

# Formals at Victoria Park

# Formals



jewels in our crown

Thank you for considering Victoria Park for your forthcoming formal!

Victoria Park Function Venue has six (6) contemporary function rooms as well as event coordinators on staff to make your school formal a night to remember. We have a great package that can be tailored to suit your school and our coordinators have a wealth of experience and are here to make your event unique and unforgettable.

### Ballroom / Marble Bar

The rooms are superbly appointed featuring exquisite crystal chandeliers, a marble bar and old style Bentwood chairs. Magnificent sweeping views of the city offer the ultimate function venue. The high ceilings, open terrace and large dancefloor offer a truly unique setting.



### The Marquee

Perched at the top of the complex is the venue's stunning contemporary lined marquee with sparkling chandeliers and a terrace overlooking the city skyline. The marquee is fully air conditioned surrounded by beautiful landscape making this venue perfect for your next event.



### Alabaster and Quartz Rooms


These contemporary designed rooms offer floor-to-ceiling glass allowing unimpeded views of the sparkling lights of the city skyline. The rooms have their own dance floor and Alabaster bars. Each function room flows outside to an architect-designed courtyard perfect for pre dinner drinks and canapes.



### Garden Marquee

This stunning venue provides an elegant function space for events during the day or night. Situated overlooking the grounds of Victoria Park golf course, the Garden Marquee is the latest edition to the Function Venue. The marquee features floor to ceiling glass windows and a generous terrace that allows you to enjoy the panoramic views both inside and out.





## 2011 School Formal Package

### Package Price:

0 - 100 Students	<b>\$95.00 per person</b>
100+ Students	<b>\$92.00 per person</b>

### Dinner Package inclusions:

- Red carpet for arrival of guests
- Pre function drinks area overlooking the golf course & city skyline
- Cocktail tables for pre dinner drinks clothed with cylinder vase and white pillar candle
- Easel for seating plan (*seating plan can be printed on A3 card with ribbon detail for \$15*)
- Mushroom heaters on terrace for the winter months
- Unlimited non-alcoholic beverage package
- Three Course Formal Dinner **or** Formal Buffet
- White linen and white napkins  
(*Coloured square overlay at an additional \$8 each, coloured napkins at additional \$1.75 each*)
- Table centrepieces - cylinder vase with a white pillar candle, and tea lights surrounding
- Table numbers & stands for guest tables
- Lectern & microphone with raised stage for speeches or awards
- PA system
- Large parquet dance floor
- 5hrs Venue Hire (*excluding Friday and Saturday nights*)
- Formal photographer from Exclusive Portraits  
(*Please advise if you would like to book our recommended photographer, prints are not included*)
- Floor plans & guidance with run orders
- Complimentary onsite parking spaces

*NB: Please advise if you would like to book our recommended DJ, not included in package*



## Pre Formal

### **Pre Formal Package inclusions:**

#### **Adults**

1hr standard beverage package (*\$12.50 additional per adult*)

#### **Students**

Non-alcoholic drinks included in Formal Dinner Package

Dip Platters or Cocktail platters can be purchased to accompany your Pre Formal Drinks

### **Important Information**

- Menu and prices valid from 01.01.12 – 15.12.12
- Formals are required to pay a bond of \$1,000.00 prior to the event.
- Security guards are required and can be booked for a minimal cost – 1 guard per 50 guests
- Event duration maximum 5hrs included Pre Formal if selected



# Formal Dinner

## Entrée

*(Choice of 2, served alternately)*

- Smoked **chicken**, brie - red apple salad
- Breaded fishcakes - aioli of herbs-lemon
- Bacon and pea soup - crouton and basil oil
- Tomato and mozzarella salad - pesto

## Mains

*(Choice of 2, served alternately)*

- **Eye fillet** with creamed sweet potato, broccolini - jus (gf)
- Pan fried **chicken breast**, herb veloute, potato puree - green beans (gf)
- Roasted **Barramundi** with parmesan-potato gnocchi - crushed peas and wild mushroom cream
- **Lamb** rack, spiced fragrant cous cous, braised artichokes tomato jus (gf)

