



Function Information

Thank-you for expressing an interest in having your upcoming function at The Royal Exchange Hotel. The following package is designed to provide you with all the necessary information you will require to hold a function at the Royal Exchange Hotel.

Should you have any inquiries please do not hesitate to contact our function coordinator during business hours, Monday to Thursday.

Should you wish to view any of the function areas within the hotel please make an appointment with our function coordinator.

Contact Details

Phone: (03) 5174 1281 Fax: (03) 5176 1053

E-mail: royal.exchange@alhgroup.com.au

Function Coordinator: Marty Lecchino

Address: 64 Princes Highway, Traralgon3844

Function Areas

The Royal Exchange Hotel will cater for any type of function and is the ideal venue for birthday parties, engagement parties, work break-ups, christenings, children's birthday parties, wakes, and small meetings.

Bistro

Up to 100 people

Should you choose the Bistro area for your function, your guests will have the choice of all draught beers we currently have on tap, a large selection of spirits, pre-mix drinks and premium imported beers, as well as our comprehensive wine list. We have a range of food options available including our a-la-carte menu, set menu and platter menus all available to you should you wish to offer your guests food.

The Bistro also features the children's play area including 4 sony playstations.

The Bistro also includes the use of our fully enclosed outdoor courtyard

Although we will reserve the area for you, on busy evenings it is not possible to guarantee the area exclusive to you and your guests

Deposits

Due to high demand, we are unable to make tentative reservations or bookings for functions in our public bar or for bistro set menu

functions. Bookings will only be confirmed when the Terms and Conditions are returned to the Function Co-ordinator and a deposit of \$100.00 is received. Once the deposit is paid the area is yours. We also require a credit card authority form to be filled out and kept on file for our own insurance.

The function deposit will be subtracted from the total bill at the end of your function should there be no damage to the area. Please note that all deposits are non-refundable should there be a cancellation. The above also applies to our community fundraising trivia night bookings.

A function is not considered confirmed until the Terms and Conditions are returned and a deposit has been paid.

Function Food

Our platter menu offers you the flexibility to create your own menu for your function. To align with responsible service of alcohol practices of the hotel, it is a requirement that a minimum of \$150.00 worth of food is purchased for all public bar functions.

All platters range between a minimum of \$30.00 to \$100.00 per platter. We will do our best to accommodate for any other platters you would like, subject to availability of products

Party Platter:

Sausage rolls, party pies, mini quiches, fish bites, samosas, mini dim sims, cocktail spring rolls with tomato and sweet chilli sauce

Antipasto Platter:

Salami, olives, grissini sticks, fetta cheese, semi-dried tomatoes, pickled vegetables & fetta cheese

Sandwich Platter:

Selection of gourmet sandwiches, sliced into bite sized fingers

Fruit Platter:

Selection of seasonal fruits

Set Menus

The Royal Exchange Hotel is able to offer a range of options for your function. You can choose from a variety of set menus, ranging in price. These menus change seasonally and are a direct reflection of our full bistro menu. If you are interested please contact us for our current set menu options and the set menu terms and conditions. Please note that white tablecloths are also available upon request, a minimum of 2 weeks notice is required for tablecloth orders

Function Beverage

As Responsible Servers of Alcohol and a member of the Latrobe Valley Liquor Accord, The Royal Exchange Hotel is unable to offer any discounted rates for beverages. However our extensive range of beers, wines and spirits offers several choices for any budget.

All drinks are charged on a consumption basis with the choice of a bar tab for your guests exclusively or they can purchase their own drinks over the bar.

Please be aware that your guests will be required to provide proof of age on request. We recommend that you encourage your guests to bring valid proof of age ID. As a licensed premise we are unable to allow guests under the age of 18 entry to the venue, unless they are accompanied by their parent or legal guardian. Under no circumstances will they be permitted to consume alcohol.

Booking Form

NO BOOKINGS WILL BE ACCEPTED IF THIS FORM IS NOT RECEIVED

CONFIRMED BOOKINGS

The required deposit must be paid with these terms and conditions, only then will your booking be confirmed. We also require credit card authority to be filled out for our own insurance.

FOOD & BEVERAGE SELECTIONS

All menus, function platters and beverage selections must be finalised one week prior to your function date. You will generally be contacted on the Tuesday prior to your function to confirm details.

PAYMENT

Payment for your function will be processed and payable at the conclusion of your function. Public Bar and bistro functions just involving food should be paid in advance. Payments can be made by cash, eftpos or credit card. No cheques are accepted

CANCELLATIONS

Any cancellations made within 1 week of your function will result in the loss of any deposit paid

DAMAGE

Any damage to the property of The Royal Exchange Hotel is the financial responsibility of the function organiser. Any repair costs will be charged to the credit card provided.

All guests over the age of 18 must provide proof of ID on request. Any guests under the age of 18 must be accompanied by their own parent. The function coordinator or management must be advised on confirmation of your function if persons under the age of 18 will be attending.

Any guest deemed by the Royal Exchange staff to be intoxicated will be asked to leave the premise.

The Royal Exchange does not accept functions for 18th Birthdays or Pub Crawls.

I understand and accept all the terms and conditions listed above.

Signature_____

Date_____

Date of Function_____

Area_____

Approx Numbers_____

Arrival Time_____

Name_____

Phone_____

Email_____

Type of Function_____

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Fax: (03) 5176 1053

Email: royal.exchange@alhgroup.com.au

Credit Card Authority

I _____ give the Royal Exchange Hotel authority to deduct

\$_____ from my credit card being the deposit for my function on the

Credit Card Details

Type of Card Visa
 Mastercard
 Bankcard
 American Express
 Diners

Credit Card Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Credit Card Expiry _ _ / _ _

Name on Card _____

Signature of Card Holder _____

Do you wish this credit card to be charged for the balance of the function costs? Yes No

Please note that these details are kept on file until the function date.
If the function is not settled upon completion this credit card will automatically be charged any outstanding amounts.