

Corporate Events Package



**FERNTREE
GULLY**
HOTEL

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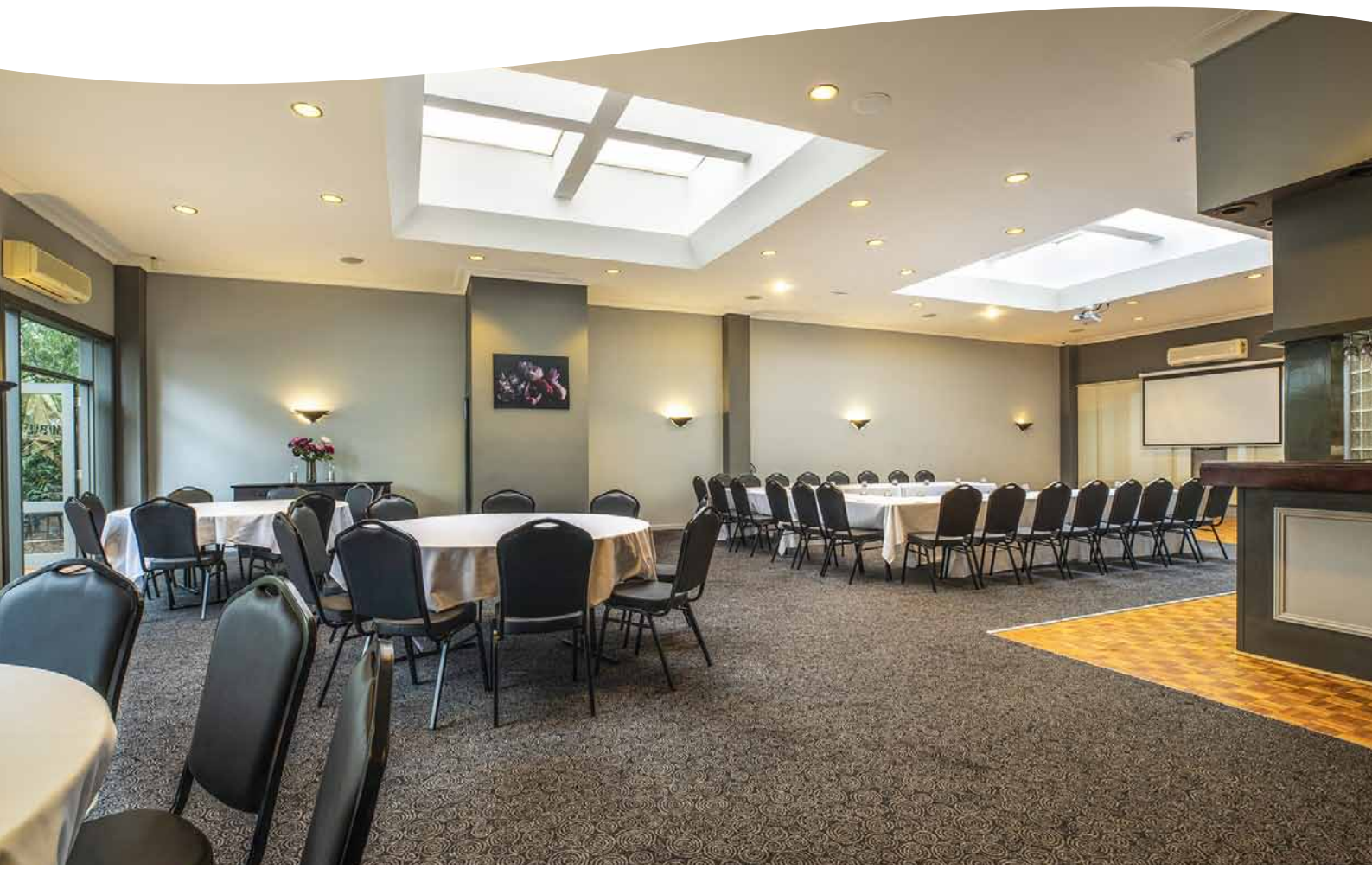
Welcome to The Ferntree Gully Hotel

Located at the foothills of Melbourne's Dandenong Ranges and close to sites such as The 1000 Steps and Puffing Billy, The Ferntree Gully Hotel boasts plenty of onsite parking and 34 motel rooms, making it the perfect venue for your next business event.

Private functions are our specialty, and our newly renovated spaces cater for all corporate occasions including meetings, work seminars, presentation dinners, awards nights, networking events and more.

We pride ourselves on great food and exceptional service. We understand that every event is unique and will work with you to ensure yours is one to remember.

Get in touch with us today to arrange to view our facilities and to discuss your requirements in detail.





The Middle

The Middle is the perfect space for presentation events, team training days and networking nights. With plenty of natural light, two entry points, private bathrooms, an outdoor area and central bar for post meeting drinks, the space offers two wall mounted TVs, data projector with wireless connectivity, retractable projection screen and complimentary WiFi. A lectern with inbuilt microphone is also available.

CAPACITY -

Theatre style - 120 pax

Hollow square - 40 guests

Boardroom - 40

ROOM HIRE -

Half day (up to 4 hours) - \$250

Full day (up to 8 hours) - \$500



Garfields

Boasting plenty of natural light, private bathrooms and an outdoor area, Garfields provides you with plenty of space for a flexible room format. Facilities include data projector and screen, whiteboard, lectern, microphone with stand and complimentary WiFi.

