



# MAEVE FOX

FUNCTIONS & EVENTS PACK

HELLO@PRATTHG.COM | +61 448 006 006 | MAEVEFOX.COM.AU

## INTRODUCING

### MAEVE FOX

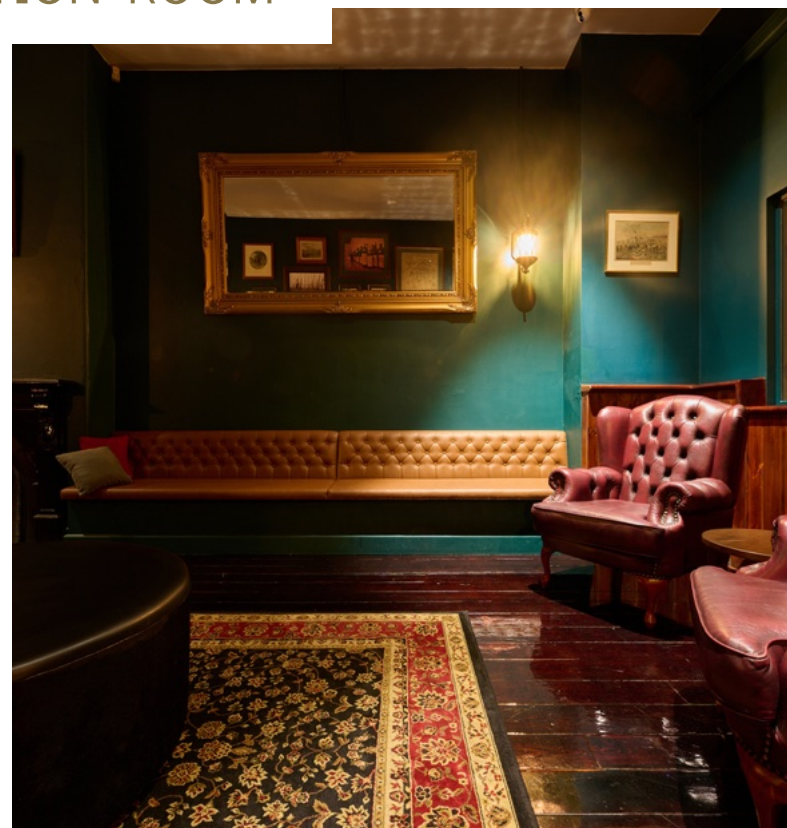
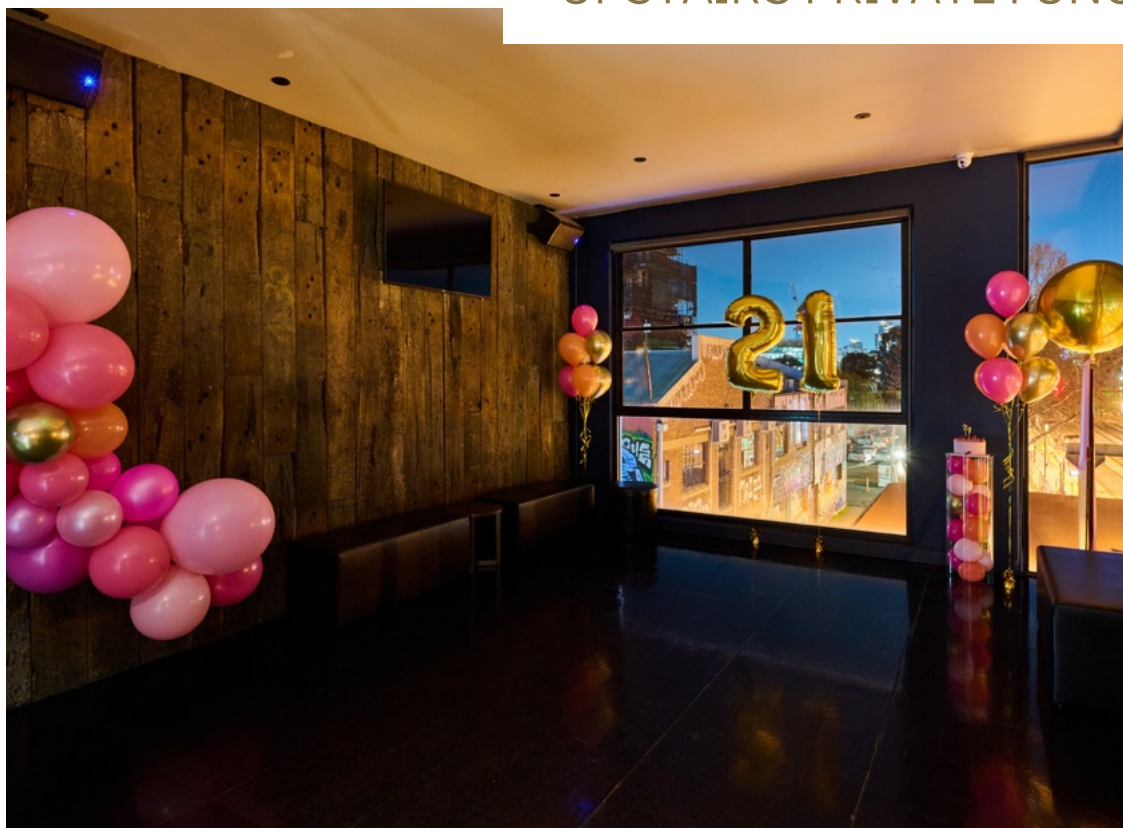
Maeve Fox is nestled in one of Melbourne's favourite nightlife precincts; Richmond. This elegantly furnished establishment is like no other, offering numerous function areas to suit any occasion, group size or budget, and ideally located next door to the East Richmond train station. On the top level of Maeve Fox, discover an adaptable and unique private function area with unobstructed views of the city skyline. At ground level you will discover the booths in our main bar area with access to over 150 premium products and one of Richmond's busiest dance floors! Downstairs, is a hidden, and fully private, space called The Den. Perfect for those smaller functions such as Hen's & Buck's parties or those wanting to use our built-in karaoke system! The practical design and furniture of these spaces makes for the perfect atmosphere for any gathering. We pride ourselves on flexibility and the ability to deliver what you want, when you want it.







## UPSTAIRS PRIVATE FUNCTION ROOM





# UPSTAIRS PRIVATE FUNCTION ROOM

---

## Features

- ◇ Capacity for 110 guests
- ◇ Private bar
- ◇ Private bathrooms
- ◇ Own music allowed by sharing Spotify playlist with bar staff
- ◇ Welcome to arrange a DJ through our preferred suppliers
- ◇ Freedom to decorate the space with balloons, flowers, fairy lights etc.
- ◇ BYO cake/desserts (Maeve Fox can cut and serve free of charge)
- ◇ Flat-screen TV for photos, videos, or presentations
- ◇ Wireless microphone
- ◇ Heating and air-conditioning
- ◇ Dedicated bartender and waitstaff to serve your food and drinks

## Minimum Spend

- ◇ Friday: \$2500 (December \$3500)
- ◇ Saturday: \$3500 (December \$4500)
- ◇ Sunday - Thursday: \$2000 (December \$2500)

## Conditions

- ◇ A tentative hold can be placed for a period of 3 business days.
- From there a \$1000 (\$2000 in December) non-refundable deposit is required to secure the booking.

The deposit is used towards the final bill on the night.

- ◇ The function organiser is responsible for meeting the minimum spend.







## MAIN BAR

---

### Booth Reservations

◇ The three comfortable and stylish booths at Maeve Fox are available for groups to book. A reservation time is required for all booth bookings and spaces may be released to other patrons if guests cannot meet the reservation time. No minimum spend is required to reserve booths. Capacity: 4 - 6 guests

◇ You are welcome to arrange a bar tab for the booking. Bar tabs can be paid for at the end of the function or prepayment can also be arranged.

◇ A credit card and current driver's license is required for all bar tabs and will be held by the bar for the duration of the bar tab. Please note no debit card will be accepted for a bar tab.

### Conditions

◇ If a group booking is more than 15 minutes late, any reserved area will be released to the general public regardless of any deposit paid.



# THE DEN

---

## Features

- ◇ Capacity for 30-40 guests
- ◇ Private bar with dedicated bartender to serve your drinks
- ◇ Karaoke available and included with the booking
- ◇ Private entertainment for hen's & buck's parties permitted
- ◇ Own music allowed by sharing Spotify playlist with bar staff
- ◇ Flat-screen TV for photos, videos, or presentations
- ◇ Wireless microphone

## Booking Options

- ◇ Available to book in 2 hour slots prior to 6pm
- ◇ \$1000 minimum BAR spend. Food does not count towards spend

## OR

- ◇ Available to book for the whole night 7pm - 12am
- ◇ \$2000 minimum BAR spend. Food does not count towards spend

## Booking Requirements

- ◇ A tentative hold can be placed for a period of 3 business days. From there a \$500 non-refundable deposit is required to secure the booking. The deposit is used towards the final bill on the night.
- ◇ The function organiser is responsible for meeting the minimum spend. Purchases by guests do not contribute to the total.
- ◇ All private/explicit entertainment must be booked by the customer separately and details provided to Maeve Fox.
- ◇ Security is required for any function with private/explicit entertainment. Price is \$55 per hour, 1 hour minimum requirement. Price is not included in minimum spend.



# MASTERCLASSES

---

Maeve Fox offers an exciting opportunity for you to jump behind the bar and learn how to shake a cocktail. Our Cocktail Masterclass can cater for groups from 10-30 people. We can accommodate larger groups on request however the cost per head may alter. Cocktail classes are held outside of our usual hours of trade, and therefore can start anywhere between 1.00pm - 3.00pm, and run for approximately 2 hours.  
A deposit of \$200 is required to confirm booking.

## \$75 PER PERSON

Each participant will receive:

- ◇ A palate-cleansing cocktail on arrival
- ◇ Four canapés per person (chef's selection)
- ◇ Your turn behind the bar to make: a Pimm's Cup, Sexy Pants, and Mojito
- ◇ Learn the secrets, techniques, and myths behind classic and new age cocktail making
- ◇ There is a mocktail version of this class available for \$65 per person

All guests receive 50% off cocktails for 1 hour after the class.  
You are welcome to stay after the class. We can reserve you an area in the Main Bar.  
Extra catering can also be ordered to enjoy with your half-price cocktails.



## ADD A LITTLE SOMETHING SPECIAL

---

On Arrival

Champagne or Sparkling Wine

Cocktail

Customised cocktail for the event

Champagne Magnums

Wow your guests with Champagne magnums  
popped & served on arrival

Price on application

Champagne Toast

Serve champagne or sparkling wine  
for speeches



# FUNCTION COCKTAIL MENU

---

Select up to three cocktails to be available on arrival or as part of your function tab.

Cosmopolitan // \$24

Absolut Vodka, Cointreau, Cranberry, Lime

Barrel Aged Negroni // \$24

Beefeater Gin, Campari, Rosso Antico Vermouth

Espresso Martini // \$24

Absolut Vodka, Espresso, Kahlua, Sugar

Barrel Aged Old Fashioned // \$24

Woodford Reserve, Bitters, Sugar

Margarita // \$24

Olmea Reposado, Cointreau, Lime

Porn Star Martini // \$24

Finest Call Passionfruit Puree, Absolut Vanilla Vodka,  
Passoa Passion Liqueur, Lime, Prosecco

Japanese Slipper // \$24

Midori, Cointreau, Lemon

Southside // \$24

Beefeater Gin, Lime, Sugar, Mint

French Martini // \$24

Absolut Vodka, Chambord, Pineapple

Daiquiri // \$24

Havana Club 3 Y/O Anos, Lime, Sugar

## SPRITZ MENU

---

Aperol Spritz // \$16

Aperol, Dal Zotto Prosecco, Soda

Campari Spritz // \$18

Campari, Dal Zotto Prosecco, Soda

Elderflower Spritz // \$18

Fiorente Elderflower, Dal Zotto Prosecco, Soda



#### Recommended Catering:

- ♦ 40 guests - 10 platters
- ♦ 50 guests - 12 platters
- ♦ 60 guests - 15 platters
- ♦ 70 guests - 17 platters
- ♦ 80 guests - 20 platters



Designed to be simplistic and hearty, all canapés are prepared within the Pratt Hospitality Group kitchen at Maeve Fox ready for service.

Canapés can be ordered by the platter. Each platter contains 25 pieces of one choice (eg. 25 mini beef pies), and we require a minimum order of 5 platters.

Our experienced team can assist you in serving the right amount of food for your upcoming event and group size.





# TANTALISE THOSE TASTEBUDS

## Canapé Menu

---

### Cold Canapés - \$85 per platter

- ◇ Mini bruschetta tarts with tomato, mozzarella, red onion, basil, and a balsamic vinegar pearl (vg)
- ◇ Smoked salmon tartlets with horseradish & crème fraîche
- ◇ Individual Peking duck pancake rolls with hoisin sauce
- ◇ Freshly shucked oysters with red chilli jam & lime juice (gf)
- ◇ Za'atar marinated lamb fillet in a homemade tart with sumac spiced yoghurt, pomegranates and nut free dukkah (nf)
- ◇ Fresh prawn rice paper rolls served with a Vietnamese dipping sauce (v available) (gf)
- ◇ Caramelised onion tarts with goat's cheese & thyme (vg)

### Hot Canapés - \$85 per platter

- ◇ Lamb kofta balls with mint yoghurt (gf)
- ◇ Homemade sausage rolls with a traditional homemade tomato sauce
- ◇ Southern fried chicken with Jalapeño mayo (gf)
- ◇ Vegetarian spring rolls (v)
- ◇ Spinach & ricotta pastizzis (vg)
- ◇ Beef mini pies
- ◇ Mushroom arancini balls (gf)
- ◇ Mini sun-dried tomato, fresh chilli and mozzarella pizzas (v)

### Sliders - \$6 each

\*Minimum order of 25

- ◇ Mini burger with homemade red onion jam, cheese & rocket

### Vegan Canapés - \$110 per platter

\*Minimum 3 platter order

- ◇ Chili jam tofu (gf)
- ◇ Grilled teriyaki tofu (gf)
- ◇ Sago & potato rosti (gf)
- ◇ Vegetable spring rolls with a tahini, lemon & miso sauce (n)
- ◇ Vegetable samosa

### Handmade Steamed Dumplings - \$85 per platter

- ◇ Prawn & chive
- ◇ Pork
- ◇ Vegetarian (v)
- ◇ Roast duck

### Iconic Canapés - \$95 per platter

\*Minimum 2 platters of each (can only increase in multiples of 2)

- ◇ Crisp pork belly cubes served with a homemade apple relish (gf)
- ◇ Crispy 100-layer potato squares topped with creamy truffle aioli (vg)

### Dessert Canapés - \$85 per platter

- ◇ Individual chocolate brownies
- ◇ Mini lemon tarts garnished with curls of lime zest

Each cold, hot and dessert platter contains 25 pieces of one choice  
eg. 25 x beef mini pies. We require a minimum order of 5 platters.

gf = gluten free v = vegan vg = vegetarian n = contains nuts

Please note that menus and prices are subject to change without notice.

All card payments incur a 1.5% transaction fee

A charge of 10% applies on Sundays.

A charge of 15% applies on Public Holidays.

## SWEET BABY CHEESES

### Something to graze on

---

Cheese - \$75 per platter

◇ Three cheeses, Manuka honey pot, cornichons, quince paste, seasonal fruits, an assortment of biscuits, grissini & fig & olive crisps (vg)

\*pictured

Feed Me - \$100 per platter

◇ Three cheeses, rabbit & confit onion terrine, apple, currant and stout chutney, Manuka honey pot, salami, cornichons, quince paste, seasonal fruits, an assortment of biscuits, grissini & fig & olive crisps (vg)



Please note that menus and prices are subject to change without notice.

All card payments incur a 1.5% transaction fee

A charge of 10% applies on Sundays.

A charge of 15% applies on Public Holidays.





# MAIN BAR

## Group Bookings

Designed to be simple and approachable, Maeve Fox's beverage list caters to all tastes. Beverages can be supplied as a bar tab.

For casual group bookings with no minimum spend, beverages are supplied on a 'pay as you go' basis and guests can purchase their own beverages throughout the night.

Maeve Fox can supply wristbands for those guests who are able to access a bar tab.



# BEVERAGES

---

## White

Bay of Stones Sauvignon Blanc, Barossa Valley, SA // \$9.5  
Rockbare Riesling, Clare Valley, SA // \$10.5  
Innocent Bystander Pinot Gris, Mornington, VIC // \$11  
Cape Mentelle Brooks Chardonnay, Margaret River, WA // \$11  
La Vis Simboli Pinot Gris, Trentino, Italy (bottle only) // \$56  
Louis Jadot Macon-Villages Grand Magnien, Burgundy, France (bottle only) // \$62

## Pink

M de Minuty Rose, Cotes De Provence, France // \$13  
NV Innocent Bystander Moscato, Healesville, VIC 275ml // \$14  
Dal Zotto Rose, Whitfield, VIC // \$11.5  
Rameau d'Or Rosé, Provence, France (bottle only) // \$55

## Red

Bay of Stones Shiraz, Barossa Valley, SA // \$9.5  
Catalina Sounds Pinot Noir, Marlborough, NZ // \$11.5  
Cape Mentelle 'Trinders' Cabernet Shiraz, Margaret River, WA // \$12.5  
Terrazas Reserva Malbec, Mendoza, Argentina // \$12.5  
Fletcher 'The Minion' Nebbiolo, Yarra Valley VIC (bottle only) // \$56  
Giant Steps Pinot Noir, Yarra Valley, VIC (bottle only) // \$64  
Heathcote Estate Shiraz, Heathcote, VIC (bottle only) // \$85

## Sparkling

NV Bay of Stones, Barossa Valley, SA // \$9.5  
Dal Zotto Prosecco, Whitfield, VIC // \$11.5  
NV Chandon, Yarra Valley, VIC // \$12  
Mumm Marlborough Brut, France // \$17 (glass) // \$83 (bottle)  
NV Chandon Rose, Yarra Valley, VIC (bottle only) // \$58  
Hawthorn Estate Single Vineyard Coppin Sparkling, Hawthorn, VIC (bottle only) // \$75  
NV Mumm Grand Cordon, Reims, France (bottle only) // \$125  
NV Veuve Clicquot, Reims, France (bottle only) // \$140  
Moet & Chandon Grand Vintage 2013, Epernay, France (bottle only) // \$175

## Tap Beer

Furphy Refreshing Ale // \$7  
Heineken // \$7.5  
James Squire 150 Lashes Pale Ale // \$7  
Stone & Wood Pacific Ale // \$7.5

## Packaged Beer / Cider

Heineken 0 // \$7  
Stone & Wood Green Coast Crisp Lager 3.5% // \$10  
James Squire Apple Cider // \$12  
Napoleone Pear Cider // \$12  
James Squire Ginger Beer // \$10

## Basic Spirits // \$13 – \$14

Ballantines Scotch Whisky // \$13  
Beefeater Gin // \$13  
Buffalo Trace Bourbon // \$14  
Canadian Club Whisky // \$13  
Havana Club 3 Y/O Rum // \$13  
Havana Club Especial Rum // \$13  
Olmecca Altos Tequila // \$14  
Wyborowa Vodka // \$13

## Premium Spirits // \$14 – \$16

Belvedere // \$14  
Monkey 47 // \$16  
Glenmorangie 10 Y/O // \$14  
Mt Gay XO // \$14  
Buffalo Trace // \$14  
Volcan Blanco // \$15  
Del Maguey Mezcal // \$15  
Hennessy VSOP // \$14

Please note that menus and prices are subject to change without notice.

All card payments incur a 1.5% transaction fee, a charge of 10% applies on Sundays, a charge of 15% applies on Public Holidays.





## PREFERRED SUPPLIERS

---

### CAKES & BALLOONS

Burnt Butter Cakes, located in Richmond, is our preferred supplier for all things cakes, cupcakes, cookies, and balloons. They are very familiar with our venue and can provide everything required to bring your party to life.



[burntbuttercakes.com.au](http://burntbuttercakes.com.au)



[@burntbuttercakes](https://www.instagram.com/burntbuttercakes)

Lemon Sage & Co. are a boutique party business offering event consulting and party packages. They specialise in theming the two must haves for parties....cake & balloons! Now you can have your cake and eat it too!



[lemonsage.co](http://lemonsage.co)



[@lemonsage\\_co](https://www.instagram.com/lemonsage_co)

### FLORIST

Glasshaus, situated just down the road from Maeve Fox, is your go-to florist for beautiful arrangements to style the function room.



[glasshausfloristonline.com](http://glasshausfloristonline.com)



[@glasshausdesign](https://www.instagram.com/glasshausdesign)

### DJs & MCs

Request Artists should be your only choice when it comes to entertaining your guests! With a roster of Australia's premier entertainers, your guests will be up and dancing the night away in no time.



[requestartists.com.au](http://requestartists.com.au)



[@requestartists](https://www.instagram.com/requestartists)

# TERMS & CONDITIONS

## 1. TENTATIVE BOOKINGS:

A tentative booking is designed to give you plenty of opportunity to plan your function. A tentative booking gives you the chance to hold your preferred date. In the event of Maeve Fox receiving another enquiry on your tentative date, we will contact you to determine whether or not you would like to confirm your booking.

## 2. MINIMUM SPEND:

The minimum spend requirement is the function organisers responsibility to be met. Sales made by guests at your function do not count towards the minimum spend.

## 3. BOOKINGS AND CONFIRMATION:

To confirm your booking we require the terms and conditions to be completed and returned along with a deposit within 3 days of making a tentative booking. All bookings will remain tentative until such time that a deposit is paid. If the deposit is not received within 3 days, then we may release the date to other prospective clients.

## 4. DEPOSIT:

- ◇ A deposit is required within 3 days of placing a tentative hold for your function.
- ◇ The deposit will be taken off the full amount of the bill at the end of your function.
- ◇ Full payment is required prior to or on the date of your function.

## 5. PAYMENT:

- ◇ Maeve Fox accepts payment in Cash, EFTPOS or Credit Card. Maeve Fox also accepts AMEX and Diners.
- ◇ A 1.5% surcharge will be incurred with each transaction for all cards.

## 6. CANCELLATION:

**Any cancellations less than 90 days before your event will forfeit 100% of your deposit to Maeve Fox.**

Any cancellations 45 days or less before your event will be required to pay the balance of the minimum spend owing to Maeve Fox. Dates are non-transferable.

## 7. COVID-19 CANCELLATIONS:

In the event that Maeve Fox is unable to execute your event due to restrictions imposed on the venue by the Victorian Government, Maeve Fox will allow you to move your function and any deposits paid to a future date. Cancellations due to the organiser or guests contracting COVID will result in payment of cancellation fees as per point 6.

## 8. RESPONSIBLE SERVICE OF ALCOHOL:

All staff at Maeve Fox are trained in the Liquor Licensing accredited 'Responsible Service of Alcohol' and by law may refuse to serve alcohol to and remove any person that is deemed intoxicated. Under no circumstances are persons under the age of 18 years allowed on the premises or in the function areas unless accompanied by their legal guardian for the entire duration of their patronage at Maeve Fox and has been arranged prior to the night of your function.

## 9. EQUIPMENT, GIFTS:

**All items must be packed up and removed at the completion of your function.**

We take no responsibility for items or equipment left in the venue regardless of what is negotiated with staff on the night. There will be no storage of items such as DJ equipment, bags, photobooth, floral arrangements, balloons etc.

## 10. PUBLIC HOLIDAYS:

A surcharge of 15% applies on Public Holidays.



# TERMS & CONDITIONS

## 11. PRICING:

Please note that menus and prices are subject to change without notice.

## 12. DIETARY REQUIREMENTS:

The organiser accepts that it is their responsibility to cater to the dietary requirements of their guests. The venue will not make changes to the catering on the night of the function. Please note that while we do not use nuts in any of our recipes, the venue cannot guarantee that there won't be any traces of nuts in the food. The venue cannot guarantee that gluten free items may not include traces of gluten. The venue cannot cater to fructose intolerance.

## 13. DAMAGE:

In the event that any furniture or any other part of the venue is 'purposely or foolishly' damaged, the cost of repairs will be forwarded to the person responsible for the function or a negotiated amount added to the function invoice at the completion of the function. Upon arrival for your function, organisers will complete and sign a condition report in conjunction with the Manager.

## 14. DECORATION CONSTRAINTS:

The venue does not allow anything stuck to a painted surface, no open flames or candles, or any confetti or glitter of any kind. This includes balloons filled with confetti/glitter as well as body glitter. Please ensure guests are made aware of this. In the event that your function does not abide by these decoration constraints, a \$350 cleaning fee will be charged to the client at the conclusion of the function.

## 15. LOST PROPERTY:

Maeve Fox will not accept responsibility for any damage or loss of property left on the premises prior, during or after the function. This responsibility lies solely with the client.

## 16. CLIENT RESPONSIBILITY:

The Client is required to inform all relevant personnel involved in attending the function of these terms and conditions.

## 17. SPEECHES IN MAIN BAR AREA:

The main bar at Maeve Fox is not a private room and consequently is NOT set up to facilitate speeches.

## 18. SECURITY:

The venue will provide one guard for functions of less than 100 people held on a Friday or Saturday evening. If your function has more than 100 patrons you will need to cover the cost of one additional security guard. If you are having live entertainment such as a DJ or band then one additional guards must be present and you must cover the cost for these additional guards. If your function is being held from Sunday-Thursday then you are under full obligation to provide the guard/s. THE COST FOR THIS IS \$55 PER HOUR PER GUARD AND THERE IS A MINIMUM SHIFT REQUIREMENT OF 4 HOURS.

## 19. EXTERNAL CONTRACTORS - EG DJ, BAND:

Any external contractors (such as DJs and bands) must bring all their own equipment (INCLUDING A TABLE if required). All items must have floor protection under table legs or a protective mat under the whole table to protect the floors from scratches. All items must be packed up and removed at the completion of your function. Contractors are required to arrange a sound check prior to the function. Faulty equipment is not the responsibility of the venue.

# MAEVE FOX

472 Church St, Richmond VIC 3121  
Maeve Fox: Wellington Park Pty Ltd  
ABN: 42 372 915 584

## FUNCTION DETAILS:

Name/Company: \_\_\_\_\_

Function Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

## CREDIT CARD DETAILS

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ CCV: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

\*Please send a photo of your license with this document

MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY TO ANY PATRONS.  
BY LAW ID is required for ALL patrons.

Only an Australian Drivers license, Australian Proof of Age card or an  
international passport will be accepted

## Maeve Fox CREDIT CARD AUTHORISATION FORM

(Please print in capital letters)

Card Type: (Please circle)

Visa / Mastercard / AMEX / Diners

\*A 1.5% surcharge will be incurred with each transaction for all cards.

I hereby authorise Maeve Fox to debit my card \$\_\_\_\_\_

for the deposit payment of the function to be held on

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

PLEASE UNDERSTAND AND RESPECT THE TERMS & CONDITIONS  
FOR Maeve Fox

I have read and agree to the Terms and Conditions in regards to  
booking a function at Maeve Fox.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Please complete and email to: [hello@pratthg.com](mailto:hello@pratthg.com)



