



OLYMPIC
HOTEL

CELEBRATION OF LIFE FUNCTIONS

AT THE OLYMPIC

71 ALBERT ST, PRESTON VIC 3057

OUR SPACES

SILVER ROOM

This stylish, spacious and fully private room is the ideal space for lavish and intimate occasions such as birthdays, engagements, christenings and graduations. The Silver Room features elevator access, full walk-up bar, dance floor, exposed cathedral style beams, smokers balcony & projector access.

ROOM HIRE: \$200

COCKTAIL: 50 min | 190 max

MINIMUM SPEND: \$1500



GOLD ROOM

Our largest function space, the Gold Room is able to accommodate up to 500 for cocktail parties and 300 for sit-down events. This stylish, modern space is equipped with fully-equipped bar and features elevator access, dance floor, smokers balcony & projector access.

ROOM HIRE: \$300

COCKTAIL: 200 min | 400 max

MINIMUM SPEND: \$4000



CANAPE MENU

\$25 PP | 5 ITEMS - Menu Set A

\$30 PP | 6 ITEMS - Menu Set B

MENU SET A

Assorted Sandwiches (2 pp)
Mini Chicken Kiev Balls (2 pp)
Homemade Cheese Arancini Balls (V) (2 pp)
Party Pies & Sausage Rolls (2pp)
Calamari Rings (2pp)

MENU SET B

Assorted Sandwiches (2 pp)
Homemade Cheese Arancini Balls (V) (2 pp)
Grilled Chicken Skewers W/ Satay Dipping Sauce (1pp)
Salt & Pepper Calamari (3pp)
Prawn & Vegetable Twisters (2pp)

PREMIUM PLATTER ADD ONS

Prawn Skewers: Grilled King Tiger Prawns in Lemon
Butter (GF) + \$90
Mini Burgers: Homemade Beef Patties topped with Tasty
Cheese in a Mini Bun + \$90
Gourmet Pizza Selection: Vegetarian | Margherita | Ham &
Pineapple | Capricciosa | Mexicana + \$75

KID'S MEALS \$15 PER CHILD

Fish & Chips
Chicken Nuggets & Chips
Burger & Chips
Chicken Schnitzel & Chips





BEVERAGES

BAR TAB ON CONSUMPTION

A bar tab can be arranged for your function with a specified limit or amount in mind that you feel comfortable spending. Your bar tab can be reviewed as your function progresses and increased if required. However, we will always ensure you are in control of the amount throughout the event.

At any point you are welcome to turn the bar into a cash bar, so your guests can purchase their own drinks.

CASH BAR

Allow your guests to choose from our extensive beverage selection, which they can purchase throughout your function.

TEA & COFFEE STATION

Complementary tea & coffee station is Included in the room hire upon request



THE FINER DETAILS

AUDIO VISUAL

All our rooms are fitted with a projector and state-of-the-art sound systems, which are all included with room hire. For any additional audio-visual requirements, we are happy to provide a list of preferred suppliers.

CELEBRATION CAKE

You are welcome to bring in a cake for your event. External cakes must be prepared in a commercial kitchen. A \$50 cakeage fee will apply to cut and serve your cake.

STYLING & DECOR

We welcome any additional styling in the space for your event, whether it be floral arrangements, balloons, light props, decorations & signage.

We can offer bespoke advice on event decor and styling. Should you have any additional requirements we can put you in touch with our preferred collaborators who can assist. Any decorative elements in the space will require signoff prior to installation.

PARKING

Parking is available at the Olympic Hotel carpark located on Ovando St, opposite the Olympic Hotel.

TERMS & CONDITIONS

Thank you for considering The Olympic Hotel for your upcoming function. These Terms and Conditions contain the whole contract between Kevak Hotels Pty Ltd trading as the Olympic Hotel (hereafter Olympic) and the client. No variation to these Terms and Conditions shall be binding unless agreed to in writing and signed by both the client and the Olympic. You must be aware of and adhere to the following at all times.

Bookings: To confirm a booking, a signed copy of these Terms and Conditions is required along with a Deposit Bond of \$200.00. This must be paid within seven days of a tentative bookings being made. A booking is only deemed confirmed upon receipt of the deposit. Cash, Credit Card (3% surcharge applies to all AMEX and Diners Club transactions) and Direct Deposit are accepted and payment can be made in person or over the phone. Cheques are not accepted and credit is not provided. The Olympic reserves the right to cancel a tentative booking if the deposit bond is not paid within seven days.

Deposit Bond: This will be returned to the client within one week following the conclusion of the function provided that the room and property of the Olympic remains in an unchanged condition deemed by the Olympic.

Public Holidays: Functions held on a public holiday will incur a 20% surcharge on all items (excluding beverages).

Minimum Spend: The minimum spend amount is based on the type of function and room it is held in and will be confirmed by the Functions Coordinator prior to deposit payment. Minimum spend is inclusive of food and beverage only. The bond and any additional costs are not included in the minimum spend.

Confirmation: The Olympic requires all final details including food selections, guest numbers, seating arrangements, running times, etc. at least fourteen days prior to your function date. No refunds will be provided for reduction of guests after this time. Increases to guest numbers are acceptable if adequate notice is provided. Should final guest numbers change dramatically, the Olympic reserves the right to reassign your function to a more suitable room.

Final Payment: The balance of your function is required at the conclusion of your final meeting with the Functions Coordinator no later than fourteen days prior to your function. The contract signatory is liable to pay all monies due under this Agreement. Cash, Credit Card (3% surcharge applies to all AMEX and Diners Club transactions) and Direct Deposit are accepted and payment can be made in person or over the phone. Cheques are not accepted and credit is not provided. Failure to comply with this requirement may result in the cancellation of this agreement and your function.

