



IVANHOE HOTEL

Bar & Functions

FUNCTIONS AT THE IVANHOE HOTEL & ESTABLISHMENT BAR

SINCE 1993, THE IVANHOE HOTEL HAS BEEN PROVIDING LOCALS OF MELBOURNE'S NORTH-EAST EVERYTHING FROM CASUAL FRIDAY NIGHT DRINKS, PRIVATE FUNCTION CELEBRATIONS WITH A WARM ATMOSPHERE AND FRIENDLY SERVICE.

THE HOTEL, LOCATED JUST 15 MINUTES FROM MELBOURNE'S CBD, HAS BEEN RECENTLY RENOVATED AND CURRENTLY OFFERS AN IMPRESSIVE CASUAL LOUNGE BAR, VARIED FUNCTION ROOMS AND GAMING FACILITIES.

THE MULTI FACETED VENUE CAN CATER TO A WIDE RANGE OF EVENTS, FROM RELAXED AFTERNOON COCKTAILS TO BIG CELEBRATIONS WITH YOUR FRIENDS AND FAMILY.

IVANHOE HOTEL

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EAT, DRINK & LAUGH IN OUR SPACIOUS ROOMS

MAIN ROOM & TERRACE

ENJOY OUR 300+ SQ METER SPACE WITH A TERRACE, BALCONY, KIDS PLAY ROOM AND 180 DEGREE PANORAMIC VIEWS OF IVANHOE. WITH ENDLESS PLANNING POSSIBILITIES WE CAN ACCOMMODATE FOR ANY EVENT FROM ENGAGEMENTS, CORPORATE EVENTS TO BIRTHDAYS.

STYLE	SETUP	CAPACITY
EXCLUSIVE USE	COCKTAIL	110-250

ESTABLISHMENT BAR & LOUNGE

LOCATED ON UPPER HEIDELBERG OUR EST BAR CAN BE BOOKED FOR ANY PRIVATE FUNCTION FROM 21ST BIRTHDAYS, ENGAGEMENTS, CHRISTMAS PARTIES AND CELEBRATION OF LIFE EVENTS WITH SHORT NOTICE.

STYLE	SETUP	CAPACITY
EXCLUSIVE USE	COCKTAIL	70-110

KEL'S ROOM

THIS SPACE CAN ACCOMMODATE SMALLER CASUAL EVENTS DURING THE AFTERNOON FROM FAMILY CATCH UPS, CORPORATE AND CELEBRATION OF LIFE EVENTS.

STYLE	SETUP	CAPACITY
EXCLUSIVE USE	COCKTAIL	20-50

CANAPE OPTIONS

PLEASE SPEAK WITH OUR FRIENDLY TEAM
TO TAILOR ALL OF YOUR FOOD OPTIONS
SPECIFICALLY TO YOU & YOUR EVENT.

BEVERAGE PACKAGES

CASH BAR

GUESTS PAY FOR THEIR OWN BEVERAGES AT THEIR OWN EXPENSE

BAR TAB

CHOICE OF BEVERAGES AND LIMIT, DECIDED AND PAID FOR BY THE HOST

BASIC PACKAGE

2HR \$40PP | 3HR \$50PP | 4HR \$60PP

PREMIUM PACKAGE

2HR \$50PP | 3HR \$60PP | 4HR \$70PP

COCKTAIL UPGRADE

ESPRESSO MARTINI ON ARRIVAL FOR \$18PP

BEVERAGE PACKAGES

BASIC PACKAGE

BEER | CARLTON DRAUGHT, CASCADE LIGHT, GREAT
NORTHERN

WINE | MORGANS BAY SAUVIGNON BLANC, MORGANS
BAY CHARDONNAY, MORGANS BAY SPARKLING

PREMIUM PACKAGE

BEER | CARLTON DRAUGHT, CARLTON DRY, CASCADE
LIGHT, GREAT NORTHERN, 4 PINES PACIFIC ALE, BRICK
LANE ONE LOVE PALE ALE

WINE | STAG CHARDONNAY, CAPE SHANK PINOT GRIGIO,
LITTLE BERRY SAUVIGNON BLANC, LITTLE BERRY SHIRAZ,
THE DRIVES SEPPELT SPARKLING, STAG PINOT NOIR

SPIRITS | PAY BY CONSUMPTION

A modern lounge interior featuring a long, dark brown tufted leather sofa against a wall with a grid pattern. In front of the sofa are two large, rectangular brown leather ottomans and several small, round wooden tables on thin black legs. The floor is covered with a grey and black patterned rug. In the background, there is a small dining area with a round wooden table and white chairs with yellow seats. A television is mounted on the wall, displaying a person on a surfboard. The ceiling has a grid pattern and several spherical pendant lights. A glass door is visible on the left side of the image.

CELEBRATION OF LIFE

CELEBRATION OF LIFE

THIS CAN BE A DIFFICULT TIME FOR YOU AND YOUR FAMILY, SO BE REST ASSURED THAT OUR TEAM ARE COMMITTED TO MAKING THIS PROCESS AS EASY AS POSSIBLE FOR YOU AND YOUR FAMILY.

WE OFFER A RANGE OF CATERING + BEVERAGE OPTIONS FOR POST FUNERAL GATHERINGS AND CAN PROVIDE THE USE OF SCREENS ON REQUEST.

IF YOU REQUIRE SOMETHING SPECIFIC, PLEASE DON'T HESITATE TO DISCUSS DETAILS FURTHER WITH OUR STAFF, WHO WILL ENSURE THE EVENT IS TAILORED TO YOUR REQUESTS.

