



Celebrate the life of a loved one at the Mornington Hotel

Remembrance Package

The Mornington Hotel caters for after funeral services in a professional manner & with compassion. With many years of experience our services provide for all style of functions & requirements. We will ensure your experience is of the highest quality & standards.

A variety of catering options are available and menus are included below or contact us to tailor catering to your requirements.

Function Room bookings require a minimum catering of 20 people off any menu & a room hire fee applies. BYO catering is not available. Alcohol free events are accepted.

Slideshow facilities are available in the function room - Laptop to be provided by customer. Venue background music is available or we have the option to connect an IPOD

Stratton Room

Capacity: 20 - 60 people

Room Hire: \$100 (3 hours)

Room 10

Capacity: 60 - 100 people

Room Hire: \$150 (3 hours)

Capacity: 100 - 150 people

Room Hire: \$200 (3 hours)

Capacity: 150 - 200 people

Room Hire: \$250 (3 hours)

Includes complimentary tea and coffee, staffing and linen



Platters \$75 each

Hot Platter

Selection of Hot Finger foods

Sandwich Platter

Selection of Sandwiches or Wraps

Cake Platter

Selection of Petite Cakes or Scones

Fresh Fruit Platter

Selection of Seasonal Fresh Fruit

Each platter serves approx. 15 people

All Food Allergies can be catered for upon request.

CONFIRMATION AND DEPOSIT

Confirmation of your booking is required with the signed Terms and Conditions in writing together with the deposit/bond, within 5 days of the original reservation; otherwise The Mornington Hotel reserves the right to make available any tentative booking not confirmed during this period.

ROOM HIRE

Included in the room hire charge is the use of our function room with staff and security (if required), linen, a tea, coffee and water station.

BOND

The Mornington Hotel requires a \$300 Bond for functions. This must be paid when confirming your functions as we use this as your booking deposit. Provided no damage or misconduct, the bond will be returned 48hours after the conclusion of your function. Please contact us for the refund.

CONFIRMATION OF ATTENDANCE

Final numbers will be required 7 days prior to your event. Charges will be based on these minimum numbers or the actual attendance, whichever is greater.

CATERING REQUIREMENTS

All Functions Booked require a food package to be purchased. All guests must be catered for. Menu selections will be required 10 days prior to your event. Should selections not be advised at this point your menu selection cannot be guaranteed to be available.

PAYMENT

Full payment for Food, Room Hire, DJ Photo booth, Decorations etc... is required with your confirmed numbers 7 days prior to the function. Where beverages are charged on consumption, your beverage account is to be settled at the conclusion of the function. All payments can be made by Cash, Credit Card or EFTPOS. Cheques will only be accepted for payment two weeks prior to function.

CANCELLATION

In the event of a function cancellation, the following fees will apply. *More than 60 days' notice:* deposit will be refunded, less \$100 booking fee. *14 – 60 days' notice:* Deposit will be forfeited and a 25% of total estimated value of event. *Less than 14 days' notice:* Deposit & 100% of total estimated value of event

PRICE VARIATIONS & GST

Every endeavor is made to maintain our prices as originally quoted to you; however, they are subject to change. Should any increases occur, we will notify you immediately. The prices quoted are inclusive of the Goods and Services Tax.

BYO POLICY

No food or beverage of any kind will be permitted to be brought into The Mornington Hotel for consumption at the function by the organiser with the exception of Wedding Cakes, Birthday Cakes etc. with the express permission of The Mornington Hotel.

CONTENT OF EVENT

If The Mornington Hotel has reason to believe that any event/function will affect the smooth running of The Mornington Hotel business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability. Your Bond will not be refunded.

Bar ceases 30min prior to the conclusion of your function.

Guests attending functions will not be permitted in the Gaming Room at the conclusion of the Event and must exit the Function Room via the back staircase.

ENTERTAINMENT

All Entertainment associated with the event must be approved by Hotel Management & conform to our Liquor License requirements in relation to the amenity of the local area.

Live and Pre-recorded music must cease 30min prior to the conclusion of the event. Management has the right to control the volume of the music.

No Smoke machines.

DAMAGES & CLEANING

Organisers are financially responsible for any damage sustained to The Mornington Hotel by the organiser, organisers guests, invitees or other persons attending the function, whether in the function room or any part of The Mornington Hotel, The client or their guests may incur extra cleaning expenses in the event of negligent behavior, which results in willful litter being left.

No Table Scatters Please. All Helium Balloons must be weighted.

SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Mornington Hotel public areas is to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

INSURANCE

Whilst the staff of The Mornington Hotel will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend organisers should arrange their own insurance.

PATRON BEHAVIOR

It is required that the organiser and guests will conduct themselves in an orderly manner in full compliance with The Mornington Hotel In House Policy. Minors are not permitted in the function room unless in the presence of parent or legal guardian. Management reserves the right to exclude or eject any or all objectionable persons from the premises without liability. At our discretion extra security will be required at a cost to the organiser.

Date _____

Name _____



Signature _____



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