

CORPORATE — FUNCTIONS



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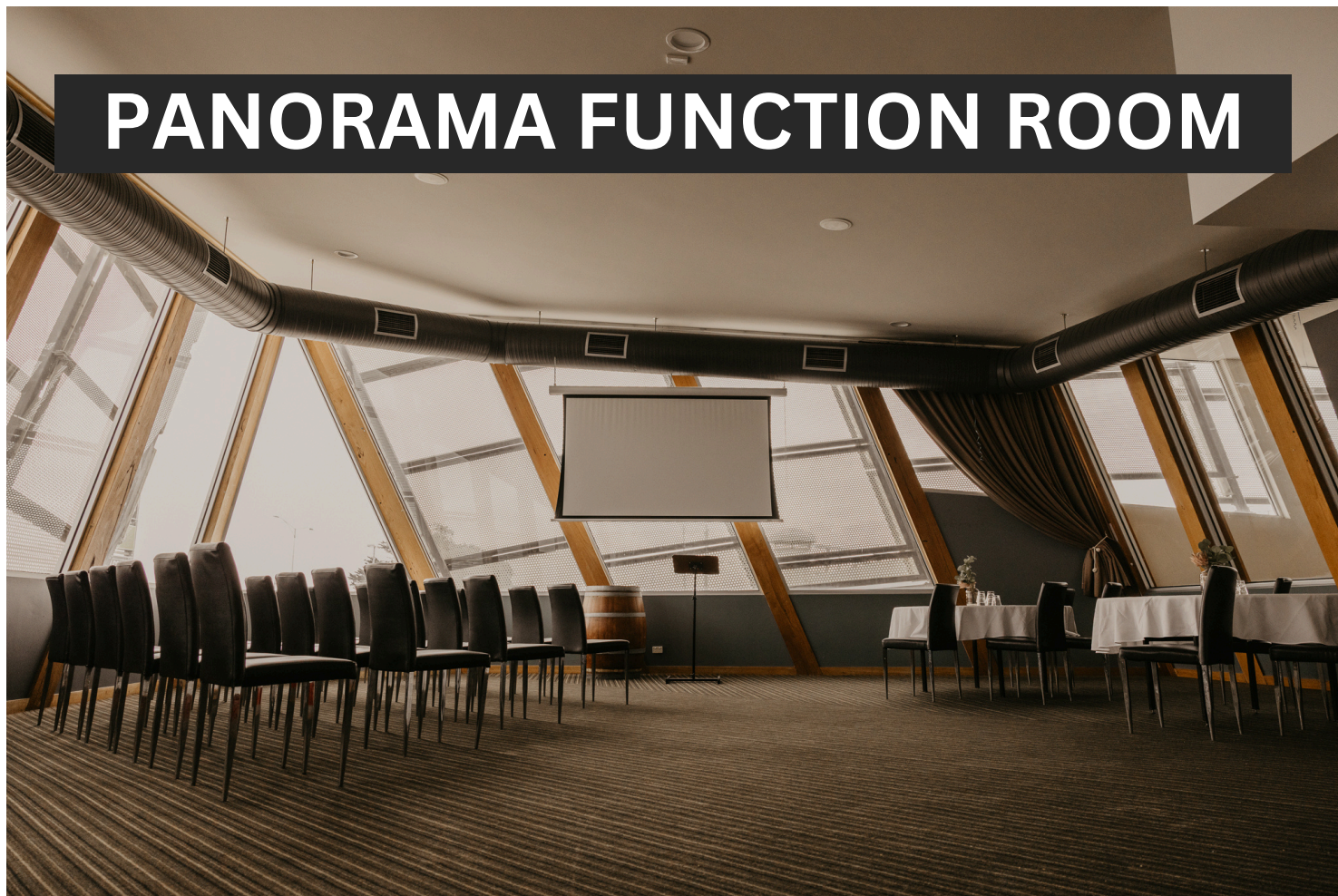
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ABOUT THE VENUE:

Discover the ideal venue for your next corporate engagement. Whether you are hosting a networking event, business meeting, seminar, presentation, team-building session or gala dinner, our facilities offer a refined and adaptable setting to meet your specific requirements. With flexible layout options, customizable configurations and the capacity to accommodate both intimate gatherings and large-scale events, we ensure a seamless and professional experience.

