

## FUNCTIONS AT TERMINUS HOTEL



Thank you for considering  
Terminus Hotel for your  
special event.  
Our unique spaces offer the  
perfect setting for all  
occasions.

GOOD TIMES  
**THE TERMI**

212-226 High St, Shepparton

Ph. 5821 2147



# OUR SPACES

LET TERMINUS HOTEL MAKE YOUR SPECIAL EVENT A DAY OR NIGHT TO REMEMBER

## WE RECOMMEND THESE LOCAL BUSINESSES

- PROP HIRE: BENTLEY & BOBBI EVENTS
- EVENT STYLISTS: RYE STUDIO
- BALLOON & STREAMER FREELANCER: BINDI'S BALLOONS
- FLORIST: THE FAUX FLORAL BAR
- CAKES: ALENA'S CAKE FANCIES
- NEON HIRE: LIGHT HEARTED DESIGNS
- JUMPING CASTLES: BRYANTS BUDS
- 



"The event staff could not have been more helpful, organising our special night was made so easy & nothing was too much trouble. All of our guests thought the food was outstanding. I could not recommend the termi team more highly".

**GABRIELLE WALSH**

Engagement Celebration 18/02/23

## PIPPINS

Recently refurbished, this standalone private function space is modern & spacious. With it's own private bar, heating/cooling, projector option, Bluetooth sound system, private courtyard & outlook to our huge beer garden - There is no limit to what you can do, this is THE space for an unforgettable occasion.

**Booking Fee: \$300**

**Minimum spend: \$850 (on food and/or drink)** Sit

Down: Minimum 40 guests & Maximum 70 guests

Cocktail: Minimum 50 guests & Maximum 150 guests

Maximum numbers for cocktail style events can be increased with further use of space in our beer garden - this incurs a \$250 fee & can be discussed with the function coordinator.

## THE GALLERY

A private space off of our Main Bar area, The Gallery has an abundance of natural light. Included in our recent renovations this space has it's own large brick fire place & mantle, neutral colour scheme, heating, cooling & projector option. The Gallery is an intimate space for any occasion.

**Booking Fee: \$200**

**Minimum spend: \$500 (on food and/or drink)** Sit

Down: Minimum 25 guests / Maximum 50 guests

Cocktail: Minimum 25 guests / Maximum 80 guests

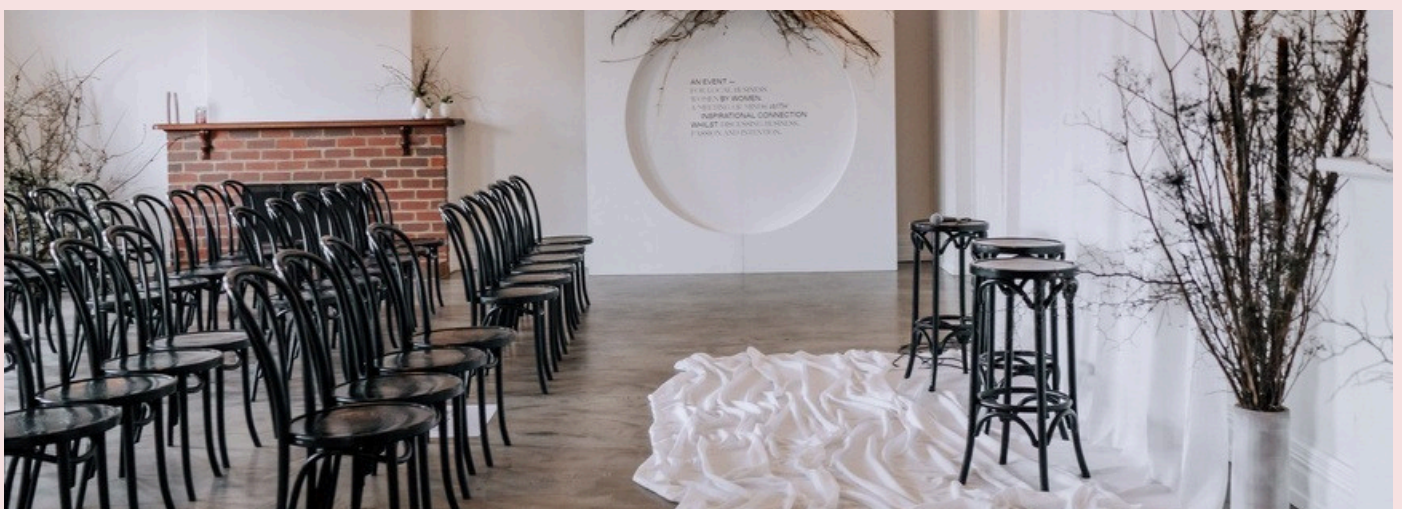
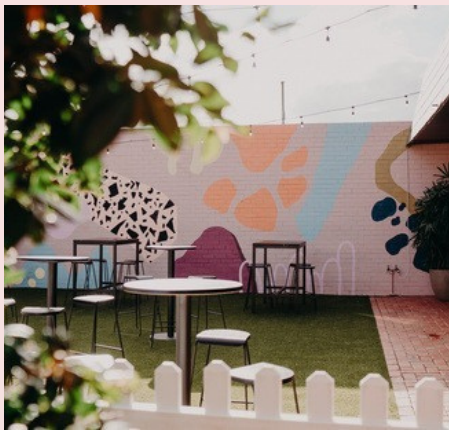
## THE MAIN BAR

