



THE COACH
Ringwood

**FUNCTION
PACKAGE**

LEVEL ONE

Our spacious private function area is located on the first floor and is perfect to host any type of large function. It boasts a private balcony and uninterrupted views of the south east, including an exclusive lift for access, private bar, bathrooms, data screen, dance floor and more.

Minimum spend \$2500



180 SEATED



300 COCKTAIL



AUDIO / VISUAL



OWN MUSIC



PRIVATE AREA



SMOKING AREA



LIFT ACCESS



OWN BAR



DANCE FLOOR

All Functions must conclude by 12:30am.



THE BOARDROOM

Tucked away under the stairs, The Boardroom offers an intimate setting for you and your guests. Our sophisticated space is the perfect spot for a birthday celebration, presentation dinner or corporate event.



25 SEATED



PRIVATE AREA



AUDIO / VISUAL



DISABLED ACCESS



35 COCKTAIL



LOUNGE BAR

If you're after a reserved spot in the heart of the action for groups, the Lounge Bar is your answer. Providing a mixture of seated and standing spaces, as well as a large outdoor area.

Minimum spend \$3500



150 COCKTAIL



VISUAL



OUTDOOR AREA



DISABLED ACCESS



FOXTEL



SEMI PRIVATE AREA

All Functions must conclude by 12:30am.



DINING ROOM

Located next to the bistro, the Dining Room is perfect for those looking to host anything from big family get togethers, baby showers or work functions. Offering either seated or cocktail functions the Dining Room can be organised to suit any need.

Minimum spend \$1500.



60 SEATED



80 COCKTAIL



DISABLED ACCESS



SEMI PRIVATE AREA

Lunch bookings must conclude by 4pm.

Dinner bookings from 5pm.

Minimum spend \$1500 - Saturday & Sunday \$2500





PLATTERS

\$20 per person

Antipasto platter
Minimum order for 40 people

\$110 each

Chicken Skewers (gfo)
1 flavour per platter
- Tandoori
- Satay
- BBQ

Arancini Balls 1 flavour per platter
- Pumpkin (vg)
- Cheese & Bacon
- Chicken & Mushroom

Asian Delight (vgo)

Meatballs (gf)

Empanadas (vg)

\$130 each

Mixed Quiches (vo)

Prosciutto wrapped Halloumi (gfo)

Beer Battered Honey Prawns

Mixed Sandwich Platter (vo,vgo,gfo)

Individual Cones 1 choice per platter
- Cauliflower bites (vg)
- Popcorn Chicken
- Lemon Pepper Calamari (gfo)

\$150 each

Duck Spring Rolls

Mini Sliders 1 choice per platter

- Pulled Pork
- Cheeseburger
- Pulled Mushroom (vg)

Mixed Desserts

INDIVIDUAL CUPS

\$10 each

Grilled/battered fish & chip cups

Greek salad cups

Basil pesto gnocchi cups (gf/v)

Special fried rice cups (gf/vgo)

(gf) gluten free, (vo) vegetarian option available, (vg) vegan, (vgo) vegan option available, (gfo) gluten free option available



SET MENU

minimum 60 people

2 courses \$70 per person, 3 courses \$85 per person

ENTRÉE:

Pumpkin Arancini w/ beetroot tzatziki (v, vgo)

Lemon Pepper Calamari w/ aioli & lemon (gfo)

Chicken Skewers w/ satay sauce

Prawn Gyoza w/ homemade dumpling sauce

MAINS:

French Cut Chicken filled with sundried tomatoes & fetta served on mashed potatoes, broccolini topped with a creamy mushroom sauce (gf)

Slow cooked Lamb Shank & Vegetables served on creamy mashed potatoes and gravy (gf)

Oven Baked Snapper served on shrimp risotto with a dill cream sauce (gf)

Spinach & Ricotta Tortellini w/ semi-dried tomatoes & mushrooms in a creamy sauce (v)

Eye Fillet (+\$10 per person) – cooked medium rare, served with mashed potatoes, broccoli and a red wine jus (gfo)

DESSERTS:

Lemon & Poppyseed Cake w/ whipped cream and raspberry coulis (gf, v)

Tiramisu Cake w/ whipped cream and chocolate sauce (v)

Passionfruit Mousse Baked Cheesecake w/ whipped cream and raspberry coulis (v)

Tim Tam Baked Cheesecake w/ whipped cream and caramel sauce (v)

(gf) gluten free, (v) vegetarian, (vg) vegan, (vgo) vegan option available, (gfo) gluten free option available

CORPORATE PACKAGES

Corporate packages available

Adaptable spaces to suit your needs, capacities from 15-100 guests seated.

- Ongoing bookings available
- Custom seating arrangement
- Complimentary tea and coffee station
- Disabled access
- Audio visual equipment provided
- Hire fee from \$300 for up to 3 hours
- Corporate package menu available on request



EQUIPMENT HIRE



WHITE MESH BACKDROP

(2m Diameter)

- \$50 bond
- \$100 hire fee



LARGE WHITE METAL PLYNTH

- \$30 hire fee



LIGHT UP NUMBERS

(0, 1, 2 & 4 available)

- \$50 bond
- 1 number \$80 hire fee
- 2 numbers \$150 hire fee

WHITE MESH BACKDROP + PLYNTH DEAL

- \$50 bond
- \$120 hire fee

CUSTOMISABLE ARCH WELCOME SIGN

- \$50 hire fee



RECOMMENDED VENDORS

DJ / PHOTOGRAPHY

Max Bishop Events - Max Bishop

Instagram: maxbishopevents

Email: maxbishopevents@gmail.com

Website: www.maxbishopevents.com

Phone: 0450 165 990

DECORATIONS/BALLOONS

Feeling Peachy - Tahlia

Instagram: feelingpeachyco

Email: feelingpeachybookings@gmail.com

W&C Party Co - Chantelle

Instagram: wcpartyco

Email: admin@wcpartyco.com

Website: www.wcpartyco.com

TERMS & CONDITIONS

The following terms and conditions apply in respect of the above-listed Function to the exclusion of any other terms and conditions:

CONFIRMATION OF BOOKINGS

Tentative bookings are held for a maximum period of 7 days after which the booking will automatically be released. To confirm the client's booking, the client is required to pay a deposit of \$300 and return to the venue a copy of this Agreement signed by the client. At any time, the Venue reserves the right to obtain a copy of the client's identification (i.e.. passport, driver's license) upon its request.

