



## The Stolberg Functions

Welcome to the Stolberg!

Set in the Heart of The City of Darebin, this dynamic venue sets new benchmarks in the realm of celebrations and events.

We strive to create the event that you have envisaged for yourself or a loved one. Our experienced function coordinators will deliver an evening of ample food, music and decorations that will leave your guests talking about your event for years to come.

Our professional and dedicated function coordinators will provide you with ongoing support and will ensure a seamless and well organised event.

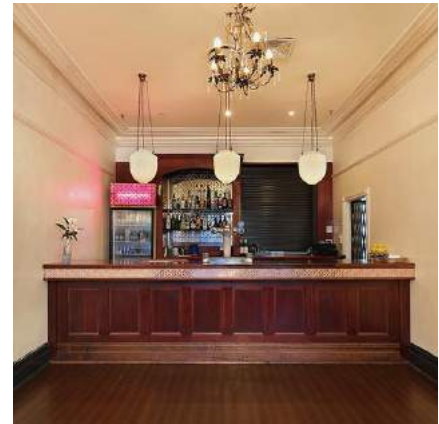
Featuring five private and distinct function spaces, our venue is ideal for your Engagement, Wedding, Milestone Birthday, Corporate Event or any other event you can imagine... The Stolberg guarantees an evening to remember.

With public transport at our door step and two large car parks, we have made it ideal for you and your guests to arrive and return home easy and worry free!

For more information please contact our **Functions and Event Coordinator** on **(03) 9495 1444** or email **[info@stolberg.com.au](mailto:info@stolberg.com.au)**.



## Function Rooms





## The Likor Lounge

The Likor Lounge is a premium space with an exclusive and luxurious feel. With crystal chandeliers, rich marble bar and a vibrant palette, the Likor Lounge is sure to make an impact on your guests. This room offers an exclusive and generous space to host your corporate or private event with a generous outdoor area, private booth and large dance floor.

This room is the perfect room for cocktail parties, with glass top high tables and low back couches with marble coffee tables to compliment the white marble bar.

### Venue Details

<i>Event type</i>	Cocktail
<i>Capacity</i>	up to 230 guests
<i>Room size</i>	182m <sup>2</sup> room + 21.6m <sup>2</sup> courtyard
<i>Function duration</i>	5.5 hours per event
<i>a/v</i>	Complete PA system with DJ decks, projector and TV screen, iPod compatibility, microphone, laptop integration, HDMI/XLR access points, plus a supreme lighting system
<i>Facilities</i>	The Likor Lounge is a fully self-contained function room with a private outdoor area and pristine bathroom facilities <sup>+</sup>

	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Room hire*</i>	\$400	\$600	\$250
<i>Minimum spend (food + drink)</i>	\$2,500	\$3,500	\$1,500
<i>Minimum guests catered for</i>	80	80	60
<i>Virtual tour</i>	<a href="#">Likor Lounge</a>		

<sup>+</sup> Unfortunately there is no wheelchair access and no service elevator for this room

\* The room hire fee includes security (Friday and Saturday nights only), set up, clean up, bar and wait staff



## The Mahogany Room

The Mahogany Room oozes style and comfort and is perfect for any occasion. This self-contained function room has polished wooden floors and charcoal walls decorated with thick gold framed mirrors. Large chesterfield couches line the walls with dark wood high tables in the centre.

### Venue Details

<i>Event type</i>	Sit-down or cocktail		
<i>Capacity</i>	up to 200 standing or 100 sit-down guests		
<i>Room size</i>	164.5m <sup>2</sup>		
<i>Function duration</i>	5.5 hours per event		
<i>a/v</i>	The Mahogany Room is fitted with a DJ booth, TV screen, plus a supreme sound and lighting system.		
<i>Facilities</i>	The Mahogany Room is a fully self-contained function room with pristine bathroom facilities		
	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Room hire*</i>	\$200	\$400	\$150
<i>Minimum spend (food + drink)</i>	\$2,000	\$2,500	\$800
<i>Minimum guests catered for</i>	80	80	50
<i>Virtual tour</i>	<a href="#"><u>The Mahogany Room</u></a>		

\* The room hire fee includes security (Friday and Saturday nights only), set up, clean up, bar and wait staff



## The Garden Bar

The Garden Bar is the perfect choice for a summer function with lush vines and renovated bar ideal for an afternoon gathering with family and friends.