A unique & informal space which can be used for private groups of up to 70 guests. Heating & cooling plus direct & private access to the venues largest bar with a corner outlook to High & North St's. The Main Bar is effortlessly stylish & suitable for any occasion. **Booking Fee: \$150** Sit Down: N/A Cocktail: up to 70 guests \*The minimum no. of confirmed guests is 30.

## SOCIAL CLUB BAR

A private bar/lounge space with high ceilings, exposed rafters, red brick interior & casual seating the Social Club Bar is perfect for those who want an informal get together with a true 'bar' vibe. **Booking Fee: \$250** Sit Down: N/A Cocktail: up to 40 guests \*The minimum no. of confirmed guests is 25.





# CATERING OPTIONS

## COLD PLATTERS

### ANTIPASTO PLATTER

**\$105 / to suit up to 30 guests**

Assorted cold meats, variety of cheeses, roasted capsicum, sun dried tomato & eggplant, house made dips w breads & crackers

### SANDWICH PLATTER

**\$100 / 32 items**

Assorted selection of meat & vegetarian fillings in a range of fresh breads

### FRUIT PLATTER

**\$100 / to suit up to 30 guests**

A selection of seasonal fresh fruits

### SLICES PLATTER

**\$100 / 32 items**

A selection of house made classics

## HIGH TEA

**\$40 per person**

Tea, Coffee, Juices  
Freshly baked pastries  
Gourmet sandwich fingers  
House made slices & cakes  
Mini waffles & pancakes w condiments  
Seasonal fresh fruits  
Fresh house baked scones w jam & cream

## HOT PLATTERS

### OPTION 1

**\$140 each** Including 40 pieces of substantial sized finger food per platter - Choose 4 items to be mixed on each platter.

cajun fried chicken  
spring rolls  
house made arancini balls  
crumbed calamari  
sausage rolls  
vegetarian quiche  
mac & cheese croquettes  
mini beef pies

### OPTION 2

**\$160 each** Including 40 pieces of substantial sized finger food per platter - Choose 4 items to be mixed on each platter.

cocktail prawn skewers  
house made bruschetta bites  
house made arancini balls  
grilled chicken skewers  
battered fish bites  
mediterranean meatballs  
mini pizza

## VEGAN PLATTERS

**\$150 each**

Including 40 pieces of substantial sized finger food per platter - Choose 4 items to be mixed on each platter.

house made falafels  
seasoned potato bites  
eggplant wedges  
sweet potato fries w veganaise  
crumbed mushrooms bites  
cauliflower bites  
pumpkin fritters

## GRAZING TABLES

OUR ANTIPASTO TABLES ARE BEAUTIFULLY  
STYLED WITH FRESH LOCAL PRODUCE

1 METRE - UP TO 30 PEOPLE \$480  
2 METRE - UP TO 60 PEOPLE \$880  
3 METRE - UP TO 90 PEOPLE \$1280

## FORMAL DINING

### 2 Course

- Entree & Main \$60 p/head
- Main & Dessert \$60 p/head

### 3 Course

- Entree, Main & Dessert \$75 p/head

Our team will work with you to create a menu to your liking. Alternate drop or set menu.



# BEVERAGE OPTIONS



## Cash Bar

Where guests can purchase their own beverages at bar prices if a package or bar tab is not suited.

## Standard Beverage Package

3 HOURS - \$60 per person

3.5 HOURS - \$65 per person

4 HOURS - \$70 per person

4.5 HOURS - \$75 per person

Non Alcoholic option - \$30 per person

Includes House Prosecco, Sauv Blanc, Chardonnay, Rose', Shiraz & Cab Sauv.

