

# SOCIAL EVENTS PACKAGE



**03 9850 5555**



**FUNCTIONS@THEMANNINGHAM.COM.AU**



**1 THOMPSONS ROAD, BULLEEN, VIC, 3105**



**WWW.THEMANNINGHAM.COM.AU**



# WELCOME TO THE MANNINGHAM

The Manningham has created an enviable reputation as a versatile function venue, specialising in all types of events including birthdays, weddings, engagement parties, christenings, post funeral services and all other milestones events.

With a variety of rooms on offer, we can cater for cocktail events from 40 - 400 people and for seated events from 30 - 250 people. Conveniently located just off the Eastern Freeway, the venue is a mere 15 minutes from Melbourne CBD and boasts over 300 car spaces.

Contact us today to arrange to view our facilities and to discuss your event in detail.

**(03) 9850 5555**  
**[functions@themanningham.com.au](mailto:functions@themanningham.com.au)**

## THE GRAND BALLROOM

The elegant Grand Ballroom is the hotel's most popular and flexible function room which can be split into two smaller rooms (Ben Nevis and Springbank) separated by a soundproof dividing wall.

Features include modern contemporary furnishings, floor to ceiling windows offering an abundance of natural light and uninterrupted views of the venue's gardens, two granite topped bars and a large parquet dance floor. This stunning room is ideal for weddings, dinners, conferences, cabaret style breakfasts and large scale cocktail parties.

### CAPACITY

COCKTAIL: 200(min) - 400 guests, SEATED: 110(min) - 280 guests  
(220 if hosting a buffet)

### ROOM HIRE

Mon - Fri \$500, Sat & Sun \$600,  
SEATED: 110(min guests) (220 if hosting a buffet)



# THE GRAND BALLROOM



# THE BEN - NEVIS ROOM

## THE BEN NEVIS ROOM

The Ben Nevis Room, the larger side of The Grand Ballroom, comes equipped with floor to ceiling windows, dancefloor and private bar, and provides you with a flexible room format.

Separated from The Springbank Room by a soundproof wall, you can be comfortable knowing you can host a DJ and speeches without interruption!

### CAPACITY

COCKTAIL: 70 - 200 guests SEATED: 60(min) - 110 GUESTS  
(90 if hosting a buffet)

### ROOM HIRE

Mon - Fri \$350 Sat & Sun \$450  
Seated: 60(min guests) (90 if hosting a buffet)





# THE SPRINGBANK ROOM

## THE SPRINGBANK ROOM

The smaller side of The Grand Ballroom, The Springbank Room is perfect for more intimate events.

With a dance floor, fully stocked private bar and floor to ceiling windows, The Springbank has everything you need for a successful event.

### CAPACITY

COCKTAIL: 50 - 100 guests SEATED: 30(min) - 70 guests (50 if hosting a buffet)

### ROOM HIRE

Mon - Fri \$300 Sat & Sun \$400

SEATED: 40(min guests) (50 if hosting a buffet)



# THE CLARENDON ROOM

## THE CLARENDON ROOM

This modern room is great for medium sized events of 30 - 150 people and comes equipped with a brand new dance floor, fully stocked bar and AV facilities.

This room is ideal for cocktail birthday parties and engagements, seated lunch / dinners and intimate weddings of up to 80 guests.

### CAPACITY

COCKTAIL: 40(min) - 150 guests, SEATED: 30(min) - 100 guests  
(80 if hosting a buffet)

### ROOM HIRE

Mon - Fri \$250, Sat & Sun \$300  
SEATED: 30(min guests) (80 if hosting a buffet)





# THE SPORTS BAR

## THE SPORTS BAR

Perfect for larger cocktail events, The Sports Bar comes equipped with fully stocked bar, stage, full AV facilities, plenty of seating, 2 pool tables and access to our large shared smoking courtyard.