Conveniently located in a prime area, the venue features ample on-site parking, a courtesy bus service and a range of quality accommodation options within close proximity—providing ease and comfort for all your attendees. It's the perfect setting to support the success of your event from start to finish.

PANORAMA FUNCTION ROOM



VERSATILE ROOM LAYOUTS

Our venue offers a variety of adaptable seating arrangements to suit the unique needs of your event. Whether you're hosting a performance, a corporate meeting, or a social gathering, we can configure the space to match your vision. Our layouts include, but are not limited to:

- **Cabaret Style:** Ideal for social events and workshops, this layout features round tables with seating on one side, encouraging interaction and a clear view of presentations or performances.
- **Theatre Style:** Perfect for presentations, speeches, or performances, this arrangement maximizes seating capacity with rows of chairs facing the front of the room.
- **Conference Style:** Designed for board meetings or collaborative discussions, this layout features a central table with seating all around to foster communication and engagement.

Our team will work with you to create the optimal setup for your event.

BREWERY FUNCTION ROOM



TECHNOLOGICAL CAPABILITIES

We offer a comprehensive range of audio-visual resources to support your event.

From smart TVs to our state-of-the-art projector and screen, our equipment is ideal for delivering high-quality visuals and audio to enhance any presentation. A microphone connected to our in-house sound system ensures your message is clearly heard by all attendees.

Please speak with our dedicated Functions Manager to discuss your specific equipment requirements and ensure everything is in place for a seamless experience.



GALLERY FUNCTION ROOM



FUNCTION SIZES

Our venue is designed to flexibly host a wide range of group sizes and event formats. Whether you're arranging a focused boardroom meeting for six, a corporate seminar with seating for 40, or an elegant sit-down gala dinner for as many as 120 guests, we offer tailored solutions to meet your needs. For networking events or informal gatherings, our space can accommodate up to 200 attendees in a relaxed, mingling-friendly setting. Whatever the scale or style of your event, we are fully equipped to ensure its success.

EXCELLENT AMENITIES

All functions include table water, a dedicated tea and coffee station, and professionally presented table linen. Lift access is available to Level 1 for the convenience of all guests. Additional services include a courtesy bus for guest transport, as well as bar staff and waitstaff available upon request.

THE BOARDROOM



CATERING PACKAGES

Our exquisite catering packages are meticulously tailored to suit every occasion, offering a variety of options including continental breakfast, morning tea, lunch, afternoon tea, and dinner. Each menu is thoughtfully curated to accommodate a wide range of dietary requirements, ensuring every guest is well-catered for.

MORNING/AFTERNOON TEA

Package 1-Morning Delight

\$18.0 pp

- Egg & Bacon Muffins w Tomato Relish & Cheese
- Selection of Cakes & Slices
- Fresh Fruit Platter
- Coffee, Tea, & Juice

Package 3-Afternoon Bliss

\$15.0 pp

- Scones w Jam & Cream
- Fresh Fruit Platter
- Coffee, Tea, & Juice

Package 2-Sweet As

\$15.0 pp

- Selection of Cakes & Slices
- Fresh Fruit Platter
- Coffee, Tea, & Juice

Barista coffee can be added to packages for an additional \$6.0 pp

CATERING PACKAGES

LUNCHES

Package 4-Corporate Lunch 1.0

\$23.0 pp

- Selection of Sandwiches & Wraps
- Selection of Cakes & Slices
- Fresh Fruit Platter
- Coffee, Tea, & Juice or Soft Drink

Package 5-Corporate Lunch 2.0

\$28.0 pp

- Selection of Sandwiches & Wraps
- Hot Pastries
- Selection of Cakes & Sweet Slices Fresh
- Fruit Platter
- Coffee, Tea, & Juice or Soft Drink

Package 6-Light Finger Food

(minimum 10 people)