## Dessert

*(Choice of 2, served alternately)*

- ◆ **Strawberry** pannacotta, strawberry coulis - Chantilly cream (gf)
- ◆ **Steamed treacle sponge** with syrup and vanilla ice-cream
- ◆ **Chocolate crème brulee with** chocolate stick (gf)
- ◆ **Sharp lemon** tart, citrus curd, lemon + vanilla syrup and cream



## Formal Buffet

- ◆ Marinated Moroccan **chicken** fillets
- ◆ **Stir fried beef** in black bean sauce with steamed coconut rice (gf)
- ◆ **Potato gnocchi**, bacon and mushroom sauce, ripped herbs
- ◆ **Vegetable Korma** with sultanas and almonds

### Served with...

- ◆ Oven roasted rosemary salted **potatoes**
- ◆ **Green beans** with almonds and garlic butter
- ◆ **Chickpea**, pumpkin, chargrilled aubergine pinenut, spinach and pesto
- ◆ **Panzanella**; tomatoes, ripped crusty bread, celery, lemon and fresh basil
- ◆ Rocket shaved **parmesan, pear, walnut** with fig balsamic dressing
- ◆ Crusty ciabatta bread

### Selection of petit desserts with pouring cream



## Platters

### Dip Platters\*

*(Serves approximately 15 people, placed on dry bars for self service)*

**\$75.00 per platter**

- ◆ Avocado, lemon and mint
- ◆ Pinenut and basil and rocket
- ◆ Aubergine
- ◆ Goats cheese, capsicum and smoked chilli dip
- ◆ Toasted crusty bread

### Little Savoury Pie Platters

*(30 pieces)*

**\$95.00 per platter**

### Spring Roll Platters

*(40 pieces)*

**\$95.00 per platter**

### Mixed Cocktail Platters

*(30 pieces)*

**\$95.00 per platter**

### Little Cocktail sausage rolls

*(50 pieces)*

**\$95.00 per platter**

### Salt and pepper calamari platter- dusted with schezuhan pepper and salt

*(45 pieces)*

**95.00 per platter**

### Cheese Platters

*(Serves approximately 10 people)*

Selection of Australian cheeses

**\$80.00 per platter**



## Beverages

### **Beverages**

*(Included with both the Formal Dinner and Formal Buffet)*

- Pepsi
- Pepsi Max
- Lemonade
- Lemon Squash
- Soda water
- Orange juice
- Freshly brewed Di Bella Coffee and Tea

# Terms & Conditions

1. **Pricing and Terms and Conditions** are only valid for 7 days from date of issue.

2. **Deposit;** The booking is not considered confirmed until your;
- 2.1.1. deposit is received
  - 2.1.2. a valid credit card authority is provided
  - 2.1.3. and a signed contract has been returned to your coordinator.

Deposit Schedule	Deposit Holding Requirement
Upon Booking	20% of your anticipated spend or \$1,000 which is greater
1 month out from event	50% of your anticipated spend
Friday of week prior to your event	100% of your anticipated spend

\* We recommend you set your RSVP at least 2 weeks prior to your final payment date

3. **Cancellation;**

- 3.1. Notice of cancellation for a confirmed booking must be given in writing by the client and received by Victoria Park. Subject to clause 2.2 hereof, if notice of cancellation is given in writing prior to 365 days from the date of the event, the deposits shall be refunded only upon the re-booking of the cancelled date with a function.
- 3.2. Further to Clause 2.1, if notice of cancellation is given in writing prior to 365 days of the function date and Victoria Park does not secure a booking of a replacement similar function for that date, the client shall forfeit deposits paid (which sum is inclusive of GST).
- 3.3. We would share your disappointment if your event were to be cancelled. The following cancellation fees would be applicable and payable/forfeited by the client if the event is cancelled by the client:
- 3.4.

