

themetropolitan
BAR • DINING • FUNCTIONS



function pack

OVERVIEW

Out of the shell of the one hundred and thirty year old Metropolitan Hotel, the space has been transformed into a thoroughly modern sophisticated hotel that boasts above average bars, dining and function rooms to suit the most discerning client.

The Metropolitan Hotel has established a benchmark for style and excellence in the CBD. The open bar and modern décor create a space with a sense of style with simple elegance long missing from this end of town.

CHOICE OF FUNCTION ROOM

During weekend functions, our hotel can be your hotel! Two separate spaces or join them together to make one big party. This will depend on your specific requirements – cocktails, dinner, dancing or just drinks and lunch. The choice is yours.

Our level one function room has been stylishly designed to offer an elegant contemporary feel and a great first impression. Finished with an open fireplace, elegant lighting, an informal seating area and a fully serviceable bar area, this is an ideal room for all social and corporate gatherings. So, if you need somewhere private or discreet to hold your next function then, consider holding it within our spacious room. It seats up to 130 guests for lunch or dinner, board meetings or any small gathering. It is the perfect space for a product launch, uninterrupted meeting or a stylish cocktail party. Weddings, engagements, birthdays and conferences are all our speciality.



Alternatively you may wish to hire our ground level function area. This comprises an open plan design with polished floorboards and a spacious marble topped bar serving 10 beers on tap. It's impossible to miss the 10 imposing bronze sculptures that stretch the length of the marble bar without amazement at the artistic skill that created them. The ground floor also features split system airconditioning, a separate smoking area, two plasma screens and a separate stage area for entertainers.

More is the surprise when you realise aside from being works of art celebrating the ancient revered art of brewing...that beer is actually served from them. Regarded as a mecca for beer aficionados, The Metropolitan Hotel keeps guests satisfied with premium local and international beers. So, if you need somewhere to hold your next large-scale function it is the perfect space.

Please be aware that our ground level area is only available for weekend hire, unless otherwise arranged.

CAPACITY

The Metropolitan Hotel has several areas to best suit your requirements. Please make an appointment with our Function Coordinator to arrange a site inspection.



| Area | Cocktail | Sit Down |
|--------------|----------|---------------------------|
| Ground Level | 300 | 130 (110 with dancefloor) |
| Level One | 200 | 130 (110 with dancefloor) |

AVAILABILITY

We would recommend that you tentatively book a date now and confirm your intentions at your earliest convenience to avoid later disappointment. Upon payment of deposit, your reservation will be confirmed.

FOOD

Making sure you provide the right amount of food is paramount to the success of your party. Below is some advice to help you decide.

- ◆ For pre-dinner nibbles allow 6 pieces of food per person.
- ◆ For a cocktail party: allow 4-5 pieces of food per person for the first hour and then 2 pieces of food per person for each hour after that.
- ◆ for a full evening: allow 10 - 12 pieces of food per person for the whole duration of the party



SELECTIONS

Choose from our current packages or we can tailor a package to suit your requirements. In any event, choose your selection of finger food/sit down meals taking into consideration the nature of the occasion, the season, time of day, duration of the event and the number of guests. Remember to check on the food requirements of your guests beforehand –vegetarian, kosher, low fat etc. Any religious or dietary requests can be accommodated but will need to be advised on confirmation of your booking.

Please note that all catering services are provided by the Metropolitan Hotel. No food is permitted to be brought into or removed from the hotel unless permitted to do so by the management

BEVERAGES

FIXED COCKTAIL OR DINNER PACKAGES

Standard Beverage Package

A Selection of Margaret River Wines: Cape Vine Sparkling Cuvee, Cape Vine Semillon Sauvignon Blanc, Cape Vine Cabernet Shiraz, James Boag's Draught, Cascade Prem Light, soft drinks and juices.

| Duration | Price |
|----------|-------------------|
| 3 hours | \$33.00 per guest |
| 4 hours | \$39.00 per guest |
| 5 hours | \$46.00 per guest |

Premium Beverage Package

Blackbilly Pinot Chardonnay Sparkling, Buddah Chardonnay or Belmonte Sauvignon Blanc, Alessia Grace Cabernet Sauvignon or Willow Ridge Shiraz, Heineken, 150 Lashes Pale Ale, Boags Draught, Cascade Premium Light, soft drinks and juices.

| Duration | Price |
|----------|-------------------|
| 3 hours | \$42.00 per guest |
| 4 hours | \$49.00 per guest |
| 5 hours | \$56.00 per guest |

* Spirits package priced on request

BEVERAGE PACKAGE OPTIONAL EXTRAS

You may add the following items to your beverage package. Price is per person for the duration of the event.

| Duration | Price |
|-------------------------|-------------------|
| Unlimited Mineral Water | \$5.00 per person |
| All tap beers | \$5.00 per person |
| Extra choice of wine | \$5.00 per person |

PAY AS YOU GO

Your guests pay for their drinks on consumption basis

DRY TILL

Nominate an amount you wish to spend on beverages and if you wish we can communicate with you during the course of your function when your limit is nearly reached. We request you nominate a certain selection of wines in advance.