With its relaxed look and feel, The Sports Bar is perfect for 21st, 30th, 40th and 50th birthdays and engagement parties

### CAPACITY

COCKTAIL: 100 - 300 guests

### ROOM HIRE

COCKTAIL: \$350 (available after 7pm)



## THE K BAR

This vibrant room has the perfect party vibe for your next cocktail event. With a private fully stocked bar, lounge seating, dance floor and full AV facilities, The K Bar really does have everything you need for a successful event!

This space is perfect for 21st birthdays, 30th birthdays, 40th's and 50th's and everything in between!

### CAPACITY

COCKTAIL: 40 - 80 guests

### ROOM HIRE

Mon - Fri \$250 Sat & Sun \$300

# THE K-BAR





# Clarendon /K-bar Cocktail Packages

Add and extra hour  
to your function + \$350

## BASIC

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu** items to cater to **50 guests**

40 helium balloons, 3-floor bouquets

digital photobooth  
(no printouts)

Colored napkins and sashes in a choice of colours

Security included

+\$350 to upgrade  
to premium menu

# \$2100

## PLATINUM

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu** items to cater to **80 guests**

2M White mesh round backdrop with balloon garland and neon sign

1.2 meter light up numbers

DJ for the event duration

Colored napkins and sashes in a choice of colours

Security included

+\$560 to upgrade  
to premium menu

# \$3250

## DIAMOND

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Premium cocktail menu** items to cater to **100 guests**

2M White mesh round backdrop with balloon garland and neon sign

1.2 meter light up numbers

DJ for the event duration

Colored napkins and sashes in a choice of colours

Security included

+\$600 to upgrade  
to 10 item menu

# \$4800



# Springbank Cocktail Packages

Add and extra hour  
to your function + \$350

## BASIC

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to 50 guests

**Balloon package** - select 100 helium balloons, 6 floor bouquets

Jukebox

Chip and salsa bar

Colored napkins and sashes in a choice of colours

Security included

**\$500 Bar tab included**

+\$350 to upgrade to premium menu

# \$3000

## PLATINUM

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to 70 guests

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign

**OR**

100 helium balloons, 6 floor bouquets

DJ for the Event duration

Chip and salsa bar

2 slabs of pizza at 9pm

Colored napkins and sashes in a choice of colours

Security included

**\$1000 Bar tab included**

+\$490 to upgrade to premium menu

# \$4000

## DIAMOND

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Premium cocktail menu items** to cater to 100 guests

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign

**OR**

130 helium balloons, 4 table arrangements

DJ for the Event duration

Photobooth

1.2 meter light up numbers

2 slabs of pizza at 9pm

Colored napkins and sashes in a choice of colours

Security included

**\$1000 Bar tab included**

+\$600 to upgrade to 10 item menu

# \$5900

# Ben - Nevis Cocktail Packages

Add and extra hour  
to your function + \$350

## BASIC

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to **80 guests**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**  
100 helium balloons, 6 floor bouquets

Chip and salsa bar

DJ for the Event duration

Colored napkins and sashes in a choice of colours

Security included

**\$800 Bar tab included**

+ \$560 to upgrade to premium menu

# \$4300

## PLATINUM

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to **130 gusts**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**  
100 helium balloons, 6 floor bouquets

DJ for the Event duration

3 slabs of pizza at 9pm

Chip and salsa bar

Colored napkins and sashes in a choice of colours

2 x Security

**\$1000 Bar tab included**

+ \$900 to upgrade to premium menu

# \$5300

## DIAMOND

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Premium cocktail menu items** to cater to **180 guests**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**  
130 helium balloons, 4 table arrangements

3 slabs of pizza at 9pm

1.2 meter light up numbers

Colored napkins and sashes in a choice of colours

Security

**\$1000 Bar tab included**

+ \$1200 to upgrade to 10 item menu

# \$6600



# Sports Bar Cocktail Packages

## BASIC

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to **100 guests**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**

