



We thank you for your enquiry,

### **CONFIRMATION OF BOOKINGS**

Your booking will not be finalised until a payment of \$300 is made and applies to all functions where the room is used exclusively. This is a charge for the use of the room only and does not include any decorations. The room hire must be paid upon booking a specific date for your function. A tentative reservation will be held for a period of 7 days. A booking is considered confirmed upon receipt of this signed terms & conditions, completed booking form & full room hire of \$300. We accept EFTPOS, cash & all other major cards. Cancelling 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 within 4 weeks of the date of the function will forfeit their deposit. If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves all rights to cancel at their discretion without notice or liability. \*10% surcharge applies to all functions hosted on a public holiday

### **CATERING**

You can select from our finger food or set menus. Catering must be supplied with beverages by Kirks Hotel at all functions. Minimum \$1500 spend is required for all functions.

### **BEVERAGES**

We can tailor the list to your requirements either by pay as you go or on a nominated amount for a bar tab. Bar service will conclude 15 minutes prior to the finishing of function. Management reserves the right to refuse beverage service as per Responsible Service of Alcohol guidelines. Under no circumstances are intoxicated guests to remain on the premises, it is the hosts responsibility to ensure that guests adhere, failure may result in the function being cancelled immediately with no refund.

### **ENTERTAINMENT/MUSIC**

As we are located in a residential area we do have some restrictions on noise level. We have an in house IPod/Laptop attachment. You may also use acoustic live entertainment, DJ or Jukebox, however this style of entertainment choice must be approved by management. There is also a TV available to you to use for photo slideshow through a USB or Memory card.

### **DECORATIONS**

We will discuss your requirements upon booking. 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 & decorations, and reserved the right to disallow anything deemed offensive or dangerous. It is the responsibility of the host to remove all decorations and equipment from the venue at completion of function.

### TIMES

We will provide you the times you can have access to the room to decorate. This will be dependent upon other bookings on the day. The duration of your function is a maximum of 5 hours but we can discuss alternative arrangements if required. The latest finishing time is 12.30am.

### SECURITY

Security is provided to all functions on a Friday and Saturday evening.

### NUMBER OF PATRONS

To ensure you and your guests have a comfortable and enjoyable time we have a limit on the numbers we can have for your specific function:

Formal Sit Down	Maximum 50 people (Minimum 20 people)
Cocktail Style	Maximum 100 people (Minimum 50 people)

### PAYMENT

We require the final numbers and full payment for food costs 2 full weeks prior to your function. The beverage costs are to be paid at the completion of your function. We accept all major credit cards. Personal cheques will not be accepted unless prior arrangements are made with management.

### CONDUCT

All normal venue policies, procedures & legal requirements apply to any and all persons attending functions within our hotel. Management reserves the right to remove & eject uncooperative and/or intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms & conditions and comply. Any damage, theft, breakage or vandalism sustained by any party from the organiser will be held responsible. Should any extra cleaning be required this will be charged to the organiser. The venue does not accept responsibility for any loss or damage of merchandise prior, during or after the function.

We trust that this information can assist you with planning your special function and look forward to providing you with the professional service it deserves. Please feel free to contact us if you have any further queries on (03) 5975 2007.

I confirm that I

\_\_\_\_\_

Have read and understood the above terms & conditions and agree to comply

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Kirks On The Esplanade  
774 Esplanade, Mornington 3931  
[enquiries@kirksotel.com.au](mailto:enquiries@kirksotel.com.au)  
Ph: 03 59752007

# FUNCTION COCKTAIL MENU

FOOD FOR \_\_\_\_\_ PEOPLE

Managers Copy

- Your choice of 6 items for \$26.00 Per Person**
- Your choice of 10 items for \$30.00 Per Person**
- Your choice of 16 items for \$34.00 Per Person**

- |  |   |
|--|---|
| <input type="checkbox"/> Caramelized Tomato & Goats<br>Cheese bruschetta             | <input type="checkbox"/> Seafood Gyoza & Soy            |
| <input type="checkbox"/> Mixed Sushi rolls   | <input type="checkbox"/> Smoked Salmon & Avocado tarts  |
| <input type="checkbox"/> Coconut king prawns with mango<br>aioli                     | <input type="checkbox"/> Crab & Pickled Ginger crostini |
| <input type="checkbox"/> Spring rolls with sweet soy<br>dipping sauce                | <input type="checkbox"/> Chicken, Leek & Camembert pie  |
| <input type="checkbox"/> Spinach & Ricotta parcels                                   | <input type="checkbox"/> Sticky Lamb Ribs               |
| <input type="checkbox"/> Mini wood fired pizzas                                      | <input type="checkbox"/> Smokey Bacon & cheese Arancini |
| <input type="checkbox"/> Salt & pepper Calamari with a<br>sweet Thai reduction sauce | <input type="checkbox"/> Pork Dumplings                 |
| <input type="checkbox"/> Moroccan Chicken Ribs                                       | <input type="checkbox"/> Fresh Fruit Platters           |

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

\_\_\_\_\_



# FUNCTION COCKTAIL MENU

FOOD FOR \_\_\_\_\_ PEOPLE

Chefs Copy

- Your choice of 6 items for \$26.00 Per Person**
- Your choice of 10 items for \$30.00 Per Person**
- Your choice of 16 items for \$34.00 Per Person**

- |  |   |
|--|---|
| <input type="checkbox"/> Caramelized Tomato & Goats<br>Cheese bruschetta             | <input type="checkbox"/> Seafood Gyoza & Soy            |
| <input type="checkbox"/> Mixed Sushi rolls   | <input type="checkbox"/> Smoked Salmon & Avocado tarts  |
| <input type="checkbox"/> Coconut king prawns with mango<br>aioli                     | <input type="checkbox"/> Crab & Pickled Ginger crostini |
| <input type="checkbox"/> Spring rolls with sweet soy<br>dipping sauce                | <input type="checkbox"/> Chicken, Leek & Camembert pie  |
| <input type="checkbox"/> Spinach & Ricotta parcels                                   | <input type="checkbox"/> Sticky Lamb Ribs               |
| <input type="checkbox"/> Mini wood fired pizzas                                      | <input type="checkbox"/> Smokey Bacon & cheese Arancini |
| <input type="checkbox"/> Salt & pepper Calamari with a<br>sweet Thai reduction sauce | <input type="checkbox"/> Pork Dumplings                 |
| <input type="checkbox"/> Moroccan Chicken Ribs                                       | <input type="checkbox"/> Fresh Fruit Platters           |

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

\_\_\_\_\_



# FUNCTION COCKTAIL MENU

FOOD FOR \_\_\_\_\_ PEOPLE

Customer Copy

- Your choice of 6 items for \$26.00 Per Person**
- Your choice of 10 items for \$30.00 Per Person**
- Your choice of 16 items for \$34.00 Per Person**

- |  |   |
|--|---|
| <input type="checkbox"/> Caramelized Tomato & Goats<br>Cheese bruschetta             | <input type="checkbox"/> Seafood Gyoza & Soy            |
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Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

\_\_\_\_\_

