



# FUNCTIONS & EVENTS

## Fitzroy Town Hall Hotel

Located on Johnston St in Fitzroy with easy access to public transport and street parking, The Fitzroy Town Hall Hotel is ideal for special occasions, parties & events.

Executive Chef Sean Donovan in collaboration with the venues Head Chef James Spatis, have designed menus for all events which showcase our signature dishes and the best of seasonal produce with robust flavours of our contemporary Australian cuisine with classic French influence.

Boasting multiple spaces including a top floor event room with a full service bar, balcony and guest amenities. A vibrant Atrium on the ground floor and 2 Private dining rooms which includes the highly sought after Cellar on the basement level.

Each of our event spaces is unique from every aspect. Catering for intimate dinners to more lavish stand up cocktail events, we endeavour to make our guests experience a memorable one from start to finish.



## Contact Information

Address: 166 Johnston Street, Fitzroy, 3065

Website: [fitzroytownhallhotel.com.au](http://fitzroytownhallhotel.com.au)

Phone: (03) 9416 5055

Email: [events@fitzroytownhallhotel.com.au](mailto:events@fitzroytownhallhotel.com.au)

Contact: Natalie Fee, Events Manager



## The Spaces

### Private Dining Room Upstairs

Located on the top floor of the hotel in the turret, this beautiful room boasts access to a private balcony, natural lighting that flows through the large windows that line the room. Art Deco doors close the room off from the large event space creating an intimate environment.

Perfectly suited for gatherings of any nature including dinners and luncheons.

**Capacity:** 8 – 16 guests



### Cellar

Located in our basement the Cellar has been one of our most sought after rooms since opening. The walls are lined with current and back vintage wines giving our guests the opportunity to peruse our selection in a unique way.

Providing a quiet space away from the hustle and bustle of the bar, this is a perfect retreat for all occasions.

**Capacity:** 8 – 14 guests



### Atrium

Our bright Atrium with lush greenery and old world tiled flooring is a popular room for sit down events and smaller canape style. Many weddings have been held here as well as birthday milestones and anniversaries. The room can be booked exclusively or as a shared space for sit down events. The Atrium opens up to the public bar and is semi enclosed.

**Capacity:**      **Sit down:** 10- 40 guests      **Canape:** Up to 60 Guests



### Upstairs Event Room

Boasting one of the more unique event rooms in Fitzroy, we are very proud of our old world styled room which includes a private full service bar, balcony, guest amenities and working open fireplace for the colder months.

This room is attached to the Private Dining Room. For events of over 50 guests, the PDR is included.

This space is most suited to canape style events, however sit down dinners are very popular also.

**Capacity:**      **Sit down:** 15 -60 guests      **Canape:** Up to 100 guests



## Canape Menu:

Seasonal Vegetable Tartlets  
Marinated Zucchini w. Herbed Ricotta  
House Made Sausage Rolls w. Chipotle BBQ Sauce  
Mushroom Arancini  
Cured Salmon Crostini w. Apple & Horseradish  
Beef Tartare on Toast w. Cured Egg Yolk  
Gougeres w. Chicken Liver Parfait  
Lamb Koftas w. Eggplant Relish & Yoghurt  
Falafel w. Tahini Dip

(Please tick which **6 canapes** you would like for your event from the above list)

## Pricing:

Option 1: \$35 per person 6 pieces  
Option 2: \$40 per person 7 pieces  
Option 3: \$45 per person 8 pieces

The items are subject to change and seasonal availability.

All dietary requirements can be catered to and in some cases, may be individually served to each requirement.

**We accommodate all dietary requirements, sample menus are subject to seasonal changes and may change without notice**



## Sit Down

We accommodate all dietary requirements, menus are subject to seasonal changes and may change without notice

### **OPTION 1 \$75 Per Person- 2 course or \$85pp -3 courses**

**(This menu option for group bookings of 12 guests or less)**

#### **Entrees to Share**

Selection of Artisan Cured Meats & Charcuterie

Goats cheese, Tomato & Asparagus tart

#### **Choice of Main**

Market Fish 'a la Meuniere' w. Orange, Fennel & Olives

Or

Roast Chicken w. Heritage Tomatoes & Feta Salad, Mixed Leaves

Or

Red Gum Wood Fired BBQ O'Connor (VIC) Sirloin w. Celeriac & Mustard Remoulade, French Fries, Mixed Leaves & Choice of Béarnaise or Pepper Sauce

#### **Sides**

Mixed Leaves, French Fries

Vegetarian Option Available Upon Request

#### **Choice of Dessert**

Chocolate Mousse w. Griottines & Kirsch, Chantilly Cream

Vanilla Bean Pannacotta w. Strawberries Simmered in Beaujolais

Sticky Date & Walnut Pudding w. Whiskey Sauce & Vanilla Bean Ice Cream

**\*For groups of 12 guests or more we ask you to dine from one of our full sharing menus**

### **OPTION 2 \$85 Per Person – 2 course or \$95pp -3 courses**

#### **Entrees to share**

Selection of Cured Meats & House Made Terrine

Goats Cheese, Tomato & Asparagus Tart

King Fish Crudo w. Blackbeans, Ginger & Chilli

#### **Please choose 2 of the following mains**

Market Fish á la Meuniere' Whole Snapper w. Orange, Fennel & Olives

Harissa Roasted Lamb Shoulder w. Farro & Cucumber Salad

Roast Chicken w. Heritage Tomato & Feta Salad, Mixed Leaves

Vegetarian Option Available Upon Request

#### **Sides**

French Fries

Seasonal Vegetables

House Salad

#### **Choice of Dessert**

Chocolate Mousse w. Griottines & Kirsch, Chantilly Cream

Vanilla Bean Pannacotta w. Strawberries Simmered in Beaujolais

Sticky Date & Walnut Pudding w. Whiskey Sauce & Vanilla Bean Ice Cream

### **OPTION 3    \$105 Per Person – 3 course**

#### **Entrees to share**

Freshly Shucked Oysters w. Shallot Vinaigrette

Classic Prawn Cocktail w. Spicy Marie Rose Sauce

Noix de Jambon w. Shaw River Buffalo Mozzarella, Fig & Orange Salad

#### **Choose 2 from the following mains**

Red Gum Wood Fired Grass Fed O'Connor (VIC) Cote de Boeuf w. Celeriac & Mustard Remoulade & Choice of Béarnaise or Pepper Sauce

