



Thank you for your enquiry regarding holding your event here at the Swan Hotel.

Please find included in this pack our finger food menu, sit down menus options and prices, as well as our terms and conditions and the booking agreement form.

Please read all the information carefully. I recommend that once you have read the information to give me a call and arrange a time to come in and view the venue as well as to discuss your requirements and any further queries you may have.

As part of our commitment to your event, we can cater and arrange it to suit your needs. If you require any additional extras for your event, please advise me so we may discuss further.

Once you have decided to book your function with us, we do require a deposit to confirm your booking. A deposit of \$200.00 is required. We will hold a date for you for up to 7 days, at that time if we have not received a confirmation, we will release the date.

You may contact me on either 03 9428 2112 or alternatively you can email me at swanhotel@bigpond.com

Once again, we thank you for your inquiry and I look forward to speaking with you soon.

Kind Regards,

Diana Martinez
Marketing Coordinator
Swan Hotel
Richmond
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FUNCTIONS

The Swan Hotel is the ideal venue for all your social and corporate functions. We can accommodate a private gathering of 20 guests or a cocktail style event for up to 150 guests. Our friendly and professional team will make your event one to remember. Here at the Swan Hotel, we pride ourselves on tailoring your functions to your suit your specific needs and requirements.

RESTAURANT

The Restaurant area located in the main bar area has a seating area for up to 40 guests. This area cannot be used for exclusive use, however bookings to reserve this area can be made. Our menu is designed to incorporate the traditional Australian pub style cuisine with an international flare. Our Menu is available every day.

Lunch Monday to Thursday 12.00 - 3.00pm

Dinner Monday to Thursday 6.00pm – 9.00pm

Friday, Saturday & Sunday – Kitchen is open all day until 9pm

**Menu and pricing is subject to change*

UPSTAIRS FUNCTION ROOM

The upstairs function room is above the main bar with its own private access and is a great room for your informal parties, corporate meetings, sporting club meetings, lunches or seminars. Boasting a beautiful original fireplace with modern décor and earthy tones, this room offers privacy, warmth and comfort and is a great area for your private function.

This room can seat 70 people for a sit down meal or up to 120 people for a stand up cocktail style event.

BEER GARDEN

The Beer Garden is a great outdoor area which is fully enclosed with its own bar. With its own private access, this room is for larger style sit down or cocktail style events. Fully heated, the beer garden has a rustic feel and is available for exclusive use for up to 150 guests.

ROOM HIRE CHARGES

Upstairs Function Room ***Minimum 20 guests - Maximum 120 guests***

There is no room hire or minimum spends associated with the booking of this room.

Beer Garden ***-Maximum 170 guests***

There is no room hire charge for the use of the beer garden, however for exclusive use on a Friday or Saturday minimum spends are applicable. Please discuss this when making your enquiry with the General Manager.

SIT DOWN COURSE OPTIONS

Select 3 dishes per course

2 course	choice of 3	Entrée/Main	\$35.00 per person
3 course	choice of 4	Entrée /Main/Dessert	\$45.00 per person
Canapés (chef's selection) and 3 course	choice of 4		\$50.00 per person
50/50 alternate			\$25.00 per person

Additions

If you are bringing in your own cake the following charges will apply:

Cake charge - \$3.50 per person. We will plate and serve with cream.
\$2.00 per person. Plates and Forks provided.

FINGER FOOD OPTIONS

\$12.00 per person	7 pieces per person from option 1
\$16.50 per person	7 pieces per person from option 2
\$23.00 per person	10 pieces per person from option 2
\$30.00 per person	10 pieces per person from option 2 and 3

COCKTAIL STYLE FINGERFOOD

(Option 1)

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)

Grilled asparagus wrapped in prosciutto
House made sausage rolls with tomato sauce
Zucchini and Basil mini frittata
Goat cheese & roast capsicum mini tart
Marinated chicken skewers with basil mayonnaise
Roast vegetable, basil & ricotta mini tart
Egg & bacon mini tart
Rice paper rolls – vegetarian/duck/pork
Seafood/vegetarian Californian rolls
Pumpkin and parmesan rice balls
Marinated beef skewer with satay sauce
Turkish bread with dips
Potato and mozzarella croquettes
Chicken liver pate toast
Grilled eggplant rolls with pesto
Spinach & feta parcels
Lamb kofta balls with tzatziki
Salt & pepper calamari with lime mayonnaise
Prosciutto and rockmelon
Crumbed chicken pieces with sweet chili sauce

