

## **Function Guidelines**

### **Decorations**

The Albion Hotel welcomes decorations and balloons and has access to competitive prices for a variety of styles and function needs. However, we do not allow on table sparkles or confetti.

### **Responsible Service of Alcohol**

All rules and regulations pertaining to RSA apply to any individual or group as a guest or guests attending a function held on the premises of the Albion Hotel.

### **Children**

Any children within a party or function must be under the direct supervision of a responsible parent at all times. Young children are discouraged to be in the Hotel after 9.30pm at night.

### **Alcohol**

No alcohol from off the premises can be consumed at any time inside the Albion Hotel.

### **Deposits**

A non refundable deposit must be paid prior to the event/party or function. Your booking and required date is not confirmed until the deposit is paid. The deposit will be deducted from the total amount of the account owed. The deposit can be paid over the phone using credit card details or you are welcome to call into the pub to pay cash or eftpos at your earliest convenience.

### **Cleaning**

If the premises is left in an unsatisfactory state an extra cleaning charge will apply. This relates to excessive alcohol spillage, food walked into carpets and/or sparkle/confetti.

### **18 Year and 21 Year Old Parties**

Due to the potential for people under the age of 18 attending such events and other responsible service of alcohol issues, we will not hold any 18 or 21 year old parties.

### **Confirmation of Final Details**

Food selections are required as soon as possible, the latest being 2 weeks prior to the event. Final numbers, which will equate to final cost, are required atleast 1 week prior to the function.



THE ALBION HOTEL

**B.A.**  
**bistro albion**

## ROOMS AVAILABLE & PACKAGES

### COURTYARD LOUNGE FUNCTIONS

The Courtyard Lounge is available for functions without a hire charge. However, guests need to be aware that they cannot have this room exclusively as the toilets are located on the rear wall and it is adjacent to the courtyard which is one of the smoking areas for the hotel. We will however have a reserved table (and immediate area) for your food & presents if needed and we will distribute wrist bands free of charge to ensure staff are well aware of who is part of your party. If your event numbers exceed 60 people, we will reserve the area for you so even though the Courtyard Lounge can not be available exclusively, guests generally find themselves undisturbed by other patrons in the hotel.

Our courtyard now has a unique weather proof pool table to keep your guests entertained. We have full width bi-fold doors that open on to the courtyard if requested and weather permits. The Courtyard Lounge also has a **Jukebox with wall-sized projector** to play the video clips. **This can be hired for \$150 and gives your guests free access to the Jukebox all night.** Our Projector can also be utilised for slideshows of your own photos or connected to your laptop computer. Just ask your Functions Coordinator for details of this. We usually recommend our Platters menu for this area however the Set Menu or Buffet Menu can also be appropriate. Your functions Coordinator will discuss this with you.

### BISTRO ALBION FUNCTIONS

The Bistro Albion is available for functions with Set Menus and is a non-exclusive area unless prior arrangements have been made. This is a non-smoking area which has been stylishly refurbished with comfortable fully upholstered seating. It is generally a more intimate area of the hotel and is suitable for more formal menu options.

This stylish area is now available for exclusive hire for both Set Menus, Buffets and Cocktail Parties and details of this can be found in our 'Packages' section.

The Albion Hotel is very flexible and is willing to tailor a function to suit our guest's needs. Therefore if you have a special request please do not hesitate to contact us.

Contact: [functions@thealbion.com.au](mailto:functions@thealbion.com.au) for more info

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