



QUEENSBERRY HOTEL

functions

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FUNCTIONS AND EVENTS

Please contact: Anne Barrett - Venue Manager

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VENUE DETAILS

Built in 1890, the family owned and operated heritage listed hotel is a traditional old school "pub" venue with three versatile function spaces.

The Queensberry Hotel plays host to many types of events with function spaces catering for guest numbers between 20 to 300 people.

Specialising in business luncheons and dinners, team building and trivia events, birthday parties and Christmas parties with excellent service in a relaxed and informal atmosphere.

Our function spaces come with affordable minimum beverage spends (no room hire fee) and offer an extensive range of food and beverage options with the ability to tailor a package suited to your event and budget.

Located walking distance from Melbourne Central, CBD and the Lygon St precinct, the Queensberry Hotel is a very convenient meeting spot.

Take the stress away from your next event and let our functions team help you organise a function to remember.

You can rest assured that your function will be a success with our experienced and friendly staff.

SPACES AND CAPACITIES

SWANSTON ST BAR | TERRACE ENCLOSURE | COURTYARD: PRIVATE AREA

Celebrate in elegance in the periodic art deco Swanston St Bar. This intimate lounge area with street entry and private bar also has the ability to increase in function space size with optional inclusion of the adjoining Terrace Enclosure and exclusive area under the fully retractable awning in the Courtyard.

SWANSTON ST BAR: Ideal for cocktail parties of 40 people.

Minimum Food and Beverage Spend:

Sunday - Thursday \$1,500
Friday nights \$2,500 / Saturday nights \$2,500
December events \$3,000

SWANSTON ST BAR WITH TERRACE ENCLOSURE:

Ideal cocktail parties of 90 people.

Minimum Food and Beverage Spend:

Sunday - Thursday \$2,700
Friday / Saturday nights \$4,050
December events \$4,550

SWANSTON ST BAR WITH TERRACE ENCLOSURE & COURTYARD:

Ideal for cocktail parties of 140 people.

Minimum Food and Beverage Spend:

Sunday - Thursday \$4,200
Friday / Saturday nights \$6,300
December events \$6,800

Music and AV Options:

Pre-programmed playlist \$50 / Inhouse selection, iPod \$Free
Microphone and PA Hire \$50 / LCD TV screen \$Free

THE TERRACE ENCLOSURE: SEMI-PRIVATE AREA

With a combination of couches and high tables with bar stools, pool table, heaters and direct access to the Swanston St Bar. The Terrace Enclosure is ideal for cocktail parties of 50 people.

Minimum Food and Beverage Spend:

Sunday - Thursday \$1,500
Friday nights \$2,500 / Saturday nights \$2,500
December events \$3,000

Music and AV Options:

Microphone and PA Hire \$50

THE DINING ROOM: PRIVATE AREA

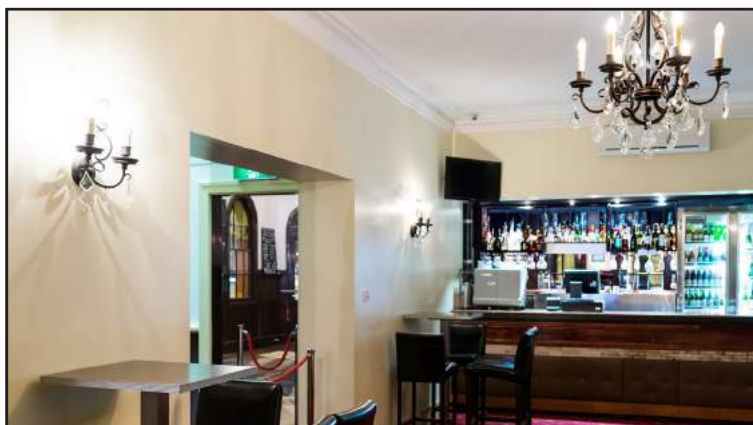
Where old world charm meets modern day elegance complete with a private bar. Ideal for cocktail parties of 90 people, seated events of 50 guests.

Minimum Food and Beverage Spend:

Sunday - Thursday \$1,500
Friday nights \$2,500 / Saturday nights \$2,500
December events \$3,000

Music and AV Options:

Pre-programmed playlist \$50 / Inhouse selection, iPod \$Free
Microphone and PA Hire \$50 / LCD TV screen \$Free



TERMS AND CONDITIONS

For a successful function at the Queensberry Hotel we ask that you abide by a few simple requirements to ensure your special event meets your expectations and is hassle free.

DECORATIONS

You are welcome to decorate your function area any way you like and will have access from 4pm on the day of your function. Please do not use sticky tape on our walls for photos or streamers; Bluetac is fine. Just discuss your requirements with us and we will be more than happy to tailor to your needs. Decorations must not be hung from any chandeliers. Any damage caused will be deducted from your deposit.

CAKES

You are welcome to bring any kind of cake in and we will be happy to store it, cut it and serve it for you. However there is a cake charge of \$30.

FOOD

It is against health regulations to bring your own food. However you are welcome to bring bags of lollies.

DEPOSIT

To secure your function date a deposit of \$500 is required at time of booking. Once your deposit is payed, the function room is confirmed as yours. We do not take tentative function bookings. Assuming there is no damage to the room and your minimum spend is met your deposit will be returned to you. Cleaning charges may come out of your deposit.

MINIMUM SPEND

This spend can be made up of all monies spent by yourself or your invited guests over the bar. Every endeavour is made to maintain prices as printed however these may be subject to change without notice. Food is not included in minimum spend.

METHODS OF PAYMENT

Cash and Credit will be accepted as methods of payment. Any other currencies such as cheque must be approved by Queensberry Hotel management and cleared at least one week prior to the event.

CONFIRMATION

A confirmation call will be made to you approximately a week prior to your event by our function coordinator to finalise food, beverage and entertainment details. Confirmation of final numbers must be made no less than one week prior to the function.

CANCELLATIONS

Cancellations may be made through the Functions Coordinator. If a cancellation is made the deposit will not be refunded unless the room is rebooked.

DAMAGE

The client is responsible for any loss or damage to the Queensberry Hotel property caused by guests attending the function. The Queensberry hotel will not accept any responsibility for the loss or damage to any equipment, merchandise or personal effects left on premises prior to, during or after the function.

RESPONSIBLE SERVICE OF ALCOHOL

Intoxicated persons will not be permitted to enter the venue. If a person is deemed by Queensberry Hotel management or staff to be intoxicated, that person or persons will be refused service and asked to leave the premises.

UNDER 18'S

Under no circumstances does the Queensberry hotel allow children under the legal age of 18 within the venue at any time without a parent. Furthermore, the Queensberry hotel does not accept responsibility for any issues that occur.

