



Function Pack



THE BURWOOD BAR



FULLY PRIVATE FUNCTION SPACE & BAR

50 TO 120 GUESTS

\$400 DEPOSIT REQUIRED TO CONFIRM YOUR FUNCTION

Our most popular option! A spacious and versatile fully private room, suitable for any occasion – day or night!

KEY FEATURES:

Private room with your own private bar

Wireless microphone

AUX cord with audio equipment and speakers

TV screen with USB/HDMI capabilities

DJ/Band/Decorations permitted

Bar tab or cash bar available

Preference of room set up and furniture

Appropriate lighting for dance area if applicable

Heating & cooling

UP TO 50 GUESTS - \$1000 MINIMUM SPEND

UP TO 120 GUESTS - \$2000 MINIMUM SPEND

THE ROOFTOP BAR



SEMI PRIVATE SPACE

IDEAL FOR 30 TO 60 GUESTS

If you are after a private area for your function, but still want to be part of the Elgin Inn Rooftop Bar atmosphere – then this is the option for you!

KEY FEATURES:

- Private area with access to rooftop
- Shared courtyard access
- Background music
- Projector with screen, HDMI and USB capabilities
- Microphone subject to availability
- Preference of room set up and furniture
- Decorations permitted
- Heating & cooling
- Bar tab or cash bar available

30 - 60 GUESTS \$500 MINIMUM SPEND

\$200 DEPOSIT REQUIRED TO CONFIRM YOUR FUNCTION

THE ROOFTOP MARQUEE



25 to 50 Guests

A new addition to our function spaces, this area is available to functions and large bookings. With direct access to our Rooftop Bar, it's a great option on a beautiful day or night. \$200 deposit required Thursday - Sunday functions. No minimum spend required. Subject to availability.

THE ELGIN ST DECK

20 - 30 GUESTS

Our downstairs front deck is available to be booked out for small functions & large bookings up to 30 guests. No deposit or minimum spend.

Subject to availability.

Dogs permitted!





Elgin Inn Function Checklist

*Thanks for Choosing us to host your event!
Help us better understand your needs by marking
what applies most to your day!*

AUDIO / VISUAL EQUIPMENT:

Will you need a TV with HDMI or USB functionality?

- ◇ USB
- ◇ HDMI
- ◇ Both
- ◇ None

Comments:

Are you planning on having any entertainment?

- ◇ DJ
- ◇ Band
- ◇ Solo/Duo
- ◇ None

Comments:

Are you Planning on having a speech/speeches?

- ◇ Yes
- ◇ No

If Yes, Can you please let us know what time this will occur & approx. how long for food serving purposes?

Will you need a microphone?

- ◇ Yes
- ◇ No

Comments:

ROOM SET-UP:

Will you be needing room for special decorations?

- ◇ Yes
- ◇ No

Comments:

Due to a lack of space, will you be able to take them after the event and/or the next morning?

- ◇ Yes
- ◇ No

Comments:

Will you be needing specialty tables?

- ◇ Cake Table
- ◇ Present Table
- ◇ Other (Specify Below)

Do you need extra time before the event to set-up?

- ◇ Yes
- ◇ No

BAR TAB:

Were you having a tab for this event? If yes, did you have a limit?

- ◇ Yes
- ◇ No

Tab Limit:

What were you liking to have on the tab:

- ◇ Beer
- ◇ Wine
- ◇ Soft Drink
- ◇ Spirits
- ◇ Other (Specify Below)

FUNCTION FOOD:

Will you be having Function Platters or Canapés?

- ◇ Yes
- ◇ No

Are you looking to have a 'Sit-Down' Function?

- ◇ Yes
- ◇ No

TERMS & CONDITIONS:

I have understood and agreed to all Terms and Conditions outlined in our Function Pack