- ◆ **Beer** Boags Draught, 150 Lashes Pale Ale, James Squire Golden Ale, Heineken, Kirin, Four Wives Pilsner, Dirty Granny Cider. A large variety of local, craft and imported beers including Stella Artois, Pure Blonde, Asahi, Coopers Pale Ale, Peroni, Little Creatures Pale Ale and Hoegaarden are available upon request, as well as our large selection of Trappist Beers
- ◆ **House spirits** Johnnie Walker red scotch, Slate bourbon, Southern Comfort, Gordon's gin, Smirnoff vodka, Bacardi rum & Bundaberg rum ALL \$8.00
- ◆ **Juices \$4.00 and Soft Drinks \$3.50**
- ◆ **Wines** must be pre-selected from our Function wine list (please request for it to be emailed to you). Although every endeavor is made to obtain the listed wines, due to changes and limited vintages there is no guarantee your selection will be available in quantity. A comparable wine will be offered if necessary.

RESPONSIBLE SERVICE OF ALCOHOL- HOUSE POLICY

The Metropolitan follows the Australian Hotel Associations guidelines for responsible serving of alcohol. Our staff members are trained and instructed not to serve alcoholic beverages to guests under the age of 18 or to guests in a state of intoxication. Our policy is to serve guests in a responsible, friendly and professional manner. We encourage drinking alcohol in moderation. This policy is communicated to the guests in attendance at the function.

ENTERTAINMENT

We will gladly assist you with your entertainment requirements and suggest suitable entertainment. Choose from:

- ◆ DJ from \$495.00 (5 hour duration).
- ◆ Hosted Karaoke Jukebox system - from \$550.00
- ◆ Trivia Host - from \$555.00

Alternatively you may organise your own entertainment. Additionally if you were to utilise the services of a band/DJ a \$240 dance floor hire fee would also apply (level 1 only). Both function spaces have iPod connectivity and the Ground Level offers complimentary use of the music Night Life System.

DECORATIONS AND AV

Decorations and technical requirements other than those available in the function room/area can be arranged but will incur separate charges. No signage or display material is to be nailed, screwed, stapled or adhered to any surface of the venue.

Available services and products include:

- Data Projector and Screen
- Wireless Microphone
- Lectern
- Whiteboard and Flip Charts
- Flowers
- Balloons
- Theming Service

TIME

The standard time for a day function is 4 hours and an evening function 5 hours. This may be extended by mutual consent in writing, but an additional fee may be charged for functions that extend past 1:00am. This is charged at \$150 per hour.

MINIMUM SPEND

Whilst the Metropolitan Hotel provides complimentary room hire, we do require a minimum spend inclusive of food and beverage sales. The level of this spend is dependent on the day of the week.

INSURANCE

Function organisers are financially responsible for any damages or theft of fixtures and fittings incurred during the function.

SECURITY

In accordance with the security regulations and our liquor license, a security fee of \$40 per hour per guard is applicable for all functions with amplified music. Functions up to 100 guests require 2 guards, 100-200 guests require 3 guards and functions with 200 + guests require 4+ guards. Security/Doorman will be initially stationed at the main entrance primarily greeting guests then discreetly patrolling the venue throughout the evening. Management reserves the right to exclude any objectionable person from the premises.

FINAL ATTENDANCE NUMBERS

Final number of guests attending the function is required by 12.00 noon, seven (7) days prior to the date of the function (please keep this in mind when requesting RSVP's). **This will be the minimum number you will be charged.** Catering requirements need to be confirmed 10 days prior.

VENUE ACCESS

You may have access to the venue **one (1)** hour before the commencement of the event: this includes bands, event organisers and suppliers. The function co-ordinator requires one week's notification prior to the event regarding times of arrival, equipment and area that need to be accessed.

