

# corporate packages

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## We look after all the finer details so that you don't have to

The Grovedale is located 8km from the Geelong CBD and only 10 minutes from the picturesque surf coast. With ample off street parking, large private function rooms and our own restaurant (recommended in the Age Good Food Guide 2010/2011), we cater for a diverse range of corporate events. These include:

- product launches
- sales seminars
- farewell parties
- christmas parties
- presentations
- conferences
- cocktail parties
- training

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### facilities

- fully air conditioned
- dimmable lighting
- pa system (cordless microphone)
- retractable screen
- quality sound system dvd & 52" lcd
- data projector
- full stocked bar 2 bars
- fax & photocopying facilities

Accommodation available next door at the Golden Palms Motel

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### room capacities

#### the wisteria room

- 50 to 140 people
- u-shape 30
- classroom 100
- boardroom 110
- theatre 110
- cocktail 140
- sit down 110

#### the terrace

- 20 to 60 people
- u-shape 12
- classroom 40
- boardroom 40
- theatre 40
- cocktail 60
- sit down 40

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### room hire

room hire will be waived if more than 40 people are attending a sit down dinner

**full day hire**  
mon-fri 9am-5pm \$300

#### half day hire

mon-fri 9am-12 noon or (1pm-4pm)  
\$175

#### evening

mon-thu 6pm-10pm mon-thu \$175

**hourly \$75**

# catering

We offer three catering options, conference catering, cocktail style catering, and a sit down lunch/dinner.

## conference catering

**morning tea, afternoon tea, on arrival**

tea & coffee with a selection fresh whole fruit  
**6.0 pp**

tea & coffee with a selection of biscuits  
**6.0 pp**

tea & coffee with a selection of muffins & slices  
**8.0 pp**

tea & coffee with seasonal sliced fruit platters  
**9.0 pp**

## conference lunches

Sometimes a light working lunch is ample, but if you would like something more substantial you may want to take a break and dine in our award winning restaurant.

**menu 1 (coffee, tea & juice included) 12.5 pp**

freshly made club sandwiches with assorted fillings

savoury muffins & mini quiches

**menu 2 coffee, tea & juice included 16.5 pp**

freshly made sandwiches with assorted fillings

assortment of salads

fresh fruit platter

**menu 3 (coffee, tea & juice included) 21.5 pp**

freshly baked foccacias and wraps with assorted gourmet fillings

assortment of gourmet hot finger food

seasonal salads

fresh fruit platter

**full day package minimum 20 32.5 pp**

tea, coffee, & juice on arrival

morning tea & coffee with a selection of biscuits & fresh fruit

working luncheon of:

antipasto platter

freshly baked foccacias and wraps with assorted gourmet fillings

noodle boxes with either: satay chicken, nasi goreng, calamari, or fish & chips

seasonal salads

fruit platter

afternoon tea & coffee with a selection of cakes

includes full day room hire

**extras cheese platter 2.0 pp**

continuous tea and coffee **3.0 pp**

# catering

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## cocktail style catering

14.0 per person select 5 different canapés (min. 2 cold)  
6 pieces per person

18.0 per person select 7 different canapés (min. 3 cold)  
8 pieces per person

24.0 per person select 10 different canapés (min 5 cold)  
12 pieces per person

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### cold canapés

spinach, capsicum  
& pesto frittata

sushi

tomato, mozzarella & basil bruschetta

smoked salmon blinis

bacon and egg slice with mustard pastry

cheese & herb stuffed cherry tomatoes

bloody mary oyster shots

blue cheese & walnut filled mushrooms

potato & onion pancakes

### hot canapés

middle eastern almond, currant &  
pumpkin pastries, spiced yoghurt

vegetarian wontons, soy dipping sauce

smoked chicken & zucchini bread

spicy lamb meatballs

rissotto cakes with smoked trout pate

coriander fish cakes,  
sweet chilli dipping sauce

fetta, tomato & olive tart

mini quiches

mushroom arancini

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### hand held options

(served in small boxes, – minimum order,  
20 serves per item)

lightly fried calamari with greek style  
salad & lime aioli gf

nasi goreng

beer battered fish with r  
ocket or chips

grill satay chicken on a wom boc  
& noodle salad

indian lamb curry with rice  
(not spicy) gf

saffron infused risotto with roast  
capsicum, mushroom, peas & fresh  
herbs gf

\* hand held selections 7.5 per person  
(minimum of 20 serves per item)

