



SIR HENRY BARKLY HOTEL

FUNCTION PACK

(03) 9457 1003

92 BURGUNDY ST, HEIDELBERG VIC

FUNCTION ROOM

Barkly's function room offers modern decor, as well as a private bar, an AUX cable for phone and ipod connection, a 65 inch flatscreen TV, private male and female toilets & a large outdoor courtyard boasting outdoor heaters and an annexe for cover, making it ideal for many functions. It is licensed until 12am.

MINIMUM NUMBERS, FOOD AND BEVERAGE SPEND

Monday- Thursday	Minimum 40 people required	Free room Hire	Min Bev spend \$500
Friday	Min 50- max 120 people	\$250 room hire	Min Bev spend \$1000
Saturday	Min 70- max 120 people	\$250 room hire	Min Bev spend \$1500
Sunday	Min 40 people required	\$350 room hire	Min Bev spend \$500

- A selection of one of our menu options (attached) is required for each booking
- During december room hire increases by \$100
- Conditions apply on public holidays. Please check with management

BEVERAGES

ON TAP

Carlton Draught (heavy) Pot \$6.80
Great Northern (mid) Pot \$6.60
Balter XPA (heavy) Pot \$7.90
Hard Rated Alcoholic Lemon Zero \$9.80

HOUSE WINES

Willowglen Sauvignon Blanc
Willowglen Chardonnay
Willowglen Moscato
Willowglen Cabernet Merlot
Willowglen Shiraz
Willowglen Sparkling
By the Glass \$9

NON-ALCOHOLIC

Variety of soft drinks and Juice \$4.50
Lemon, Lime and Bitters \$4.60
Coffee and Tea \$4.70

A full range of premium beers, table & sparkling wines, spirits & liqueurs are available at bar prices.

No shots or cocktails will be allowed in the function.

All liquor prices are at 'bar prices' and quoted here to be viewed as a current guide only.
liquor will be charged according to the 'bar price' at the date of your function

At the conclusion of a function, patrons will be required to leave the venue and will not be able to attend other areas of the hotel. Please respect our neighbours by leaving quietly.



FOOD PACKAGES

\$20 Per Head

5 items from Standard menu

\$23 Per Head

6 items from Standard or Gourmet

\$26 Per Head

7 Items from Standard or Gourmet

\$29 Per Head

8 Items from Standard or Gourmet



MENU OPTIONS

STANDARD SELECTION

- Gourmet Selection Individual Pizza Bites **(GFO, VO)**
- Crispy Filo Spinach & Cheese Triangles **(V)**
- Salt and Pepper Calamari with Confit Garlic Aioli
- Gourmet Meat Pies and Homemade Sausage Rolls
- Chicken Kiev Bites
- Mexican Veg Empanada **(VG)**

GOURMET SELECTION

- Club Sandwich Bites **(VO)**
- Prawn Twisters with Sweet Chilli Dipping Sauce
- Chilli Con Carne Empanada
- Crumbed Chicken Tenders with Korean Mayo **(GFO)**
- Mac & Cheese Croquettes **(V)**
- Assorted Dumplings **(VO)**
- Lamb Samosas with Tzatziki
- Asian Vegetable Spring Rolls **(V)**
- Peking Duck Wellington
- Mini Assorted Icecreams
- Apple Pie Bites with Cinnamon Sugar

ADDITIONAL ITEMS (PER SERVE PRICES)

MINIMUM ORDER 50 PER ITEM

- House made Herb & Cheese Arancini **(GFO, V)** \$4.00
- Char Sui Pork Belly Bites **(GFO)** \$4.50
- Fish and Chip Cones with Tartare Sauce \$4.50
- Pulled Pork Sliders \$4.50
- Tiger Prawns and Mayo Bun \$4.50

Bowls of wedges & hot chips **(GFO, VGO, VO)** are available in addition to any of the above selections.

All food prices are subject to occasional hotel increases that will apply to your function unless pre paid

(30 Days Notice will be given of any increase)

(GF) Gluten Free **(GFO)** Gluten Free Option **(V)** Vegetarian **(VO)** Vegetarian Option **(VG)** Vegan **(VGO)** Vegan Option

GENERAL BOOKING INFORMATION

Deposit & Bond

We require payment of room hire in full to confirm a booking

Please note that bookings cannot be confirmed until deposit has been received.

*21st functions are required to pay a \$300 bond prior to the function, please have the form filled in and returned to the hotel with payment of food. (2 weeks prior)

Payment

- Room hire to be paid at the time of confirmation
- Total food amount to be paid 2 weeks prior to function
- Bond (if 21st) to be paid no later than two weeks prior to function
- Outstanding balance on account to be paid in full at the conclusion of the function
- You are welcome to run a bar tab for your liquor, however before commencing the tab it is a requirement that either cash or valid credit card is held behind the bar for the duration of your function, for security.

*Please note that failure to pay for food & bonds prior to function could result in cancellation

Cancellations

In the event of a cancellation the following the following will apply:

- 4 weeks prior to the event - Full deposit refunded
- Within 21 days of the event - 50% of the deposit refunded
- Less than 14 days of the event - No refund of deposit

Booking and Confirmation

We hold tentative bookings for 2 weeks at a time. If we haven't heard back with booking confirmation in that time, the booking will be withdrawn. Confirmation of your menu choices and numbers for catering are required 2 weeks prior to your function with food payment in full.

Decorations

You are free to decorate the function room as you please.

We do ask that you do not use any sort of tape on the walls at all. Blue tack is fine.

Time Frames

The function room is hired out in five (5) hour blocks. Latest a function can be held is from 7pm-12am.

Music

The bar offers an attachment for an ipod on an AUX cord. Alternatively, it is up to you to organise DJ's and advise us of the details - ie. when the equipment will be delivered.

However, they must conclude at 11pm, no DJ or live performer will be permitted after this time.

We are committed to caring for our local neighbours and we must follow appropriate sound levels.

Please note, we do not allow larger bands.

Television

The 65" flatscreen TV can play a slideshow of your photos and videos, provided you bring them in on a USB device. Powerpoint presentations will not work unless they are placed on a laptop connected to the TV.

Cakes

You may bring your own cake. We are happy to re-temperature it until required. Please note due to health regulations we are unable to cut your cake, but will help you serve it to your guests.

Smoking Laws

In August 2017 new smoking laws were put in place making it illegal to smoke in an area where prepared food is served. The outside terrace must remain smoke free until all food has been served by approximately 10pm. Smokers are permitted to smoke outside the venue prior to this time, however drinks cannot be consumed outside of the venue.

**At the conclusion of the function, patrons will be required to leave the venue and will not be able to attend other areas of the hotel.
Please respect our neighbours by leaving quietly.**

