

THE ALBERT PARK HOTEL ESTD 1883



EVENTS

FUNCTIONS@THEALBERTPARK.COM.AU
03 8644 4095



CELEBRATE ALL YOUR MEMORABLE MOMENTS AT THE ALBERT
PARK HOTEL. PERCHED ABOVE THEBUSTLING PUBLIC BAR,
OUR STYLISH FUNCTION SPACE IS DESIGNED WITH
VERSATILITY IN MIND.

RESTORED AS THE HEARTBEAT OF THE ALBERT PARK COMMUNITY,
OUR EXPANSIVE PUBLIC BAR ANDSTYLISH UPSTAIRS EVENT SPACE
IS MADE FOR BIRTHDAYS, ENGAGEMENTS, ANNIVERSARIES,
AND THE LITTLE WINS IN BETWEEN.

EVENT SPACES

LEVEL ONE



LEVEL ONE EXCLUSIVE USE

OUR COCKTAIL BAR AND LOUNGE IS THE PERFECT SETTING FOR A CANAPÉ STYLE EVENT. IT CAN HOLD EXCLUSIVE STYLED EVENTS FOR UP TO 180 GUESTS, WITH A MINIMUM SPEND APPLIED.

COCKTAIL PACKAGES

- CANAPES START FROM \$55 PER PERSON
- BEVERAGE PACKAGES START FROM \$65 PER PERSON

EVENT SPACES

LEVEL ONE COCKTAIL



LEVEL ONE COCKTAIL LOUNGE

OUR COCKTAIL BAR AND LOUNGE IS THE PERFECT SETTING FOR A RELAXED, INTIMATE EVENT. IT CAN HOLD UP TO 60 GUESTS, WITH A MINIMUM SPEND APPLIED.

COCKTAIL PACKAGES

- CANAPES START FROM \$55 PER PERSON
- BEVERAGE PACKAGES START FROM \$65 PER PERSON

EVENT SPACES

LEVEL ONE SEMI-PRIVATE



LEVEL ONE SEMI-PRIVATE DINING

OUR VERSATILE LEVEL ONE SPACE IS PERFECT FOR INTIMATE DINNERS, WITH SEATED OPTIONS FOR UP TO 44 PEOPLE TO ENJOY ONE OF OUR MODERN-CHINESE CLASSIC BANQUET OPTIONS. MINIMUM SPENDS APPLY.

SEATED PACKAGES

- BANQUET MENU \$80 PER PERSON
- DELUXE BANQUET MENU \$110 PER PERSON.
- BEVERAGE PACKAGES START FROM \$65 PER PERSON

EVENT SPACES

ADD ONS



OPTIONAL SEMI-PRIVATE COCKTAIL SPACE
PERFECT FOR PRE OR POST-EVENT DRINKS,
OUR SEMI-PRIVATE COCKTAIL AREA CAN
ACCOMMODATE GUESTS EITHER SIDE OF THEIR
DINING EXPERIENCE.

CUSTOM COCKTAIL PACKAGES AVAILABLE ON
REQUEST.

FOOD AND BEVERAGE OFFERING



SEATED DINING

BANQUET \$80PP
DELUXE BANQUET \$110PP

CURRENT BANQUET MENU'S AVAILABLE
UPON REQUEST. PLEASE NOTE, THESE
ARE SUBJECT TO CHANGE DUE TO
SEASONALITY AND AVAILABILITY.

CANAPÉS

OPTION 1 - \$55PP
3 COLD, 3 HOT CANAPÉS
(1 PIECE PER PERSON OF EACH SELECTION)

OPTION 2 - \$85PP
3 COLD, 4 HOT CANAPÉS
1 SUBSTANTIAL CANAPÉ, 1 DESSERT CANAPÉ
(1 PIECE PER PERSON OF EACH SELECTION)

ADDITIONAL CANAPES

\$10PP HOT & COLD
\$15PP SUBSTANTIAL

BEVERAGE PACKAGES

PREMIUM
2 HOURS, \$65PP
3 HOURS, \$75PP

LUXURY
2 HOURS, \$75PP
3 HOURS, \$85PP

TERMS AND CONDITIONS

TENTATIVE BOOKING

ANY TENTATIVE BOOKINGS RECEIVED WILL BE HELD FOR A PERIOD OF 3 WORKING DAYS. THE ALBERT PARK HOTEL RESERVES THE RIGHT TO MAKE AVAILABLE ANY TENTATIVE BOOKINGS NOT CONFIRMED DURING THIS PERIOD.