# catering

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## sit down dinner menu options

Limited choice a-la-carte (for groups  
over 20 – served as an alternate  
drop)

2 course for 32.5. 3 course for 38.5

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### entrée

roasted pumpkin soup

tomato & basil soup

potato & bacon soup

cauliflower & parmesan soup

minestrone soup

chicken & sweet corn soup

caesar salad w grilled bacon, shaved  
parmesan & poached egg

calamari, greek style salad, fresh  
lemon

mushroom arancini balls with  
wild rocket & napolli sauce

confit pork belly with asian coleslaw

### mains

slow cooked lamb with dukkah  
seasoning on sweet potato mash  
and smoked paprika

baked chicken breast, with  
macadamia, apricot and fresh herb  
stuffing with a tomato and onion  
sauce on a bed of cous cous

seared atlantic salmon with  
zucchini & feta salad &  
homemade potato cake

chicken parmagiana with  
garden salad and fries

duck risotto with spinach, garlic,  
eggplant relish and saffron

vegetarian risotto with roasted  
capsicum, mushroom, pea,  
saffron & fresh herbs with parmesan

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### desserts

rich chocolate cake

apple strudel

tira misu

pavlova

lemon tart

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### side

side dishes - \$8.00 per serve  
(allow 1 serve between 4)

seasonal vegetables

rosemary & sea salt potatoes

potato mash

rocket, pear & parmesan salad w aged  
balsamic glaze

please note our menu is seasonal  
and subject to change

# beverages

We have over 100 wines that represent the best in local, national and international wines; a huge variety of local and imported ales by the bottle & on tap and over 90 of the leading spirits from around the world on offer. If you have a drop you would like that isn't listed in a package we are more than happy to incorporate those into a package for you.

## beverage options & pricing

the below options are optional extra's when selecting any of our fixed beverage packages.

### cocktails

on arrival a breathtaking pyramid of cocktails is set up for your clients/employees.

pre order 30 or more of one type @ 8.5 each select from:

cosmopolitan

japanese slipper

champagne cocktail

french martini

**imported beer**  
add that touch of sophistication to your event.

for only \$5.00 extra per person you can incorporate one of these packaged beers into your beverage package:

corona

heineken

peroni

becks

grolsch

stella artois

**pre packaged spirits**  
some guests prefer their spirits to come pre-packaged. for an extra \$8.00 per person you can incorporate one of the following into your chosen package.

bacardi breezers: lemon, lime, pineapple, orange

vodka ruski: lemon, passionfruit, guava, raspberry, pineapple

jim beam

bunderburg rum

# beverages

## fixed beverage packages

(as at 1st Feb. 2010)

### basic

#### beer

carlton draught (on tap)  
cascade light (on tap)

#### sparkling wine

wolf blass 'bilyara'

#### white wine

wolf blass 'bilyara' chardonnay

#### red wine

wolf blass 'bilyara' shiraz  
3 hours \$26.50 per person  
4 hours \$32.50 per person

**spirits & cocktails available  
@ bar on cash basis**

### standard

#### beer

carlton draught (on tap)  
vb (on tap)  
pure blond (on tap)  
cascade light (on tap)

#### sparkling wine

wolf blass 'bilyara'

#### white wine

wolf blass 'bilyara' chardonnay  
de bortoli 'willow glen' riesling  
scotchmans hill 'hill' sauv blanc

#### red wine

wolf blass 'bilyara' shiraz  
plunket '490m' cab merlot  
3 hours \$32.00 per person  
4 hours \$38.00 per person

**spirits & cocktails available  
@ bar on cash basis**

### premium

#### beer

carlton draught (on tap)  
pure blond (on tap)  
stella artois (on tap)  
cascade light (on tap)  
coopers pale ale (on tap)

#### sparkling wine

wolf blass 'bilyara'  
chandon nv

#### white wine

penfolds 'private release' chard  
tamar 'devils corner' riesling  
angle cove sauv blanc

#### red wine

wolf blass 'bilyara' shiraz  
plunket '490m' cab merlot  
norfolk rise merlot  
3 hours \$37.00 per person  
4 hours \$43.00 per person

**spirits & cocktails available  
@ bar on cash basis**

### other beverage options

You are also welcome to set up a bar tab or put a set amount on the bar at the start of the function if you would like to limit the amount consumed.

