



Meadow **INN**

Function Package

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WWW.MEADOWINN.COM.AU

Welcome to The Meadow Inn Hotel

Located in Melbourne's northern suburbs, The Meadow Inn Hotel offers plenty of complimentary on-site parking and 15 motel style accommodation rooms for the convenience of your guests. Our friendly and professional team understand that every event is unique and will work with you through the planning process to ensure your function is one to remember. Get in touch with our team today to arrange a time to view our facilities and to discuss your event in detail. We look forward to working with you!

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The Function Area



CAPACITY: 100 guests standing, 60 guests seated

FACILITIES: Private entry point, private bathrooms, can close off from the main bistro area with privacy curtains

AVAILABILITY: Lunch and dinner 7 days a week

The Sports Lounge



CAPACITY: 150 guests standing

FACILITIES: Private bar, outdoor smoking area, pool table

AVAILABILITY: Chat to the team regarding your preferred date

Catering Platters

Assorted sandwiches - \$85

Asian sensation - \$90

Including mini dim sims, vegetable spring rolls and vegetable samosas with soy dipping sauce

Assorted pizzas - \$90

Including hawaiian, super supreme and meat lovers

From the sea - \$110

Including salt'n'pepper squid, panko crumbed calamari, battered fish bites and scallops

Party favourites - \$90

Including mini pasties, party pies and mini sausage rolls with tomato dipping sauce

Fresh seasonal fruit - \$90

Chicken bites, hot chips and wedges \$70

satay or Peri Peri chicken skewers \$105

Mini beef cheeseburgers or chicken sliders \$95

(For events of 60+ people)

Assorted cakes - \$90

Vegetarian - \$95

Mushroom arancini, mac & cheese croquettes, mozzarella sticks, pastizzis

Cheese, dips and Kabana - \$90

Cubed tasty cheese, mixed dips, Kabana and crackers



All inclusive cocktail Party Packages

Meadow Inn's Deluxe Party Pack

\$2000

Suitable for up to 80 Guests

Private room for up to 5 hours

Food and beverage staff

Flexible room setup

1 x security guard

Self Serve tea and coffee station

8 Catering platters of your choice

Use of data projector and screen for photo slideshow

\$800 bar tab to get the party started

Meadow Inn's Grand Party Pack

\$2900

Suitable for 80+ guests

Private room for up to 5 hours

Food and beverage staff

Flexible room setup

1 x security guard

Self Serve tea and coffee station

12 Catering platters of your choice

Use of data projector and screen for photo slideshow

\$1200 bar tab to get the party started





2 or 3 course set Menu

TWO COURSE \$40 | THREE COURSE \$45

Public holidays will incur a surcharge

Entree

Salt and pepper calamari salad

Arancini with capsicum mayonnaise

Mac and cheese croquettes

Thick vegetarian spring rolls

Dessert

Sticky date pudding with a rich caramel sauce and vanilla ice-cream

Marz cake with whipped cream

Main

Grilled Atlantic salmon fillet with golden fried chips, garden salad and lemon wedges

Vegetarian lasagna served with chips and salad

Chicken Mignon; chicken breast stuffed with spinach, ricotta and sundried tomato, wrapped with streaky bacon and served with creamy mash and seasonal vegetables

Schnitzel or Chicken Parmigiana; hand crumbed veal fillet topped with napoli, ham and melted mozzarella, served with golden fried chips and a seasonal garden salad

200gm porterhouse served medium with golden fried chips, garden salad and gravy

Select two items from each course to be served 50 / 50

Kid's menu available for those aged 12 & under

After something in particular? chat to us today about customising the menu!

Kid's Parties

Kid Party Package - \$16 per child

Minimum 10 kids, Birthday child is free!

2 Hour duration
Unlimited Soft Drink
Party Box
Party Hat
Helium Balloon for every child
Hot Chips
Chicken Nuggets
Party Pies
Cocktail Franks
Fairy Bread

optional Extras

\$25 Popcorn Machine Flat Fee - Free use of our popcorn machine with free refills

\$70 Party Host Flat Fee - We supply an extra staff member to play games with the kids



Terms & Conditions

Confirmation of bookings

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 full deposit payment of \$100. We accept EFTPOS, cash and all major credit cards. In some instances an additional \$200 will be required as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

Final details and payment

The venue requests all food and beverage selections to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then requested seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. 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.

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 four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) 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.

Minors

Minors are only permitted on the premises in the company of their parent or legal 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 lifts, stairwells, foyers and public restrooms.

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.

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 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 and client responsibility

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by 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.

**I can confirm that I _____
have read and understood the above terms and conditions and
agree to comply.**

signed: _____ Date: _____

Booking Confirmation Form

contact name / company name:

Address:

contact number(s):

contact email:

Day / date of function:

Start / finish time:

Occasion:

Expected guest numbers:

Agreed function space:

Beverage requirements:

catering requirements:

A \$100 deposit is required to secure your function booking, to accompany this form and a signed copy of the terms and conditions. We accept payment via cash, EFTPOS and all major credit cards, and payment can be made in person at the venue or over the phone.