100 helium balloons, 6 floor bouquets

Unlimited pool games

DJ for the Event duration

Colored napkins and sashes in a choice of colours

Private courtyard

Security included

**\$800 Bar tab included**

+\$700 to upgrade to premium menu

# \$4400

## PLATINUM

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Standard cocktail menu items** to cater to **150 guests**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**

100 helium balloons, 6 floor bouquets

DJ for the Event duration

Unlimited pool games

Chip and salsa bar

Private courtyard

Colored napkins and sashes in a choice of colours

2 x Security

**\$1000 Bar tab included**

+\$1000 to upgrade to premium menu

# \$5500

## DIAMOND

5 Hour event duration

Room hire

Food and beverage staff

Selection of **8 Premium cocktail menu items** to cater to **200 guests**

**Balloon package** - select 1 Round Mesh backdrop with balloon garland and Neon sign  
**OR**

130 helium balloons, 4 table arrangements

Unlimited pool games

DJ for the Event duration

Colored napkins and sashes in a choice of colours

Private courtyard

3 x Security

**\$1000 Bar tab included**

# \$7500

Add and extra hour  
to your function + \$350

# CLASSIC AND PREMIUM CANAPE MENU

## STANDARD CANAPE MENU

Beef and Pork mini sausage rolls and tomato relish  
Cocktail beef pies  
Lightly battered fish and chips, lemon & tartare  
Fish goujons with curry mayo  
Assorted quiches  
Provolone, ham, sugo and basil mini pizzette  
Pumpkin, feta arancini with pesto mayo (v)  
Zucchini and chickpea pakoras, raita (v)  
Mac and cheese croquettes, smoked paprika aioli (v)  
Curry vegetable samosas (ve)  
Vegetable Spring rolls (ve)  
Cauliflower sausage roll (ve)  
Beetroot and caramelised onion tart (ve)  
Satay chicken skewers with peanut sauce (vlg), (df)

## EXTRA

Bowl of wedges \$18  
Bowl of chips \$15  
Chicken nugget platter \$50  
Jugs of soft drinks \$11.50

## PREMIUM MENU

Truffle mushroom arancini (ve)  
Potato rostis  
Avocado, hazelnut dukkah, goat cheese mousse on crispy bread  
Cajun prawns tostadas with guacamole  
Peking duck wontons, sweet chilli  
BBQ Duck spring rolls, hoisin sauce  
Lamb kofta skewers, cumin tzatziki  
Garlic prawn cones with aioli  
Cajun spiced Calamari cups, chips, lemon  
Beef sliders, mustard and mayo, lettuce, cheese  
Chickpea and lentil sliders, relish & rocket (ve)  
Karaage chicken, pickled ginger, wasabi mayo  
Popcorn chicken boats with sriracha mayo  
Sweet potato and cashew empanada (v)  
Zucchini fritters, harissa yoghurt, pickle chilli, coriander (v)  
Nasi goreng cups (Seafood / Veg)  
Balsamic glazed tomato medley pesto, potato skin (ve)  
Hummus cucumber roll-up (ve)  
Lamb fillet mignon, black truffle mayo crouton  
Butter chicken and rice cups - vegetarian option available (vlg)  
Rare pepper beef on polenta, horseradish cream, beetroot relish (vlg)  
Beetroot and caramelised onion tart (ve)  
Egg-fried rice boats (vlg)  
Pickled zucchini, smoked salmon, cream cheese rolls (vlg)

(v) - vegetarian (ve) - Vegan (vlg) - very low gluten (df) - dairy free

# OPTIONAL EXTRAS



FRUIT TOWER

**\$50**



ANTIPASTO  
TOWER

**\$95**



SANDWICH  
TOWER  
30 pieces  
**\$95**



PIZZA BOARD  
20 Slices  
Chefs selection

**\$50**



GRAZING  
TABLE  
1.87m x 80cm  
**\$850**



HOT FOOD  
PLATTER

Chef's selection of hot  
canapes - 40 pieces

**\$120**



DESSERT  
TOWER

30 Slices

**\$100**



CHURRO w/  
DULCE DE LECHE

20 pieces

**\$50**



MINI  
DRUMSTICKS

30 pieces

**\$100**



VEGAN/VEG/GLUTEN  
FREE PLATTERS

Chefs selection - 20 pieces

**\$50**

# OPTIONAL EXTRAS



DJ HIRE

**\$500**



DIGITAL PHOTO  
BOOTH

No printout, photos and gifs can be emailed or sent to your phone.

