

STATION  
HOTEL

**FUNCTION  
PACK**

**STATION HOTEL**

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# STATION HOTEL

## Functions at the Station Hotel

Located in the heart of the action on Greville St, Prahran (opposite Prahran Station), the Station Hotel is a multi-purpose venue perfect for your next event or function. We have four areas available for private use, all of which can be adapted to suit individual requirements.

At the Station Hotel we are committed to helping you hold a function that is not only effortless but also unique and that will leave a positive lasting impression.

Whether it is a birthday party, product launch or a corporate function, we will be happy to help you with everything from catering to the finer details such as decorations. We will also provide excellent service, great food and a memorable night in a friendly atmosphere.

At the Station we pride ourselves on delivering 100% hassle free, quality functions.



# STATION HOTEL

## Functions spaces

### GREVILLE ROOM

The Greville Room is a large open plan area with a private bar, optional dance floor and comfortable couches. This room can accommodate up to 150 people standing.

\$300 room hire

\$200 minimum spend on food

### PORTER ROOM

The Porter Room has a private bar and a split level lounge and is perfect for intimate dinner parties and corporate meetings as well as Bucks and Hen's nights. This room can accommodate up to 90 people standing or 45 people sit down.

\$250 room hire

\$200 minimum spend on food

### COURTYARD

The Courtyard has access to the main bar and is perfect for cocktail parties or birthday barbeques. This area has the capacity to cater for 30 people sit down or 50 people standing. The courtyard can be hired for private use until 11pm only.

\$100 room hire

### VERANDA

The Veranda is perfect all year round. Shaded and sheltered the Veranda overlooks Greville Street and is the ideal spot for an alfresco dining experience for up to 20 people sit down. Yours to hire privately until 11pm.

\$100 room hire



# STATION HOTEL

## Food Options

### CANAPÉ SELECTION

#### HOT SELECTION \$60 PER PLATTER

- Mini spring rolls  
w/ sweet chili dipping sauce (v)
- Party pies w/ tomato ketchup
- Lightly curried vegetarian samosas  
w/ cucumber raita (v)
- Mini dim sims w/ soy sauce
- Sausage rolls w/ tomato ketchup
- Lightly spiced Thai beef balls  
w/ sweet chili sauce
- Gourmet mixed pizza slices (v)
- Beef & vegetable kebabs
- Honey soy chicken skewers
- Tandoori chicken skewers w/ cucumber raita
- Salt & pepper calamari w/ tartare

#### COLD SELECTION \$60 PER PLATTER

- Mini bruschetta w/ tomato and basil salsa (v)
- Mixed sandwiches (v)

#### EXTRAS:

- \$40 per platter
- Lightly toasted bread w/ seasonal dips

- \$80 per platter
- Fresh assorted sushi

Set menu and BBQ packages available  
on request

(v) = vegetarian option (vegan and gluten free can also be  
accommodated, please enquire)

Each platter serves approximately 8 - 10 guests and there  
are 40 - 50 items per platter

All food platters MUST be served by 10pm

All food MUST be ordered two weeks prior to the function,  
the minimum spend is non refundable

NO ORDER = NO FOOD



# STATION HOTEL

## Beverage Options

### BAR TAB

A popular option, you can choose a selection of beverages best suited to your guests and a pre-paid bar tab limit to suit your budget. Bar tabs can always be topped up throughout the evening.

### CASH BAR

Guests can select and purchase their own drinks from a fully stocked bar.

### BEVERAGE PACKAGES

#### *Option 1 – Standard*

3 hours	\$50 p/p
4 hours	\$60 p/p
5 hours	\$70 p/p

Rothbury Estate Cuvee Brut  
Rothbury Estate Shiraz Cabernet  
Rothbury Estate Chardonnay  
Boags Draught (on tap)  
Boags Premium Light stubby  
Soft drink & juice

#### *Option 2 – Premium:*

3 hours	\$60 p/p
4 hour	\$75 p/p
5 hour	\$85 p/p

#### *Inclusive of the Option 1 Package:*

Fat Tree NV Sparkling  
Flying Fish Semillon Sauvignon  
Cartwheen Cabernet Merlot  
Boags Classic Blonde & Heineken (on tap)

#### *Option 3 – Deluxe*

3 hours	\$70 p/p
4 hour	\$85 p/p
5 hours	\$95 p/p

#### *Inclusive of the two packages above:*

Domain Chandon NV  
Full white wine range  
Full red wine range  
Full draught beer range  
Basic spirits

We can also provide tea and coffee at a cost of \$20 for up to 100 people.



# STATION HOTEL

## Music Options

All function rooms have AV equipment installed to cater to DJs, our 'Night Life' in-house music system and iPods.

The Station Hotel is able to source a DJ for your special event; this will be charged at \$500 (includes the DJ equipment package).

We are also associated with a company that can provide you with your own jukebox or karaoke machine to make your function a memorable one. Either of these can be hired and installed for you for only \$350.

Due to the specifications and care of our sound system and noise restrictions we must maintain full control of all musical equipment used at the hotel. We guarantee that all equipment is in working condition and this also allows your DJ to simply turn up with their music, plug in their head phones and play; therefore there is an equipment hire fee.