### entertainment

You may like to have entertainment by way of a band or DJ. We are happy to make recommendations to you in this regard. Please be aware that space restrictions may apply so notification of entertainment choice is essential. We can also play house music, or music supplied on i-pod or CD.

# terms & conditions

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## Confirmation of booking/deposit

A tentative booking will be held for a period of 7 days, after which time if the

booking confirmation form and deposit has not been received the booking will automatically be released.

A deposit of \$300 is required to secure your booking.

Once the deposit is paid, the specified area is booked for your use only and all other potential clients will be turned away.

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## Confirmation of final numbers

Clients must confirm final numbers and food selections at least 7 working days prior to the function date. Clients will be required to pay according to the final numbers given.

If food selections have not been made 7 days prior to the function date you will automatically be given our 'chefs selection' menu.

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## Cancellations

All cancellations must be made in writing to the function coordinator at: [functions@grovedalehotel.com.au](mailto:functions@grovedalehotel.com.au)

If a booking is cancelled:

More than 1 month prior to the function a full refund of the deposit will apply

Less than 1 month prior to the function the client will forfeit the deposit if that date cannot be re-booked

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## Payment

All functions must be paid with cash, credit card or company cheque at least 2 days prior to the date of the function unless payment on the day has been arranged – no accounts.

If using a bar tab, payment can be made upon conclusion of function.

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## Consumption of outside food and beverage

No food or beverage of any kind will be permitted to be brought into the venue by the client or any other person attending the function unless by prior arrangement with The Grovedale Hotel.

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## Public holiday surcharges

For events on public holiday's a surcharge of 10% will apply.

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## Equipment, decorations and entertainment

To personalise your function or for a unique atmosphere we are more than happy to arrange special equipment, decorations or entertainment through our range of suppliers.

We ask that no confetti or glitter products are used to decorate. Use of such material will incur a cleaning charge of \$200.00 due to the added time it takes for our cleaners to remove these decorations from the carpet.

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## Access to venue

The client may be allowed access to the venue prior to the commencement time (this includes djs, musicians, event organisers and suppliers), however, the Grovedale Hotel requires 24 hrs notice for access. Subject to no earlier booking on the day.

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## Extras

Extra beverages or food purchased during the function must be paid upon completion of the function.

Extension of function time – \$2.00 extra per person for every 1/2 hour (taken from confirmed numbers)

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## Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface.

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## Security

The client is responsible for conducting their function in an orderly manner and in full compliance with state laws. The Grovedale Hotel reserves the right to eject any guests if their actions are deemed to be excessively noisy, offensive or illegal.

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## Responsible service of alcohol

The Grovedale Hotel reserves the right to refuse supply of alcoholic beverages to any guest that are deemed to be under legal drinking age, intoxicated or behaving in an offensive manner.

Management's decision is final.

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## Responsibility

The client is financially responsible for any damage to the venue

General cleaning is included in the cost of the function, however specialist cleaning resulting from actions at your event will be charged accordingly.

The Grovedale Hotel does not accept responsibility for damage or loss of goods left on the premises prior to, during or after your function.

All possessions etc. must be removed before midday following the function unless otherwise specified.

# booking confirmation

## corporate booking confirmation

please fax : 03 52436030 or e-mail: [functions@grovedalehotel.com.au](mailto:functions@grovedalehotel.com.au)

Function Name: .....

Function Date: .....

Starting Time: .....:..... am pm (circle) Finishing Time: .....:..... am pm (circle)

Contact Name: .....

Email: ..... @ .....

Phone: Work ..... Mobile: .....

### Function Type:

Training     Meeting     Conference     Presentation

Other: ..... Approximate number attending: .....

(Confirmation of numbers must be in 7 days prior to function date)

### Room set up:

Theatre     U-shape     Classroom     Boardroom

Registration table required?

### Equipment to be hired:

DVD & 52" LCD (no charge)     CD player (no charge)     Cordless mike (no charge)

Data projector \$40     Laptop \$80     Flip chart/paper \$30

Projector Screen \$20     Lectern (no charge)

Power Board/Extension lead (no charge)

Other: .....

Catering Options (please place a 'X' in the appropriate boxes)

	Arrival	Morning Tea	Lunch	Afternoon Tea
Catering Requirements				
Times				

Please specify any special dietary requirements: .....