CONFIRMATION AND DEPOSIT

CONFIRMATION OF YOUR BOOKING IS REQUIRED WITH THE SIGNED TERMS AND CONDITIONS IN WRITING TOGETHER WITH THE BOOKING DEPOSIT, WHICH IS NON-REFUNDABLE, WITHIN A MONTH OF THE ORIGINAL RESERVATION. DEPOSIT REQUIRED IS 25% OF YOUR MINIMUM SPEND REQUIREMENT.

MINIMUM SPENDS

ALL FUNCTIONS MUST ADHERE TO THE MINIMUM SPEND STIPULATED AT THE TIME OF BOOKING, WHICH IS PAYABLE 7 WORKING DAYS PRIOR TO THE EVENT TAKING PLACE.

CONFIRMATION OF ATTENDANCE

FINAL NUMBERS WILL BE REQUIRED 7 DAYS PRIOR TO YOUR EVENT. YOU MUST CATER FOR ALL GUESTS ATTENDING YOUR FUNCTION. CHARGES WILL BE BASED ON THESE MINIMUM NUMBERS OR THE ACTUAL ATTENDANCE, WHICHEVER IS GREATER. MENUS, BEVERAGE ARRANGEMENTS, ENTERTAINMENT, AND ROOM SET UP, STARTING AND FINISHING TIMES MUST BE CONFIRMED 14 DAYS PRIOR TO THE FUNCTION.

CATERING/BEVERAGE REQUIREMENTS

MENU SELECTIONS WILL BE REQUIRED 14 DAYS PRIOR TO YOUR EVENT; ALL FUNCTIONS MUST BE CATERED FOR THROUGH ONE OF THE ALBERT PARK HOTELS CATERING PACKAGES, NO EXTERNAL CATERING IS PERMITTED. SHOULD SELECTIONS NOT BE ADVISED AT THIS POINT YOUR MENU SELECTION CANNOT BE GUARANTEED TO BE AVAILABLE. THE ALBERT PARK HOTEL RESERVES THE RIGHT TO SELECT ON YOUR BEHALF AND/OR SUBSTITUTE MENU ITEMS OF A SIMILAR QUALITY, DUE TO, BUT NOT LIMITED TO, SUPPLIER SHORTAGES AND SEASONAL CHANGE. EVERY ENDEAVOUR IS MADE TO MAINTAIN SELECTIONS, HOWEVER THE ALBERT PARK HOTEL RESERVES THE RIGHT TO SUBSTITUTE SELECTED BEVERAGES WITH BEVERAGES OF EQUAL VALUE IF THE PREFERRED SELECTION IS UNAVAILABLE, AND WE WILL NOTIFY YOU IMMEDIATELY.

PAYMENT

THE MINIMUM SPEND REQUIREMENT IS PAYABLE 7 WORKING DAYS PRIOR TO YOUR EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH MANAGEMENT. WHERE BEVERAGES ARE CHARGED ON CONSUMPTION, YOU MUST SETTLE THE MINIMUM REQUIREMENT AND ANY OUTSTANDING BALANCE ON THE EVENING IS TO BE SETTLED AT THE CONCLUSION OF THE EVENT.

WE DO NOT ACCEPT PAYMENT VIA CHEQUE, DIRECT DEBIT OR DINERS CARD.

SMOKING

THE "FUNCTION ROOMS" ARE STRICTLY NON SMOKING AREAS. SMOKING IS ONLY PERMITTED OUTSIDE OF THE VENUE.

