



Functions and Events Package

362 Frankston-Dandenong Road, Seaford, VIC, 3198

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Welcome To The Seaford Hotel

Situated on Frankston-Dandenong Road and just a stone's throw from the Mornington Peninsula beaches, The Seaford Hotel offers modern, newly renovated facilities, perfect for all corporate and social events.

Our head chef has created a variety of exciting menus at competitive prices, allowing you to make the perfect choice for your next business event or special occasion.

For the convenience of your guests we also offer plenty of onsite parking, 16 accommodation rooms with complimentary breakfast boxes, and free WiFi.

We thank you for taking an interest in the Seaford Hotel, and we look forward to working with you to help plan the perfect event.

The Ballarto Room

With floor to ceiling windows offering an array of natural light, The Ballarto Room is perfect for birthday parties, engagements, training seminars, networking events, presentation dinners, weddings and more!

Fitted with a fully stocked private bar, private bathrooms, projector and screen, wall mounted plasma TV, surround sound, complimentary WiFi, stage and dance floor, The Ballarto room has everything you need in the one convenient space.



CAPACITY -
COCKTAIL - 220 GUESTS
SEATED (WITH DANCE-FLOOR) - 120 GUESTS
SEATED (NO DANCE-FLOOR) - 160 GUESTS
THEATRE STYLE - 160 GUESTS
CABARET (ROUND TABLES) - 100 GUESTS
BOARDROOM - 40 GUESTS
U-SHAPE - 40 GUESTS

ROOM HIRE FEES -
MONDAY - THURSDAY - \$200
FRIDAY - SUNDAY - \$300





Cocktail Party Packages

FRIDAY NIGHT PACKAGE - \$2000

Includes-
5 hour room hire
Food & beverage staff
Flexible room set up
1 x Security guard
Private fully stocked bar
Balloons in your choice of colour
8 catering platters of your choice
(suitable for up to 60 guests)
\$750 bar tab to get you started

SATURDAY NIGHT PACKAGE - \$2500

Includes-
5 hour room hire
Food & beverage staff
Flexible room set up
1 x Security guard
Private fully stocked bar
Balloons in your choice of colour
12 catering platters of your choice
(suitable for up to 80 guests)
\$1000 bar tab to get you started

Additional platters can be added to either package. Refer to next page for offers and pricing.



Catering Platters

PARTY PLATTER \$70

Assorted mini pizza
BBQ meatballs
Popcorn chicken
Potato wedges

PASTRY FAVOURITES \$70

Party pies
Assorted mini quiches
Sausage rolls
Mini pasties

VEGETARIAN PLATTER \$80

Rice paper rolls (gf)
Samosas
Mushroom arancini balls
Vegetable gyozas

ASIAN DELIGHTS \$80

Mini beef dim sims
BBQ pork wontons
Cocktail spring rolls
Prawn twisters

GOURMET PLATTER \$85

Panko crumbed calamari rings
Buffalo chicken wings
Mini gourmet pies
Chicken satay skewers (gf)

ANTIPASTO PLATTER \$80

Cured meats, trio of dips, sun-dried tomatoes, olives, marinated chargrilled capsicum, assorted breads and grissini sticks

GLUTEN FREE PLATTER \$90

Chipotle beef koftas
Tomato arancini (v)
Sausage rolls
Mini beef pies

OPTIONAL EXTRAS

(not available within the party packages)

Pulled beef sliders with cheese, coleslaw and BBQ sauce \$100

Pulled pork sliders with coleslaw and smokey BBQ sauce \$100

Vegan Platter (inclusions below) \$95

Sweet potato and cashew empanada

Falafels with hummus (gf)

Veggie Sliders, tomato, lettuce, relish (gf)

Vegetarian rice paper rolls (gf)

DIPS PLATTER \$60

Hummus, beetroot and spiced capsicum dips with a selection of bread

Each platter contains 60 pieces unless otherwise specified

*8-10 pieces per person are recommended as a light supper

*10-12 pieces per person are recommended as a meal replacement



Two or Three Course Menu

TWO COURSE \$38 | THREE COURSE \$47 | KIDS 12 & UNDER \$15 FOR A KIDS MAIN & ICE-CREAM.
MENU IS SERVED ON A 50 / 50 BASIS. MINIMUM OF 40 GUESTS.

