **SECURITY**

Security must be provided for functions over 40 people and is included in all packages.

### **NUMBER OF PATRONS**

To ensure you and your guests have a comfortable and enjoyable time we have a limit on the numbers we can have for your specific function:

**Formal Sit Down**  
**Cocktail Style**

Maximum 60 people (Minimum 25 people)  
Maximum 100 people (Minimum 40 people)

## **PAYMENT**

For cocktail functions require the final numbers and full payment for food costs 2 full weeks prior to your function.

For sit down functions you may be able to pay upon completion of your event but this can be discussed prior to the day.

If running a bar tab the beverage costs are to be paid at the completion of your function. We accept all major credit cards. Personal cheques will not be accepted unless prior arrangements are made with management.

## **FINE PRINT**

- All normal venue policies, procedures & legal requirements apply to any and all persons attending functions within our hotel. Management reserves the right to remove & eject uncooperative and/or intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms & conditions and comply.
- Any damage, theft, breakage or vandalism by any patron at your function will be become your responsibility and you will be liable for any costs incurred by the venue.
- If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves all rights to cancel at their discretion without notice or liability.
- All catering must be provided by us, however you may bring in cakes/treats (within reason), chips, nuts, lollies etc
- As we are located in a residential area we do have some restrictions on noise level.
- If you elect to hire a DJ or acoustic entertainment we need to be provided with their contact details prior to 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 all equipment & decorations, and reserve the right to disallow anything deemed offensive, dangerous or a nuisance. It is the responsibility of the host to remove all decorations and equipment from the venue at completion of function.
- \*10% surcharge applies to all functions hosted on a public holiday

We trust that this information can assist you with planning your special function and look forward to providing you with the professional service it deserves. Please feel free to contact us if you have any further queries on (03) 5979 1201.

I confirm that I

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Have read and understood the above terms & conditions and agree to comply

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# FUNCTION FOOD MENU

FOOD FOR \_\_\_\_\_ PEOPLE  
Managers Copy

- |   |   |
|---|---|
| <input type="checkbox"/> Prawn Gyozas               | <input type="checkbox"/> House Made Pizza         |
| <input type="checkbox"/> Party Pies & Sausage Rolls | <input type="checkbox"/> Fish Goujons             |
| <input type="checkbox"/> Spinach & Ricotta Parcels  | <input type="checkbox"/> Pork & Chive Dumplings   |
| <input type="checkbox"/> Chicken Ribs               | <input type="checkbox"/> Assorted Aranchini Balls |
| <input type="checkbox"/> Cocktails Samosas          | <input type="checkbox"/> Dips with Warm Pita      |
| <input type="checkbox"/> Cocktails Spring Rolls     | <input type="checkbox"/> Cocktail Dim Sims        |
| <input type="checkbox"/> Salt & Pepper Calamari     | <input type="checkbox"/> Petit Fours              |

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

\_\_\_\_\_



Westernport Hotel Hastings  
16 High Street, Hastings 3915  
[hotel@westernporthotel.com.au](mailto:hotel@westernporthotel.com.au)  
Ph: 03 5979 1201

# FUNCTION FOOD MENU

FOOD FOR \_\_\_\_\_ PEOPLE  
Chef's Copy

- |   |   |
|---|---|
| <input type="checkbox"/> Prawn Gyozas               | <input type="checkbox"/> House Made Pizza         |
| <input type="checkbox"/> Party Pies & Sausage Rolls | <input type="checkbox"/> Fish Goujons             |
| <input type="checkbox"/> Spinach & Ricotta Parcels  | <input type="checkbox"/> Pork & Chive Dumplings   |
| <input type="checkbox"/> Chicken Ribs               | <input type="checkbox"/> Assorted Aranchini Balls |
| <input type="checkbox"/> Cocktails Samosas          | <input type="checkbox"/> Dips with Warm Pita      |
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Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

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# FUNCTION FOOD MENU

FOOD FOR \_\_\_\_\_ PEOPLE  
Customer Copy

- |   |   |
|---|---|
| <input type="checkbox"/> Prawn Gyozas               | <input type="checkbox"/> House Made Pizza         |
| <input type="checkbox"/> Party Pies & Sausage Rolls | <input type="checkbox"/> Fish Goujons             |
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| <input type="checkbox"/> Salt & Pepper Calamari     | <input type="checkbox"/> Petit Fours              |

**6 Choices @ \$22ph**  
**10 Choices @ \$26ph**  
**All Choices @ \$30ph**



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