

# The Vale Hotel

## Function Information

Thank you for expressing interest in The Vale Hotel

The Vale Hotel has been designed to cater for a variety of function needs. We have a lounge area that can be partitioned off where small cocktail parties, meetings, break-ups etc can be held. At night our Sports Bar can be transformed into a private function room with separate entry. There is also the Bistro dining area for breakfasts, luncheons, afternoon meetings or dinner (this of course will depend on numbers and the day requested), or the deck where you can hold BBQ functions or small daytime gatherings.

We also have a range of menu options to choose from to ensure all your guests are catered for.

Please do not hesitate to contact us to arrange an appointment to discuss the individual requirements of your special occasion.

### Contact Details

Function Co-ordinator: Cheryl Wilkin

Venue Manager: Dean Normington

Phone: 9546 9666

Fax: 9547 1776

Email: [vale.hotel@alhgroup.com.au](mailto:vale.hotel@alhgroup.com.au)

# Function Food

\$55 platter (six selections)

(platters serve approx 10 people)

## Items for Selection

### Meat

Mini Dim Sims  
Mini Spring Rolls  
Party Sausage Rolls  
Party Pies  
Meat Balls

### Vegetarian

Spinach and Feta Parcels  
Mini Quiche  
Samosa's  
Wedges

### Chicken

Chicken Wingettes  
Sweet Chilli Chicken Strips  
Mini Chicken Kiev Balls

### Seafood

Calamari  
Fish Bites  
Prawn Toast

***Sandwiches:*** a great variety of sandwich filling on fresh bread. **\$45.00**

***In Addition*** (Prices upon request)

***Dip and Bread:*** Three different types of dip served with crusty turkish bread.

***Antipasto:*** Roasted capsicum, marinated mushrooms, salami, smoked salmon, olives and fresh sliced tomato drizzled with pesto.

***Cheese Platter:*** An assorted variety of cheeses served with fresh crackers, deli kabana and dried fruits.

All items are served with the relevant condiments.

# Breakfast Menu

\$19.50 per head

Variety of Cereals  
Bacon  
Eggs (cooked to order)  
Sausages  
Toast  
Tomatoes  
Mushrooms  
Baked Beans  
Hash Browns  
Fruit Platter

Coffee, Tea and Orange Juice

## B.B.Q on the Jetty

Available Monday – Thursday lunch only

All packages come with condiments and food is cooked by our staff on the Jetty.

### Menu 1

Sausages

Rissoles

Onions

2 x Salads

Bread

**\$12 per head**

### Menu 2

Sausages

Rissoles

Onions

Marinated Chicken Wings

2 x Salads

Bread

**\$16 per head**

### Menu 3

Rissoles

Sausages

Onions

Marinated Chicken Wings

Rump Steak

2 x Salads

Bread

**\$20 per head**

### Choice of salads

Garden

Greek

Caesar

Coleslaw

# Terms and Conditions

## *Confirmation and Deposit*

Confirmation of your booking is required with the signed Terms and Conditions, together with a \$200.00 deposit within 7 days of the original reservation otherwise; The Vale Hotel reserves the right to make available any tentative booking not confirmed during this period.

## *Bond*

A bond of \$300.00 will be required for any function booked at The Vale Hotel. This bond will be required 7 days prior to the function and will cover any damages as stated in the "Damages" section below. The bond will be refunded in full 24 hours after the event provided there are no damages sustained to The Vale Hotel.

## *Confirmation of Attendance*

Final numbers and menu selections will be required 7 days prior to the function

## *Payment*

Full payment is required 7 Days prior to the function. Where beverages are charged on consumption, the beverage account is to be settled at the conclusion of the function and may be paid by cash, credit card or eftpos.

## *Cancellation*

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

More than 30 days notice      deposit will be refunded, less \$50.00 booking fee.

29-8 days notice                      75% of total estimated value of event.

Less than 7 days notice              100% of total estimated value of event.

## *Price Variations*

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

## *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 Vale Hotel by the organiser with the exception of Birthday Cakes etc. with the expressed permission of The Vale Hotel.

## *Content of Event*

If The Vale Hotel has reason to believe that any event/function will affect the smooth running of The Vale Hotel's 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 damages sustained to The Vale Hotel by the organiser, organiser's guests, invitees of other persons attending the function, whether in the function room or any part of The Vale Hotel. The Client or their guests may incur cleaning expenses in the event of negligent behaviour, which results in wilful litter being left.

## *Signage*

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

## *Insurance*

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

## *Patron Behaviour*

It is required that the organiser and guests will conduct the function and themselves in an orderly manner in full compliance with The Vale Hotel. Minors are not permitted in the function room unless in presence of parent or legal guardian. Management reserves the right to exclude or eject any or all objectionable persons from the premises without liability. At our discretion extra security will be required at a cost to the organiser.

**I, (Name) \_\_\_\_\_ have read  
and understand these Terms & Conditions.**

**Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_**

# Room Hire & Deposits

## *Room Hire*

The function room is free to hire on the basis of a minimum number of guests and a minimum amount of catering.

Lounge Bar: minimum guests 30 maximum 70

Function Room: minimum guests 50 maximum 120

BBQ on the Deck: minimum guests 20 maximum 60

Breakfast: Available on request – minimum of 20 guests

## *Deposits*

A deposit of \$200.00 is required to confirm your function. This amount will be subtracted from the total bill at the end of your function provided there has been no damage to the amenities.

The total food bill is to be paid seven days prior to the function. Should you cancel your function the deposit will not be refunded unless seven days notice is given.

## *Beverage*

All drinks are charged on consumption basis with a choice of a bar tab for your guests exclusively or they can purchase drinks over the bar.

Tea and coffee is available upon request, this must be confirmed when paying the food component of your function.

# Function Booking Application Form

TYPE OF FUNCTION:

ROOM:

CONTACT PERSON:

ADDRESS:

TELEPHONE NUMBER:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

DATE REQUIRED:

TIMES REQUIRED:

START: \_\_\_\_\_

Finish: \_\_\_\_\_

APPROXIMATE NUMBER OF GUESTS ATTENDING:

ENTERTAINMENT (eg:DJ):

NUMBER OF PLATTERS:

MENU OPTION:

- A \$200 deposit is required to secure your Function Booking, to accompany this form.
- I acknowledge and accept having read and understood the above information, and have retained a copy for my information. I further comply with all aspects of such conditions on application form.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## Credit Card Details:

Name on Card: \_\_\_\_\_

Card Number:

Exp:   /

Signature: \_\_\_\_\_