### DJ EQUIPMENT \$100 PACKAGE

2 x Technics turntables (on request) – needles not provided

4 channel mixing console

Twin drawer CD mixer

Microphone with lead

### A/V - MX EQUIPMENT

Digital Data Projector                      \$50

iPod    \$25

It is the Station's policy that all equipment used must be the property of the Station Hotel; no outside equipment may be used unless authorised by management.

In house DJ music and our Nightlife music system are all included in the room hire cost; please see the Functions Manager for further information.



# STATION HOTEL

## Contact Form

Please complete and return this form to give us a better understanding of your function requirements and to allow us to plan your event to specifically suit your needs. It will also enable us to quote a realistic price to you. A staff member will contact you as soon as possible to discuss the finer details of your function.

### FUNCTION DETAILS

Occasion: \_\_\_\_\_

Anticipated No. guests: \_\_\_\_\_

Function space: \_\_\_\_\_

Function type (please circle):

*Lunch Dinner Cocktail / Stand up*

Desired date: \_\_\_\_\_

Desired time: \_\_\_\_\_

Food option (please circle):

*Set Menu À la Carte Finger Food N/A*

Drink option (please circle):

*Tab Cash Bar Beverage Package*

Special/other requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT PERSON

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Alt No.: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

- I have read and understand the Terms and Conditions set out in regards to booking a function at the Station Hotel.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please email, fax, post or hand deliver this form ASAP to secure a tentative date for your function. Your function will only be secured after the deposit and signed forms are received by the venue.

# STATION HOTEL

## Terms and Conditions

These terms and conditions have been set to ensure the safety of all patrons and staff alike. The terms and conditions have been drafted to avoid any misunderstanding and to ensure your function is a success. By paying a deposit you consequentially agree to the terms and conditions. Please feel free to discuss with the Functions Manager.

### TENTATIVE BOOKINGS

Tentative bookings will be held for a period of 7 days. Once this time period has lapsed we will endeavour to contact you, however if unsuccessful, we are under no obligation to hold the booking.

### DEPOSITS

**Greville Room:** A deposit of \$500 is required within 7 days to confirm a tentative booking. \$300 of your deposit will cover room hire (including bar staff & floor staff), with the remaining \$200 contributing to your finger food payment.

**Porter Room:** A deposit of \$500 is required within 7 days to confirm a tentative booking. \$250 of your deposit will cover room hire (including bar staff & floor staff), with the remaining \$200 contributing to your finger food payment. The excess \$50 can be credited towards any aspect of your function.

**Courtyard and Veranda:** A deposit of \$100 is required to cover room hire costs.

### FUNCTION CANCELLATION

Any function cancelled 1 month or more prior to the date will be reimbursed the full deposit. A cancellation made less than 1 month prior will receive no refund of deposit due to the popularity and advance bookings of the rooms.

### FINAL DETAILS

Finger food selections are required at least 2 weeks prior to your function, at a minimum cost of \$200. If no order is placed with the Functions Manager there will be no food on the night and the \$200 will not be refunded. To ensure we can cater for those with dietary requests (including allergies) please discuss any requirements with the Function Manager at least 2 weeks prior to your event. The Station will accept no liability for any pain, suffering, etc that may be incurred due to any kind of food allergy if we have not been informed of such a condition. It is your responsibility to ensure any audio equipment supplied by you is in good, working order. We will accept no liability for substandard sound quality if affected by your equipment. You may test your equipment at a mutually convenient time prior to your function.

# STATION HOTEL

## Terms and Conditions

### FUNCTION TIMES

Functions can run from 12pm when the venue opens until when the venue closes depending on the day of function. The Station is licensed until 2am however; any function may be closed early at Managements discretion.

### DECORATIONS

You are free to decorate the rooms as you please, however you must not use blu tack on the walls. The cost of repairing any resultant damage caused by decorating will be charged to you. Glitter and sequins are not to be used in any case.

### PAYMENT

Apart from the deposit, no other payment is required prior to your function. The bill must be settled before the function begins, including any bar tabs.

### RESPONSIBLE SERVICE OF ALCOHOL

All staff of the Station have Liquor Licensing 'Responsible Service of Alcohol' accreditation and by law may refuse to serve alcohol to any person that is deemed to be intoxicated and may have them removed from the venue. Minors are only permitted on the premises in the company of their legal or parental guardian until 11pm. At no time is a minor permitted to consume alcohol on these premises. Station adheres strictly to the Liquor Licensing laws governing Victoria. It is the responsibility of the client to adhere to these rules or face the consequences.

### CLIENT RESPONSIBILITY

It is the responsibility of the client to inform all relevant persons involved in the organising of the function these terms and conditions. Please also be aware that the Station makes no provision for storing your personal belongings. Hence, we will accept no liability for lost, stolen, or damaged goods howsoever caused. It is at the discretion of Station management whether you will be charged for any damage sustained to our venue, arising because of the actions of either you or any of your guests during your function. Please be aware of this responsibility.

\* Management reserves all rights – No ID, No Entry.  
Please also be aware that if you or any of your guests are incorrectly attired, intoxicated, etc management and/or security may refuse admission and/or remove persons from the premises.