

Functions @ The Matthew Flinders

Centrally located in Chadstone, just 20 minutes from the CBD via the South Eastern (Monash) Freeway we can offer you a variety of options for your next function.

The Matthew Flinders Hotel specialises in all types of functions, whether you are having a Birthday celebration, Engagement party, Christening, seminar or any other type of corporate or private event we can tailor a function to suit your needs.

We have ample parking and offer discounted rates at our onsite motel for guests attending functions.

The Stateroom

A smaller, more intimate room. The Stateroom is available for conferences, birthdays, cocktail parties, receptions, buffets, luncheons, dinners and much more...

We can offer the following settings:

Boardroom	30 guests
Buffet	50 guests
Cocktail	80 guests
Seated Lunch / Dinner	60 guests
U-Shape	25 guests
Theatre	80 guests

The Billiards Room

A larger room with a casual, relaxed atmosphere is suited to Birthday, Christmas, Cocktail or any other party event. The Billiards Room can accommodate up to 250 guests cocktail style.

Tom Thumb Restaurant

Our Irish theme bar is suited for cocktail receptions, company parties, breakfasts, buffets, luncheons, dinners, birthdays and much more. This room is available for private functions during the day Monday to Sunday or for evening Functions on Mondays & Sundays. Requests for availability outside these times will be considered.

Breakfast, Lunch or Dinner	200 guests
Cocktail and Other	500 guests

Tom Thumb Restaurant “Landing” / Nightclub VIP room

The Landing area is also available for private functions for up to 60 guests during normal restaurant trading hours. This area is a great option for smaller birthday parties. Book the Balcony for a sit down meal on Friday or Saturday night and party on until 3am, enjoy our live entertainment from your own VIP room.

Tom Thumb Restaurant – The Nook

The Nook is also available for private parties for up to 40 guests on Friday or Saturday night. Party on until 3am; enjoy our live entertainment from your own private nook.

Room Hire Charges – Monday to Friday

The Stateroom	-	full day	\$200
The Stateroom	-	5hours in the evening	\$200
The Billiards Room	-	full day	\$200
The Billiards Room	-	5hours in the evening	\$200
The Landing	-	N/C with meals in Tom Thumb*	
The Nook	-	N/C with meals in Tom Thumb*	

Room Hire Charges – Saturday & Sunday

\$300 room hire fee applies on weekends.

Birthday Functions @ the Matthew Flinders

Ask about our \$1200 Birthday Package.

- 5 hours room hire
- Finger food for 60 guests
- Room set-up & linen
- Security for your function
- Sound system
- Room access on the day of the function
- Free balloons for your function

* Conditions apply

Stateroom Menu

Two Course Set Menu: \$28.50

Three Course Set Menu: \$32.50

Suitable for Lunch or Dinner

Includes Tea and Coffee served with dessert

Entrée

Traditional Caesar Salad

Crisp baby cos, bacon, parmesan, topped with an anchovy dressing.

Asian Yum Cha Platter

A selection of Asian delights served with a dipping sauce.

Poppy Seed Calamari

On a Greek style salad with a citrus dressing

Veal Tortellini

In a cream and tomato sauce, with mushrooms, baby spinach, sun dried tomato and bacon.

Smoked Salmon Stack

Salmon slices, onions, capers and lettuce, layered in a crispy Asian pastry served with a mild wasabi cream.

Spicy Thai Beef

On a bed of fried rice noodles, served with an Asian dipping sauce.

Choice of two served on a 50/50 basis

Mains

Char Grilled Vegetable Stack

Mediterranean vegetable layered with cheese, pasta and pesto.

Goats Cheese & Mushroom Cannelloni

Served on a roasted red pepper coulis.

Grilled Fish with Sautéed Scallops

Fresh from the market, with a lemon butter sauce on spinach mash.

Chicken Fillet Delight

Tender breast, filled with sun dried tomato and spinach, served on balsamic onions and roasted vegetables.

Pork Loin with Caramelized Fruits

Grilled new fashioned pork with tomato chutney and mustard cream.

Veal Pescatore

Finished in a creamy tomato and prawn sauce, served with saffron infused rice.

Mediterranean Lamb in Filo

With spinach and creamed fetta cheese, served on ratatouille.

Roasted Aged Sirloin

250gram steak served with balsamic onions, roasted vegetables, Yorkshire pudding and mushroom jus.

Choice of two served on a 50/50 basis

Desserts

Mississippi Fudge Cake

With a berry coulis and cream.

Mixed Berry Cheesecake

With cream and chocolate ganache.

Lemon Tart

With passionfruit and double cream.

Raspberry Mousse Roulade

With fresh cream and mixed berry coulis.

