



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 or pins/staples in walls. Please consult with staff before bringing your own decorations.

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 or refunded to you on the night. 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 decoration mess.

18 Year Old Parties

Due to the potential for people under the age of 18 attending such events and other responsible service of alcohol issues, the Albion Hotel will not hold any 18 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 1 week prior to the function.

Contact: functions@thealbion.com.au for more info

Or Ph) 4962 2411

www.thealbion.com.au



THE ALBION HOTEL

ROOMS AVAILABLE

THE ALBION LOUNGE BAR FUNCTIONS

The Lounge bar is available for Platter functions and on certain occasions we will consider sit down meals. This currently has no hire charge for the room, but we do require a deposit that secures that area for you on the date you require. This deposit is not lost, it is taken off your final food/beverage bill or refunded back to you on the night.

The area that is reserved for you will be relative to the size of function you are catering for. For all size functions 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.

We have a wall sized projector at the end of this room. It is used to broadcast the latest sporting events being televised for our patrons within the hotel.

If you are hosting a function of over 40 people this will be broadcast with no noise (if you wish) so as to not disturb your function. If you are catering for over 80 people you will have the choice of whether you would like to have this televised, or perhaps you would like to use it to display your own photos to compliment the night. These can be viewed as a slideshow using a variety of methods.

The Courtyard Lounge also has a **Jukebox. This can be hired for a small fee and this allows guests free access to the Jukebox all night.** If your function is over 80 people, the videos for each song can be viewed on our projector also. Between the hours of 6pm and 8:30pm the volume of the jukebox will not be excessive so as to respect the patrons in our Restaurant.

Guests need to know however that The Albion Hotel books it's own live entertainment on a Saturday night, and sometimes on a Friday night. This starts from approx 8:30pm and the jukebox will not be available within the sets of the entertainer, but during breaks and after they are finished it will be. These bands are of no cost to the customer. If you would specifically like a band organised for your function you are welcome to discuss this with your Functions Coordinator.

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.

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THE ALBION HOTEL

BISTRO ALBION FUNCTIONS

The Bistro Albion is available for functions with 'sit down' Set Menus as well as normal Restaurant service. It is a non-exclusive area unless prior arrangements have been made and/or your function numbers and food purchase for the night reach the capacity of the room.

For our regular large restaurant reservations we offer a late seating of 7:30. We recommend an invitation of 7pm in our Lounge bar area for 'Meet and Great' to be ready to be seated at 7:30 in the Bistro.

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, with dimmed lighting, relaxed background music and candle ambience of an evening and is suitable for more formal menu options. We offer quality table service from our experienced staff.

We pride ourselves in the quality of our award winning food and are confident your customers will be left feeling satisfied and happy.

We have Set Menu options available for you to view, on our website and The Albion Hotel is also very flexible and will be willing to tailor a function menu to suit your guest's/function/themed needs. Therefore if you have a special request please do not hesitate to ask.

For any functions of 25+ people we recommend our Alternate drop Set Menu so as to maximise the efficiency from the kitchen that night. For functions of 35+ it is a must. For those that are smaller we at least recommend our preorder option and your Functions Coordinator will discuss the requirements to do this.

For functions over 35 we require a deposit to secure your area in the Restaurant. Like our Platters functions, this will be deducted off your final bill or refunded back to you in full.

With both our Preorder and Set Menu functions, the number we are informed of the week prior to your event will be the figure calculated for your final bill. If people do not turn up on the night this will be your responsibility to ensure the cost of their meals are covered.

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