ALL CELEBRATION OF LIFE PACKAGES INCLUDE A FREE TEA AND COFFEE STATION FOR YOU AND YOUR GUESTS.

A modern lounge interior with a patterned carpet, a long white table, and a tufted leather sofa. The room features large windows on the left, a television on the wall, and a modern light fixture with multiple spherical bulbs. A sign in the background indicates the direction to the toilets.

TERMS & CONDITIONS BOOKING FORM

TERMS & CONDITIONS

Booking Confirmation

To confirm a reservation, a minimum deposit of \$200 and signed booking form (including terms and conditions) must be returned. Tentative reservations may be held for seven days upon request. If a signed booking form and the full deposit amount has not been received in this time, the venue reserves the right to release the space. Please note all minimum spend requirements are inclusive of catering and beverage spend only, and any additional costs incurred, including security and entertainment are not counted towards the final minimum spend figure. Deposits may be paid via any major credit card, EFTPOS or cash. All prices quoted in the above functions pack are inclusive of GST and subject to change.

Final Payment

All room set up requirements, and catering and beverage details are to be confirmed a minimum of 10 days prior to the function date. Full payment of all catering is required no less than 10 days prior to the event date. Beverage payments can be made in advance or at the commencement of the function. Should payment not be made, management reserves the right to cancel the function and the deposit will be forfeited. In the event that attendance differs from the final booking (10 days before the event), you will be charged per head for each additional guest, with no guarantee they will be catered for. If attendance is less than the finalised number, no refund will be made for those guests.

Minimum Spend

Hosts must meet the minimum spend requirement stipulated and agreed upon prior to the function and will be responsible for the difference if the amount is not met.

Cancellations

Cancellation of functions after the deposit has already been paid can only be done via direct consultation with management and only by the person who made the initial reservation and paid the deposit. In the event of a cancellation, the following fees will apply:

- More than 60 days notice Entirety of deposit refunded, less \$100 booking fee.
- 14- 60 days notice 50% of deposit forfeited
- Less than 14 days notice Entirety of deposit forfeited
- Due to Covid-19, restrictions may change with very short notice. If your function requires cancellation due to a complete lock down, or serious restrictions, you will be refunded the full deposit and any other payments made, minus a \$100 booking fee.

Dietary Requirements

Please be advised 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. Patrons requests will be catered for to the best of our ability, but the decision to consume a meal is the responsibility of the diner.

Outside Contractors

Any products or services arranged externally to the hotel are the sole responsibility of the host. Any outside contractors must liaise with management in all matters such as delivery, set up, pack downs, and will adhere to any direction given by Ivanhoe Hotel. Set up and pack down of such items also remains the sole responsibility of the host.

BYO

No food or beverage of any kind is permitted to be brought into the venue for consumption at a function by the host with the exception of a cake, whereby the host must receive written permission from management and an additional cakeage charge may apply.

Minors

The venue allows underage guests to attend functions, under the provision that they are supervised by a parent or legal guardian at all times. These guests are not permitted to leave the function space and must leave the venue at the conclusion of the event. Under no circumstances may any patron under the age of 18 years of age consume alcohol. If any minors are found to be consuming or in the possession of alcohol they will be asked to leave immediately in the company of their parent or legal guardian.

Guest Entry

Guest entry to functions will be permitted only within the agreed start and finish times. It is recommended that guests arrive within the first hour of the function, as the venue is unable to guarantee entry after this time. Management reserves the right to refuse entry to any patron in accordance with responsible service of alcohol procedures and the house policy. Additional function guests (beyond the number confirmed) may only be admitted in accordance with the venue's licensed capacity. Additional function guests will be charged the fee per head as agreed upon within the booking, and may not be catered for unless it is organised 14 days before the function.

Security

Management reserves the right to order additional security to ensure the safety of staff and patrons. If an event requires additional security the host will be notified and charged accordingly.

Conduct

The host is responsible for conducting the function in an orderly manner. All venue policies, procedures and legal responsibilities apply to all guests and hosts, including total compliance to all responsible service of alcohol and house policy standards. It is the host's responsibility to ensure that all details given to guests in regards to the function are accurate. If a function is booked under false pretenses or a host provides false information, management reserves the right to cancel the function without notice, and at the expense of the host.

Damage

Please be advised that hosts are entirely financially responsible for any damage, breakage, vandalism or theft that is sustained to the function space and venue premises by guests, invitees or other persons attending the event. Should any extra cleaning or labour be required to return the premise to a satisfactory standard, this will be charged to the host. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function.

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

Signed _____ Date ____/____/____

BOOKING FORM

NAME: _____

CONTACT NUMBER: _____

CONTACT EMAIL: _____

COMPANY: _____

DATE OF FUNCTION: _____

TIME OF FUNCTION: _____

OCCASION: _____

NO. GUESTS: _____ PACKAGE: _____

BEVERAGE DETAILS: _____

CANAPE OPTIONS: _____

CAKE (Y/N): _____ DEPOSIT AMOUNT: _____

DEPOSIT PAID (Y/N): _____

CARD TYPE: VISA / MASTERCARD / AMEX

NAME OF CARD HOLDER: _____

CARD NUMBER: _____

EXP DATE: ____ / ____ CCV: _____ DATE: _____

CUSTOMER SIGNATURE: _____

MANAGER SIGNATURE: _____