

# Eaglemont Cellars Function Kit



## Contents

General Information regarding Functions at Eaglemont Cellars.....	2
Times where we hold functions.....	2
Room Hire Charge.....	2
How many people are we licenced to hold?.....	2
Is there a minimum amount of people we must have?.....	2
Can we do our own catering?.....	2
Do we accommodate all types of functions?.....	2
Is security required &/or provided?.....	2
Liquor licence.....	2
Minimum spend.....	2
Checking availability.....	2
Beverage.....	3
What drinks are on the tab?.....	3
Can we place a limit on the tab?.....	3
How do I know what limit to set on my tab?.....	3
What if we want a beverage that Eaglemont Cellars does not stock?.....	3
Decorations.....	3
Can we decorate the bar?.....	3
Audio, Visual & Entertainment.....	4
Can we play our own music?.....	4
Can we have Live Music?.....	4
Can we have a dance floor?.....	4
Can we project a slideshow?.....	4
Can we organise to have a photo booth or another activity at our function?.....	4

## **General Information regarding Functions at Eaglemont Cellars**

### **Times where we hold functions**

Eaglemont Cellars can be hired for function space on Saturday nights from 6.30pm or Sunday mornings 11am – 3pm.

\*Some exceptions apply where we don't hire the bar out such as AFL Grand Final Day.

\*\*We also sometime cater for midweek functions depending on the occasion & circumstances

### **Room Hire Charge**

There is a flat rate charge for **Room Hire** of \$300.00

This covers any charge for bar attendants although any additional staff required to assist with catering or other activities are charged at \$20 per staff member per hour.

### **How many people are we licenced to hold?**

We are licenced to hold 115 people

### **Is there a minimum amount of people we must have?**

Functions must have at least 30 people

### **Can we do our own catering?**

Due to health and safety regulations all food served and prepared must be through our catering options. With the exception of birthday cakes.

### **Do we accommodate all types of functions?**

We accommodate all types of functions with the exception of 18ths due to past experiences

### **Is security required &/or provided?**

Security must be provided for all 21<sup>st</sup> birthday functions at a flat rate of \$200.00, otherwise it is optional.

### **Liquor licence**

We are legally only allowed to serve alcohol until 11pm and this will not be extended under any circumstance

### **Minimum spend**

There is a minimum spend of \$500 required behind the bar. Whether you run a tab or have your guests pay for your own drinks is up to you.

### **Checking availability**

Contact us at either [sales@eaglmontcellars.com](mailto:sales@eaglmontcellars.com) or on 9499 1348 to check availability

## **Beverage**

### **What drinks are on the tab?**

We can supply any of the wines, beers or spirits that we stock.

For a list of what we stock visit our Cellar and Bar pages or alternatively **follow these links: .....**

Most of our functions opt for a standard tab that consists of:

- Standard Pots (Carlton & VB)
- Light beer
- House Red, White & Sparkling
- Soft Drinks
- Lemon Lime & Bitters

You can add and subtract to those lists at your own leisure.

### **Can we place a limit on the tab?**

You can place whatever limit you like on the tab, whether that may be \$200, \$500, \$1000 or more all you have to keep in mind is that at the end of the night the minimum spend of \$500 must be reached.

### **How do I know what limit to set on my tab?**

Contact us and based on the type of function you are hosting, the amount of people and the types of drinks you want on the evening we can give you some guidelines as to what we predict.

### **What if we want a beverage that Eaglemont Cellars does not stock?**

Contact us and depending on the beverage, its availability and volume, we will do our best to source that particular beverage.

## **Decorations**

### **Can we decorate the bar?**

Steamers, Balloons, Banners are all welcome. They need to be delivered on the day or brought in pre-function so that they can be set up.

## **Audio, Visual & Entertainment**

### **Can we play our own music?**

We have AUX connectivity so music can be played through our sound system via MP3, Ipad, Phones etc.

### **Can we have Live Music?**

Live Music is more than welcome down at Eaglemont Cellars, the only things that need to be taken into consideration are that noise levels must be at a reasonable level due to residential surroundings, we don't allow percussion instruments and music MUST cease at 10.30pm (Saturday night functions).

### **Can we have a dance floor?**

We can make space so that there is plenty of room for you and your friends to dance to the music. However, due to residential noise restrictions we can only play background music after 10.30pm (Saturday night functions please take note).

### **Can we project a slideshow?**

Yes we have a projector screen and capabilities to play slideshows or videos. We highly recommend that you come in prior to the function and test that your presentation works.

### **Can we organise to have a photo booth or another activity at our function?**

We are very open at Eaglemont cellars to making your function exactly as you want it. As long as it fits within our licencing agreements and it can be logistically organised, we will do our utmost to cater for you.