Selected house beers, cider & soft drink.

Please note: Spirits, Cocktails, Pre-Mixed Beverages, Tea & Coffee are not included in this package.

## Bar Tab / On Consumption

Terminus Hotel can arrange a tab inclusive of the beverages you desire including spirits. The bar tab amount & selections is to be pre-arranged with our function coordinator. Terminus Hotel will hold a credit card for the duration of your event & liaise with you privately as to the progress of the amount.

## Tea & Coffee

\$3 per person - unlimited refills

Inclusive of a range of tea, chai, hot chocolate, instant coffee, full cream & skinny milk.

(Minimum spend of \$50)

Espresso coffee is unfortunately unavailable.

## Beverage Policy

Management at Terminus Hotel reserve the right to refuse / ask any person behaving in an inappropriate manner to leave the venue at any given time.

All Terminus Hotel staff operate under responsible service of alcohol protocol and have the right to refuse service to any patrons.

# EVENT EXTRAS

**Black Mesh Circle (2x2m) backdrop & matching black plinth hire** - \$180

**White Mesh Arch (2.2h x 1.2w) & matching white plinth hire** - \$180

mesh backdrops are perfect for hanging a neon sign, attaching a balloon or floral garland

**White DJ Booth hire** (Pippins only) - \$80

**Disco Ball 60cm & Laser hire** (Pippins only) - \$80

**Smoke Machine hire** - \$50

**Rectangle trestle table hire** includes white linen cloth \$30 ea  
(often used as a gift table)

**Round Trestle table hire** includes white linen cloth \$35 ea (seats 8 guests)

**Function dining chair hire** - \$2.50 ea

**Cakeage** - \$70 (cake sliced by us & served on platters)

if you would like to slice & serve your own cake you can do so by bringing along your own knife, disposable plates & napkins.

# TERMS & CONDITIONS

## **Booking Confirmation:**

Terminus Hotel can only secure your booking once the booking fee has been paid in full. By paying this booking fee you consent to all of our Terms & Conditions.

**Payment:** Full Payment for your event is required no less than 7 days before your event date. Any extra charges that may arise during the course of your event must be paid for upon completion of the event. A \$250 surcharge is applicable for events booked on public holidays. Payment can be made via credit card or cash. If there is a bar tab Terminus Hotel will hold a credit card for the duration of your event. Terminus Hotel does NOT accept cheques.

**Cancellations:** In the event of a cancellation after a booking has been confirmed, booking fees are non-refundable. In the case of a required date change, Terminus Hotel will attempt to roll over the booking date, subject to availability. If it is not possible to locate a suitable date for both parties this will be treated as a cancellation.

**Menu & Beverages:** A minimum of 4 x hot food platters is required for all cocktail style events. Terminus Hotel reserves the right to alter menus & services in consultation with the event organizer. Finger food platters once ordered cannot be cancelled. Menus may change seasonally.

## **Final Numbers:**

Notification of final guest numbers attending is required no less than 1 week prior to the event.

## **Liquor Licence & Venue Restrictions:**

Terminus Hotel holds a GENERAL LICENSE until 1am.

BYO Alcohol is not permitted.

BYO outsourced food is not permitted.

BYO Celebratory Cake is permitted.

A surcharge of \$70 applies if Terminus Hotel is to slice & serve cake on platters.

**Security:** It is at the discretion of Terminus Hotel as to whether your event will require security. This will be discussed with you prior to event confirmation. Security is supplied only by Terminus Hotel & charged at \$80 per guard, per hour. **All cocktail style 18th birthday celebrations require security.** Minors (anyone under the age of 18) must be under the supervision of a spouse, parent or guardian and remain in the function area. If anyone under the age of 18 has no parent, spouse or guardian present they are required to leave the venue by 9:30pm.

**Liability Limitations:** You, the event organizer are financially responsible for any damage caused to Terminus Hotel & its contents prior to, during, or after your event caused by guests or any contractor engaged by you. You agree to pay the full amount of any repairs, replacements or other financial loss resulting from damage. Terminus Hotel does not accept responsibility for any damage or loss to property left unattended prior to or after the event.

**Audio Visual / Music /Social Media / Set Up:** You may bring your own device to play a Spotify playlist on Terminus Hotel speakers. If you are wanting to use our Projector or Microphone set ups please ensure you check your equipment set up & format before the event. Terminus Hotel holds no responsibility for 3rd party equipment brought in to the venue.

