



### **FUNCTION INFORMATION PACK**

At the Elwood Lounge, we pride ourselves on making your function the best it can possibly be. We are able to cater for small groups ranging from 20 people to the entire venue catering for 100 people. The Elwood Lounge can cater for birthdays, engagements, going away, hens / bucks and any other type of function you may wish to have.

The following areas can be reserved for your function:

1. The Fireplace area: This area can accommodate 20 - 30 people.
2. The Courtyard: This area can accommodate up to 50 people (However, this is our main smoking area for patrons so it would not be exclusive to your function). This area closes at 10pm sharp.
3. The main room: This area can accommodate up to 70 guests. This includes the stage for performances and pool tables to use if required.
4. The entire venue for 100 people.

#### **Deposits and Charges:**

For bookings of over 20 people a deposit of \$100 is required to secure your function. The deposit will be refunded on the day of the function. However, failure to turn up for the function, or cancel at least 7 days prior to the date of the function will result in the deposit being forfeited.

For bookings of 40 or more we require a hire fee of \$100 and a deposit of \$100 to secure your function. The deposit of \$100 will be refunded on the day of the function. However, failure to turn up for the function, or cancel at least 14 days prior to the date of the function will result in the entire hire fee and deposit being forfeited.

For entire venue bookings the venue hire fee is \$1000. A non refundable \$500 deposit is required to secure your function. The deposit will be used towards the venue hire fee. The deposit will only be refunded if the cancellation is at least 30 days prior to the date of the function.

### **Bar Tabs:**

Bar Tabs can be made available for you to put money on the bar and provide drinks for your guests. We provide wristbands so only your guests would be able to access the drink tab on the night. We require a credit card on the night and the amount you would like to put over the bar. You are then able to stipulate the drinks you would like to offer your guests and we can serve them accordingly. We also communicate with you on the night to let you know how your tab is doing and you may top up if required.

### **Platter options:**

Platters can be arranged at a cost of \$70 per platter and need to be confirmed a week prior to your function.

Your choices are as follows:

1. **Dip Platter.**

Tzatziki, Hommus and Roast Capsicum dips served with carrot and celery sticks and warm Turkish and foccacia bread.



2. **Vegetarian Bites.**

Pumpkin, feta and risotto bites, falafels, cocktail samosas and cocktail spring rolls



3. **Mexican Platter.**

Mexican meatballs, corn chips, guacamole, sour cream, salsa and jalepenos served with warm tortillas.



4. **Mini Sandwiches and Wraps.**

Tasty ham and cheese sandwiches, Cajun chicken wraps and salad wraps



5. **Antipasto Platter.**

Warm Turkish bread, kalamata olives, mild Hungarian salami and prosciutto, greek feta cheese, marinated peppers, semi dried tomatoes and tzatziki.



**6. Party Platter.**

Cocktail Sausage rolls, mini party pies and cocktail pasties served with tomato sauce.



**7. Little Bites.**

Mini dim sims, seafood wontons served with soy sauce and sweet chilli sauce. Mini hot dogs served with dijonnaise and tomato sauce.



If there is any other information that you require or you would like to take a look at the venue, please do not hesitate to contact me.

I look forward to hearing from you.

Kind Regards

**Merideth Appleyard**

Manager

[The Elwood Lounge](#)

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