



the stamford

Function Information

Welcome to the Stamford Hotel, the premier family entertainment venue.

The Stamford Hotel is located in Melbourne's South-East and is only minutes from the East-link Freeway.

The Stamford Hotel offers the following modern facilities in hospitality—

- Function Rooms
- Family Bistro
- Grazier's Steakhouse
- Sports Bar and TAB
- Flanagan's Irish bar

The hotel has two function rooms - McArthur Room and Winston Room. Whether you are having a Wedding, 21st Birthday Party, Christening or any other party or corporate event, we can cater for your function needs. We are also happy to organize Christmas functions or business meetings.

The McArthur Room is the larger of the two rooms catering for approximately 200 people cocktail style or 120 people in a formal sit down style. The room contains a fully serviced bar, a bridal room, dance floor and restrooms.

The Winston room is the smaller of the two rooms and caters for approximately 40 people in a sit down style or 70 people in a cocktail style. It too is self-contained with a fully serviced bar and restrooms.

If you are organizing a corporate function, we do have a separate menu. If you have any queries regarding functions, please contact our Function Co-ordinator.

Cnr Stud & Wellington Roads,
Rowville, Victoria, 3178
Telephone: 03 9764 4488 Fax: 03 9764 3138
Email: stamford.inn@alhgroup.com.au
Website: www.thestamford.com.au

Terms & Conditions

Menu Price

The Menu price includes:

- Balloon tree centerpieces or candleabras
- Colour coordinated napkins

Full Service Menu

All meals are served on a 50/50 basis

Entertainment

The Stamford has access to a large number of bands, DJ's and performers. Please do not hesitate to discuss your requirements with our Function Co-ordinator.

If you prefer to arrange your own entertainment, Management must be advised of all details prior to the function.

Function Hours

Luncheon functions are of a 4-hour duration and must conclude by 5pm.

Evening functions are of a 5-hour duration and must conclude by 1am (Fri & Sat) and 12 am (Sun - Thurs).

Deposit

A deposit of your room hire cost is required to confirm your function. Your function is not confirmed until this is received together with our signed Terms and Conditions .

If there is any damage sustained to the venue by the organiser or guests of the function, further costs may apply.

Final Numbers

STRICTLY 7 days prior to your function. Once final numbers are provided, these numbers will be invoiced.

Final Payment

7 days prior to your function if payment is by cash or credit card or 14 days prior if payment is by cheque

Room Hire

Room Hire commences from \$80 depending on the day and room. Please refer to the table attached

No Food or Beverages

No food or beverages will be permitted to be brought into the venue for consumption at the function with the exception of the celebration cake, e.g. Birthday or Wedding

Security

If the Management believe it is necessary to employ extra security at a function, the cost of \$150 per guard shall be added to the function charge, payable by the client.

Terms & Conditions

Bookings & Deposit

Tentative bookings are held for 3 days only after which the date will automatically be released. To confirm your booking, a deposit must be paid within 7 days of the booking. The deposit will then be taken off the final bill

Cancellation

The deposit will only be refunded if the function is cancelled at least 28 days prior to the date of the function. If the hotel is able to re-hire the room within the 28 day period, the deposit will be refunded

Surcharge

\$100.00 per hour for each additional hour (or part thereof) when a function continues beyond the organised finishing time, being no later than 1 am. This must be prearranged at the time of booking.

Functions held on Sundays will incur an additional \$5.00 per head surcharge on confirmed numbers and an additional \$20 per head surcharge on public holidays

Pricing

All prices are based on current costs and are subject to change. Any change will be advised. All persons attending booked functions will be charged the per head price.

Payment of Accounts

Full payment of account is due seven(7) days prior to the function by either cash or eftpos. You may pay by bank cheque, but must be paid fourteen (14) days prior to the function date unless otherwise arranged except when liquor is charged on a consumption basis. Payment of that component will be due by cash or credit card upon conclusion of the function. Cheques will not be accepted on the day of the function.

Responsibility

The hotel does not accept responsibility for damage to or loss of any client's property left in the Hotel prior to, during or after a function.

Signage/Decoration

Nothing is to be nailed, screwed or adhered to any wall, door, ceiling or other surfaces or part of the building. Signage/Decoration must be approved by Management and must be kept to a minimum unless otherwise arranged.

Liquor Licensing Requirement

1. The Management reserves the right to exclude or remove any person from a function in accordance with the Liquor Control Act of Victoria.
2. The Management reserves the right to refuse admission to any or all other areas of the venue in accordance with the Liquor Control Act of Victoria.
3. Offensive behaviour will not be tolerated at any time during a function on the hotel premises.
4. Under 18 years of age persons are not to consume alcohol and must be accompanied by an adult as per the Liquor Control Act. Proof of age may be asked. If a person does not have proof of age, they will be asked to leave the premises.

I/We _____ have read and accept
the above terms & conditions

Signed _____ Witnessed _____

Date _____ Date _____

Room setups and Charges

Room Setups & Numbers

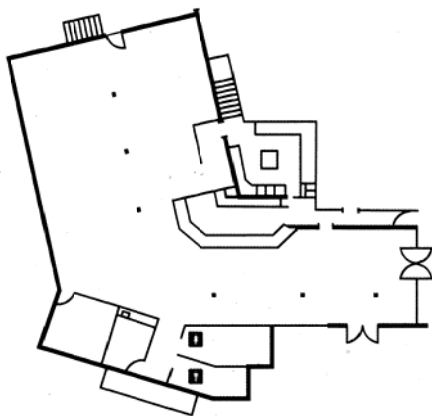
Room Max No's	Boardroom	Theatre	Cocktail Service	Serviced	Buffet
Winston	20	50	70	40	
McArthur	60	180	200	120	120

Room Hire

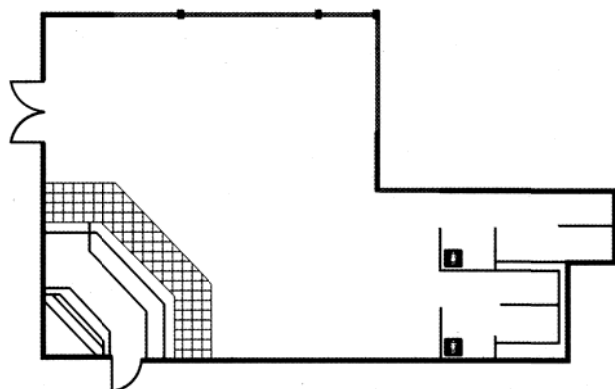
Room	Half Day (4 hours)	Full Day (8 hours)	Evenings Mon-Thurs (5 hours)	Evenings Fri - Sat (5 hours)	Sundays (4 hours)
Winston	\$80.00	\$150.00	\$130.00	\$200.00	\$100.00
McArthur	\$150.00	\$250.00	\$180.00	\$250.00	\$170.00

Room Hire can include any or either of these items -

- Linen
- Balloon Trees
- Candelabras
- Colour coordinated napkins



McArthur Room



Winston Room

Prices valid from 1st January 2011. Prices are subject to change

Equipment Hire

Microphone	Nil Charge
Lectern	Nil Charge
Television	Nil Charge
VCR/DVD player	Nil Charge
Facsimile machine	.20c per sheet
Photocopier	.20c per copy
Pads, pens & mints	\$ 3.50 per person
White board and markers	\$30.00 per day
Flip chart and stand	\$30.00 per day
Overhead projector & screen	\$30.00 per day
Data projector	\$40.00 half day
Data projector	\$80.00 full day

Other equipment available on request.
Please specify equipment required in advance

All prices include GST

Prices valid from 1st January 2011. Prices are subject to change