ENTRÉE - SELECT 2

Mushroom arancini on a rocket salad with aioli (v)

Roasted pumpkin soup (v) (gf)

Satay chicken skewers served on fragrant rice with Asian salad (gf)

Crumbed and lightly fried calamari with rocket, lemon and tartare

Warm roasted root vegetable salad (v)

MAIN - SELECT 2

Chicken breast served with potato galette and a creamy sauce

Slow-cooked lamb shoulder with Greek salad and pita bread

Char sui pork belly with parsnip puree and wilted greens (gf)

Spinach and ricotta cannelloni with a rocket and pear salad (v)

Roast pumpkin risotto, caramelised onion, pine nuts and crumbled feta (v) (gf)

DESSERT - SELECT 2

Apple crumble tart with double thickened cream

Traditional lemon meringue pie with double cream

Chocolate mousse in a brandy snap basket with double thickened cream and mixed berries

Sticky date pudding with hot butterscotch sauce, vanilla ice cream

Chocolate brownie served with chocolate hazelnut sauce and vanilla ice cream (gf)



Buffet Menu

ADULTS \$48 | KIDS 12 & UNDER \$22
MINIMUM OF 60 GUESTS. DIETARY CAN BE CATERED FOR WITH PRIOR NOTICE.

MEATS- SELECT 2

Roast beef
Pork loin with crackle
Roast lamb
Roasted turkey breast
Glazed ham

HOT DISHES - SELECT 2

Slow cooked beef cheek
Lamb korma with fragrant rice
Satay chicken with steamed rice
Spinach gnocchi with Napoli sauce and basil (v) (gfo)

INCLUDED ACCOMPANIMENTS

Scallop potatoes
Roast vegetables
Broccolini
Garden salad
Coleslaw
Gravy and assorted condiments
Bread rolls

DESSERTS

Red wine poached pears
Assorted cakes, slices, and macarons

OPTIONAL EXTRAS

Trio of dips; hummus, beetroot, spiced capsicum with a selection of bread - \$60 per table
Antipasto; cured meats, trio of dips, sundried tomatoes, olives, marinated capsicum, assorted bread, and grissini sticks - \$80 per table
Chef's selection of hot and cold seafood - \$120 per table
Fresh seasonal fruit platter - \$70 per table



Weddings

The Seaford Hotel is the ideal venue for a quality wedding reception without the expensive price tag. With a large central dance floor lit up by brand new modern pendants and the capacity to host 120 guests seated or 220 guests standing, The Ballarto Room provides the perfect backdrop for your wedding.

\$500 ROOM HIRE INCLUSIONS:

- 5 hour reception duration
- Room set up including placement of bonbonniere and place cards for you
- Function host for the evening
- Food and beverage staff
- 1 x Security guard
- White or black table linen with matching napkins
- Complimentary cake cutting
- Use of all AV facilities

Select from either our seated or buffet menus, prices as stated. Prefer to host a stand up cocktail wedding? Chat to us today about catering options.

OPTIONAL EXTRAS

- 1/2 hour canapes on arrival - \$8 per person
- 1/2 hour of house beer, wine and soft drink on arrival - \$15 per person
- Antipasto platters for the tables - \$8 per person

- Black or white chair cover with your choice of sash colour - \$3.50 per chair
- Table runners in your choice of colour - \$5 per table
- Black or white bridal table skirting (8m long) - \$55
- Black or white cake table skirting (3m long) - \$25

Conferencing Menus

The Ballarto Room is fully equipped to host a range of corporate events including all day conferences, trade shows, business meetings etc.

The room is equipped with data projector and screen, complimentary WiFi, whiteboard with markers, lectern and two wireless microphones.