### Venue Details

<i>Event type</i>	Cocktail		
<i>Capacity</i>	Up to 60 guests standing		
<i>Room size</i>	37.5m <sup>2</sup>		
<i>Function duration</i>	5.5 hours per event		
<i>a/v</i>	The Garden Bar plays in-house music with a complimentary Acoustic Covers on Friday nights		
<i>Facilities</i>	Shared bathroom facilities with other patrons		
	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Room hire*</i>	\$200	\$200	\$100
<i>Minimum spend (food + drink)</i>	\$1,500	\$1,500	\$1000
<i>Minimum guests catered for</i>	30	30	30

*\* The room hire fee includes security (Friday and Saturday nights only), set up, clean up, bar and wait staff*



## The Front Bar

The Front Bar is a beautiful multipurpose room that can be transformed for any event which will ooze comfort and style with large chesterfield couches, tall boys and lots of natural lighting. Perfect for craft beer lovers, with a choice to have 10 different beers on Tap!

### Venue Details

<i>Event type</i>	Cocktail		
<i>Capacity</i>	Up to 80 guests standing, 60 guests sit down		
<i>Room size</i>	105.4m <sup>2</sup>		
<i>Function duration</i>	5.5 hours per event		
<i>a/v</i>	The room also offers built in PA system, large TV screens and lighting system		
<i>Facilities</i>	Shared bathroom facilities with other patrons		
	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Room hire*</i>	\$200	\$200	\$150
<i>Minimum spend (food + drink)</i>	\$2000	\$2000	\$800
<i>Minimum guests catered for</i>	60	60	40
<i>Virtual tour</i>	<a href="#"><u>The Front Bar</u></a>		

\* The room hire fee includes security (Friday and Saturday nights only), set up, clean up, bar and wait staff



## The Stolberg Room

The Stolberg Room is an intimate cocktail lounge for that special occasion. With its large mirrors, wooden floor boards and antique chandeliers, it sets the mood for that grand sit-down dinner or cocktail function. Included is your own private courtyard with private bar access.

### Venue Details

<i>Event type</i>	Sit-down or Cocktail
<i>Capacity</i>	Up to 80 standing guests, 30 guests sit down
<i>Room size</i>	64.5m <sup>2</sup>
<i>Function duration</i>	5.5 hours per event
<i>a/v</i>	The Stolberg Room is fitted with a sound system, TV screen and disco lighting system
<i>Facilities</i>	Shared bathroom facilities with own entrance and exit

	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Room hire*</i>	\$150	\$200	\$100
<i>Minimum spend (food + drink)</i>	\$1,000	\$1,500	\$500
<i>Minimum guests catered for</i>	50	50	20
<i>Virtual tour</i>	<a href="#"><u>The Stolberg Room</u></a>		

*\* The room hire fee includes security (Friday and Saturday nights only), set up, clean up, bar and wait staff*









## Music and Entertainment

You are welcome to choose from our music options below or alternatively you may organise your own music. If you choose to organise your own music/DJ please ensure all necessary equipment is provided, this includes speakers, decks, mixers and lighting.

### In-House DJ

\$500

For the full duration of your function. They will contact you the week of the event to discuss your playlist and music preferences. **Cancellation of our DJ incurs a \$100 charge.**

### Karaoke/Jukebox

\$300

Over 6000 tracks and over 1000 karaoke tracks. Comes with two (2) microphones and full lighting system.

### Audio Visual Hire

\$150

Includes speakers, mixer and microphone. All rooms have either a TV or Projector screen. Please look at the terms and conditions on how to use these.



## Decorations and Lighting

We will set up your function room with black tablecloths and tea light candles. You are welcome to choose from our decorations and lighting options below or you are welcome to bring your own.

**Please note:** No glitter or confetti is to be used in our function rooms. No sticky tape is to be used on the walls.

### Numbered Lighting

from \$120

Wow your guests with special numbered lights, standing 1 metre tall! The available numbers include: 20, 21, 30, 40 & 50.

**Please note:** These need to be ordered 2 weeks prior to your event.

### Disco Lighting

\$50

Different disco lighting is available in all rooms. Please speak to your Functions and Event Coordinator for more details.