PARKING

Parking is available at the former Royal Mint building (diagonally opposite our venue) for more than 150 vehicles or on-street parking (metered until 6.30pm weekdays).

TERMS & CONDITIONS

CONFIRMATION/DEPOSIT

A deposit of \$1,000 is required for functions that have a minimum charge less than \$4000.00. A deposit of \$2,000.00 is required for functions that have a minimum charge of more than \$4000. Exclusive hire functions require a 25% deposit of the minimum charge. Deposits are payable at time of booking confirmation with the minimum charge balance payable prior to the event. Any outstanding amounts are due at the completion of the event. Major credit cards (Visa/Mastercard or Amex) or cash is accepted. Please note that all credit card transactions attract a 2% surcharge. Personal/company cheques (must allow 5 days for cleared funds) are acceptable. All personal or bank cheques are to be made out to The Metropolitan Hotel. EFT transfers are to be made to the details found on your Tax Invoice.

RESPONSIBILITY:

1. The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the restaurant.
2. General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning. **Please note, confetti or glitter is not permissible at any time.**
3. The Hotel will take all necessary care but will not accept responsibility for damage or loss of any client's property in the function room/s before, during or after a function.
4. The patron is responsible to conduct the function in an orderly manner and in full compliance with the Rules and House Policy of the Hotel management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.
5. The restaurant reserves the right to refuse the service of alcohol to any guests it considers to be under age or intoxicated or behaving in an offensive manner.

DEPOSITS AND CANCELLATIONS:

1. The deposit amount is always subtracted from the final balance of the function costs.
2. If a function is cancelled or postponed, the function co-ordinator requires notice in writing.
3. In the unfortunate event that you need to cancel or postpone your event entirely, the following cancellation fees will apply:
 - i. Between 60-90 days: 10% of estimated function cost
 - ii. Between 30-60 days: Deposit forfeited
 - iii. Between 14-30 days: 50% of estimated function cost
 - iv. Less than 14 days: 75% of estimated function cost

VARIATION TO TERMS/CONDITIONS

Any variations to the above terms and conditions must be by mutual agreement in writing.

Please read the above terms carefully, sign it below and return it along with the completed deposit form to The Metropolitan Hotel. Fax it to: 9670 8705 or Post it to 263-265 William Street, Melbourne VIC 3000.

I have read and accept the conditions stated in this Agreement.

Name _____

Company _____

Signature _____ Date _____

We look forward to providing you and your guests a wonderful time –please do not hesitate to contact us on 9670 1385 for any special requests or if you wish to organise a time for a site inspection.

We pride ourselves in making every function special.

Kind regards,

Melanie Aldred
Proprietor

FUNCTION BOOKING APPLICATION AND DEPOSIT FORM

Event Name _____

Company Name _____

Name of Organiser _____

Address _____

Telephone No _____ Facsimile _____

Mobile _____

Email _____

Date of Event _____

Area (pls tick) Ground Level: Level One: Exclusive:

Times Required From _____ To _____ (4 hr standard) day (from 12pm)
(5 hr standard) night (from 6pm)
(8 hr all day) conference (9am-5pm)

Style of Event: Sit-down Stand-up: Conference

Number of guests _____

Bar Tab \$ _____ OR _____ Drinks Package

Beer Selection _____ Basic 3 hour \$33.00 per person

Wine Selection _____ 4 hour \$39.00 per person

Other _____ Premium 5 hour \$46.00 per person

3 hour \$46.00 per person

4 hour \$54.00 per person

5 hour \$61.00 per person

Optional Min Water \$5.00 per person

All tap beers \$5.00 per person

Add Choice Wine \$5.00 p/person

Catering _____

Price per person: \$ _____

List or attach selection _____

Special requirements (please list and tick below) _____

Optional

Security for _____ hours

Dance Floor

AV Equipment _____

DJ for _____ hours

Other _____

Deposit amount enclosed:

Cheque \$ _____

EFT \$ _____

Bank Details: Refer to Tax Invoice supplied for Function Deposit.

Cash: \$ _____

Credit card: \$ _____ (please refer to the deposit terms above)

Master Card

Visa Card

Amex Card

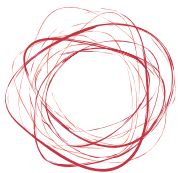
Cardholder's Name _____

Cardholders Signature _____

Card No. _____

Expiry date _____ / _____ CVV2 _____

Please complete all relevant details above and return either by e-mail to mail@themetropolitanhotel.com.au or by facsimile on (03) 9670 8705



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