

# FUNCTION INFORMATION

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## FUNCTION SPACES

### FUNCTION ROOM

Wood Heater / A/C / HD Projector (HDMI & VGA Connection) / Music / Microphone & PA / Stage

<u>Seated Dining</u> 40	<u>Stand Up / Cocktail</u> 60 (up to 100)	<u>Seated Theatre Style</u> 40	<u>Meeting / Conference</u> 25
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### COURTYARD (adjoining FUNCTION ROOM)

Heating / Outdoors (not all-weather but sheltered) / Smoking permitted (after Dinner service)

<u>Seated Dining</u> 15	<u>Stand Up / Cocktail</u> 40 (up to 100)
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### DINING ROOM

Heating / A/C / TV / HD Projector

<u>Seated Dining</u> 40	<u>Stand Up / Cocktail</u> 60
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### THEATRE BAR

Open Fire / A/C / TV's / Music / Stage and PA available

<u>Stand Up / Cocktail</u> 100
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Virtual tours of The Back Room, Courtyard and Dining Room are available on our website.

<http://www.hotelmetro.com.au/index.php?page=view-our-function-room>

## LUNCH FUNCTIONS

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We can cater for you lunch function whether it be sit down, something casual with a few platters to share or a working lunch through your meeting or conference session.

If you are in a hurry, pre-ordering will mean that you have more time to relax once you arrive.

Our full Menu and Pre-Order form are available on our website and our Daily Specials are available each day after 10am. Please call to make a booking prior to Pre-Ordering.

Pre-orders need to be in by 11.00am. Platters require 7 days notice.

## MORNING / AFTERNOON TEA

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Espresso Coffee, Hot Chocolate, Assorted Teas, Chilled Water, Juice, Muffins & Biscuits

**\$15 per person**

## **TERMS AND CONDITIONS**

**1. BOOKINGS:** So you don't miss out, it is best to book well in advance. Please contact us via phone, email or drop in to enquire.

**2. FINAL NUMBERS:** To enable us to prepare for your function, final numbers and food orders must be confirmed 7 days prior to the function day.

**3. PAYMENT:** All accounts are to be settled in full on or before the function date. We accept payment by means of Cash, Direct Deposit, EFTPOS, Visa, MasterCard, AMEX or Diners Club. We can, by prior arrangement, accept payment by company cheque. We may accept personal cheques *only* for pre-payment of functions a minimum of 1 week prior. We can also invoice against your Company Purchase Order on strictly 7 day payment terms.

**4. RESPONSIBILITY:** Organisers are financially responsible for any damage/breakages sustained to The Hotel Metropolitan by the organiser, organiser's guests, invitees or other persons attending the function. The Hotel Metropolitan will not accept any responsibility for the damage or loss of merchandise left prior or post function.

**5. CANCELLATION:** In the unfortunate event that a confirmed booking is cancelled, any deposit is non-refundable.

**6. CLEANING:** General cleaning is included in the cost of the function. If cleaning requirements following your function are judged to be excessive, additional cleaning charges may be incurred.

**7. DECORATIONS:** All clients are welcome to decorate their own function spaces. We allow BLU-TAC **ONLY** for fixing items to walls - No exceptions. If any damage to walls or paint is caused by use of any other product, costs of repair will be recovered. Table scatters and/or confetti are not permitted in the venue.

**8. PERSONS UNDER 18 YEARS OF AGE/ IDENTIFICATION:** Minors are welcome on the hotel premises when in the company of an adult. Minors are under no circumstances to attempt to purchase or consume alcohol whilst on the Hotel's premises and must vacate the premises by 2am. Hotel staff will refuse to serve alcohol unless patrons are able to prove they have attained 18 years of age by producing suitable ID (Proof of Age Card, Drivers Licence or Passport) on request.