- ◇ Yes, I understand
- ◇ No, I don't understand

FUNCTION PLATTERS

	<i>EACH PLATTER HAS APPROXIMATELY 30 PIECES / SERVINGS</i>	QTY REQ
\$50	Cocktail vegetarian spring rolls with sweet chili sauce [v]	
\$50	Mini beef dim sims with soy sauce	
\$50	Cauliflower fritters with sweet & sour sauce [v]	
\$50	Polenta chips with parmesan & truffle oil [v] [gf]	
\$50	Curried vegetable samosas with smoky tomato relish [v]	
\$60	Fish Bites with tartare sauce	
\$60	Macaroni & cheese croquettes with siracha mayo [v]	
\$60	Fried chicken tenderloins with spicy buffalo dipping sauce	
\$60	Sausage rolls with Tomato Sauce	
\$60	Spicy pork & veal meatballs with tzatziki	
\$60	Vegetarian arancini with aioli [v]	
\$60	Salt & pepper calamari with lemon aioli [gf]	
\$60	Beef Pies with tomato sauce	
\$90	Assorted pizza platter – Vegetarian included	
\$90	Antipasto platter – selection of cured meats, cheese & vegetables	
\$95	Pulled pork sliders with smoky BBQ sauce & coleslaw	
\$95	Mini Beef Burgers	
\$95	Mini Chicken Burgers	
\$120	Vegan Pizza Platter [vg]	
\$120	Gluten-Free Pizza Platter [gf]	

CLIENTS ARE PERMITTED TO BRING IN THEIR OWN DESSERT AND/OR
CELEBRATION CAKES AT NO EXTRA CHARGE.

V = VEGETARIAN

VG = VEGAN

GF = GLUTEN

To submit your food order please fill out this form and send it to
functions@elgininn.com.au, or alternatively give us a call.

All function food orders must be received within 10 business days
before your event. Please let staff know of any dietary requirements or
preferences before placing your order as we can alter certain platters
to suit dietary needs.

MEETINGS/SEMINARS AND SIT DOWN FUNCTIONS

Should you wish to host a meeting or seminar, please talk to our friendly staff to discuss options.

We have multiple areas and equipment available for hire to suit your needs.

We have seasonal set menus available for large sit-down style functions. Please speak with staff to obtain our current menu options & prices.

SUBJECT TO AVAILABILITY.



TERMS & CONDITIONS

PLEASE READ THE FOLLOWING BEFORE MAKING A BOOKING

Bookings and deposits:

In order to secure your requested date and the most suitable area to accommodate your needs, a booking deposit is required.

Cancellations or postponement:

In the event of a cancellation or postponement by the event organiser(s), the Elgin Inn requires formal notification.

All notifications must be emailed to the venue via info@elgininn.com.au or functions@elgininn.com.au

Cancellations or postponements with less than three weeks notice may incur a loss of deposit.

Payments:

The Elgin Inn requires that full and final payment must be settled at the conclusion of the event.

Confirmation:

Confirmation of final numbers is required no less than 7 days prior to the function date.

Price variation:

The Elgin Inn makes every effort to maintain prices, however, prices quoted for functions that are greater than 3 months in advance are subject to change at management's discretion to allow for variations in cost of goods, wages and equipment hire.

Liquor License:

In accordance with liquor licensing all functions are to conclude by 1am. The Elgin Inn is a strong advocate of responsible service of alcohol and reserves the right to refuse supply of alcohol to intoxicated patrons. Under section 114 of the liquor licensing act, the Elgin Inn reserves the right to instruct patrons who are behaving in an unruly manner to leave the premises at any time.

BYO Policy:

No food or beverages are permitted to be brought into the venue by the client, or a guest of the client for consumption by the client or any guest of the client without prior approval by the Elgin Inn.

BYO cakes and dessert tables are permitted.

Entertainment:

External DJ's are permitted; however, it is a requirement that a sound check is completed prior to the commencement of any function. All entertainment must be fully set up and sound checked before 7pm. Evening events will require all entertainment to conclude by 12:30am.

Food:

Cancelling of Food Platters During the Event may be possible at Late Notice However, a charge may occur for items that are not usable after the event date. Under the 1984 Victorian Food Act, external 'Doggy Bags' May be bought in by the Patron. The Elgin Inn does not accept any responsibility of the integrity of the food items once they are taken from the premises.

Responsibility and Liability:

The Elgin Inn does not accept any responsibility for the damage to, or loss of any clients' property throughout the duration of the function. The organisers of the function will be financially responsible for any damages to the venues fixtures and fittings, property and equipment, which includes pilferage of the venues property that may occur throughout the duration of the function. The deposit will be treated as a bond for any damages that may be incurred, during the function. The function space will be assessed by the manager at the conclusion of the function and deposit deducted from final payment.