Harissa Roasted Lamb Shoulder w. Farro & Cucumber Salad

Market Fish 'a la' Meuniere w. Oranges, Fennel & Olives

Vegetarian Option Available On Request

#### **Sides**

French Fries

House Salad

Seasonal Vegetable

#### **Choice of Dessert**

Crème Brûlée

Chocolate Mousse w. Griottines & Kirsch, Chantilly Cream

Selection of Australian & European Cheese w. Artisan Bread & Quince Paste



**Function Agreement**

Company .....  
Email .....  
Contact Name: .....  
Phone .....  
Address. ....  
Mobile .....  
Time of event .....  
Time of food service .....  
No of guests Adults. ....Children. ....  
Date of event .....

**Room Required**

(Please Circle) ATRIUM (Exclusive use Y or N)  
CELLAR BLUE ROOM PDR  
UPSTAIRS WHOLE SPACE (INC. PDR)

Occasion .....

**Dietary Requirements**

.....  
3 Course. .... Option 2 or 4 \$. ....  
2 Course. .... Option 1 or 3 \$,. . .  
Canapés \$. .... P/p catering budget\$ .....  
**Main Choices for options 3 or 4.** .....

**Beverages**

Bar Tab\$. ....  
Total Cost \$. .... Deposit \$. ....  
(\$20p/p sit down or \$500 stand up) Balance owing \$. ....  
Deposit payment method Credit Card / \* Direct Deposit / Cash / EFTPOS  
Card type .....  
Name on card .....  
Card # .....  
Expiry ..... / ..... CCV. ....

\*AMEX will incur a 2% surcharge

**Direct Deposit Details:**

BSB Number: 083 004 Account Number: 248 357 038

**Please provide remittance via email.**

**\* A credit card number is still required as an assurance.**

**\*Children from 2-12 years \$35 per head.**

**7.**



## The Fine Print

### Deposits:

A deposit is required for all reservations in private dining areas, set menu allocation and groups of 12 guests or more.

The deposit varies from each group size and is required to confirm your reservation. Until such time that the deposit has been received, the venue reserves the right to allow other guests to book the desired space.

Bank transfers will need a remittance sent to the venue to confirm payment

### Payment:

Full payment is required at the conclusion of your event. Failure to do so may incur additional costs.

Deposits will be deducted from your final bill on the day of your event.

We accept all card methods, excluding diner's club card. Amex will incur a 2% surcharge.

### Confirmation of final numbers:

We require final numbers of guests attending 48hrs prior to your function. You will be required to pay in full for each guest not in attendance.

### Cancellations:

Functions must be cancelled no later than 14 days before the event for a full refund of deposit. The deposit will not be returned for any cancellations made after this time.

### Decorations:

Decorations are permitted in selective spaces that are being used exclusively. If the reservation is in a shared space, some limitations may occur which can be discussed with the Events Manager prior to your event.

Hens and bucks night paraphernalia is not permitted, however exceptions can be made for more tasteful items. Entertainment that coincides with hens and bucks nights is permitted in exclusive use areas only that are closed off from other guests. A courtesy email or phone call is expected if entertainment has been booked.

Confetti and glitter is not permitted in rooms with hard wood or our cellar.

Floral arrangements can be organized through the events team with our preferred florist, Flowers Vasette. Alternatively, you may bring your own.

Room styling is available on request please contact events for pricing.

Sticky tape is strictly prohibited from use on any of the venue walls. Blue tac is acceptable on painted walls or wood only.

Fresh floral arrangements are not supplied in our event spaces but we have a local preferred florist that we can arrange on your request.

### Damage:

Wilful or neglectful damage to any surface or furniture in the hotel will incur liability costs to you, post event. The utmost care of our venue is expected from all our guests using the space.

### Cakeage

The venue offers a selection of Birthday cakes and at least 72hrs notice is required.

If you would like to purchase a cake off-site, a cakeage fee is charged to the bill 'per person'.

A \$7 cakeage includes the venue plating up the cake with condiments, a \$4 cakeage allows the guest to slice their own cake and provide disposable crockery on their own persuasion.

### Final Numbers & Confirmation

You are required to confirm final numbers no later than 48 hours prior to your booking. Your food will be calculated using the final numbers or the actual number of attendees, whichever is greater.

### Dietary Requirements

We cater to all basic dietary requirements. Other dietary restrictions may receive one dish per course depending on the severity of the restriction. As a general rule of thumb, the more notice we have the better experience for our guests.

Please note that due to the preparation of dishes and some imported ingredients, we cannot guarantee dishes are free from allergens such as (but not limited to) traces of nuts, gluten or shellfish products.

### Declaration:

I have read and accepted the terms & conditions of the Fitzroy Town Hall Hotel.

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

Print Name: \_\_\_\_\_

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

All Staff at the Fitzroy Town Hall Hotel are trained in the Responsible Service of Alcohol and by law, may refuse to serve alcohol to any person deemed to be intoxicated. We reserve the right to change the pricing, selections and quantity without notice.