### Balloons

from \$35

We have a selection of balloon options below for you to order from or you are welcome to bring your own.

Helium Balloons*	\$150.00
Table Decorations	\$35.00 each
Balloon Trees	Price dependent on number of balloons
Helium Letters and Numbers**	\$35.00 each
Giant Confetti Helium Balloons	\$65.00 each

*\*100 (standard sized) helium balloons, available in any colour (Pear, metallic or plain)*

*\*\* Gold or Silver only, 61cm x 86cm*



## Tea, Coffee and Cheese

If you select to have a Tea and Coffee Station, this will be setup before you arrive.

### Tea and Coffee Station: Option 1

\$50

Includes an urn, instant coffee, a selection of teas, sugar, milk, spoons and mugs

### Tea and Coffee Station: Option 2

\$70

Includes a percolated urn, Atomica coffee, a selection of teas, sugar, milk, spoons and mugs

### Cheese Platter

\$70 each

The cheese platter caters for up to 40 guests and is served after 10pm. It includes Vintage Tasty Cheese, Blue Vein Cheese, a soft cheese, crackers, and a selection of fresh seasonal fruit.

## Extra Services

### Cake Cutting

\$50

This includes plates, spoons and napkins. We recommend starting your speeches around 10pm for a smooth transition from food service to cake serving. You are welcome to cut and serve your own cake, however you must supply the plates, spoons and napkins.

### Dessert and Lolly Bars

please speak with your event coordinator about our extensive range of dessert and sweet offerings.

### Photo Booth

\$400

Please ask the Functions and Event Coordinator for details.

for 3 hours

**Please note:** There is a \$100 cancellation fee.

### Photographer

\$300

Please ask the Functions and Event Coordinator for package details.

for 3.5 hours

**Please note:** There is a \$100 cancellation fee.

### Trivia Hosts

\$650

Please ask the Functions and Event Coordinator for details.

for 2.5 hours

## Catering: Canapes



### Menu Option 1

*\$23 per guest*

*\*May choose up to 6 items and 2 from the \$17.50 menu*

- ∞ Japanese Style Tempura Prawns (DF)
- ∞ Mini Beef Burgers with Cheese, Tomato, Lettuce & Relish
- ∞ BBQ Pulled Pork Sliders with Coleslaw
- ∞ Crumbed and Fried Haloumi Cheese
- ∞ Battered Salt and Pepper Squid with Tartare Dipping Sauce (DF)
- ∞ Prawn Twists (DF)
- ∞ Beef and horseradish crostini
- ∞ Southern fried chicken pieces

### Menu Option 2

*\$17.50 per guest*

*\*May choose up to 8 items*

- ∞ Fish Bites with Tartar Dipping Sauce (DF)
- ∞ Mini Beef and Chicken Dim Sims with Soy Dipping Sauce (DF)
- ∞ Mini Spring Rolls with Sweet Chilli Dipping Sauce (V, DF)
- ∞ Homemade Pizza Slices with Tomato, Olives, Mozzarella and Red Onion (VEG)
- ∞ Gourmet Beef Pies with Tomato Sauce
- ∞ Garlic Chicken Balls
- ∞ Falafel with aioli
- ∞ Mini Bruschetta with Balsamic Glaze (V)
- ∞ Sushi (DF, GF)

## Gluten Free Canapes

*\*can be substituted into either menu*

- ∞ Homemade Meatballs with Gluten Free BBQ sauce (GF, DF)
- ∞ Herbed Chicken Skewers (GF, DF)
- ∞ Assorted Sushi – Tuna, Salmon, Avocado, California
- ∞ Caprese Salad Skewers with Balsamic Glaze (GF)



## Catering: Sit-Down Functions

### \$45 Per head Sit down menu

3 course meal including entree, main and dessert

### \$35 Per head Sit down menu

2 course meal including entree and main or main and dessert

### Entrée

Mixed Tapas platter. Pick 3 of the following choices:

- ∞ Japanese Prawns (DF)
- ∞ Gourmet beef pies
- ∞ Aranchini Balls (V)
- ∞ Herbed chicken skewers (DF, GF)
- ∞ Calamari (DF)

### Main

Pick 2 of the following choices:

- ∞ **Traditional Chicken Parmigiana**  
*Tender crumbed chicken breast topped with Virginia ham, Napoli sauce and mozzarella cheese. Served with Mash potato and salad*
- ∞ **Steak with Mushroom Sauce**  
*Tender Rump Cap cooked medium, served with creamy mash potato and a mushroom gravy sauce.*
- ∞ **Atlantic Salmon Steak**  
*Fresh salmon steak served with creamy mashed potatoes and lemon pepper sauce.*

*\* A bowl of fresh garden salad will be available on each table for self service.*

### Dessert

- ∞ Cheese Platter

All meals are served alternately on the night.  
Please inform guests that meal orders will not be taken.