**\$350**



PHOTO  
BOOTH

**\$700**



PROFESSIONAL  
PHOTOGRAGHER



LIGHT UP  
NUMBERS

**\$200**



CANDY BUFFET

**\$300**



CHIP & SALSA  
BAR

**\$300**



NEON SIGNAGE

Neon Signage - Happy birthday,  
lets party

**\$120**



DONUT WALL

**\$200 - 35 DONUTS**

**\$290 - 70 DONUTS**



CHAIR COVERS

Selection of colors

**\$4PP**



## 2 AND 3 COURSE SET MENU

Add and extra hour  
to your function + \$400

### 2 AND 3 COURSE SET MENU

**2 COURSE - \$50 per head - entree and main OR main and dessert**

**3 COURSE - \$60 per head - canapes on arrival, main and dessert tower**

**3 COURSE - \$65 per head - entree, main and dessert**

#### ENTREE - SELECT TWO

Smoked Tasmanian salmon served on potato rosti with a kale and quinoa salad and horseradish cream

Lamb fillets with dukkah roasted cauliflower, cajun chickpeas, rocket and a lemon and mustard emulsion (vlg)

Pumpkin and feta agnolotti with roasted duck, suboise sauce and crisp sage

Garlic prawns in a light cream sauce served on risotto Milanese with peas and mint (vlg)

Soy, honey and sesame pork belly with Asian style slaw, cashews, fried shallots and chilli mayo

Peri-Peri chicken skewers served with rocket, tomato salsa and spiced yogurt

Roasted pumpkin, chickpea and quinoa salad with pomegranate molasses and feta (v/vlg)

Lobster and prawn ravioli poached in a light coconut cream with fresh chilli and coriander (min 30 guests)

Potato gnocchi in a creamy pesto sauce with shaved parmesan and fresh tomato

Roasted pork belly with baby radish, rocket and a cider jus

Pea and mint risotto croquettes with charred asparagus, beetroot relish and herb aioli (ve)

#### MAINS - SELECT TWO

Slow roasted beef rump with creamy potato mash, caramelized onions, sautéed green beans and Merlot jus (vlg)

Chicken fillet on crushed sweet potato and baby spinach with a creamy herb and white wine sauce

Char-grilled sirloin medallions with seasonal root vegetables and Shiraz jus (vlg)

Prosciutto wrapped chicken fillet with roasted parsnip puree, asparagus and creamy mustard sauce

Barramundi fillet with spiced pumpkin puree, dutch carrots and hazelnuts (vlg)

Dukkah spiced salmon fillet with a fennel and orange salad and citrus crème fraiche

Marinated lamb fillets on a sweet potato puree with endive salad and a honey soy sesame glaze (vlg)

Duck breast with fresh lentil ragu, glazed carrots and red currant jus.

Char-grilled salmon steak with roasted baby chat potatoes, snow peas and caper butter sauce

Bourbon glazed pork belly with sauteed Asian greens and coconut rice (vlg)

Oven-baked scotch fillet with fondant potato, spinach, merlot jus and parsnip chips (vlg)

Garlic prawns in a light cream sauce with saffron rice and stir-fried vegetables

Pulled lamb shoulder, Israeli pearl cous cous, spinach pine nuts & pomegranate labneh

Sweet potato & coconut curry with saffron rice (ve)

