

THE  
**GLASSHOUSE**  
CAULFIELD

# *Function Packages*

STATION STREET, CAULFIELD EAST  
phone: 03 9133 3728 | email: [glasshouseinfo@mrc.net.au](mailto:glasshouseinfo@mrc.net.au)  
[www.caulfieldglasshouse.com.au](http://www.caulfieldglasshouse.com.au)



# YOUR EVENT AT THE GLASSHOUSE

The Glasshouse Caulfield is perfectly positioned to offer a diverse & tailored experience, from our non-traditional food offerings, to your classic pub favourites.

We provide spaces for private, group and individual bookings, all matched with beautiful décor and a selection of wines, spirits and beers on tap.

Enquire after your next event or social gathering with us here at Glasshouse.

You can book any of our three spaces for a private or public functions, including:

- Birthdays
- Engagements
- Christmas Parties
- Meetings & Conferences
- Wakes
- Business Drinks
- Breakfast, Morning & Afternoon Teas, Dinner Parties
- Special Occasions

Function space hire is \$250 for 5 hours.

Please contact the venue for more information.

# FINGER FOOD PACKAGES



## STANDARD PACKAGE

\$18 per head

Choice of 6 items

- Mini spring roll, samosa, dim sims
- Mini gourmet pies, sausage rolls & vegetarian pasties
- Mini gourmet pizza
- Salt pepper calamari & fish goujon
- Leek & cheddar arrancini
- Lamb kofta
- Spicy meat balls
- Spanish vegetarian frittata
- Mini beef & cheese slider

## GOURMET PACKAGE

\$24 per head

Choice of 8 items

- Mini spring roll, samosa, dim sims
- Mini gourmet pies, sausage rolls & vegetarian pasties
- Mini gourmet pizza
- Salt pepper calamari & fish goujon
- Leek & cheddar arrancini
- Lamb kofta
- Spicy meat balls
- Spanish vegetarian frittata
- Mini beef & cheese slider
- Rare beef mini toast
- Smoked Tasmanian salmon on mini toast
- Chicken satay skewers
- Vietnamese vegetarian paper rolls
- Salmon cakes

## PREMIUM PACKAGE

\$30 per head

Choice of 10 items

- Mini spring roll, samosa, dim sims
- Mini gourmet pies, sausage rolls & vegetarian pasties
- Mini gourmet pizza
- Salt pepper calamari & fish goujon
- Leek & cheddar arrancini
- Lamb kofta
- Spicy meat balls
- Spanish vegetarian frittata
- Mini beef & cheese slider
- Rare beef mini toast
- Smoked Tasmanian salmon on mini toast
- Chicken satay skewers
- Vietnamese vegetarian paper rolls
- Salmon cakes
- Assorted sushi rolls
- Tempura prawn
- Teriyaki scallops
- Oyster wrapped in bacon
- Assorted petit dessert



# STANDARD FUNCTION MENU

2 courses **\$35 per head**

3 courses **\$45 per head**

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## ENTREE SELECTIONS

please choose 2 (served alternately)

soup of the day (v)

vietnamese spring rolls - rice noodles, vegies, tofu, encased with rice paper pastry

crispy squids – flash fried, mixed cress, aioli

includes a garlic bread pizza for each table

## MAIN SELECTIONS

please choose 2 (served alternately)

beer battered flake with chips & salad

chicken parmigiana with chips & salad

capricciosa pizza – leg ham, mushroom, fior di latte, olives, artichoke, san marzano tomato base

roast of the day – roast potatoes, seasonal veg and house made gravy

## DESSERT SELECTIONS

please choose 1

sticky date pudding with king island double cream

fresh fruit salad with ice cream

black forest cake

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# DELUXE FUNCTION MENU



2 courses \$45 per head

3 courses \$55 per head

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## ENTREE SELECTIONS

please choose 2 (served alternately)

lamb satays

salmon patties

grilled chicken dumpling

includes a garlic bread pizza for each table

## MAIN SELECTIONS

please choose 2 (served alternately)

catch of the day

scotch fillet

caribbean chicken

meat lovers pizza

## DESSERT SELECTIONS

please choose 1

vanilla crème brûlée

eton mess

belgium chocolate brownie

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# Terms and Conditions

The following terms and conditions apply in respect of the above-listed Function to the exclusion of any other terms and conditions:

## Confirmation of Bookings

Any tentative bookings are held for a maximum period of 7 days (or such lesser period of time at the sole discretion of the Venue) after which the booking will automatically be released if this confirmation form together with deposit payment has not been received by the Venue management. To confirm the Client's booking, the Client is required to pay a deposit of not less than 25% of the Minimum Total Cost of Function (as detailed above) and return to the Venue a copy of this Agreement signed by the Client. The Venue is bound by this Agreement upon its receipt of the Client's deposit, the Venue's receipt of a copy of this agreement signed by the Client, and the Venue's authorised officer signing this Agreement. At any time, the Venue reserves the right to obtain a copy of the Client's identification (ie. passport, driver's licence) upon its request.