\$32.0 pp

- Arancini
- Spring Rolls
- Sausage Rolls
- Mini Pies
- Bruschetta
- Chicken Taco
- Mini Beef Burgers

Barista coffee can be added to packages for an additional \$6.0 pp

PLATTERS TO SHARE

CHEESE

Selection of cheeses, grapes, dried fruit, quince paste, crackers, & crisp breads

\$120

CHEESE & CHARCUTERIE

Selection of cheeses, sliced cured meats, pickled vegetables, dried fruit, grapes, crackers & crisp breads

\$200

SEASONAL FRESH FRUIT

Assorted seasonal fruits

\$125

ANTIPASTI

Selection of cured meats, cheese, grilled Mediterranean vegetables, olives, pickled vegetables, crackers & crisp breads

\$250

MIXED SANDWICHES

An assortment of fresh mixed sandwiches (50 pieces)

\$100

SWEETS

A delicious assortment of sweet treats & pastries decorated with fresh berries

\$200

TERMS & CONDITIONS

CONFIRMATION OF BOOKINGS A tentative reservation will be held for a period of seven (7) days, within which a room hire fee must be paid. 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 and the venue has received a payment of the room hire cost. We accept EFTPOS, cash, and all major credit cards. In some instances, at the discretion of the Functions Manager, (such as an 18th or 21st birthday) an additional \$200 will be required as a bond, and this will be returned post event (please allow at least 72 hours to be processed) provided that no damage has occurred to the function room or any other part of the venue

FINAL DETAILS AND PAYMENT The venue requires 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 required seven (7) days prior to your event and this number will form the basis of your final charging. All catering costs must also be paid seven (7) days prior to your function date. There are no refunds given should your guest numbers decrease after this time. Drink 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, except for an occasion cake.

RESPONSIBLE SERVICE OF ALCOHOL The Flying Horse Hotel is fully licensed. Clients and guests are not permitted to bring any liquor into the venue, including all private function spaces. Liquor that is used for prizes or given as gifts may be held by the venue staff until the conclusion of your event. Alcohol will be served according to the requirements of our Liquor License and in accordance with Victoria's Responsible Serving of Alcohol guidelines. Alcohol will strictly not be served to persons under the age of 18. Staff will request proof of age, where appropriate and only photographic ID will be accepted. Persons under the age of 18 who are found consuming alcohol and/or persons who are providing it will be subject to immediate eviction from our premises. The Flying Horse Hotel is a strong advocate of the responsible service of alcohol and reserves the right to refuse supply of alcohol to intoxicated patrons under section 114 of the Liquor Licensing Act. The Flying Horse Hotel reserves the right to instruct patrons who are behaving in a quarrelsome manner to leave the premises at any time. Please note that any person under the age of 18 must leave the premises by 9:30pm.

TERMS & CONDITIONS

SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS Our rooms are laid out in neutral tones and decorations can be brought in to enhance your celebrations, however there are a few guidelines and conditions that must be strictly adhered to; Blu Tack is ALLOWED. pins, sticky tape, adhesive or glue are NOT PERMITTED. Table Sprinkles/Confetti /Party Poppers /Rice/ Flower Petals /Glitter etc ARE NOT PERMITTED. A \$100 cleaning fee will be charged if any of the above items are used in the venue. Candy/lolly buffets are allowed; However, they must consist of confectionary only. No dessert items are permitted however you may bring a cake in! ALL decorations must be removed by the client on the conclusion of the function. Any additional equipment / entertainment / decorations or props required, other than those supplied by the venue, must be confirmed with Functions Manager a minimum of one (1) week prior to the date of the function. The Functions Manager must approve 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.

ENTERTAINMENT External entertainment such as bands and DJ's are permitted, however there are a few guidelines and conditions that must be adhered to; All external entertainment is to be approved by the Functions Manager a minimum of one week before the function. All entertainment must be fully set up and sound checked before 4pm, and events will require all entertainment to conclude by 12:30am.

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 conclusion of 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

CANCELLATION Cancelling a function after a deposit has been paid can only be done by consulting directly with our management team 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 three (3) days of the function will forfeit the full value of the function including all catering costs. 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