## Function Beverage Selection and Prices

### Tap Beer Selection

- ∞ Stolberg Room: (2 Taps) Carlton Draught & Mercury Draught Cider
- ∞ Garden Bar: (3 Taps) Carlton Draught & Mercury Draught Cider + additional selection
- ∞ Front Bar: (10 Taps) All of our beers and ciders
- ∞ Mahogany Room: (3 Taps) Carlton Draught & Mercury Draught Cider + additional selection
- ∞ Likor: (5 Taps) Carlton Draught & Mercury Draught Cider + 3 additional selections

### Tap Beer Prices (pots)

- ∞ Carlton Draught \$5.00
- ∞ Mercury Draught Cider \$5.50

**Please note:** Beers are subject to change. Please select beverage choices 3 weeks prior to your event.

\*A selection of craft beers are available in function rooms. Please discuss your choices with the function coordinator 4 weeks prior to your event.

### Bottled Beer

- ∞ Cascade Light \$5.00
- ∞ Corona Extra \$8.00

### Wine (glass)

- ∞ Willowglen Cabernet Merlot \$7.50
- ∞ Willowglen Semillon Sauvignon Blanc \$7.50
- ∞ Willowglen Moscato \$7.50
- ∞ Willowglen Sparkling Brut \$7.50
- ∞ Growers Gate Brut Cuvee NV \$8.00
- ∞ Growers Gate Sauvignon Blanc \$8.00
- ∞ 30 Mile Cabernet Sauvignon \$8.00



### Basic Spirits (with mixer)

∞ Ballantines Scotch	\$8.00
∞ Jim Beam Bourbon	\$8.00
∞ Beefeater Gin	\$8.00
∞ Finlandia Vodka	\$8.00
Bundaberg Rum	\$8.00

### Cocktails (glass)

∞ Sex on the Beach Frozen Daiquiris	\$7.50
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### Lemon Lime Bitters (glass)

∞ Lemon Lime Bitters	\$5.00
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### Soft Drinks (glass)

∞ Pepsi or Pepsi Max	\$4.00
∞ Lemon Squash	\$4.00
∞ Lemonade	\$4.00
∞ Ginger Ale	\$4.00
∞ Tonic Water	\$4.00
∞ Raspberry Lemonade	\$4.00

# Beverage Packages

## Platinum Beverage Package

Your choice of:

- ∞ 2 hour package \$50.00 per person
- ∞ 3 hour package \$62.00 per person
- ∞ 4 hour package \$75.00 per person

### Sparkling Wine

- ∞ Growers Gate Brut Cuvee NV

### White and Red Wine

- ∞ Growers Gate Sauvignon Blanc
- ∞ 30 Mile Cabernet Sauvignon

### Beer and Cider Selection

- ∞ Cascade Premium Light Bottled
- ∞ Carlton Draught
- ∞ Fat Yak Pale Ale
- ∞ Mercury Draught Cider

### Spirits Selection

- ∞ Ballantines Scotch
- ∞ Jim Beam Bourbon
- ∞ Beefeater Gin
- ∞ Finlandia Vodka
- ∞ Bundaberg Rum

### Non-alcoholic

- ∞ Soft drinks, Soda Water, Juices

## Sapphire Beverage Package

Your choice of:

- ∞ 2 hour package \$38.00 per person
- ∞ 3 hour package \$50.00 per person
- ∞ 4 hour package \$60.00 per person

### Sparkling Wine

- ∞ De Bortoli Sparkling BRUT

### White and Red Wine

- ∞ De Bortoli Moscato
- ∞ De Bortoli Semillon Sauvignon Blanc
- ∞ De Bortoli Cabernet Merlot

### Beer and Cider Selection

- ∞ Carlton Draught
- ∞ Mercury Draught Cider

### Non-alcoholic

- ∞ Soft drinks, Soda Water, Juices



# Function Terms and Conditions Contract

## CONFIRMED FUNCTIONS AND TERMS & CONDITIONS

A \$500 deposit will confirm your booking. This deposit goes towards the total bill for the event.