Time of Cancellation	Amount of Cancellation Fee
More than 1 year to your event	Full deposit amount refunded
Between 3 months to 1 year from your event	Full deposit amount retained unless space is re-booked
Between 1 to 3 months from your event	50% of your minimum spend
Between 2 weeks to 1 month from your event	75% of your minimum spend
Within 2 week from your event	100% of your minimum spend

4. **Postponing an event;** Subject to the cancellation clauses and management's approval, the venue will review postponement and re-allocation of monies if the event is rescheduled with a new confirmed date.
5. **Payment; Full payment for your function is required prior to the event in order for the event to proceed. Private functions' final payment is to be received by Victoria Park seven (7) business days prior to the event in order for the event to proceed.**
6. **Capacity, Venue Hire & Food and Beverage Minimum Spends;** Venue hire/s quoted for your event, are based on the minimum requirements outlined below. If you are unable to meet your food and beverage minimum spend, Victoria Park Function Venue reserves the right to revise your Venue Hire/s accordingly.

Ballroom	Alabaster	Quartz	Marquee	Garden Marquee
MC: 240pax	MC: 100pax	MC: 60pax	MC: 480pax	MC:60pax

**MC:** Maximum Room Capacity for sit down event with a dance floor

**Event Duration:** Extensions available only on request, a surcharge will apply

7. **Pricing;**

- 7.1. All prices are based on current costs and are subject to change without notice unless the booking is confirmed in writing.
- 7.2. Menus are indicative only; pricing is valid until the end of 2011. Certain foods are subject to seasonal variation.
- 7.3. Will be confirmed in writing along with final function details.
- 7.4. Every endeavour is made to maintain prices as printed, but these may be subject to increase due to availability of product.
- 7.5. Pricing may increase due to additional government taxes, surcharges or fuel excises applied to goods and services, in the unfortunate event that this occurs these fees will be on charged to the client.

8. **Final payment;** Final payment for the function shall be made by the client by EFT, cash or bank cheque, credit card (a bank charge of 1.5% applies to all payments made with bankcard, Visa or Mastercard and 3.05% for Diners Club and American Express) or EFTPOS prior to the function date, in accordance with clause 5. Any additional goods and services or incidentals that are required on the day/evening of the function, will be charged to the authorised credit card on file after the event.