All efforts will be made to allow access to the booked space as early as possible on the day for set up. Our venue is open from 4pm Mon - Wed & from 12pm Thurs - Sun. Access to the venue outside of these hours is not always available & must be arranged with the events manager.

You agree to Terminus Hotel posting images / videos of your event to our social media platforms,

Decorations are encouraged with prior confirmation from the events coordinator. **No pins, nails, hooks, tape or blutac is permitted on walls. Unfortunately no confetti or scatter decorations are permitted.** You, the event organizer will incur a cleaning fee of \$250 if these items are used without prior consent.

**Weather:**

Terminus Hotel is not liable for weather conditions & will accommodate as best as possible.

**Government Restrictions:**

Terminus Hotel must adhere to all Government Restrictions & is not liable for any change from The Victorian Government at short notice.

You release Terminus Hotel & Terminus Hotel employees to the full extent permitted to by law from all claims & demands of any kind and from all liability which may arise from any accident or negligence of any kind for loss, damage or injury to any person in or near the venue arising from the use of Terminus Hotel by you & your guests. Terminus Hotel reserves the right to refuse the service of alcohol at any time to patrons who appear intoxicated. Terminus Hotel reserves the right to remove any person from the venue for any reason deemed necessary, including intoxication, use of an illegal illicit substance and disorderly behavior at any time. In the event that the venue is not available due to fire, flood, damage or other reasons, Terminus Hotel will not be responsible for any loss, damage or injury suffered as a result of this unavailability.

**Acknowledgement:** I acknowledge & accept having read the Terms & Conditions & understand the information & have retained a copy for my information. I further comply with all aspects of such conditions on acceptance of this document & by paying the relevant booking fee.

**FULL NAME:**

**DATE:**

**SIGNED:**

**FUNCTION DATE:**

**FUNCTION NAME:**

**FUNCTION CO-ORDINATOR: San**

**SIGNED:**

# FREQUENTLY ASKED QUESTIONS

## **What is included for the room hire payment?**

The room hire is the deposit payment for your function and is inclusive of the following:

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- Audio Visual (Speakers, Microphones, Projector)
- Standard furniture configuration
- Cleaning
- Planning & set up
- Labour
- Utilities (water, power etc)

## **What is the latest time I can hold my function until?**

The latest time we trade your function is until 12:30am, this allows for all guests to safely depart the venue before we close at 1:00am.

Please note: Closing time & service cut off time is at the discretion of Terminus Hotel on any given day.

**I have underage family & friends, are they allowed to attend?** Yes, underage family and friends are allowed to attend for the duration of your function however they must be accompanied by their spouse, parent or guardian at all times. Underage guests with no guardian present are required to leave the venue by 9:30pm. As we are a licensed premise, all 18+ aged guests are required to have their personal ID on them. Unfortunately without a valid ID, guests will be refused entry.

**Can I provide my own Spotify playlist?** Yes, for events in Pippins & The Social Club Bar you're welcome to create your own Spotify playlist to be played for your function. Events in The Gallery or Main Bar are limited to the venues own music until 9:00pm - once dinner service is complete the music can be changed.

**Can I use my own supplies?** We, Terminus Hotel have 2 backdrop & plinth hire packages available to all event organisers. A list of preferred suppliers we can recommend to you to help with the preparation of your function however if you have your own suppliers, you are more than welcome to use them.

## **What time do I have access to the function room to set up?**

Suppliers are welcome to set up from 12PM, earlier timing must be confirmed by our functions team (may incur a further cost).

Please discuss and confirm further with our functions team.

## **Can I pick up my supplies the day after my function?**

This depends on if we have a function in the space the next day and if we have room to store your belongings. This will need to be confirmed closer to your function date with our functions team.

**Do you cater for dietary requirements?** Yes, our function menu can cater to a variety of different dietaries and allergies including vegan, vegetarian, gluten free, dairy free and nut free. Our chefs are very flexible and cater to most dietary requirements. Please keep in mind our chefs try their best with all dietaries but cannot 100% guarantee cross contamination with some dietaries such as coeliac, as some components of our items are prepared via a third-party supplier.

**Can I bring in my own cake or cupcakes?** Absolutely, cakes or cupcakes are welcome from an outside supplier. If you wish for our chefs to cut your cake, we have a cakeage fee from \$70. Traditional family sweets are also welcome with the function coordinators knowledge & approval.

## **Will the bar be open for the entirety of my function?**

The bar will open from the commencement time of your function up until half an hour before your function concludes.