Once a booking has been confirmed, the "Function Terms and Conditions" must be signed and returned within two weeks. The terms and conditions must be abided by and are a legal contract. Failure to sign these terms will result in the cancellation of your event.

## DAMAGES & LIABILITY

The host will be financially liable for any damage sustained to the venue and its contents and property prior to, during or after the event by the client, guests or contractors engaged by the event.

## CANCELLATIONS, DATE AND ROOM CHANGES

The \$500 deposit used to book the function room will be forfeited if the function is cancelled within 3 months of the event date unless another booking is made.

There is a \$100 fee for:

- ∞ room and date changes for all functions at Stolberg
- ∞ DJ cancellations for all functions at Stolberg
- ∞ Photobooth and/or photographer cancellations for all functions at Stolberg

All cancellations, room and date changes must be lodged in writing and confirmed with the Functions and Event coordinator.

## PAYMENTS

### Credit Card or Eftpos

Final payment must be made in full, three days before the function. Payments can be made over the phone with a credit card, MasterCard or VISA, Eftpos, American Express.

### Please note surcharges:

VISA debit	0.75%
VISA credit	1.5%
MasterCard debit	0.75%
MasterCard credit	1.3%
Eftpos	no surcharge
AMEX	1.5%



### Bank Transfer

You may prefer to bank transfer the deposit to:

Account Name: Stolberg Preston Pty Ltd  
BSB: 013 395  
Account number: 293593208

Final payment must be made in full 3 days before your function with the invoice written in the description.

**Please note:** we do not accept Diners cards or cheques.

### PRICES/PRICE INCREASES

Prices are inclusive of GST.

The management of Stolberg Preston reserves the right to implement price increases when required.

### BAR TABS AND MINIMUM REQUIREMENTS

You are able to set up a bar tab for your guests and alter the options available on this tab. Bar tabs must be organised with your Functions and Event Coordinator before your event to allow time for stock preparation. Please set a starting tab amount to be included in the final bill and paid for 3 days prior to the event. You are able to increase this amount on the night with cash or Eftpos.

Each function room has their own minimum requirements for spend on food and beverage; this can be seen at the top of your invoice in the minimum requirements section. If you do not spend your minimum requirement on the tab on the night of your function, you will not receive a refund.

You may increase your tab on the night of your function after you have spent your minimum spend, you can do this on card (with no surcharge) or by cash. These payments will be taken in \$500 increments after 10pm only. If you do not spend the full amount that you have topped up onto the tab you will receive a refund via EFT after your function.

### CONFIRMATION OF NUMBERS AND MENU SUBMISSION

**Final numbers must be confirmed 2 weeks prior to the event by the host of the function.** These numbers will form the basis for invoicing, staffing and ordering. If you do not contact us to confirm numbers before your function, the numbers given when your deposit was paid will apply.

**Menu choices are to be sent in 2 weeks prior to the event.** Our chefs will base your menu selection on stock if we have not received your menu in time.





## FOOD AND BEVERAGE REGULATIONS

Celebration cakes, homemade desserts and chips, nuts and lollies in factory sealed bags are permitted however Stolberg Preston does not take any responsibility for illness caused by food or beverage intake. The host is responsible for their guests and all allergies must be reported to the Functions and Event Coordinator 2 weeks prior to the event.

Stolberg Preston does not take any responsibility for cakes that are damaged before, during or after your event. Any food left in your function room including cakes will be discarded at the end of the night.

Stolberg Preston does not hold a B.Y.O license and no beverages brought from outside the venue will be permitted, alcoholic or otherwise. Gifted alcohol is to be placed behind the bar and returned to the host at the end of the night.

## RESPONSIBLE SERVICE OF ALCOHOL

Staff of the Stolberg practice Responsible Service of Alcohol, and by law reserves the right to refuse the supply of alcoholic beverages to any guest attending the function who breach the Liquor Licensing Laws of Victoria.

Stolberg Preston adheres strictly to the Liquor Licensing Laws Governing Victoria.

