



2024 Functions & Events Pack

Thank you for considering Belgian Beer Café Melbourne for your next event! We are an elegant and sophisticated venue to meet for business or for pleasure. Our main bar features an extensive and well-curated menu of Belgian, International and Australian craft beers and opens out on to an expansive European style terrace. Our exclusive upstairs events space features a private bar, lounge, bathrooms and modern Belgian décor providing a unique and versatile entertaining space for all occasions. With advice from a member of our experienced function and events team, we are sure to make your next event one to remember. For further information and advice please contact our Functions Manager on 03 9690 5777 or email functions@belgianbeercafemelbourne.com.au

Spaces

Upstairs

Max Capacity: Dining – 110 guests; Cocktail Party – 300 guests

Upstairs features a versatile private space which caters for groups as small as an eight person board meeting all the way up to a 280 person engagement party. We can set up for a three-course dining event or for a corporate business presentation. If you have a small cocktail party the space can be broken up into sections, and for bigger groups it works perfectly as one large space.



The Bistro

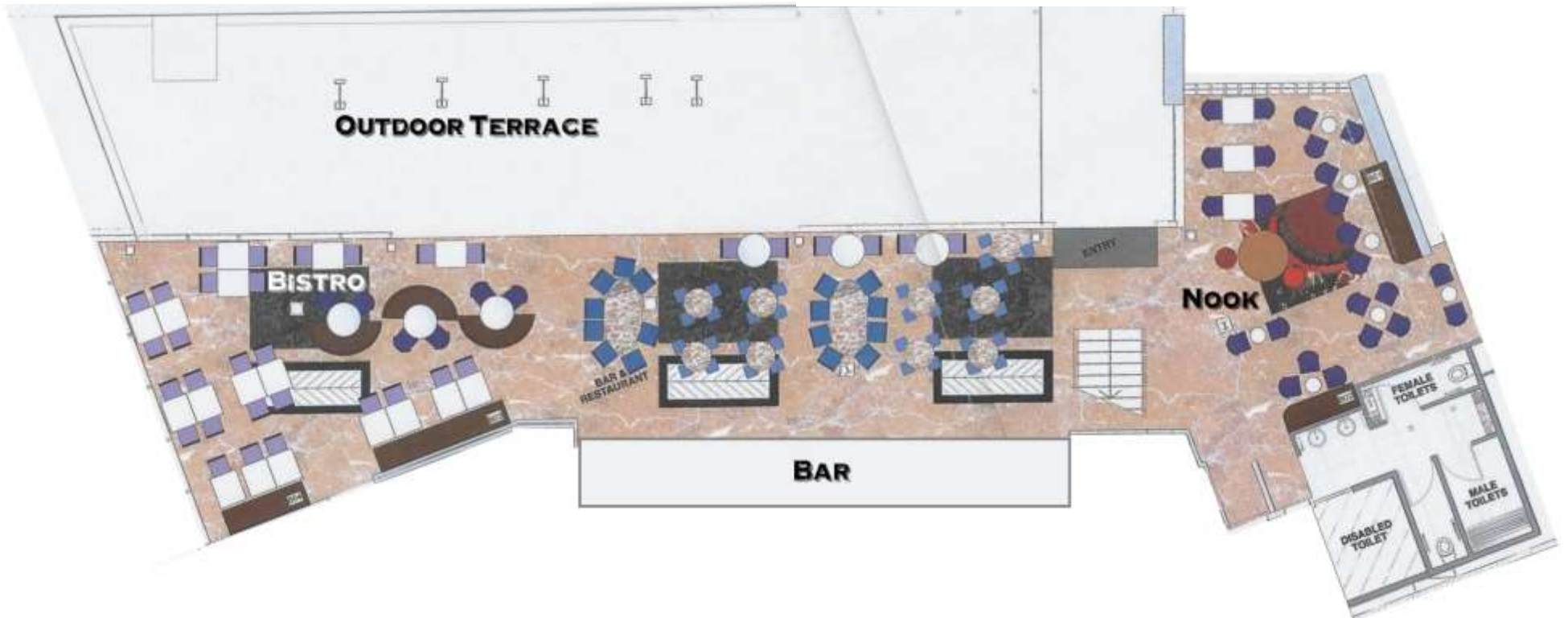
Max Capacity: **Dining** – 54 guests; **Cocktail Party** – 80 guests

The Bistro is a casual alternative to the upstairs dining room, featuring easy access to the Terrace area and is bright and sunny during the day. As with the Nook, both the Bistro and Terrace are wheelchair accessible. We do not exclusively reserve space on the Terrace as guests can find tables on a first in, first served basis.

The Nook

Max Capacity: **Dining** – 30 guests; **Cocktail Party** – 40 guests

The Nook is the perfect space for smaller groups, of up to 45 guests. The Nook can be booked privately, however it still retains the atmosphere of being in amongst the action on the ground level. It's close to the Terrace so guests can enjoy the beautiful Melbourne weather and is also wheelchair accessible. The Nook features a TV which can be used for presentations or for watching sporting events, it can also cater for smaller dining groups of up to 34 people.



Group Platters - \$150 each

We recommend one platter per eight guests

Classic Platter

Belgian cheese croquettes, chicken skewers, thai spiced calamari, vegetable spring rolls, grilled spicy bratwurst, popcorn chicken, onion rings, chili & garlic prawn cutlets (n)

Butcher's Platter

Beef bresaola, grilled spicy bratwurst, cured salami, house marinated olives, grilled weisswurst, caper berries, hummus, char-grilled sourdough bread (n)

Gluten-free Platter

chicken skewers, house-marinated olives, grilled bratwurst, caprese skewers, thai-spiced calamari

Vegetarian Platter

Belgian cheese croquettes, bruschetta of cherry tomato & bocconcini, eggplant chips, artichoke & lemon arancini, tomato & cucumber skewers, cauliflower florets with tahini & pomegranate (v)

Vegan Platter

Tomato & cucumber skewers, cauliflower florets with tahini & pomegranate, eggplant chips, marinated vegetables, roasted baby carrots, hummus, bread and olives (vg)

Cheese Platter

Selection of Victorian cheeses, toasted ciabatta, assorted crackers, strawberries, apples and grapes (v,n)

Dessert Platter

assorted petit fours for the discerning sweet tooth

Fruit Platter (\$100)

assorted seasonal fruits, cut bite-sized for easy sharing (v,n)

v = vegetarian, n = made without nuts, g = made without gluten, d = dairy free
*NB: all products are prepared in areas that have also had nuts and gluten products.
Severe allergies are not protected

Set Menu Options

For groups of twenty or more

entrée & main **\$60 per person**

entrée, main & dessert **\$70 per person**

Mains

Please select two dishes to be served alternately around the table

Mushroom & Lentil Ragù

Tossed with casarecce pasta & finished with vegan parmesan (v,n,d, vegan)

Tasmanian Salmon

Char-grilled salmon fillet, served on a bed of seasonal ratatouille with herbed crème fraîche (n,g)

Sausages & Stoemp

Bavarian sausages, served with stoemp (Belgian style smashed potatoes with bacon), caramelised onion & red wine jus (n,g)

Oven Roasted Chicken Breast

Lemon & thyme roasted chicken breast, liegeoise salad and raspberry viniagette (n,g)

Chicken Schnitzel

Crumbed chicken breast served with preserved lemon & parsley butter, green salad and chips (n)

add in: 300g Porterhouse

\$5 per person alternate drop, \$10pp for all guests

Prime grade, grain-fed sirloin, aged a minimum of 100 days, served with pommes puree and charred broccollini (g, n)

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Entrées

platters are to be shared – one of each to each table:

Charcuterie platter

Spicy salami, beef bresaola, prosciutto, maffra aged cheshire cheddar cheese, olives, hummus and tortilla wafers (n)

Vegetarian platter

house-made spicy guacamole w/ corn chips, caprese skewers, baby cucumber with beetroot relish & feta, olives, house-made hummus and tortilla wafers (v,n)

Desserts

platters are to be shared – one of each to each table:

Cheese Platter

A duo of Victorian hard & soft cheese with assorted crackers, quince paste and fruit (v,n)

Dessert Platter

An array of dessert canapes and rich treats to satisfy the sweet tooth

optional replacement: Fresh Fruit Plate

An assortment of seasonal fruit, served with honey yoghurt (v,g,n)

Beverage Packages

minimum 20 guests

Bronze Package

2hrs \$40pp
3hrs \$50pp
4hrs \$60pp

Tap Beer:

Carlton Draught (4.6%), *Abbotsford, VIC*

Sparkling Wine:

Redbank Prosecco, *King Valley, VIC*

White Wine:

Oxford Landing Chardonnay, *Waikerie, SA*

Red Wine:

Oxford Landing Merlot, *Waikerie, SA*

Soft drinks & juices

Silver Package

2hrs \$45pp
3hrs \$55pp
4hrs \$65pp

Tap Beer:

Stella Artois Lager (5.2%), *Leuven, BE*
Carlton Draught (4.6%), *Abbotsford, VIC*

Sparkling Wine:

Redbank Prosecco, *King Valley, VIC*

White Wine:

Twin Islands Sauvignon Blanc, *Marlborough, NZ*
Redbank Pinot Grigio, *King Valley, VIC*

Red Wine:

Sunnycliff Shiraz, *Northern VIC*

Soft drinks & juices

Gold Package

2hrs \$55pp
3hrs \$65pp
4hrs \$75pp

Tap Beer:

Stella Artois Lager (5.2%) *Leuven, BE*
La Trappe Blond Ale (6.2%), *Berkel-enshot, NL*
La Trappe Dubbel Dark Ale (7.0%), *Berkel-enshot, NL*
Steenbrugge Wit Bier (4.8%), *Stennhuffel, BE*
Balter XPA (5.0%), *Currumbin Waters, QLD*

Sparkling Wine:

Jansz Cuvee Brut, *Piper's River, TAS*

White Wine:

Twin Islands Sauvignon Blanc, *Marlborough, NZ*
Vasse Felix Chardonnay, *Margaret River, WA*

Red Wine:

Pencarrow Pinot Noir, *Martinborough, NZ*
Yalumba Shiraz, *Barossa, SA*

Soft drinks, juices, tea & coffee

Platinum Package

2hrs \$75pp
3hrs \$85pp
4hrs \$95pp

Belgian Tap Beer:

Stella Artois Lager (5.2%) *Leuven, BE*
La Trappe Blond Ale (6.2%), *Berkel-enshot, NL*
La Trappe Dubbel (7.0%), *Berkel-enshot, NL*
Steenbrugge Wit Bier (4.8%), *Stennhuffel, BE*
Rodenbach Fruitage (3.9%), *Brouwerij Rodenbach, BE*

an additional 10 tap beers from our Local & International rotating craft taps
Changes daily - please refer to the pouring list on our website

Sparkling Wine:

Jansz Cuvee Brut, *Piper's River, TAS*

White Wine:

Twin Islands Sauvignon Blanc, *Marlborough, NZ*
Pewsey Vale Riesling, *Eden Valley, SA*
Vasse Felix Chardonnay, *Margaret River, WA*

Red Wine:

Pencarrow Pinot Noir, *Martinborough, NZ*
Kalleske GSM, *Barossa, SA*
Yalumba Shiraz, *Barossa, SA*

Soft drinks, juices, tea & coffee

Terms & Conditions

Tentative Bookings

Tentative bookings will be held for a period of 48 hours. If a completed Booking confirmation form with non-refundable deposit payment information (if required) is not received within the 48 hour period then all reservations can no longer be regarded as 'held'.

Pricing

Every attempt is made to maintain prices. Although prices are current at the time of quotation, they are subject to change at Management's discretion to allow for variations in the cost and availability of goods, wages and taxes. Upon the appropriate deposit being received, quoted prices will remain fixed.

Deposit Requirements

All functions require a non-refundable deposit of 10% of the estimated food and beverage total, or of \$500 (whichever is greater). The deposit amount will be deducted from the final tax invoice. Until a deposit is received, Belgian Beer Café Melbourne reserves the right to allocate the tentatively booked date to another client.

Beverage Packages

We do our best to maintain the availability of beverages provided in the packages; however, while unlikely, stock levels may vary due to issues beyond our control. In this event, we will do our best to provide you with a similar alternative. For availability of specific beers or other products please speak to a member of our functions team. Packages are only available for a group as a whole, it is not possible to order a beverage package for a part of the group or for individuals to opt out. By law, we are required to practise responsible service of alcohol. We reserve the right to refuse service to individuals that show signs of intoxication. No refund is available.

Minimum Spend and Room Hire

Belgian Beer Café Melbourne reserves the right to apply minimum spends where a space is specifically allocated for a function. Minimum spend requirements include food and beverage only; this does not include ancillary costs. Minimum spend requirements must be settled in advance and in full as per the "Payment" clause below. This includes any event that may opt to base beverages on consumption rather than an hourly beverage package. Any excess amount that has contributed to the minimum spend will be deducted from the final account on the day of the event.

Day and Date	'Nook' Exclusive	Bistro Exclusive	Upstairs Exclusive
Sunday - Thursday	\$ 1,000	\$ 4,500	\$ 2,500.
Friday - Saturday	\$ 2,000	\$ 4,500	\$ 5,000
Fridays in Nov/Dec	\$ 2,500	\$ 5,000	\$ 8,000
Entire Venue Exclusive Use	Upon Application		

Event Details / Final Numbers

Estimated number of guests, menus, beverages, audio-visual, entertainment, room set up, start and finish times are required, in writing, at least 7 days prior to the Event. Confirmed final numbers must be received in writing 3 days prior to the Event. Failure to do so will result in the full charge of the original estimated numbers. If an Event is confirmed and then changes date(s), it will be treated as a cancellation. Please refer to the cancellation details below.

Cancellation

All cancellations must be notified in writing to functions@belgianbeercafemelbourne.com.au and non-refundable deposits will not be refunded.