## Terms & Conditions

9. **Security bond;** The client at the time of making the deposit, if requested, pay a security bond in the sum stated above to be applied to against any loss or damage incurred by Victoria Park as a consequence or in the course of holding the function or in consequence of the actions of any guest prior to, during or after the function. Any balance of the security bond after allowing a reasonable estimate of such loss or damage (if any) shall be refunded to the client within 3 business days of the function. If the security bond is insufficient to pay for such loss or damage, the client will pay the estimated short fall within 3 days of a request in writing to do so.
10. **Final function details;** Menus, beverage arrangements, entertaining, audio visual requirements, room set-ups, starting and finishing times must be confirmed by close of business on the Wednesday in the week prior to the event.
11. **Final numbers;** Final numbers are required by close of business on the Wednesday in the week prior to the event. Once your final numbers have been confirmed, approval to increase these numbers will be required. Please note alternate food may need to be catered for additional numbers. Your final number is the minimum number of people you will be charged for the event and must meet the minimum spends of contractual agreement. Any approved increase in numbers of 5 people or more will attract a charge of \$125.00 to cover the costs of services and additional deliveries.
12. **Standard beverage package;** A minimum 4 hour standard beverage package must be purchased on Friday and Saturday evenings or spend a minimum of \$35 per person on beverages, when the tab is prepaid. No refunds will be given for remaining monies on the tab.
13. **Cash bar surcharge;** We are happy to offer you a cash bar facility for your event (excluding Friday & Saturday evenings), please note that there will be a surcharge of \$5.00 per person if no other beverage package, tab or consumption is taking place at your event. This is to assist in covering the increased labor associated with this style of service.
14. **On Consumption beverage tab;** charges will be included in your expected spend for your event and will require prepayment. Any used amount of the tab will be refunded in the following working week, if you meet the minimum spends required, based on client providing bank account details. Should the tab exceed the prepaid amount, any additional drinks consumed beyond the above expected spend will be charged the next day to the credit card held on file.
15. **Responsible service of Alcohol;** Under the Liquor Licensing Act, all parties drinking must remain with their drinks inside the function room/terrace/court yard and cannot take drinks outside those venues. As a house policy it is recommended that a substantial quantity of food be served per guest per hour. No guest under the age of 18 will be served alcohol. Any guests who look **under 25yrs** of age may be asked for ID and are to ensure that they have sufficient ID on them otherwise they will not be served alcohol. Victoria Park reserves the right to exclude or eject any guest from the function or from the premises without refund to the client if the client is intoxicated, unruly, aggressive or destructive.
16. **Signage hanging;** You are permitted to display signs in the function rooms of Victoria Park using 3M removable adhesives. Under no circumstances are you or your employees, agents, contractors or guests allowed to use nails, screws, staples, tape or any other adhesive to any wall, door, ceiling or other surface or part of the building. You are liable for any loss or damage caused by the placement or the removal of any signs in accordance with this clause.
17. **Loss or damages;** The client shall be responsible for any loss or damage to the premises, its fittings and/or equipment or injury to any staff member caused by any guest of or contractor engaged by the client, or his servants or agents prior to, during or after the function. The client shall also be responsible for loss of or damage to their property and or the property of any guest or contractor engaged by the client or his servant or agent, left on the premises prior to, during or after the function; and shall indemnify Victoria Park in respect of any such loss or damage.
18. **Additional permits etc;** The client shall be liable at his/her own expense to obtain all permits and consents as required for the conduct of the function or any part thereof, over and above those already held by Victoria Park; and shall indemnify Victoria Park in respect of all losses incurred as a consequence of any failure by the client to obtain any such permit or consent. Victoria Park shall be at liberty to prevent any activity for which any required permit or consent is not obtained by the client, without being liable to the client for any loss occasioned by such prevention.
19. **Deliveries & pickups;** Victoria Park will take particular care with any goods delivered to the premises prior to your event. However, delivery of goods cannot be more than two days out from your function, and request that all goods be removed on the completion of the function. Please note that any items left onsite and not collected with 1 month from your function date, shall be discarded.
20. **Function Managers;** As part of our friendly and professional service, all functions have a dedicated Functions Manager on call to assist you with any request you may have during your event.



## Terms & Conditions

21. **Security guards;** Should Victoria Park deem it necessary for a specific event, security guards may be required at the cost of the client.
22. **Function timing;** It is the client's responsibility to ensure that they attend the function on the specified time. Victoria Park will not be held responsible should all guests not be punctual in arriving or being seated, or should speakers, attendees or the client delay the commencement of any event, or if any other interference beyond the control of the venue does not permit us to commence service at the contracted time. If the function begins after the specified starting time, it will still be subject to the finishing time specified in the event booking agreement specifications unless venue management agrees otherwise. Under circumstances when your event continues beyond the contracted conclusion time, additional charges may apply and will be advised in advance on the day of the event when the extension is requested.
23. **Location / Associated Room;** Victoria Park reserves the right to move any function from one function room to another, due to circumstances either beyond Victoria Park's control or due to necessary maintenance, repair or upgrades.
24. **Amendments;** No amendment to these terms and conditions shall be binding upon Victoria Park unless in writing and signed by management on its behalf.
25. **Smoking policy;** \$150 on-the-spot fines will be issued to anyone found smoking in the new no-smoking zones. By law no one is permitted to smoke with-in 4 meters of a building entrances.
26. **Forces of Nature;** if a circumstance arises that your event must be cancelled, relocated or is interfered with due to a force of nature (circumstances beyond our control), Victoria Park shall not be liable for the financial expense of your event.
27. **BYO Food;** no outside food or beverage is permitted unless there is prior written approval by management.
28. No amendment to these terms and conditions shall be binding upon Victoria Park unless in writing and signed on its behalf.
29. Victoria Park reserves the right to **use any image** or photograph taken of the room(s) from my event, taken by Victoria Park for the purpose of any legitimate advertising or marketing activities for Victoria Park Golf Complex and Function Venue for use in any media type.