



## **FUNCTION PACKAGE INFO**

The Broady Hotel has been a popular meeting place for both locals and social groups for over 100 years. With recent renovations and an extension into the property next to the hotel, we can now offer premium function spaces to cater for your function needs. Choose between the old-style front bar, the patio area at the front of the adjacent property or our beer garden at the rear of this property.

Please see the conditions below regarding functions in all areas.

### **FRONT BAR / PATIO:**

- Bar function - min 20 ppl / max 80 ppl (location in bar is determined by function size)
- Patio function - min 20 people / max 50 people (please be aware that your function may be moved inside the bar due to weather conditions)
- Bar is licenced until 2am Friday & Saturday and Midnight Sunday. The patio area must be vacated by 10pm.

### **BEER GARDEN – PERGOLA or COOPERS WALL**

- Minimum 25 people / Maximum 60 people (please be aware that your function may be required to be moved inside our front bar due to weather conditions)
- **Minimum \$250 spend on function platters**
- The Beer Garden trading hours are 12pm til 12am 7 days a week.
- 12am closing time is at the discretion of the Duty Manager on shift
- If you would like a function prior to 12pm, approval from management will be required.
- All guests must be vacated by 12am from the beer garden. Our front bar is open until 2am Friday and Saturday and Midnight Sunday.
- All beer garden functions are within a 'shared space' in the beer garden – we don't hire the beer garden for private use.
- Functions will not be taken on major event days (e.g., Xmas Eve, Melb Cup Day)

### **DRINKS (ALL FUNCTION AREAS):**

- We do not offer 'set' drinks packages.
- We are able to run a bar tab for your function whereby a set \$\$ amount is nominated and our staff monitor this amount as the function progresses.
- We are also able to run subsidised drinks whereby your guests pay a portion of the drink cost. The full cost of the drink gets charged to the tab and we return the extra money back to you at the end of the function.
- BYO is not available for any function.
- Functions are also entitled to any drink specials or promotional prices that the hotel may be running at any given time.

## **FOOD:**

- Please see function food platter information attached.
- Platter Sizes:                    Serve approx. 10 to 12 people when served **outside** of 'normal' meal times eg 3:30pm or 8:30pm.  
  Serve approx 4-6 people when served **during** 'normal' meal times eg 12:30pm or 6:30pm
- Gluten Free / Vegetarian / Vegan options are available upon request – please be aware that additional charges may apply.
- Function food orders must be confirmed 7 days prior to the function.
- Cake – there is no charge if you would like to bring your own cake. A \$3 per person charge is allocated if you would like us to cut and plate the cake for your guests. The hotel does not provide cakes for purchase.
- No food (provided by the hotel) is to be taken home from the function.
- Please ensure that any allergy information is provided to the hotel prior to your function. We aim to cater for ALL people within the function however we will not take responsibility for any allergic reactions if they are not advised prior to the function.

## **GENERAL INFO:**

- **A \$100 deposit is required within 24 hours to secure ALL function bookings.** This will be deducted from the total of your food platter order.
- Deposits are non-refundable from 30 days of booked function
- **Platters must be confirmed and paid in full no later than 1 week prior to your function date.**
- Please note: If there is any damage to property or problems with function guests, the deposit may be retained by the hotel to cover any costs of cleaning or repairs.
- No room hire fees are charged in any of our function areas.
- Unfortunately, we don't have any 'private' function spaces available.
- Areas will not be reserved for sit down meals or just 'drinks' – ALL function bookings must have a function food order attached to it.
- Music – we run Spotify through all function areas and requests can be made for a specific style of music to be played at your function. All requests require the approval of management.
- Speeches – please be aware that we will not turn off music in our beer garden so that speeches can be made. This area is a 'general' public area and not a private space.
- Decorations – please feel free to decorate the function area with balloons, photo boards etc however we strictly do not allow scatters, poppers or confetti decorations. A cleaning charge will be attached to the bill if these are used.
- We do not host 18<sup>th</sup> or 21<sup>st</sup> birthday functions!

Please contact **Kirstie** at the hotel on **8295 2175** or **0437 366 172** or send an email to [info@broadwayhotel.com.au](mailto:info@broadwayhotel.com.au) for further information.

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### **Function Agreement:**

We acknowledge that we have read and understand the conditions of our function.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_