Individual Petite Pavlova

With fresh strawberries and passionfruit pulp.

Rich Chocolate Mousse

An old favourite served in a chocolate cup.

Sticky Date Pudding

With double cream and butterscotch sauce.

Choice of two served on a 50/50 basis

Cocktail Package No. 1

\$15.50 per person

Food served continuously over a two hour period

Selection of 10 items

Mini Spring Rolls

Mini Steamed Dim Sims

Party Pies

Spicy Potato Wedges with Cheese

Barbeque Meat Balls

Cheese and Potato Balls

Devilleed Calamari

Curry Puffs

Spicy Chicken Wing Dings

Chipolatas in Pastry

Garlic Crumbed Prawns

Thai Fish Cakes

Prawn Twisters

Includes Tea & Coffee for the duration of the function

** Prices subject to change*

Cocktail Package No. 2

\$17.50 per person

Food served continuously over a two-hour period

Selection of 10 items

B.B.Q Meat Balls

Chicken Satay

Miniature Pizzettes with Smoked Salmon

Mini Quiche

Cocktail Chipolatas in Pastry

Nori Rolls

Devilled Calamari

Garlic Crumbed Prawns

Curry Puffs

Prawn Twisters

Rosti Potato with Cheese and Chilli Jam

Thai Fish Cakes

Includes Tea & Coffee for the duration of the function

** Prices subject to change*

Cocktail Package No. 3

\$22.50 per person

Food served continuously over a two hour period

Selection of 12 items

California rolls

Peking Duck

Smoked Salmon on Water Crackers

Chicken Satay Skewers

Mini Quiche

Barbeque Meat Balls

Gourmet Sausage Rolls

Steamed Prawn Dumplings

Garlic Prawn Cutlet

Curry Puffs

Prawn Twisters

Thai Fish Cakes with Mango Salsa

Fried Camembert Cheese

Filled Potato Baskets

Grilled Vegetable Stacks

Includes Tea & Coffee for the duration of the function

** Prices subject to change*

Breakfast Packages

Continental Breakfast

\$14.50 per person

Fresh Orange Juice
Selection of Cereals
Fresh Berry Flavoured Yoghurt
Fresh Seasonal Fruits
Toast & Preserves
Croissants & Danish Pastries
Tea & Coffee

Executive Breakfast

\$17.50 per person

Fresh Orange Juice
Selection of Cereals
Fresh Seasonal Fruit
Toast & Preserves
Eggs Benedict or Scrambled Eggs on Toasted Muffins
Grilled Tomato, Sautéed Mushrooms & Hash Browns
Chipolata Sausages & Bacon
Tea & Coffee

Buffet Breakfast

\$19.50 per person

Fresh Orange Juice
Selection of Cereals
Fresh Berry Flavoured Yoghurt
Fresh Seasonal Fruit
Toast & Preserves
Eggs Benedict or Scrambled Eggs on Toasted Muffins
Grilled Tomato, Sautéed Mushrooms & Hash Browns
Chipolata Sausages & Bacon
Tea & Coffee

Platter Options

Platters are only available as an extra with our function menus (including finger food).

Fruit Platter \$35

Freshly sliced seasonal fruit

Cheese Platter \$45

A selection of imported and Australian cheese

Crudités Platter \$35

An assortment of freshly cut vegetable sticks, including Carrots, Celery, Zucchini, Capsicum with toasted Pitta bread and your choice of dips (Hommus, Tzatziki, Avocado and spicy Capsicum)

Hot Food Platter \$75

Choice of 8 items:

Party Pies

Sausage Rolls

Mini Quiches

Pizzas

Prawn Twisters

Vegetable Curry Puffs

Spinach & Ricotta Cheese Puffs

Spring Rolls

B.B.Q. Meat Balls

Battered Calamari

Mini Chicken wraps

Asian Seafood & Vegetable Money Bags

Antipasto Platter \$40

Vegetable Frittata
Falafel Balls
Marinated Olives
Grilled Tuscan Vegetables
B.B.Q. meat Balls
Ham, Salami, Pastrami & Prosciutto
Grilled Haloumi Cheese

Seafood Antipasto Platter \$60

Marinated Mussels
King Prawns
Smoked Salmon
Seafood Nori Rolls

Platters serve approximately 10 people

The Matthew Flinders Hotel

Function Booking Application Form

(Please Print)

03 9568 8004

667 Warrigal Road, Chadstone 3333

• FUNCTION ROOM:

TYPE OF FUNCTION:

• CONTACT PERSON:

• ADDRESS:

POSTCODE:

EMAIL:

• TELEPHONE NUMBER: HOME: _____ WORK: _____

• FAX: _____ MOBILE: _____

• DATE REQUIRED:

• TIMES REQUIRED

START: _____ FINISH: _____

• APPROXIMATE NUMBER OF GUEST ATTENDING:

• EQUIPMENT NEEDED:

• ENTERTAINMENT REQUIRED:

• COST PER PERSON

BEVERAGE: _____ ROOM HIRE: _____

FOOD OPTIONS & COST: _____

• A \$200 deposit is required to secure your Function Booking, to accompany this form.

