



CROWN
HOTEL

FUNCTION PACKAGES

let us be your host..

FUNCTIONS AT THE CROWN HOTEL

Here at the Crown Hotel we have two fantastic areas available for your function, Crown Jewel Function Room and Crown Terrace Function Room.

Whether you're organising a special birthday, Engagement party, Christmas party, Sporting Club Nights, Training Seminars or Corporate Events, we are the venue for you!

CROWN JEWEL FUNCTION ROOM

Located on level 3, The Crown Jewel Function Room is a private area with its own bar and rest rooms.

Cocktail – 80 pax

Theatre Style – 30 pax

U-Shape – 20 pax

This function room is available between 7am and 1am. Maximum duration of 5 hours.
Please note: our Crown Jewel Function Room does not cater for wheelchair access.

CROWN TERRACE FUNCTION ROOM

Located on level 2, The Crown Terrace Function Room is a semi-private area with its own balcony overlooking Melba Park.

Cocktail – 70 pax

Sit down – 45 pax

This room is available between the hours of 12pm – 5pm or 8pm – 1am.
Please note: This function room forms part of our Bistro area. Time restrictions may apply.

COCKTAIL MENUS

CROWN CLASSIC - \$12 PER HEAD

Please choose 6 options;

Pork Dim Sims
Vegetable Spring Rolls
Curry Puffs
BBQ Meatballs
Cocktail Meat Pies
Cocktail Sausage Rolls
Mini Quiche
Panko Calamari Rings
Chicken Kiev Balls
Tempura Fish Bites

JEWEL GOURMET - \$16 PER HEAD

Please choose 6 options;

Honey Soy Chicken Skewers
Tandoori Lamb Skewers
Pork or Vegetable Dumplings
House Made Spinach & Cheese Arancini
House Battered Honey Prawns
Pumpkin & Bacon Frittata
Homemade Meatballs
Pulled Pork Sliders
Mini Angus Beef Burgers
Smoked Salmon Canapes

PLATTER OPTIONS

Dips and Cheese \$50

Mixed Sandwiches \$55

Seasonal Fruit \$55

Antipasto \$50

Hot Finger Food \$55

Scones / Muffins \$50

Each platter caters for roughly 10 people and is available to be purchased for conference style functions and meetings. They may also be added to cocktail function packages as an extra.

TERMS AND CONDITIONS

Bookings and Confirmation

A booking is considered confirmed upon receipt of this signed terms and conditions and a deposit of \$200 is paid. Management reserves the right to cancel the booking and allocate the room to another client if a deposit is not received within one week of booking your function.

Payments

Final payment is required 7 days prior to your function. Payments can be made by cash or card (phone payments accepted). Cheques will be accepted with prior arrangement.

Room Hire

Conference or Corporate Bookings minimum Room Hire.
\$200

Catering

The venue requires confirmation of numbers 7 days prior to the event. All food orders must be decided upon 7 days before the event date. This includes notifying us of any dietary requirements or intolerances/allergies your guests may have. In accordance with health and safety regulations any food provided on the event date is not permitted to be taken away from the building.

Minimum Requirements

Minimum number of guests for catering is 30. Minimum beverage spend is \$400.

Decorations & External Supplies

Any other additional equipment or decorations must be confirmed with management 7 days prior to the event. No items are to be attached within the surface on the venue by means of thumbtacks, glue, nails, screws or sticky tape. Management at The Crown Hotel must approve any and all items, may it be equipment or decorations and reserves the right to disallow any material considered offensive and/or dangerous. It is the hirer's responsibility to make sure any additional decorations, equipment etc. is removed after the duration of the function. If any item/s is left after the function, the Crown Hotel will not be responsible for any items lost or damaged after the function.

TERMS AND CONDITIONS

Entertainment

The venue provides free use of a Bluetooth speaker. You are welcome to organise external entertainment. Any entertainment booked requires management approval.

Cancellation

Cancellations within 14 days of the function date will result in the forfeit of your deposit.

Security

All birthday and corporate functions require a security guard. Maximum cost of a security guard is \$200.

Conduct and Client Responsibility

The crown Hotel has the right to refuse entry or service and remove any person from the premise it deems to be behaving improper, abusive, anti-social or in a disorderly manner. The venue practices the responsible service of alcohol and all guests are required to adhere to these regulations. Failure to abide by these regulations may result in your function being shut down early or patrons being asked to vacate the venue. Please note the bar will close 30 minutes prior to the finishing time of your function. Minors will only be permitted on the premises of the venue under the supervision and company of a parent or guardian. In addition, please be advised that we do NOT cater for 18th birthdays.

Damage & Theft

Please be advised that as the hirer/organiser of your function you will be responsible for any damage, theft, breakage or vandalism incurred to the function room, venue the venue and the venue premises by guests, invitees or other person attending such event. In addition the host indemnifies the Crown Hotel against any claim for loss, damage or theft of goods or belongings from the host and or their guests.

HIRER'S CONTRACT

Thank you for choosing The Crown Hotel for your next function.
We look forward to hosting your special event.

To secure your booking, please complete and sign this form.
Payment of the \$200 deposit will also be required at the time of completing
this document. Until we receive this completed form and deposit your
booking is not confirmed.

EVENT DETAILS

NAME

COMPANY NAME

CONTACT NUMBER

ADDRESS

.....

EVENT DATE.....

TIME.....

FUNCTION ROOM: CROWN TERRACE CROWN JEWEL

OCCASION

NUMBER OF GUESTS

PACKAGE OPTION:
CROWN CLASSIC
JEWEL GOURMET
PLATTERS

I hereby agree that I have read and understand the Terms and Conditions as
outlined in this document.

SIGNATURE

DATE



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