(v) - vegetarian (ve) - Vegan (vlg) - very low gluten (df) - dairy free



## 2 AND 3 COURSE SET MENU

Add and extra hour  
to your function + \$400

## 2 AND 3 COURSE SET MENU

### DESSERTS - SELECT TWO

- Creme brulee with cranberry and pistachio biscotti
- Chocolate mousse tart with ginger and orange confit and mixed berry compote
- Chocolate passionfruit tower with brandy poached strawberries
- Lemon meringue pie with raspberry coulis and pistachio praline
- Sticky date pudding with butterscotch sauce and vanilla ice-cream
- Tiramisu with rich coffee syrup and fresh strawberries
- Raspberry and white chocolate mousse with passionfruit sauce and toasted coconut
- Seasonal fruit salad with mango sorbet
- Flourless lemon poppyseed cake with lemon curd and cherry compote
- Rhubarb and apple crumble with pouring cream and fresh strawberries

### CHILDREN (5 - 10YRS) - 2 COURSE \$25 PER CHILD

#### MAIN - SELECT ONE

- Penne carbonara or bolognese
- Chicken parmigiana with chips and salad
- Chicken schnitzel with chips and salad
- Fried or baked fish with chips and salad
- Chicken nuggets with chips and salad

#### DESSERT

- Ice-cream with chocolate topping and sprinkles

#### ENTREE - ADD \$7 PER HEAD

Party pie, sausage roll and mini pizza

# BUFFET MENU

KIDS PRICE (AGED 5-12 YEARS) - HALF THE COST OF THE ADULT PRICING

## OPTION ONE - \$50 PER PERSON

### HOTCARVERY-SELECT2(ALL VLG)

Peppered porterhouse

Maple-baked pork loin

Crispy herb-baked chicken

Served with roasted potatoes, confit pumpkin,  
green vegetables, gravy, bread rolls and  
condiments

### FROM THE PAN-SELECT2

Roasted vegetable lasagna (V)

Chicken korma with rice (veg option available)

baked cod fillets with lemon butter sauce (VLG)

Wok tossed vegetables, rice noodles, stir fry sauce (V & VE)

### SALADS-SELECT2

House garden salad (V, VLG)

Green goddess slaw (V, VLG)

Traditional caesar salad (VLG)

Mediterranean couscous salad (V)

### DESSERTS-SELECT2

Chocolate mousse (VLG)

Seasonal fruit salad with cream (VLG, V)

Cherry ripe slice

Lemon poppyseed cake (VLG)

Baked cheesecake

## OPTION TWO- \$65 PER PERSON

### HOTCARVERY-SELECT3 (ALL VLG)

Rosemary and garlic lamb leg (VLG)

Peppered porterhouse (VLG)

Maple baked pork loin (VLG)

Crispy herb baked chicken (VLG)

Served with roasted potatoes, confit pumpkin, green vegetables,  
gravy, bread rolls, and condiments

### FROM THE PAN-SELECT4

Lamb korma with rice (veg option available)(VLG)

Baked salmon fillets with honey mustard sauce (VLG)

Wok tossed vegetables, rice noodles, stir fry sauce (v & ve)

Spinach & ricotta cannelloni (veg)

Chicken & mushroom risotto (VLG) (veg option available)

Sticky pork belly with pilaf rice

### SALADS-SELECT3

Greek salad (v, VLG)

Potato salad (VLG)

Asian noodle salad (v)

Israeli couscous salad (v)

Chicken basil penne salad

Vegetable pasta salad (v)

### DESSERTS-SELECT3

Sticky date pudding

Warm chocolate brownie (VLG available)

Apple crumble

Lemon meringue tart

Assorted eclairs

Vanilla slice

# BUFFET MENU

Add and extra hour  
to your function + \$400

\*\* DIETARY REQUIREMENTS, VEGAN OPTIONS AVAILABLE UPON REQUEST\*\*  
MINIMUM OF 50 GUESTS, ROOM HIRE FEES APPLY.