ROOM HIRE FEES -

Half day (up to four hours) - \$150

Full day (up to eight hours) - \$250

MORNING & AFTERNOON TEA SELECTIONS

Self-service tea and coffee station half day - \$3.50 per person

All-day self-service tea and coffee station - \$5.50 per person

Freshly baked scones with jam and cream - \$4.50 per person

Mini croissants with ham and cheese - \$5.0 per person

Assorted sweet danishes and mini muffins - \$5.50 per person

Assorted cakes and slices - \$4.50 per person

Gluten-free or vegan option - \$7.50 per person

LUNCH SELECTIONS

Chef's selection of 4-point sandwiches - \$7.50 per person (GF \$8 per person)

Gourmet wraps - \$9.0 per person

Fresh seasonal fruit platter - \$70 each

Chef's selection of hot finger food - \$80 each

Jugs of soft drink - \$ 11 each

Jugs of orange juice - \$ 14.20 each

ALL DAY DELEGATE PACKAGE - \$35 PER PERSON (minimum 20 guests)

INCLUSIONS:

Room hire for up to 8 hours

All day self service tea and coffee station

Morning tea: ham and cheese croissants

Lunch: a selection of sandwiches, wraps, hot finger food and fresh fruit platters, served on a self service buffet table

Afternoon tea: freshly baked scones with jam and cream



After Funeral Services

We understand that this can be a difficult time and we are committed to providing the utmost care to you and your guests. For after funeral services we offer free room hire in The Ballarto Room , or a roped off section in our public bar, Clovers Bar, for up to 3 hrs. Our range of catering platters are listed below, each contain 40 pieces.

CATERING PLATTERS

Assorted fresh sandwiches \$70

Antipasto platter \$80

Vegetarian Platter; Rice paper rolls, samosas, mushroom arancini, vegetable gyoza \$80

Asian Platter; BBQ pork wontons, cocktail spring rolls, prawn twisters, beef dim sims \$80

Pastry favourites; Party pies, assorted mini quiche, sausage rolls, mini pasties \$70

Homemade scones with jam and cream \$60

Assorted mini cake slices \$70

Seasonal fruit platter \$70

Tea and coffee station \$50





Additional Information

ACCOMMODATION - BY NIGHTCAP HOTELS

The Seaford Hotel has 16 on-site motel rooms for the convenience of you and your guests. For reservations, head to our website - <https://nightcaphotels.com.au/hotels/vic/seaford-hotel>

EAT DRINK PLAY STAY WITH NIGHTCAP HOTELS

ENTERTAINMENT & DECORATIONS

Please contact us for our preferred suppliers list regarding DJs, balloons, Jukebox, live musicians, occasion cakes etc.

Coloured table runner - \$5 per table

Chair cover and coloured sash \$3.50 per chair

OCCASION CAKES

Occasion cakes can be delivered to the venue at any time from 9am on the day of your function and we will store accordingly. To have your cake cut and served on self service platters a \$30 fee applies. Should you like your cake individually plated and served with cream and strawberries a \$3 per person fee applies.

TEA AND COFFEE

A self service tea and coffee station can be arranged for any function at a cost of \$50.

Terms & Conditions

CONFIRMATION OF BOOKINGS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and full deposit payment of \$300. We accept EFTPOS, cash and all major credit cards. This deposit is held as a bond, and this will be returned post event provided that no damage has occurred to the function room or any other part of the venue.

FINAL DETAILS AND PAYMENT

The venue requests all food and beverage selections to be provided fourteen (14) days prior to the event, along with food service times and other specifics relating to your event. Final guest numbers are also requested fourteen (14) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue/Function Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function, or eight (8) weeks for December functions will forfeit the deposit. Any cancellations made within fourteen (14) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function/event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. 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 and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

MINORS AND ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or legal guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Functions with live entertainment (eg DJ, band), plus particular functions with over 100 guests will require additional security. This will be charged at a fee of \$200 per guard for a five hour event duration.

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

I _____ **CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVE T&Cs AND AGREE TO COMPLY**

SIGNED _____ **DATE:** _____

Booking Confirmation Form

CONTACT NAME(S):

COMPANY NAME:

ADDRESS:

CONTACT MOBILE & EMAIL:

DAY / DATE OF FUNCTION:

START / FINISH TIME:

EXPECTED GUEST NUMBERS:

OCCASION:

PREFERRED ROOM SET-UP:

BEVERAGE REQUIREMENTS:

CATERING REQUIREMENTS:

A \$300 DEPOSIT IS REQUIRED IN ORDER TO SECURE YOUR BOOKING, TO ACCOMPANY THIS FORM AND A SIGNED COPY OF THE TERMS AND CONDITIONS. WE ACCEPT PAYMENT VIA CASH, EFTPOS AND ALL MAJOR CREDIT CARDS.

OFFICE USE ONLY:

SIPOS NUMBER: # _____ DATE OF PAYMENT: _____