



1.ONE.6

cocktail function package

The Courthouse Hotel is the ideal venue for your next function.

Newly renovated with a luxe ambience and open deck with retractable roof makes Courthouse one of the best function locations in the Marsh.

The Courthouse Hotel can cater for anything from a casual cocktail party with finger food to a corporate conference, the options are endless.

Please don't hesitate to ask our friendly management any further queries you may have regarding functions which are not covered within this function package. Beverage packages are not available.



(v) vegetarian
(av) available vegetarian upon request
(gf) gluten free
(agf) available gluten free upon request

Prices inclusive of GST. Prices as of May 2024.

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finger food selection & pricing

BASIC PACKAGE (Maximum of 6 options)

Asian Selection (AV) 30 Pieces	\$70
Dim Sims, Samosas & Spring Rolls golden fried with sweet chilli and dark soy sauce	
Party Pies & Sausage Rolls 30 Pieces	\$75
Party favourites everyone loves	
Dips Platter (V)	\$65
Lightly toasted Turkish bread and salted corn chips served with a trio of dips;	
Tzatziki	Beetroot
Roasted Capsicum	Avocado
Hommus	French Onion
Mini Pizzas 25 Pieces	\$70
Individual pizzas with your choice of -Vegetarian	\$70
-Hawaiian	\$80
-Meat Lovers	
Drumettes 20 Pieces	\$80
Served with sweet chilli sauce;	
Honey and soy OR Smokey BBQ	
Assorted Sandwiches (AV) 48 Pieces	\$70
A selection of assorted sandwiches with or without meat upon request	
Bruschetta (V) 20 Pieces	\$70
Tomato bruschetta on toasted ciabatta bread topped with feta	
Calamari 30 Pieces	\$80
Golden fried salt and pepper calamari served with tartare dipping sauce	

*Vegan Platters upon request

finger food selection & pricing

PREMIUM PACKAGE (Maximum of 6 options)

Pork Belly Bites (AGF) 25 Pieces Slow cooked BBQ glazed pork belly	\$100
Cheeseburger Sliders 25 Pieces Angus beef patty topped with cheese & jalapeno in a slider bun	\$100
Schnitzel Sliders 25 Pieces Panko crumbed chicken schnitzel topped with cheese and served in a slider bun	\$95
Chicken Satay (AGF) 25 Pieces Homemade chicken satay skewers with Malay-style satay sauce	\$90
Arancini (AGF) (V) 25 Pieces Pumpkin, Sundried tomato & cheese fried risotto balls, served with aioli	\$95
Smoked Salmon Bagels 25 Pieces With dill cream cheese	\$100
Lamb Kofta 25 Pieces Served on pita bread with salsa and tzatziki	\$100
Chicken Caesar Cups 25 Pieces Chicken, lettuce, bacon, croutons top with Shaved parmesan and Caesar dressing	\$90
Assorted Gourmet Pies 25 Pieces Chicken Camembert, Beef Burgundy, Lamb & Mint	\$95
Fruit Selection (AGF) (V) (VEGAN) Variety of freshly sliced fruit	\$80
Sweet Tooth 25 Pieces Mini cheesecakes & donut platter	\$80

terms & conditions

TENTATIVE BOOKING

Any tentative bookings received will be held for a period of 14 days. Otherwise, Courthouse Hotel reserves the right to make available any tentative bookings not confirmed during this period. To confirm and secure your booking, a \$200 bond is required. The \$200 bond will be returned to you the day after your function, once the room has been left in satisfactory condition.

CANCELLATIONS

Cancellations more than 14 days prior to the function will receive a full refund of deposit. Cancellations within 14 days of the function will forfeit the deposit.

MINIMUM SPEND

There is \$1500 minimum for a function Sunday-Friday and \$2000 minimum spend Saturdays.

It is the responsibility of the Host to ensure that the minimum spend is met. Where it is not, the difference between the total cost of the function and the minimum spend must be paid by the host at the conclusion of the function.

ROOM HIRE

No charge.

PAYMENT

Full payment is due one week prior to function date.

CATERING

Menu selections must be made no later than 2 weeks prior to the event, unless a small function has been pre arranged with management. Some menu selections may not be available if enough notice is not provided.

ALLERGIES & DIETARY REQUIREMENTS

It is the organiser's responsibility to ensure the safety of his/her guests' dietary requirements. The Courthouse Hotel will not be accountable for allergies due to misinformation by the host. Any allergies or dietary requirements must be relayed to the manager.

EQUIPMENT

The Courthouse Hotel provides free equipment hire with your function. This includes projector, tables and chairs.

SIGNAGE AND DECORATION

No sticky tape, nails, pins or screws permitted for signage. Blue-tac is the only acceptable means for decoration purposes.

DAMAGE

The client is financially responsible for any damage caused to the venue during the function as well as on entering and exiting the venue.

SECURITY

The Courthouse Hotel reserves the right, without liability, to exclude or manage patrons who breach any policy or legal responsibility whilst on, or prior to entering our venue. At certain times you may be required to produce suitable ID. Management reserves all rights – **NO ID, NO ENTRY**

CONTENT OF EVENT

If the Courthouse Hotel has reason to believe that any event will affect the smooth running of the hotel or its reputation, the management reserves the right to cancel at its discretion without notice or liability.

INSURANCE

Whilst staff and management of the Courthouse Hotel will take every care with the protection of guests and their property, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend that organizers arrange their own insurance and security.

MINORS

In accordance with Liquor Licensing Laws of Victoria, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave the venue at the discretion of management. At no time is a minor permitted to consume alcohol on the premises.

RESPONSIBLE SERVICE OF ALCOHOL

The Courthouse Hotel adheres to the responsible service of alcohol legislation. All staff are trained in the Liquor Licensing Accredited "RSA-Responsible Service of Alcohol" and by law may refuse to serve alcohol to any person who they may believe to be intoxicated. Any intoxicated persons will be removed from the venue.

I have read and understood the terms and conditions:

Name: _____

Sign: _____

Date: _____

Witnessed by manager: _____