(v) - vegetarian (ve) - Vegan (vlg) - very low gluten (df) - dairy free

# SIT DOWN OPTIONAL EXTRAS



CANAPES ON  
ARRIVAL  
**\$9PP**



1/2 HOUR PRE  
DINNER DRINKS  
**\$10PP**



ALCOHOLIC DRINKS  
PACKAGE  
**\$42PP**



NON - ALCOHOLIC  
DRINKS PACKAGE  
**\$12PP**



DONUT WALL  
**\$200 - 35 Donuts**  
**\$290 - 70 Donuts**



ANTIPASTO  
PLATTER  
Per table  
**\$5PP**



FRUIT TOWER  
Per table  
**\$5PP**



GARDEN SALAD  
Per table  
**\$3PP**



SEASONAL VEG  
Per table  
**\$4PP**



CANDY BUFFET  
**\$7PP**

# OPTIONAL EXTRAS



DJ HIRE

**\$500**



DIGITAL PHOTO  
BOOTH

No printout, photos and gifs can be emailed or sent to your phone.

**\$350**



PHOTO  
BOOTH

**\$700**



PROFESSIONAL  
PHOTOGRAGHER



LIGHT UP  
NUMBERS

**\$200**



CANDY BUFFET

**\$300**



CHIP & SALSA  
BAR

**\$300**



NEON SIGNAGE

Neon Signage - Happy birthday,  
lets party

**\$120**



DONUT WALL

**\$200 - 35 Donuts**

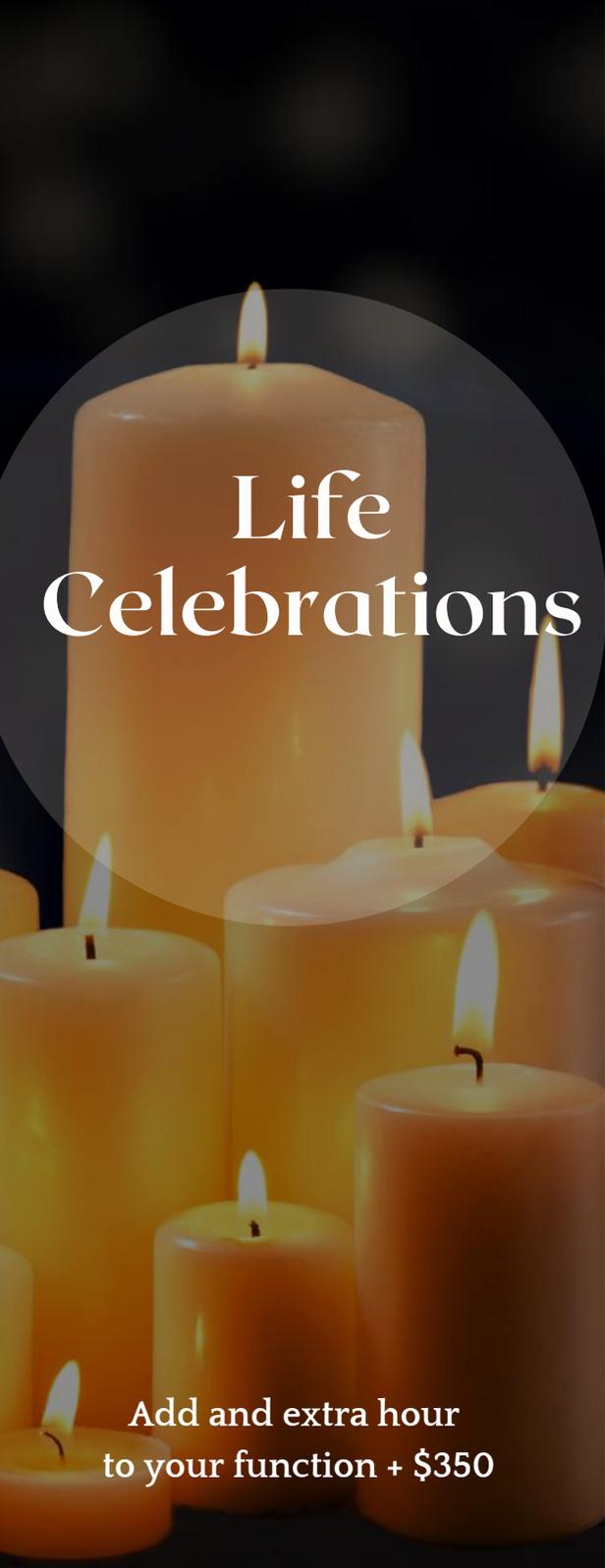
**\$290 - 70 Donuts**



CHAIR COVERS

Selection of colors

**\$4PP**



# Life Celebrations

## BASIC

4 Hour event duration

Room hire (Mon- Thurs)