CAPACITY -

Theatre style - 100 pax

Classroom - 40 guests

U-shape - 30 guests

Cabaret - 64

Boardroom - 30

ROOM HIRE -

Half day (up to 4 hours) - \$250

Full day (up to 8 hours) - \$500

Breakfast Menus

CONTINENTAL BUFFET BREAKFAST

\$15 per person

Selection of cereals
Seasonal fresh fruits
Mini croissants
Toast with a selection of spreads
Orange juice
Self service tea and coffee

TRADITIONAL PLATED BREAKFAST

\$20 per person, minimum 20 guests

Scrambled eggs, bacon, golden hash brown
and grilled tomato with a toasted English
muffin
Orange juice
Self service tea and coffee

FULL BUFFET BREAKFAST

\$25 per person, minimum 20 guests

Selection of cereals
Fresh fruit platters
Selection of yogurts
Assorted Danish pastries
Scrambled eggs, bacon, grilled tomatoes,
baked beans, sausages and hash browns
Toast with a selection of spreads
Orange juice
Self service tea and coffee





Conferencing Menu

MORNING & AFTERNOON TEA

Continuous tea and coffee for 1/2 day event - \$2.50pp

All day continuous tea and coffee - \$5 pp

Freshly baked scones with jam and cream - \$5.50pp

Assorted pastries and mini muffins - \$7.50pp

Ham and cheese croissants - \$7.50pp

Sliced cakes selection - \$6.50pp

LUNCH OPTIONS

Chef's selection of 4-point sandwiches, basic fillings - \$6.50pp

Gourmet selection of 4-point sandwiches - \$9.50pp

Gourmet selection of pita wraps - \$12.50pp

Fresh seasonal fruit - \$85 per platter

Chef's selection of hot finger food - \$85 per platter

The Ferntree Gully Hotel also specialises in hot buffet lunches.

Speak to us today about menus and pricing.

ALL DAY DELEGATE PACKAGE \$40pp (plus room hire)

Inclusions:

All day tea and coffee

Water and mints on the tables

Notepads and pens

On arrival: assorted cookies and biscuits

Morning tea: ham and cheese croissants

Lunch: gourmet sandwiches, assorted hot finger food, fresh seasonal fruit, orange juice

Afternoon tea: freshly baked scones with jam and cream

POST EVENT OPTIONS

Finish your day off with 30 minutes of drinks for just \$15 per person.

Add some roving canapes for an additional \$8 per person.

*Please advise of all dietary issues when confirming guest numbers



Accommodation

By Nightcap Hotels

The Ferntree Gully Motel is perfect for those wanting a break from city life to explore the many hidden treasures in the Dandenong Ranges. The famous 1000 Steps is just a 3 minute drive up the road with numerous walking tracks in the area.

Standard inclusions are available in each room such as TV, bar fridge, air conditioning, ensuite and tea and coffee making facilities. Guests can also enjoy free WiFi available in room.

Mornington is 43 km from Ferntree Gully Hotel, while Emerald is 13 km away. The nearest airport is Melbourne Airport, 46 km from Ferntree Gully Hotel.

For reservations visit our website -
<https://nightcaphotels.com.au/hotels/vic/ferntree-gully-hotel-motel>

EAT DRINK PLAY STAY WITH NIGHTCAP HOTELS

Terms and Conditions

CONFIRMATION OF BOOKINGS

A tentative reservation will be held for a period of seven (7) days. Once this time has lapsed the venue reserves the right to release the tentative reservation. A booking is considered confirmed upon receipt of this signed terms and conditions, completed booking form and full deposit payment of \$500. We accept EFTPOS, cash and all major credit cards.

FINAL DETAILS AND PAYMENT

The venue requests all food and beverage selections to be provided fourteen (14) days prior to the event, along with tentative guest numbers, food service times and other specifics relating to your event. Final guest numbers are then requested seven (7) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks tabs are payable at the conclusion of the event. All prices quoted are inclusive of GST. Whilst every effort is made to maintain prices, these are subject to change. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

CANCELLATION

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager and only by the person who paid the initial deposit. Any cancellation made within a period of four (4) weeks of the date of the function will forfeit the deposit. Any cancellations made within seven (7) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). If the venue feels that any function / event will affect the smooth running of the business, security or reputation, management reserves the right to cancel at their discretion without notice or liability.

SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and all equipment and decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

MINORS AND ADDITIONAL SECURITY

Minors are only permitted on the premises in the company of their parent or legal guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding.

DAMAGE

Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to, during, or after the function. It is recommended that all client goods be removed from the venue immediately after the function. In the event of fire, flood damage, industrial dispute or any other unforeseen circumstance that does not enable the event to proceed, the venue and management team will not be held responsible.

FUNCTION CONDUCT AND CLIENT RESPONSIBILITY

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

I CAN CONFIRM THAT I

HAVE READ AND UNDERSTOOD THE ABOVE T&Cs AND AGREE TO COMPLY

SIGNED: _____

DATE: _____

Booking Confirmation Form

CONTACT NAME:

COMPANY NAME:

ADDRESS:

CONTACT PHONE:

CONTACT EMAIL:

DAY / DATE OF FUNCTION:

START / FINISH TIME:

AGREED FUNCTION SPACE:

EXPECTED GUEST NUMBERS:

OCCASION:

ROOM SET-UP REQUIREMENTS:

AV REQUIREMENTS REQUIREMENTS:

CATERING REQUIREMENTS:

A \$500 DEPOSIT IS REQUIRED TO SECURE YOUR FUNCTION, TO ACCOMPANY THIS FORM AND A SIGNED COPY OF THE TERMS AND CONDITIONS. WE ACCEPT PAYMENT VIA CASH, EFTPOS AND ALL MAJOR CREDIT CARDS.

OFFICE USE ONLY;

SIPOS NUMBER: # _____

DATE OF PAYMENT: _____