(Option 3)

Oysters – natural or kilpatrick
Savory crepe with smoked salmon, sour cream and dill
Smoked eel on potato pancakes with pickled beetroot
Peking duck pancakes with hoisin sauce
Lamb cutlets with yoghurt and mint dipping sauce
Grilled prawns with saffron mayonnaise
Tuna sashimi with sesame seeds and wasabi
Grilled scallops wrapped in prosciutto with salsa verde

SET MENU

Entrée

Saganaki with rocket salad & olives

Ceasar salad with baby cos, bacon, poached egg, croutons and parmesan

Calamari with iceberg lettuce, shaved fennel, apple, mint & sweet green chilli dressing

Main

Atlantic salmon fillet with cous cous and yoghurt

Pappardelle with lamb shank and red wine ragu

Eye fillet with scallop potato, sautéed spinach and red wine jus

Dessert

Sticky date pudding served double cream

Apple and rhubarb crumble served with double cream

Platters

Antipasto – selection of marinated vegetables, cheeses & cured meats

Toasted Turkish bread with dips eg. Smoked eggplant, goat cheese, beetroot, hommus

Gourmet sandwiches: Roast Beef & chutney
\$5.00 per person Chicken & seeded mustard
Minimum order of 30 Smoked salmon, cream cheese & dill
Turkey & cranberry
Roast pumpkin, sundried tomato & spinach

Cheese Platters – A selection of local & imported cheeses with fresh & dried fruits & crackers

Fruit platters – A selection of seasonal fruits

Excluding the sandwiches, all the above platters are priced at \$50.00 each and cater for approximately 10 people.

BEVERAGE OPTIONS

BAR TAB AND PAY AS YOU GO (PAYG)

This is for organizers that would like to put an amount of money on the bar for their guests to utilize. We do not offer a per head price with beverage packages, simply all drinks are charged on a consumption basis. Once the amount has been spent, organizers can either add an extra amount on the bar or guests can then commence paying for their drinks as they go.

If organizers are wishing for the guests to pay for their beverages for the entire duration of the event they can select that option.



TERMS AND CONDITIONS

Once the deposit has been received the function or event will be deemed confirmed. We require a \$200 deposit to confirm the booking.

All numbers are required to be confirmed and finalized 48hrs prior to the function date. Numbers that are confirmed at that time will be the amount charged at the end of your function.

CANCELLATIONS TERMS

Any cancellations with 14 or less days notice will result in the forfeit of any deposit paid.

ENTERTAINMENT

The Swan Hotel does allow guest's own bands or DJ's to play at an additional cost if our equipment is utilised. If you do require entertainment, please discuss this when organizing your function for pricing. We have a range of in house entertainment that can suit the style of music you require.

AUDIO VISUAL

Any audiovisual requirements can be arranged and all hire prices are on application.

DECORATIONS

For all decorations, flower arrangements, linen or other requirements, please discuss when organizing your function for prices and options.

PROPERTY

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

SECURITY

We can employ a guard in the interests of your door list and guests safety specifically for the duration of your event @ \$40.00 per hour.



BOOKING AGREEMENT FORM

Thank you for choosing The Swan Hotel for your function. I have pleasure in confirming the following details based on your specific requirements.

Name: _____

Address: _____

Contact number: _____

Email: _____

Type of Function: _____

Date of Function: _____

Time: _____

Area of Venue: _____

Number of guests: _____

Deposit paid in the amount of \$ _____ paid Yes No (please circle)

Date deposit is paid on: _____

I have read all information received and hereby agree to all terms and conditions of the Swan Hotel:

Customer Signature: _____

Date: _____

Representative of the Swan: _____

Date: _____

The balance of the account is to be paid at the conclusion of your function by cash, credit card or EFT. We do not accept personal cheques.