Food and beverage staff

Selection of **8 Standard cocktail menu** items to cater to **60 guests**

Unlimited tea and coffee station

2 x Sandwich tower

2 x Cake tower

Colored napkins and sashes in a choice of colours

**\$600 Bar tab included**

**Fri - Sun + 300**

\$400 to upgrade to premium menu

**\$2900**

## PLATINUM

4 Hour event duration

Room hire (Mon-Thurs)

Food and beverage staff

Selection of **8 Standard cocktail menu** items to cater to **80 guests**

Unlimited tea and coffee station

2 x Sandwich tower

2 x Cake tower

Colored napkins and sashes in a choice of colours

**\$1000 Bar tab included**

**Fri - Sun + \$300**

+\$600 to upgrade to platinum menu

**\$4000**

## DIAMOND

4 Hour event duration

Room hire (Mon-Thurs)

Food and beverage staff

Selection of **8 Standard cocktail menu** items to cater to **130 guests**

Unlimited tea and coffee station

2 x Sandwich tower

2 x Cake tower

Colored napkins and sashes in a choice of colours

**\$1500 Bar tab included**

**Fri - Sun + \$300**

**\$5500**

Add and extra hour  
to your function + \$350

# TERMS AND CONDITIONS

**Confirmation of Booking** - A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and a full deposit payment of \$500 or \$100 for the Grand ballroom.

We accept EFTPOS, cash, and all major credit cards.

**Final Details & Payment** - The venue requires all food and beverage selections to be provided fourteen (14) days prior to the event, along with final guest numbers, food service times, dietary requirements and other specifics relating to your event. Guest numbers this will number will form the basis of your final charging. All catering must be paid upon confirmation of the final numbers, no later than 7 days prior to your event date. There are no refunds given should your guest numbers decrease after this time. Drinks tabs and any incidentals are payable on the day at the conclusion of the event with cash or card. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

**Menus** - Please note menus, prices, wine vintages and ingredients are subject to change due to seasonality and availability and may differ after making your booking. Due to the nature of restaurant meal preparation and possible cross-contamination we are unable to guarantee the absence of allergens in menu items.

**Cancellation** - Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of eight (8) weeks of the date of the function ( twelve (12) weeks for November & December functions) will forfeit the deposit. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability

**Food Allergies & Dietary Requirements** - Our venue is able to cater for dietary requirements that yourself, or your guests may have, with 14 days prior notice. Please be aware that all care is taken when catering for special requirements. It must be noted that within the premises we handle nuts, seafood, shellfish, sesame seeds, wheat flour, eggs, fungi and dairy products. Customers requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner.

**Signage, Decorations & External Suppliers** - Any additional equipment/entertainment/decorations or props required, other than those supplied/recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

**Minors & Additional Security** - Minors are only permitted on the premises in the company of their parent or guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as stairwells, foyers & public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

**Damage** - Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of a fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

**Function Conduct & Client Responsibility** - It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by the venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

**Unforeseen Circumstances** - Please be aware that we accept no responsibility for outside weather conditions but will make every endeavour to provide an adequate function area if the conditions affect the booked area or access to it.

**Items not permitted** - Smoke machine, small table scatters, Beverages and Catering not provided by the Manningham Hotel, occasional cakes permitted. We do not have a takeaway license food is not permitted to leave the venue.

**Name:**

**Signature:**

**Date:**