Client Liability and Responsibility

The person(s) or organization listed as the Client shall be liable in full for all costs and charges raised as a result of the agreed upon booking. The Client is required to inform all relevant persons involved in the organizing of the Event of the Terms and Conditions. It is understood that the Client will be responsible to ensure the orderly conduct of their guests. Belgian Beer Café Melbourne reserves the right to exclude or eject any persons from the event or the premises without liability.

Buck's Nights, Hen's Nights, 18th Birthdays & 21st Birthdays

Belgian Beer Café Melbourne requires Buck's Nights, Hen's Nights, 18th Birthday and 21st Birthday events to sign an additional Terms and Conditions form. Separate damage waiver and security deposit monies are required for said events. Failure to notify Belgian Beer Café Melbourne of the nature of said events will result in the forfeiture of all monies paid and the immediate cancellation of the event.

Noise Control

Belgian Beer Café Melbourne reserves the right to control the level of music and noise throughout the duration of the function. If at any time, Belgian Beer Café Melbourne believes the function will be detrimental to the future operation of the venue, or will negatively impact upon the reputation of the venue, Belgian Beer Café Melbourne reserves the right to cease service.

Responsible Service of Alcohol

Belgian Beer Café Melbourne staff members are trained in the Responsible Serving of Alcohol and may, on occasion, be obliged by law to refuse to serve alcohol to any person/persons. We prohibit any minors younger than 18 years of age to be served or given any alcoholic beverages. Belgian Beer Café Melbourne reserves the right to refuse supply of alcohol to intoxicated patrons, even in the case of pre-purchased hourly beverage packages, and reserves the right to insist, at any time, that intoxicated or disorderly patrons leave the premises.

Liquor License & BYO Policy

In accordance with Liquor License Regulations, all functions at Belgian Beer Café Melbourne are to conclude by 1am. No food or beverage of any kind is permitted to be brought into the venue by the client or guests of the client for consumption by the client or any guest without prior approval from Belgian Beer Café Melbourne Management. Please note: a caskage fee of \$1.50 per person applies.

Insurance

Belgian Beer Café Melbourne will not accept responsibility for damage or loss of merchandise or belongings left on the premises prior to, including delivery, during or after the Event. It is the Client's responsibility to arrange and take out the necessary insurance.

Damage and Loss

The Clients or the Client's guests, outside contractors, invitees or other persons attending an Event are financially responsible for any and all damage sustained to any part of Belgian Beer Café Melbourne.

Security

A security charge and bond may apply for some events. In the case of security being required for an event, the cost of contracted security will be borne by the Client. This will be communicated to the Client prior to commencement of the Event.

Cleaning

General and normal cleaning is included in the cost of the room hire. Additional charges may be incurred in instances where an Event has created cleaning requirements that are considered to be over and above normal cleaning. A cleaning fee of \$200.00 applies when confetti, streamers, sequins or rose petals are used throughout the Venue.

Premature Termination

Belgian Beer Café Melbourne shall be entitled to cancel the contract without notice if the following conditions apply; The client fails to fulfil any of its obligations laid down in the contract; The client alters the purpose of the function without the approval of Belgian Beer Café Melbourne; Belgian Beer Café Melbourne becomes aware of conditions whereby the event could jeopardize public safety or order or potentially involve an unacceptable risk of personal injury or damage to property. In this instance, no refunds will apply.

Displays/Signage/Decorations

No items are to be nailed, attached, stapled, blue tacked or glued to any walls, doors, or other surfaces or parts of the building. All signage must be approved by management prior to the event. A cleaning fee of \$200.00 applies when confetti, streamers, sequins or rose petals are used throughout the Venue.

Suppliers

Belgian Beer Café Melbourne has preferred suppliers for audio visual, lighting, production and like requirements. Should the client wish to use alternative suppliers, a detailed brief will need to be submitted to Belgian Beer Café Melbourne at least thirty (30) days prior to the Event date.

Outside Contractors

Any Event that requires outside contractors organized by the client requires approval of plans by management prior to the Event. All outside contractors must liaise with Belgian Beer Café Melbourne in all matters of delivery, set up and break down. Individual Public Liability Insurance must be provided by all outside contractors.

Set Up / Break Down

Belgian Beer Café Melbourne requires the number and names of people involved with their expected times of arrival, equipment requirements and a detailed floor plan, to be confirmed with management at least five (5) days prior to Event.

Vacating

Function areas must be vacated by the agreed times, unless prior arrangements have been made.

Venue Access

The function area will be accessible as agreed on the booking confirmation form. Should the organiser or anyone else require earlier access for set-up, this must be organised with the function coordinator prior no later than 7 days prior to the event. The venue reserves the right to refuse access to the area prior to the agreed start time.