## SECURITY

The Stolberg Preston reserves the right without liability to exclude or manage patrons who breach any policies or legal responsibilities. These matters will be dealt with in a professional and civilised manner. If the Functions and Event Coordinator on the night feels as though a guest of your function is misbehaving in a way that is unacceptable to anyone in the entire venue they will be asked to leave. If for any reason the Functions and Event Coordinator feels the staff or other patrons of the venue safety is at risk, the function will be shut down and no refund will be given.

## IDENTIFICATION

Please note, all patrons who appear to be under the age of 25 are required to have proof of age identification and will be asked for ID at the door. Those who do not have identification will be refused the supply of alcoholic beverages.

We accept the following forms of ID:

- ∞ Australian Drivers License
- ∞ Victorian Learners Permit
- ∞ Proof of Age Card
- ∞ Keypass Card
- ∞ Passport

We do not accept student cards or any other form of ID not listed above.



## IN HOUSE DJ'S AND SOUND SYSTEMS

There is a \$100 cancellation fee for the in-house DJ.

Stolberg Preston has a professional, superior sound system. We also have a ceiling mirror ball with spotlights, various other lighting effects. To use the lighting system (ceiling mirror ball and spotlights) without hiring our in-house DJ or iPod connection there will be a charge of \$50.

Our speakers and sound system are not for hire unless you have selected to have an iPod connection. DJ's must supply all of their own equipment. NO exceptions will be made. Your DJ must also comply with our noise regulations; we shall let them know if it is too loud. Please ensure your DJ has a copy of these Terms & Conditions.

## iPOD FACILITIES

The Likor Lounge, the Mahogany Room and the Stolberg Room fee for an iPod connection is \$50. An extra fee of \$50 is for use of disco lighting.

## PROVIDING YOUR OWN MUSIC

You may supply your own DJ, music equipment or live entertainment; however, all equipment including lighting, speakers, mixers, decks and microphones must be provided by you or your hired service. Please notify your DJ/Entertainment of the above terms.

## TELEVISION/PROJECTOR SCREENS

All our function rooms are equipped with TV screens for photo display.

Likor's projector and the Mahogany Rooms TV can be connected to a Laptop if you have a HDMI input (you do not need to bring a HDMI cord, you just need a HDMI input on your laptop).

TV's in all the other rooms, including Likor and Mahogany are compatible with USB sticks. There is no sound. We suggest copying and pasting your images onto a blank USB in a JPEG format (not from a Mac book) and bringing the USB into the venue before your event to test it out. The cost for using our TV's is \$15.00. If you do not test your USB prior to the function The Stolberg takes no responsibility if it does not work.

The Likor Lounge is equipped with a TV and a projector screen; both work through separate ports and require 2 different USB sticks (or 1 usb and your laptop). There is no extra fee to use both screens.

## DRESS CODE

At The Stolberg we like to present ourselves as a friendly, family orientated venue and have a dress code of "smart casual" therefore, we would ask that there are no hats, hooded jackets, track pants or thongs to be worn. Please advise your guests to adhere to our dress code. Shoes must be worn at all times. We do not take jackets and coats. Likor has a coat rack provided, but the Stolberg takes no responsibility for lost or stolen coats/jackets.



### MINORS AND LICENSE RESTRICTIONS

Children under the age of 18 years are permitted to attend the function in the company of their guardian. If you have minors attending your function, please discuss this with management prior to the event.

Children attending the event are the responsibility of the host and the guests. Persons under the age of 18 are under no circumstance permitted to consume alcohol. If a child under the age of 18 is consuming alcohol during the event, the function will be immediately shut down and no refund will be given.

### GUEST RESPONSIBILITY

It is the responsibility of the host to inform all their guests about the Terms and Conditions of Stolberg Preston and the conditions of the event. The Stolberg Preston is not responsible for anything left behind after a party. All items are the guest's responsibility.

Management has the right to change terms and conditions of unconfirmed functions.

Signing this form will mean that you agree with the Terms and Conditions Stolberg Preston has provided. A parent signature is required for 18<sup>th</sup> and 21<sup>st</sup> Birthday parties only.

I, ..... have read and agreed to the terms and conditions of  
my event held on the *(date of function)* ..... in the (room name)

.....

Signature .....

Date .....