Security: All 21st birthday bookings require a security guard for the duration of the function. The Olympic will determine if other bookings require security guard/s based on the type of function and the number of attendees. Security guards are at a cost of \$250 per guard to the client. An additional guard may be required if the functions exceeds 130 guests. The Olympic reserves the right to request extra guards at their discretion.

Function Duration: All functions have a maximum duration of five hours. The duration of your function will be confirmed by the Functions Coordinator. All evening functions must conclude by 12:30am and all guests must leave the premises no later than 1:00am. Additional hours may be considered at the discretion of the Olympic and will incur an additional charge of \$150 per hour, however the function must still conclude by 12:30am. Access prior to the scheduled start time is unavailable unless there has been prior arrangement made with the Functions Coordinator.

Celebration Cake / Candy Buffet: Celebration cakes and candy buffets are the only food that may be provided by the client. Additional charges will apply to have the cake cut and served. The Functions Coordinator must be advised of all items being supplied at the time of confirmation. The Olympic takes no responsibility for damage to cakes whilst stored on our premises.

Food and Beverage: The client and guests are not permitted to supply any food or beverage of any kind. The Olympic reserves the right to remove and discard any items brought into the venue without prior consent.

Dietary Requirements: The Olympic is able to accommodate dietary or cultural requirements with sufficient prior notice.

Take Home Food: Excluding the celebration cake and/or candy buffet, under no circumstances can any food from the function be taken from the Olympic.

Delivery and Collection of Equipment: The Functions Coordinator must be advised of all deliveries and collections made on behalf of the client. Payment for any delivery of goods must be arranged in advance. Assistance with moving equipment is not guaranteed and will only be possible if staff are available.

DJs and Entertainers: DJs and other entertainers are permitted and must be advised at the time of confirmation. Noise level regulations and policies must be strictly adhered to and are not negotiable. Dry ice, smoke and bubble machines are not permitted.

Equipment Hire: Charges may apply for the use of equipment. This will be determined by the Functions Coordinator.

TERMS & CONDITIONS

Damages and Theft: The client will assume financial responsibility for any and all damages and/or theft caused during the function by any of the guests or any other persons attending the function, whether in the room/s or in any other part of the venue.

Waiver: The Olympic will not be held responsible for any losses sustained if a function cannot proceed due to a robbery, fire, industrial dispute, water main breakage, power failure or any other reason beyond our control.

Decorations: Decorations may be provided to enhance your function room. The following items are strictly not permitted – pins, sticky tape, glue, party poppers, rice, flower petals, glitter, sprinkles. Blu Tak and 3M products are acceptable. The client will be responsible for costs associated with extra cleaning or damage if banned items are used. This will be deducted from the deposit bond. All decorations must be approved by the Olympic. The safe application of decorations must be adhered to at all times. Chairs and table tops are not permitted to be used. The client must take full responsibility for their safety. Any physical injuries or damages sustained are of no consequence or liability to the Olympic and claims against the Olympic or any of its employees will not be permitted. The client is liable for any aesthetic damages caused on the premises.

Smoking: In accordance with government regulations, smoking is banned from all areas within the hotel except for in the designated outdoor smoking areas.

Car Parking: The Olympic has ample car parking available and accepts no responsibility for the loss or damage made to vehicles whilst at the venue.

Dress Code: 'Neat casual' dress code applies to all guests attending functions including no rubber thongs, no men's muscle shirts or singlets, no tracksuit pants and no caps. All patrons including children must wear shoes at all times.

Liquor Licensing: In accordance with Australian standards, the Olympic practices the Responsible Service of Alcohol (RSA).

1. The Olympic practices strict RSA and reserves the right to refuse the service of alcohol to any guest considered to be under age, intoxicated or behaving in an offensive manner.
2. Any guest under the age of 18 must be accompanied by a parent or legal guardian at all times.
3. It is against the law for guests under the age of 18 years to consume alcoholic beverages or to enter the gaming area. Under no circumstances should they do so regardless of parental/legal guardian consent.
4. Under the Liquor Licensing Law, a person, parent or licensee must not supply alcohol to a minor. Attempting to buy liquor for a minor may incur a penalty that exceeds \$6,000.
5. If guests are drunk, violent or quarrelsome they must leave the premises upon request. Failure to do so may incur a penalty that exceeds \$13,000.
6. Failure to comply with any of the above will result in the immediate termination of the function without refund. The Olympic is a fully licensed venue. No alcohol whatsoever can be brought onto the premises.

Responsibility of the Client:

1. Children attending the function must be under the supervision of a parent or legal guardian at all times, ensuring that children are not placed at risk upon entering or leaving the venue.
2. The client assumes full responsibility and is liable for all damages caused by guests and all other people in attendance. This liability extends to all other areas of the Olympic including the Sports Bar, Gaming Room, TAB, Bistro, Children's Play Room and Car Park.
3. The Olympic will take all necessary care to ensure safety of property; however will not accept responsibility for any damages or loss of property to the hirer or guests on the premises before, during or after the function.
4. It is the client's responsibility to conduct the function with full compliance of the Olympic's policies and venue management rules inclusive of all applicable laws. The Olympic reserves the right to intervene if activities in the function room and throughout the venue are considered illegal, noisy, offensive or interrupt other services within the venue.

I have read and fully accept the Terms and Conditions stated above.

Full Name:

Date of Function & Occasion:

Signature:

Date:

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FUNCTIONS

AT THE OLYMPIC

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