• I acknowledge and accept having read and understood the above information, and have retained a copy for my information. I further comply with all aspects of such conditions on application form.

NAME: _____

SIGNED: _____ DATE: _____

TERMS AND CONDITIONS

DEPOSIT:

A deposit of \$200 is required to secure all function bookings. This deposit must be received within **7 days** of the original reservation together with the completed booking and acceptance form. Should the deposit not be paid, the Matthew Flinders Hotel reserves the right to cancel the booking and re-allocate the room to another client.

CANCELLATIONS:

The deposit will only be refunded if the function is cancelled **60 days prior** to the date of the function. If a function is cancelled within 48 hours of the function the fee may include costs incurred with suppliers, hirers and in some cases catering costs.

FINAL NUMBERS & PAYMENT:

Bookings are considered tentative until receipt of deposit and signed booking Form. Final payment for food and confirmation of numbers catered is required **7 days prior** to the function. Beverage sales can be paid on the day by cash or card if required (**We do not accept cheques**). Refunds cannot be given for guests not attending as the food has already been catered for.

ROOM HIRE & DURATION:

The room hire fee covers the use of available equipment, room set-up, linen and staffing for the duration of your function. Night functions are booked for a five-hour period, (e.g. 7pm-12am). Extension may be possible and is at the discretion of the manager on duty. A cost of \$100 per hour (exceeding the first five) room hire applies.

FOOD & BEVERAGE:

No food or beverage of any kind (other than a celebration cake) can be brought in for consumption at the function by the organiser or guests. Any BYO alcohol found in the Function room during the function will be confiscated and / or management reserves the right to close the bar and stop the function.

LICENSED PREMISES:

The Matthew Flinders Hotel is a licensed premises and practices responsible service of alcohol. Management reserve the right to exclude or remove any intoxicated, argumentative or offensive person from a function in accordance with the Liquor Control Act of Victoria. Management reserve the right to refuse admission to all other areas of the hotel. All patrons must carry approved personal identification, if a person does not have proof of age they will be asked to leave the premises.

PARENTAL SUPERVISION:

Minors can attend functions providing they are under the supervision of a parent or legal guardian at all times and are not permitted to drink alcohol. All underage guests must leave the function by 9.30pm on Fridays & Saturdays.

NIGHTCLUB:

Function guests are welcome to attend the nightclub after their function on Friday or Saturday nights, provided they comply with Hotel Policies in relation to dress code and the requirements of the Liquor Control Act. Saturday nights require a dress code of full button up collared shirt and dress shoes.

ENTERTAINMENT:

Management must be advised of the nature of entertainment to be booked and is subject to approval. The use of hotel equipment is not permitted without prior approval.

PROPERTY DAMAGE:

The hirer (You) is financially responsible for any damage sustained to the Matthew Flinders Hotel by anyone attending the function whether it is in the Function Room or any other part of the hotel.

RESPONSIBILITY:

The Matthew Flinders Hotel does not accept any responsibility for damage or loss of merchandise or the personal property left at the Hotel by any person prior to or after the function.

SMOKING POLICY:

The Hotel and including function rooms are strictly non-smoking; however, smoking is permitted in the designated smoking areas.

HIRER TO INITIAL PAGE_____

PRICING:

All prices are based on current costs and are subject to change.

DECORATIONS:

Management must approve signage and decoration. Nothing is to be nailed, screwed, stapled or adhered to any surface of the Hotel. Strictly no confetti or glitter is permitted inside the hotel or car park.

SECURITY:

The Matthew Flinders hotel has security working every night. The cost of extra security guards (when necessary) will be charged at a rate of \$35 per hour. This will only happen at the agreement of both parties.

UNFORESEEN CIRCUMSTANCES:

In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance which does not enable the event to proceed, the Matthew Flinders Hotel or management will not be held liable.

I hereby declare that I (hirer's full name) _____ have read and understand the Matthew Flinders Hotel Function Terms and conditions.

DATE OF FUNCTION: _____

NATURE OF FUNCTION: _____

HIRER'S FULL NAME: _____

HIRER'S SIGNATURE: _____

DATE: ____/____/____

DEPOSIT RECEIPT: _____