

Function Package 2015

The Venue

The Swan Hotel is located on the corner of the Church and Swan Streets in Richmond a short walk from the MCG and Olympic Park Precinct. This iconic Richmond venue channels the traditions of an authentic pub in a modern setting with friendly and professional service that will make your function one to remember.

The Swan's history and casual atmosphere makes it a perfect place to enjoy all year round. Furnished in wood panel detailing with a large contemporary beer garden, this iconic pub offers a range of different spaces to suit your function needs.

From the main bar and beer garden to the upstairs function room, The Swan can cater for intimate gatherings, corporate bookings or large parties of up to 150 guests.

Our simple modern menu offers guests a variety of canapé style options for stand up events as well as set menu options for sit down meals.

To receive further information or to arrange a viewing, please contact us on (03) 9428 2112 or alternatively you can email us at E: swanhotel@bigpond.com or visit the website at W: www.theswan.com.au

The Spaces



The Upstairs Function Room

This space has a modern neutral design and can accommodate up to 70 guests for sit down dining and 150 guests for stand up cocktail style event. The function room offers a private bar and access, space for a DJ and dancefloor as well as its own facilities. This room is perfect for informal celebrations, corporate training seminars, meetings or birthdays.



The Beer Garden

Fully enclosed with a retractable roof the beer garden has boasts beautiful timber decking and furnishings throughout. With its own access and bar this area is perfect for large stand up style events for up to 150 guests and is available for exclusive use Sunday – Thursday.

The Main Bar

With a casual and relaxed feel, the main bar area overlooks both Swan and Church Streets. Decked out with high bar tables and stools, this area is perfect for an informal get together. Catering for up to 50 guests, this area is perfect for those drinks to start off a night.

The Chillout Room

This room tucked away in the corner of the main bar area and is great for informal gatherings, lunches or dinners. The chillout room accomodtes up to 20 guests for sit down dining or 40 guests cocktail style.

Swan Hotel

425 Church Street, Richmond 3121. T 9428 2112

swanhotel@bigpond.com

The Details

Minimum Spends

While the function room does not have any set minimum spend requirements, certain times of the year may incur a minimum spend charge. Please discuss then when making your inquiry.

General Information

Music: Throughout the day and night music is played in the venue via an inhouse system. For events being held in the upstairs function room you can either bring in your own music that can connect through an IPOD and docking system or we can arrange a DJ and speaker hire. Please discuss this when making your inquiry.

Decorations: If you would like to decorate and theme the room for your event, you are more than welcome to do so. We ask that you speak to a staff member prior to commencing decorating. We do require that at the completion of your event all decorations must be removed.

Cake: If you require a cake for your event we offer a selection of desserts and cakes for an additional charge. Alternatively you can bring in your own cake. If you are require the cake to be plated and served there will be a charge of \$1.50 per person.

Beverages: For all functions you can choose to have a bar tab for your guests or you can have your guests "Pay as they go". If you would like to put a bar tab on, you can select the beverages your guests can choose from. Please discuss these options when making your inquiry.

Set Menu Options

1 course - \$25.00/ 2 course - \$35.00/ 3 Course - \$45.00

Entrée

Pulled pork spring rolls with Asian herb salad and plum dipping sauce

Wagyu Beef Sliders with bacon, aioli and slaw

Sweet potato & goat cheese arancini (gf/v)

Salt and Pepper Squid salad of chorizo, roquette, cherry tomato and sherry vinaigrette

Thai pumpkin soup with toasted ciabatta (gf/v)

Main

Crispy-skin Atlantic Salmon with nicoise salad (gf)

Penne with Chorizo, chargrilled Mediterranean vegetables, garlic and spicy sugo

Marinated Chicken salad with Asian herbs, bean shoots, cherry tomato and nam jim dressing (gf)

Salt and Pepper Squid salad of chorizo, roquette, cherry tomato and sherry vinaigrette (gf)

300g Porterhouse Steak with mustard chat potatoes, buttered green beans

& red wine jus (gf)