CANCELLATIONS

Deposits are refundable if there's at least one month's notice given. Deposits are non-refundable after this time.

DECORATIONS

- Blu tac and/or 3M hooks are only to be used on walls.
- Window coverings are not permitted and any items that you wish to adhere to windows must be pre-approved by the functions coordinator.
- Glitter, confetti, or table sprinkles are not permitted. A \$100 clean up fee will apply if used.

FINAL GUEST NUMBERS

Final guest numbers on which all charges will be based must be given 14 days prior to the day of the function.

CATERING

The venue requires confirmation of menus 10 days prior to the day of the function, including any special dietary requirements of particular guests. Venue management will consider the final numbers given as the basis for the minimum amount to be invoiced to the client for the function. The venue is licensed to cater for all food and beverage consumed by guests on the premises. No food or beverages can be brought onto the premises without the approval of venue management. At the discretion of the Venue Manager, the venue may permit cakes of a celebratory nature.

Additional charges apply for public holidays

SECURITY

Security is required for all functions, amount may vary depending on event or crowd levels.

DAMAGE

The client will be responsible for any and all damage or injury to any person or property caused by its accessories, agents and or guests. The Client will be liable for the costs of repairs or replacement (in the sole discretion of the venue) of any furniture, equipment or landscaping the venue reasonably deems was damaged by the client, its accessories, agents and or guests in connection with the function. The client accepts responsibility for such costs.

FIRE SAFETY

For the safety of all, fire exits, aisles, doorways including entrances are to be kept clear at all times.

LIQUOR LICENSING REQUIREMENT

The venue and function area is fully licensed so no alcohol is permitted to be brought onto the premises. Venue management reserves the right to exclude or remove any objectionable person/ persons from a function in accordance with the Liquor Control Act of Victoria. Venue management reserves the right to refuse admission to any or all other areas of the venue in accordance with Liquor Control Act of Victoria. Offensive behaviour will not be tolerated at any time during a function at the venue. The venue is committed to the responsible serving of alcohol to provide a safe and friendly environment for our guests and staff and abide by our legal obligations under the Liquor Control Reform Act 1998. The venue management reserves the right to close down the function if the behaviour of guests becomes unacceptable. Guests who are considered to be intoxicated will not be served any alcohol and will be required to leave the venue. Staff will offer to call a taxi for any guests requesting this service. Should the function be closed down and/ or guests be required to leave the venue, the client shall not be entitled to any refund of monies paid, nor shall the client be released from nor entitled to any reduction to, the fees and charges payable by client to the venue under the terms of this Agreement.

COMMENCEMENT / VACATION OF THE FUNCTION AREA

The client agrees to commence the function at the scheduled time and to have guests, invitees and other persons vacate the designated area at the contracted time. A surcharge may apply to extend the booking if guests do not leave accordingly. Please discuss with the Venue Manager about extended time to pack down the function.

RISK IN PROPERTY

The venue will not accept responsibility for damage or loss of the clients, its accessories, agents and or guests property left prior to, during or after a function. Goods left after a function without prior agreed arrangements with venue management will be at clients own risk. Any beverage accounts, the cost of additional food ordered or any other additional charges in connection with the function "Additional Charges" must be settled by the conclusion of the function by cash, EFTPOS, credit cards (AMEX, Visa and Mastercard). Upon the request of the venue, client shall provide the venue with a credit card and the client irrevocably gives authority for venue to charge such credit card for any Additional Charges incurred.

EXTERNAL SUPPLIERS

Access times for external suppliers (for items such as flowers, decorations, balloons, additional linen, photo booths, photographers, entertainers, AV equipment etc.) will be at the discretion of management. The Coach Ringwood will not accept responsibility for any injuries sustained to any person as a result of equipment installed by the client or the clients service providers.

SECURITY DEPOSIT/BOND

The venue reserves the right to charge the client a security deposit of up to \$500 as security against the clients liabilities to the venue under this Agreement. The venue will inform the client if a security deposit is required. If a security deposit is paid to the venue, it will be refunded to the client on the day after the function should the client have no outstanding liabilities owing to the venue under this Agreement.

ADDITIONAL OBLIGATIONS

Client agrees to conduct the function in an orderly manner and in full compliance with all applicable laws governing the State of Victoria. At the completion of the function, client will remove all their belongings placed within the venue. All persons under the age of 18 years, must vacate the premises, The Coach Ringwood before 10:30pm.

SMOKING

Smoking is not permitted within the venue. Outdoor smoking facilities are available

TERMS OF PAYMENT

Payment can be made by cash, EFTPOS, credit cards (AMEX, Visa and Mastercard) or bank transfer.

ACCEPTANCE

I (Client) accept the terms and conditions as set out above:

Client Signature: _____

Client name: _____

Date: _____

Accepted by the Venue:

Venue Authorised Officer Signature: _____

Venue Authorised Officer Name: _____

Date: _____

Date of Function: _____

CONTACT US

Terms & Conditions applicable for all functions.

P (03) 9870 1661

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W www.thecoach.net.au

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