



89 Queens Parade - Clifton Hill | 3068 | VIC | Australia | (03) 9489-8705



# FUNCTION PACK



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## Functions @ Clifton Hill Hotel

The Clifton Hill Hotel is the perfect venue for your next function. We can cater for functions from 30 -300 people and can tailor functions to suit your needs. Whether you're looking for a fun location for your corporate function or an entertaining venue for your next celebration, you can't look past the Clifton Hill Hotel.

## Features

- Fully staffed and serviced bar
- DJ booth
- Dance floor
- Stage
- Projector screen
- PA & IPod Facilities

## Entertainment

Depending on what type of function you're having, we can organise the right entertainment for you. Let us know if you require a DJ or a band for the night or if you would prefer to bring your own and require a sound engineer. We also have the facilities for the use of an IPod.

DJ's that we have used for previous functions:

DJ Daniel: 0424 721 104 (we recommend)

Mobile DJ's: (03) 9890 3945



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## Catering

As we don't have any kitchen facilities at the Clifton Hill Hotel we have some contact numbers for some finger food or catering companies that you may like to use. We welcome you to bring any of your own food or heating facilities and we can assist you with any preparations.

Finger Food Company [www.fingerfoodcompany.com.au](http://www.fingerfoodcompany.com.au)

Phone: 1300 346 437

Fabulous Finger Food [www.fabulousfingerfood.com.au](http://www.fabulousfingerfood.com.au)

Phone: 1800 850 720

## Room Hire / Rates

Hire of the Emerald Lounge function room is \$280.

We have no minimum spend for a function.

A \$100 deposit is required to confirm your function.

## Room Hours

5pm – 1am

Please speak to a manager if you require access to the room to set up during the day.

## Tentative Bookings

To give you the opportunity to plan for your function we are able to give you a tentative booking for your preferred date. In the event of us receiving another enquiry for that date we will contact you to ascertain whether or not you would like to confirm your booking.



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## **Bookings & Confirmations**

To confirm your booking we require a \$100 deposit. All bookings will remain tentative until such time that a deposit is paid. If the deposit is not received in full we may release the day to other prospective clients.

## **Deposit**

- A \$100 Deposit is required to secure your function date
- The deposit will be taken off the full amount of the bill on the night of your function
- If the function is cancelled 30 days before the date of your function then the full amount of the deposit will be refunded
- If the function is cancelled less than 30 days prior to the date of your function then the deposit will be retained in full by the Clifton Hill Hotel
- All payment is required on the date of your function

## **Final Numbers**

We require an estimate of the number of guests attending at least 7 days prior to your function.

## **Cancellation**

Should your event be cancelled within 30 days of the function date all deposits shall remain the property of the Clifton Hill Hotel.



## **Responsible Service of Alcohol**

All staff at the Clifton Hill Hotel are trained in the Liquor Licensing accredited "Responsible Service of Alcohol" certificate and by law may refuse to serve alcohol to any person that is deemed to be intoxicated. Under no circumstances are persons under the age of 18 years allowed on the premises or in the function area unless they are accompanied by their parent or legal guardian for the entire duration of their patronage at the Clifton Hill Hotel. Underage persons must also be authorized by Clifton Hill Management before attending a function and current venue policy applies.

## **Damage**

In the event that any furniture or any other part of the function room is "purposely or foolishly" damaged, the cost of repairs will be forwarded to the person responsible for the function room. We do understand that some incidental damage may occur at no fault of the function.

## **Lost Property**

The Clifton Hill Hotel will not accept any responsibility for any damages or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the client.

## **GST**

All prices quoted are inclusive of GST.

## **Client Responsibility**

The client is required to inform all relevant personnel involved in the organising of the function of these terms and conditions.

**We look forward to making your function a night to remember.**