CANCELLATION POLICY

REFUNDS ARE MADE ON A PRO-RATA BASIS; 1-3 MONTHS: DEPOSIT WILL BE FORFEITED LESS THAN 1 MONTH: DEPOSIT FORFEITED + CANCELLATION FEE EQUIVALENT PRIOR TO EVENT TO 10% OF TOTAL ESTIMATED FOOD AND BEVERAGE CHARGES (BASED ON LAST NUMBERS PROVIDED). LESS THAN 2 WEEKS: DEPOSIT FORFEITED + CANCELLATION FEE EQUIVALENT PRIOR TO EVENT TO 20% OF TOTAL ESTIMATED FOOD, BEVERAGE AND AV CHARGES (BASED ON LAST NUMBERS PROVIDED). LESS THAN 1 WEEK: DEPOSIT FORFEITED + CANCELLATION FEE EQUIVALENT PRIOR TO EVENT TO 50% OF TOTAL ESTIMATED FOOD, BEVERAGE AND AV CHARGES (BASED ON LAST NUMBERS PROVIDED). *PLEASE NOTE THAT RESCHEDULING YOUR BOOKING IS CLASSED AS A CANCELLATION OF THE ORIGINAL DATE AND WILL INCUR THE SAME CANCELLATION POLICIES AS OUTLINED ABOVE.

ENTERTAINMENT

IT IS THE ORGANISER'S RESPONSIBILITY TO ENSURE THAT ANY EXTERNAL AV EQUIPMENT OR DEVICES SUCH AS IPODS, LAPTOPS, USBs ETC. ARE COMPATIBLE WITH OUR IN HOUSE EQUIPMENT. YOU MAY TEST ANY OF THIS EQUIPMENT AT A MUTUALLY CONVENIENT TIME PRIOR TO THE FUNCTION. EXTERNAL ENTERTAINMENT: APPROVAL BY MANAGEMENT IS REQUIRED SHOULD THE ORGANISER WISH TO HIRE A BAND, DJ OR ANY OTHER FORM OF ENTERTAINMENT. NOISE RESTRICTIONS APPLY. FRIDAY AND SATURDAY NIGHTS OUR RESIDENT DJ PLAYS AND CANNOT BE SUBSTITUTED WITH ANOTHER DJ. ANY INDIVIDUAL SONG REQUESTS MUST TAKE INTO ACCOUNT THAT THE MUSIC PLAYS THROUGHOUT THE ENTIRE VENUE THEREFOR APPROVAL ALSO REQUIRED PRIOR TO YOUR EVENT.

DAMAGES AND CLEANING

ORGANISERS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING, FURNITURE OR PROPERTY DURING AND IMMEDIATELY FOLLOWING THE FUNCTION, INCLUDING ANY COSTS FOR REPAIR OR REPLACEMENT AT CURRENT MARKET PRICE. THE ORGANISERS OF THE FUNCTION ARE ALSO RESPONSIBLE FOR DAMAGE CAUSED BY THEIR GUESTS, OUTSIDE CONTRACTORS OR AGENTS PRIOR TO, DURING, AND AFTER THE EVENT.

PRICE VARIATIONS

EVERY ENDEAVOUR 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. ALL PRICES QUOTED ARE INCLUSIVE OF GST.

BYO POLICY

NO FOOD OR BEVERAGE OF ANY KIND WILL BE PERMITTED TO BE BROUGHT INTO THE ALBERT PARK HOTEL FOR CONSUMPTION BY THE ORGANISER OR GUESTS, WITH THE EXCEPTION OF BIRTHDAY CAKES, WEDDING CAKES ETC. WITHOUT THE WRITTEN PERMISSION FROM THE ALBERT PARK HOTEL. A CAKEAGE FEE WILL BE APPLIED PER PERSON OF \$4PP.