Dessert

Macadamia nut parfait with berry coulis and double cream

Sticky date pudding with butterscotch sauce & vanilla bean ice cream

Eton Mess of meringue, summer fruits, berry coulis and cream (gf)

Flourless Chocolate Tort with praline and double cream (gf)

Pavlova with passionfruit curd, summer fruits and cream (gf)

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Cocktail Style Options

Option 1 - \$12.00 per person (7 pieces)

Marinated chicken drumettes
House made sausage rolls with tomato sauce
Vegetarian spring rolls with sweet chilli sauce
Crispy dums with soy sauce
Fish goujons with tartare sauce
Vegetable samosa with soy sauce

Option 2 - \$16.50 per person (7 pieces)

House made sausage rolls with tomato sauce
Zucchini and basil mini frittata
Goat cheese & roast capsicum mini tart
Marinated chicken skewers with basil mayonnaise
Rice paper rolls – Vegetarian/Duck/Pork
Seafood/Vegetarian Californian rolls
Lamb and Rosemary mini pies
Chicken and Leek mini pies
Egg and Bacon mini tarts
Marinated beef skewer with satay sauce
Turkish bread with dips
Wagyu Beef Sliders with bacon, aioli and slaw
Salmon and dill croquettes with aioli
Spinach & feta parcels
Lamb kofta balls with tzatziki
Salt & pepper calamari with lime aioli
Crumbed chicken pieces with sweet chili sauce

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General Terms and Conditions

Deposit:

A deposit of \$200 is required at least 14 days before your event. Once this deposit has been received your event is deemed confirmed. All numbers are required to be finalized 48hrs prior to the event date. Numbers that are confirmed will be the amount charged at the end of your event on the night.

Payment:

Payment of a deposit can be made in person or by providing authorisation for the use of a credit card. You can contact us either via email at swanhotel@bigpond.com or by calling us on (03) 9428 2112.

Bookings and Confirmations:

To confirm a booking along with a deposit we also require a signed copy of our functions confirmation form. All function bookings will remain tentative until this process is completed.

Final details must be confirmed at least 1 week prior to the event. This includes food orders, dietary requirements, beverage selections, number of guests, equipment hire etc.

Function Cancellation:

At least 30 days notice - Full Refund of Deposit

14-30 days notice - Deposit is non-refundable and 50% of the minimum spend is payable.

Less than 14 days notice - Deposit is non-refundable.

Damage:

The client is financially responsible for any damage that is sustained to the Venue or any other property owned by or in the care or custody of the venue and or theft that is caused by the client or guests attending the function.

Responsibility:

While all care is taken, we cannot accept any responsibility for damages or lost personal belongings left on the premises prior to, during or after an event or function.

Security:

The Swan Hotel reserves the right to exclude or evict any or all guests from the function or venue without liability. Bookings for Bucks parties are required to pay a \$200 fee to cover security. This fee is non refundable.

Supply of Alcoholic Beverages:

The Swan Hotel reserves the right to refuse the supply of alcoholic beverages to any guests or person attending the function or otherwise at the venue without liability.

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BOOKING AGREEMENT

Attention: Manager – Swan Hotel

Email: swanhotel@bigpond.com

Client Name:		
Contact Name:		
Address:		PCode:
Tel(w)	Tel(h)	Tel(m)
Email:		

Function Details

Function Date:	Start Time:
Occasion:	No. of Guests:
Function Space:	
Food Option: (Cocktail/Set Menu)	
Special Requests:	

Food, Beverage and No. of Guests must be confirmed at least seven days prior to the event.

I the client agree to my credit card being held as security and if necessary debited in the event of the minimum spend not being reached or outstanding accounts not being paid on the day.

I the client agree to pay a deposit of \$200 with the balance to be paid at the end of your event.

Cardholders Name:	
Card Number:	Expiry Date
*Type of Card:	Security No.

* We do not accept Diners Club and all payments by Amex will attract a 3% surcharge for Deposits and Final Payment.

I have read and understand the General Terms & Conditions attached.

Signed on behalf of Swan Hotel

Signed by the Client

Signature:	Signature:
Name:	Name:
Date:	Date: