



LONGITUDE"  
FUNCTIONS  
@  
**Matthew Flinders**



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# The Longitude Room

The Matthew Flinders Hotel offers state of the art facilities for all function types. Whether you looking to host a milestone birthday party, a presentation dinner, a work Christmas party or any other social event, our spaces are sure to match your requirements and budget.

With capacity to host 300 guests seated or 700 guests for a stand up cocktail party, The Longitude Room comes equipped with an extensive private bar, 2 stage areas with 2 dancefloors, full audio visual set-up, private entry point and outdoor smoking area.

The room can be sectioned with a soundproof wall to provide you with a more intimate space (pictured) for 140 guests seated and 400 guests standing, with one dance floor and stage and a shared smoking area with the Victory Room.

Room Hire Fee = \$500



\*Please note all functions have a maximum 5 hour duration

# The Victory Room

Divide The Longitude Room in half with a soundproof wall and you have The Victory Room, perfect for all social events including birthdays, networking nights, sporting club dinners, just to name a few!

Facilities include large dance floor and raised stage area for your band or DJ, fully stocked bar, private bathrooms, exclusive entry point and outdoor smoking area.

The Victory Room can accommodate 120 guests seated and 300 guests for a stand-up cocktail event.

Room Hire Fee = \$500

\*Please note all functions have a maximum 5 hour duration



# Private Dining Room

For more intimate affairs, our boardroom can be transformed into a sophisticated dining room for up to 20 guests.

Pair one of our set menu options with a beverages tab, or chat to us about our all inclusive beverage options.

The room comes equipped with a data projector and screen and is accessible via the gaming room bar entrance at the rear of the venue.

Room Hire Fee = \$250

\*Please note all functions have a maximum 5 hour duration



# Cocktail Menu

OPTION ONE - \$35 P/HEAD (select 6 classic menu items)

OPTION TWO - \$40 P/HEAD (select 5 classic and 3 gourmet menu items)

OPTION THREE - \$50 P/HEAD (select 6 classic and 4 gourmet menu items)

## CLASSIC CANAPE SELECTION

Mini sausage rolls, tomato relish

Curry vegetable samosa, raita (v)

Vegetable spring rolls, coriander and lime dipping sauce (v)

Minted garden pea arancini, truffle aioli (v)

Assorted mini pies, tomato sauce

Spinach & cheese spanakopita

Mediterranean chicken skewers, tzatziki sauce

Moroccan spiced lamb petit pies, ketchup

Spiced herb fried cauliflower bites, minted yoghurt (ve)

Cheeseburger spring rolls, special dipping sauce

Chicken & macadamia balls, smoked tomato sauce (cn)

Mild spiced curried pumpkin & chickpea sausage rolls (ve)

Gourmet canapes next page

MINIMUM OF 30 GUESTS FOR ALL COCKTAIL PACKAGES.

PLEASE INFORM THE FUNCTION COORDINATOR OF ANY ALLERGIES / SPECIAL DIETARY REQUIREMENTS PRIOR TO YOUR EVENT.



# Cocktail Menu

## GOURMET CANAPE SELECTION

Mini cheeseburger, tomato sauce, brioche

Potato wrapped prawns with chilli jam

Lemon pepper calamari boat, tartare, lemon

Mini hot dog, American mustard, ketchup, onion relish

Smoked salmon blini, caper, celeriac & horseradish remoulade

Beetroot & feta tartlet, balsamic glaze (v)

Chicken empanada, chipotle aioli

Peking duck wellington, honey soy dipping sauce

Mamasita corn (ve)

\*dessert canapes available on request\*

## **Build your own Burger station - \$35pp**

Choose your patties (2 choices): Lamb, Beef, Southern Fried Chicken, Plant based

Choose your buns (Choose 1) Brioche, Milk or potato

Choose your spuds (choose 2) Potato wedges, Sweet potato chips, Super crisp fries

Filings include: Tomato, Lettuce, Red Onion, Pickles, Coleslaw, Sliced cheese

Sauces Includes: Ketchup, Chipotle, Aioli, American Mustard, Tomato relish, BBQ sauce

Add ons (\$5 per item per person) Onion rings, grilled bacon, Pineapple rigs, Beetroot extra patties

MINIMUM OF 30 GUESTS FOR ALL COCKTAIL PACKAGES.

PLEASE INFORM THE FUNCTION COORDINATOR OF ANY ALLERGIES / SPECIAL DIETARY REQUIREMENTS PRIOR TO YOUR EVENT.



# Set Menu

**TWO COURSE - \$50 P/HEAD (entree & main OR main & dessert)**

**THREE COURSE - \$60 P/HEAD (entree, main & dessert)**

**Choose two items from each course, to be served on a 50 / 50 basis**

**Minimum 50 guests**

## ENTREE

Lemon pepper calamari, rocket salad,  
shaved parmesan, aioli, micro herbs

Potato wrapped prawn served with petit  
salad & chilli jam

Moroccan fried cauliflower with  
chickpea hummus, tomato & red onion  
salsa (v)

Lamb Kofta with yogurt, Dukkah &  
pomegranate molasses

Karaage fried chicken with  
Japanese mayo

## MAIN

200g Rump steak (cooked medium) served wit  
buttered seasonal greens, potato rosti & red red  
wine jus

Parsley and spinach crumbed salmon steak with  
steamed broccoli, buttered mixed vegetables,  
roasted chat potatoes, and bearnaise sauce

1/2 rack of BBQ pork ribs with baked potato,  
coleslaw, sour cream & mini corn cobbettes

Kakadoo barramundi served with lemon pepper  
roasted chats, green, red pepper coulis

Chicken supreme filled with chorizo, peppers,  
mozzarella & a parmesan potato pave

Duck breast with lentil cassoulet and red wine jus  
(gf)

Pumpkin, caramelised onion & feta filo pastry  
served with garlic mash & nbaby carrots (v)

## DESSERT

Sticky date pudding with butterscotch  
sauce and vanilla ice-cream

Vanilla slice with chantilly cream &  
berries

Walnut brownie cake, almond and honey  
crumb, cream

Tiramisu with whipped cream & berries

Apple pie with warm custard & cream

Lemon Meringue pie with fruit couli

OPTIONAL EXTRA:

LARGE BOWL OF GARDEN SALAD - \$15 PER  
TABLE





# Buffet Menu

**ADULTS - \$55 P/HEAD (+\$5P/P FOR ADDITIONAL CARVERY MEAT)**

**KIDS (3-12YRS) - \$25 P/P**

**Nuggets and chips \$5 P/P**

**HOT CARVERY - SELECT ONE**

Roasted pork shoulder, crackling, gravy, apple sauce

Moroccan slow-cooked leg of lamb, gravy, mint jelly

Roasted beef sirloin, gravy, mushroom sauce

Roast Chicken

Roast Turkey

**MAIN DISHES - SELECT FOUR**

Herb-roasted root vegetables (v)

Wok fried singapore noodles, egg, prawns

Asian fried rice (vo)

Chicken korma, rice

Thai chicken curry (red or green), rice

Penne pasta, ham, mushroom, pumpkin, spinach, creamy garlic sauce (vo)

Lamb vindaloo, rice

Butter chicken

Lasagne, Beef or Veg

Lemon and herb Barramundi

**INCLUDED SALADS**

Creamy potato salad (v) Classic Caesar salad & Traditional Greek Salad

**INCLUDED DESSERT**

Chefs selection of cakes

MINIMUM OF 50 GUESTS FOR ALL BUFFET MENUS.

PLEASE INFORM THE FUNCTION COORDINATOR OF ANY ALLERGIES / SPECIAL DIETARY REQUIREMENTS PRIOR TO YOUR EVENT.

# Buffet Extras

## ADDITIONAL PLATTERS

ANTIPASTO PLATTER - \$135

Cured meats, olives, feta, char-grilled marinated vegetables, crackers, grissini

TRIO OF DIPS PLATTER - \$75

served with grissini sticks, toasted turkish bread and pita

CHEESE PLATTER - \$120

Assorted cheeses, dried fruits, mixed nuts, fresh fruits

FRUIT PLATTER - \$95

PIZZA PLATTER - \$55

CAKE PLATTER - \$100

SANDWICH PLATTER - \$90

**CAKEAGE \$75**

**SELF-SERVICE TEA AND COFFEE STATION -  
\$3.50pp**

**UPGRADE TO NESPRESSO COFFEE POD -  
\$1.50pp**



# Corporate Package

## All Day Delegate Package - \$45 p.p

Room Hire for up to 8hrs

### **Morning Tea**

Ham & Cheese Croissants

Mixed Danishes

### **Lunch**

Mixed Sandwiches

Hot Finger Food

### **Afternoon Tea**

Baked Scones with Strawberry Jam & whipped cream

Fruit Platter



### **Morning / Afternoon Tea Selections**

Freshly baked scones with strawberry jam & whipped cream - 6.50 p.p

Ham & Cheese Croissants - 8.50 p.p

Plain Croissants - 6.50 p.p

Assorted Mini Muffins & Danishes - 8 p.p

Platter of assorted Cakes - \$75

Mixed Berry Yogurt Cups - 5 p.p

### **Lunch Selections**

Mixed Gourmet Wraps - 11 p.p

Mixed Sandwiches - 10 p.p

Chef Selection of Hot Finger Food Items - \$90 per platter

Fresh Fruit Platter - \$95 per platter

Jugs of Soft Drink - 13.80

Jugs of Juice - 14.20

# Memorial Package

## **Intimate Package**

\$35 per person - Room Hire \$500 for 5 hours

Includes:

5 x savoury canape bites per person

1 x savoury substantial item per person

2 x sweet canapes bites per person

Flexible room set up, coffee & tea station, black table linen

Projector, screen, microphone & in house music

Drinks: Bar tab, drinks package or Cash bar option can be arranged

## **Deluxe Package**

\$45per person - Room Hire \$500 for 5 hours

Includes:

8 x savoury canape bites per person

2 x savoury substantial item per person

2 x sweet canapes bites per person

Flexible room set up, coffee & tea station, black table linen

Projector, screen, microphone & in house music

Drinks: Bar tab, drinks package or Cash bar option can be arranged

Extras: Antipsasto \$135, cheese platter \$120, dips \$75, sandwich platter \$90, fruit plater \$95, cake platter \$100



# Breakfast Buffet

**\$40 PER PERSON**

## **Hot Items**

Crispy Bacon  
Chipolatas  
Sautéed mushrooms with thyme & rosemary (V,GF)  
Slow roasted tomatoes (VG, GF, DF)  
hash browns  
Baked beans (VG, GF, DF)  
Scrambled eggs with chives (V,GF)

## **Cold Items**

Fresh fruit platters (VG, GF, DF)  
Muesli (V)  
Yoghurt, plain or fruit (V)  
Cereals (V)  
Smoothie shots (GF, V)  
Protein balls  
Selection of breads (low gluten available)  
Variety of Danishes, waffles, croissants & muffins  
Assortment of jams, spreads & honey (V)  
Selection of juices (V)  
Coffee, tea & milk

## **Continental Breakfast**

**\$25 PER PERSON**

Fresh fruit platters (VG, GF, DF)  
Muesli (V)  
Yoghurt, plain or fruit (V)  
Cereals (V)  
Smoothie shots (GF, V)  
Selection of breads (low gluten available)  
Variety of Danishes, waffles, croissants & muffins  
Assortment of jams, spreads & honey (V)  
Selection of juices (V)  
Coffee, tea & milk

# Function Extras

DJ - \$650 (5 Hours )

Photo Booth - From \$500

Centerpieces - From \$10

Donut Bar & Donuts - \$195 (36)

Balloons - \$3 each (Decoration package available)

Juke Box \$350

Candy Buffet \$6.50 p.p for 10 jars (min 30 guests)

Karaoke - \$425

Projector & screen - \$50

Note pads & pens - \$3 p.p

Chair covers - \$5 each

Chocolate Fountain - 5kg chocolate to suit 80 guests

## **Drinks Packages**

3 hours - \$45 p/p All tap beers, house wines & soft drink

4 Hours - \$55 p/p All tap beers, house wines & soft drink

# Accommodation



The Matthew Flinders Hotel houses 23 motel rooms for the convenience of your guests. All rooms feature private ensuite, bar fridge with tea and coffee making facilities, flat screen TVs and comfortable King Coil beds. Guests also receive a complimentary breakfast box for the morning.

For reservations, head to our website [nightcaphotels.com.au/hotels/vic/matthew-flinders-hotel](http://nightcaphotels.com.au/hotels/vic/matthew-flinders-hotel)

EAT DRINK PLAY STAY WITH NIGHTCAP HOTELS



# Booking Confirmation Form

COMPANY NAME:

FOOD / BEVERAGE REQUIREMENTS:

CONTACT NAME:

NUMBER OF GUESTS:

ADDRESS:

BAR TAB:

CONTACT NUMBER(S):

START / FINISH TIME:

CONTACT EMAIL:

AGREED ROOM HIRE:

DAY / DATE OF FUNCTION:

ROOM SET UP:

AGREED FUNCTION SPACE:

OCCASSION / NAME OF EVENT:

AV REQUIREMENTS:

The agreed room hire fee is required as a deposit to secure your function booking, to accompany this form and a signed copy of the terms and conditions. We accept payment via cash, EFTPOS and all major credit cards and payment can be made in person at the venue or over the phone.

# Terms & Conditions

## **CONFIRMATION OF BOOKINGS**

A tentative reservation will be held for a period of seven (7) days. 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, completed booking form and the room hire as a deposit payment. We accept EFTPOS, cash and all major credit cards. Room hire covers room setup, linen, staffing for the 5 hour duration of your function. Latest conclusion of function time is 1am. Extra hour is \$100.00 per hour.

## **FINAL DETAILS AND PAYMENT**

The venue requests all food and beverage selections to be provided at least 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 requested fourteen (14) days prior to your event and this number will form the basis of your final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. There are no refunds given should your guest numbers decrease after this time. Drinks 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. A 10% surcharge applies to all food and beverage menus on public holidays. In accordance with the venue's food safety program, no food is to be brought into the venue, or taken from the venue with the exception of an occasion cake. Clients and guests are also not permitted to bring any liquor into the venue. Liquor that is used for prizes or given as gifts will be held by the venue staff until the conclusion of your event.

## **CANCELLATION**

Cancelling a function after a deposit has been paid can only be done by consulting directly with the Venue Manager 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 seven (7) days of the function will forfeit the full value of the function plus any costs associated with third party hire (eg DJ, balloons etc). 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.

## **SIGNAGE, DECORATIONS AND EXTERNAL SUPPLIERS**

Any additional equipment / entertainment / decorations or props required, other than those supplied / recommended by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. No items are to be attached to any surface within the venue by means of pins, glue, nails, screws or sticky tape. The venue must approve any and 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.

## **MINORS, ADDITIONAL SECURITY**

Minors are only permitted on the premises in the company of their parent or legal guardian. Minors are to remain in the room reserved and are to be supervised at all times whilst within the venue, including whilst using facilities such as lifts, stairwells, foyers and public restrooms. Particular functions eg 21st birthdays may require additional security. This will be decided at the discretion of the venue management team and will be charged to the client prior to the event proceeding. Security is required for functions that have live or amplified music under our liquor license. 2 Guards for the first hundred and 1 Guard for every hundred after that. For guests booking for a celebration security guards are required to be present. Price for security is an hourly rate at \$50 per hour with minimum 5 hour duration of your event. Mon - Sat \$60 per hour, Sun \$75 per hour, Public Holidays \$115 per hour.

## **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 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.

## **FUNCTION CONDUCT AND CLIENT RESPONSIBILITY**

It is required that the organiser will conduct the function in an orderly manner and comply with requests as directed by venue management. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. Management reserves the right to remove and eject uncooperative and intoxicated guests from the venue at their discretion without recourse. It is the organiser's responsibility to read all the terms and conditions listed and ensure the compliance of all function guests.

## **INTOXICATED AND DISORDERLY PATRONS**

Licensing laws prohibit liquor supply to disorderly, unduly intoxicated or underage patrons. Patrons showing signs of undue intoxication, disorderly behaviour, verbal abuse will be refused service and will be asked to leave the premises. Management supports staff refusing service for unduly intoxicated patrons. Matthew Flinders Hotel does not accept responsibility for damage, loss of, any clients property left in the premises prior to, during or after the function.

**I CAN CONFIRM THAT I \_\_\_\_\_ HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND**

**CONDITIONS AND AGREE TO COMPLY. SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**