SECURITY

THE ALBERT PARK HOTEL RESERVES THE RIGHT, WITHOUT LIABILITY, TO EXCLUDE OR MANAGE PATRONS WHO BREACH ANY POLICY OR LEGAL RESPONSIBILITY WHILST ON, OR PRIOR TO ENTERING, OUR VENUE. AT CERTAIN TIMES YOU MAY BE REQUIRED TO PRODUCE SUITABLE ID. WE ALSO PROVIDE SECURITY PERSONNEL TO ENSURE THE SAFETY OF PATRONS AND FULFIL FIRST AID NEEDS AS REQUIRED. MANAGEMENT RESERVES ALL RIGHTS - NO ID, NO ENTRY. ALL 21ST BIRTHDAY CELEBRATIONS MUST ACCOUNT FOR TWO ALBERT PARK HOTEL SECURITY GUARD TO BE EMPLOYED TO SUPERVISE THE EVENT AT THE COST OF \$50 PER HOUR FOR ENTIRE DURATION OF THE EVENT.

OPERATING HOURS

PLEASE NOTE THAT THE ALBERT PARK HOTEL'S STANDARD OPERATING HOURS ARE SUBJECT TO CHANGE AND AT THE DISCRETION OF THE MANAGEMENT TEAM ON DUTY. ALL FUNCTIONS TO CONCLUDE ON SUNDAY - THURSDAY AT 11PM AND FRIDAY AND SATURDAY'S AT 12.00AM.

CONTENT OF EVENT

IF THE ALBERT PARK HOTEL HAS REASONS TO BELIEVE THAT ANY EVENT/ FUNCTION WILL AFFECT THE SMOOTH RUNNING OF THE ALBERT PARK HOTEL, ITS SECURITY OR REPUTATION, THE MANAGEMENT RESERVES THE RIGHT TO CANCEL AT ITS DISCRETION WITHOUT NOTICE OR LIABILITY.

18TH BIRTHDAYS

THE ALBERT PARK HOTEL DO NOT HOST 18TH BIRTHDAY PARTIES AND IS A STRICT GROUP WIDE POLICY.

FAMILY CELEBRATIONS IN A SEATED DINNER FORMAT ARE ACCEPTABLE, HOWEVER ON THE EVENING THE VENUE WILL SHUT THE EVENT DOWN IF THERE ARE MORE THAN JUST FAMILY IN ATTENDANCE, AND NO REFUND OF ANY MONIES WILL BE MADE BACK TO THE CUSTOMER.

RESPONSIBLE SERVICE OF ALCOHOL

THE ALBERT PARK HOTEL ADHERES TO RESPONSIBLE SERVICE OF ALCOHOL LEGISLATION. ALL STAFF ARE TRAINED IN THE LIQUOR LICENSING ACCREDITED 'RSA- RESPONSIBLE SERVICE OF ALCOHOL' AND BY LAW MAY REFUSE TO SERVE ALCOHOL TO ANY PERSON WHO THEY MAY BELIEVE TO BE INTOXICATED. ANY INTOXICATED PERSONS WILL BE REMOVED FROM THE VENUE. IN ACCORDANCE WITH LIQUOR LICENSING LAWS OF VICTORIA, MINORS ARE ONLY PERMITTED ON THE PREMISES IN THE DIRECT COMPANY OF THEIR PARENT OR LEGAL GUARDIAN AND MAY BE ASKED TO LEAVE THE VENUE AT THE DISCRETION OF MANAGEMENT. AT NO TIME IS A MINOR PERMITTED TO CONSUME ALCOHOL ON THE PREMISES. IT IS ALSO A CONDITION OF OUR LICENCE THAT NO ONE UNDER THE AGE OF 18 IS TO BE ON THE PREMISES AFTER 10PM UNDER ANY CIRCUMSTANCES.

SIGNAGE AND DECORATIONS

NOTHING IS TO BE NAILED, SCREWED, STAPLED OR ADHERED TO ANY WALL, DOOR OR OTHER SURFACE OR PART OF THE BUILDING. SIGNAGE IN THE ALBERT PARK HOTEL'S PUBLIC AREAS IS TO BE KEPT TO A MINIMUM AND MUST BE APPROVED BY THE FUNCTIONS MANAGER PRIOR TO THE EVENT.