## Final Guest Numbers

Should the Client wish to have additional guests attend the function in excess of the Approximate Guests ("Additional Guests"), it may request the Venue allow such Additional Guests for the function no later than 14 days in advance of the day of the function. Client is required to obtain the approval of the Venue for Additional Guests for the function. The Venue will not unreasonably withhold its approval to a request for Additional Guests. Final guest numbers on which all charges will be based must be given 14 days prior to the day of the function. All catering must be paid in full 14 days prior to the day of function. If the Client fails to notify the Venue of its final number of guests attending the function within such time period, the final number of guests for the function shall be deemed to equal the Approximate Guests number previously advised by Client plus any Additional Guests approved by the Venue. Prices quoted are based on the Approximate Guests number attending the function. Should the final numbers for the Client's function fall by more than 10% of the Approximate Guests number, the costs quoted in this Agreement may need to be redesigned or a slippage fee may apply, as determined in the Venues' discretion (acting reasonably).

## Commencement/Vacation of Function Area /Rooms

The Client agrees to commence the function at the scheduled time and to have guests, invitees and other persons vacate the designated area at the contracted time. Please make allowances when booking to include set-up and breakdown times of all function areas, as a surcharge may apply to extend the booking.

## Catering

The Venue requires confirmation of menus 14 days prior to the function, including any special dietary requirements of particular guests. The Venue is licensed to cater for all food and beverage consumed by guests on the premises. No food or beverages can be brought onto the premises without the approval of Venue management. At the discretion of the Venue Manager, the Venue may permit cakes of a celebratory nature.

## Cancellations

In the event of cancellation of function or a breach of these terms by the Client, all deposits are non-refundable.

## Damage

The Client will be responsible for any and all damage or injury to any person or property caused by its accessories, agents and or guests. The Client will be liable for the costs of repairs or replacement (in the sole discretion of the Venue) of any furniture, equipment or landscaping the Venue reasonably deems was damaged by the Client, its accessories, agents and or guests in connection with the function and the Client accepts responsibility for such costs.

## Fire Safety

For the safety of all, fire exits, aisles, doorways including entrances are to be kept clear at all times.

## Liquor Licensing Requirement

The Venue and function area is fully licensed so no alcohol is permitted to be brought onto the premises. Venue management reserves the right to exclude or remove any objectionable person/persons from a function in accordance with the Liquor Control Act of Victoria. Venue management reserves the right to refuse admission to any or all other areas of the venue in accordance with Liquor Control Act of Victoria. Offensive behavior will not be tolerated at any time during a function at the Venue. The Venue is committed to the responsible serving of alcohol to provide a safe and friendly environment for our guests and staff and abide by our legal obligations under the Liquor Control Reform Act 1998. The Venue management reserves the right to close down the function if the behaviour of guests becomes unacceptable. Guests who are considered to be intoxicated will not be served any alcohol and will be required to leave the Venue. Staff will offer to call a taxi for any guests requesting this service. Should the function be closed down and/or guests be required to leave the Venue, the Client shall not be entitled to any refund of monies paid, nor shall the Client be released from nor entitled to any reduction to, the fees and charges payable by Client to the Venue under the terms of this Agreement.

## Risk in Property

The Venue will not accept responsibility for damage or loss of the Client's, its accessories', agents' and or guests' property left prior to, during or after a function. Goods left after a function without prior agreed arrangements with Venue management will be at Clients' own risk and if unclaimed, the Venue may elect to donate or discard such goods.

## Smoking

Smoking is not permitted within the venue. Outdoor smoking facilities are available.

## Terms of Payment

Payment can be made by cash, bank cheque, EFTPOS, credit cards (AMEX, Visa and Mastercard).

The balance payment for the function (including for all food catering for the final number of guests) is required 14 days prior to the date of the function. Any beverage accounts, the cost of additional food ordered or any other additional charges in connection with the function ("**Additional Charges**") must be settled by the conclusion of the function by cash, EFTPOS, credit cards (AMEX, Visa and Mastercard). Upon the request of the Venue, Client shall provide the Venue with a credit card and the Client irrevocably gives authority for Venue to charge such credit card for any Additional Charges incurred.

## Security Deposit/Bond

The Venue reserves the right to charge the Client a Security Deposit of up to \$500 as security against the Client's liabilities to the Venue under this Agreement. The Venue will inform the Client if a Security Deposit is required. If a Security Deposit is paid to the Venue, it will be refunded to the Client on the day after the function should the Client have no outstanding liabilities owing to the Venue under this Agreement.

## Additional Obligations

Client agrees to conduct the function in an orderly manner and in full compliance with all applicable laws governing the State of Victoria. At the completion of the function, Client will remove all their belongings placed within the Venue.

## Credit Application Agreement (where applicable)

If the Venue has entered into a separate written Credit Application Agreement with the Customer, the payment arrangements under such Credit Application Agreement shall override the payment arrangements as set out under this Agreement.

## Acceptance

I (Client) accept the terms and conditions as set out above:

Accepted by the Venue:

Authorised Client Signatory \_\_\_\_\_

Authorised Venue Signatory \_\_\_\_\_

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_