



Highlands HOTEL

FUNCTIONS

The Highlands Hotel has established itself as one of Melbourne's premier hotel destinations. We have designed the Terrace function area to adapt to suit every need and occasion. We are open to hosting various events, including weddings, engagements, birthday celebrations, sit-down dinner parties, corporate events and more.

The Highlands Hotel's highly experienced function team provides you with exceptional service, delicious food and drink and state-of-the-art equipment on your special day.

For more information or if you would like to come in and view our venue, please do not hesitate to contact our friendly Reception team on 03 8358 7000.



HIGHLANDS HOTEL

301 Grand Boulevard, Craigieburn 3064
enquiries@highlandshotel.com.au



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HIGHLANDS HOTEL | combines rich architecture with traditional service culture for the ultimate dining and entertainment experience

ATRIUM FUNCTIONS

Minimum 40 Adults Maximum 60 Adults

Located on a raised polished wooden floor to the left of our Buffet servery, the Atrium is the perfect place for your next function. Be amongst the atmosphere of the Highlands Hotel whilst still enjoying the comforts of your exclusive area. With a seating capacity of 60 guests, make it your next choice when selecting the perfect venue. Enjoy the added bonus of extended session time for your event.



Monday - Friday Lunch

Adults \$55.9

Children 7 to 12 Yrs \$27.9

Children 3 to 6 Yrs \$18.9

Friday Dinner

Adults \$69.9

Children 7 to 12 Yrs \$29.9

Children 3 to 6 Yrs \$18.9

Monday - Thursday Dinner

Adults \$65.9

Children 7 to 12 Yrs \$29.9

Children 3 to 6 Yrs \$18.9

Saturday Lunch

Adults \$69.9

Children 7 to 12 Yrs \$29.9

Children 3 to 6 Yrs \$18.9

Sunday Lunch

Adults \$72.9

Children 7 to 12 Yrs \$29.9

Children 3 to 6 Yrs \$18.9

Atrium Drinks

Please speak to our friendly Reception staff to discuss your drink options.

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THE TERRACE ROOM

Celebrate in style in our upstairs function space. Our secluded upstairs private function room, 'The Terrace,' offers a spacious cosmopolitan atmosphere complete with its own indoor-outdoor bar and separate bathroom facilities. The adjoining terrace features lowered lounge seating, a fireplace, a TV screen, and spectacular views towards the Melbourne skyline.

The Terrace Function Room is perfect for corporate functions, conferences, weddings, and large social events. With the option of a sit-down-style event catering for up to 110 guests or a cocktail-style event catering for up to 300 guests- it's perfect for that special occasion.



SPECIAL OCCASIONS

Our friendly and experienced staff are here to make your function stress-free, enjoyable, and successful. The Highlands Hotel can cater from 60 to 300 guests, depending on the style you're after. You are welcome to decorate the room yourself, or we can take care of everything for you, including food, beverages, decorations, and entertainment. We have a range of trusted suppliers that can help make your function one to remember.

For information or to obtain a personalised quote for your occasion, speak to our staff today!

CONFERENCE & CORPORATE

Our upstairs function room is perfect for any conference or corporate affair. Our staff can tailor the room to suit your business needs, including the supply and set up of AV equipment, wireless Internet, and conference equipment.

Delegate day packages are available, including working lunch options, a la carte menus or a buffet style lunch in our servery for a break in your work day. Speak to our friendly function coordinators today to discuss your options.

WEDDINGS

Celebrate your special day in style at the Highlands Hotel. We offer a variety of facilities to cater for receptions, pre-wedding dinners and post-wedding lunches. Whether you are after a sit-down formal event or a cocktail-style celebration, we can cater to suit your needs. We at Highlands Hotel know that planning a wedding can be very stressful, so why not let us take care of organising the theming and decorations for you? We can arrange all that you require through our industry contacts, and our experienced function coordinator will work with you to create a reception that is memorable for you and your guests.



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COCKTAIL MENU

Minimum 60 - 300 Adults

Our cocktail menu offers a range of delicious canapés to choose from (pricing excludes beverages).

Please Note: A 15% surcharge applies on a Sunday

\$50 per person - 6 selections - 6 pieces per person

\$56 per person - 6 selections - 9 pieces per person

Additional selections or pieces can be added for \$7.5 per person

Excludes beverages

Tea & Coffee Station available at \$4 per person

Children under 12 charged at 50%

Cakeage \$4 per person

Tablecloths available at \$15 per piece

Menu alterations will incur a surcharge

HOT CANAPES

Tomato & Mozzarella Arancini with tomato Sugo v

Moroccan Chicken Skewers gf

Panko Crumbed Prawns with Papaya

Stuffed Mushroom with cheese and horseradish v

Pork Belly Bites with Apple Slaw gf

Spinach & Ricotta Triangle v

Lamb Kofta served with fresh Mint gf

COLD CANAPES

Smoked Chicken and Avacado Tart with Cherry Tomato

Vietnamese Rice Paper Roll with Chilli Dipping Sauce v

Smoked Salmon served on Crostini with Chive Cream

Caprese Skewers with Bocconcini, Cherry Tomato and Basil Pesto v

Tandoori Chicken Tulip with Mint Yoghurt gf

Seared Tuna with Black Sesame served with Wasabi Mayo gf

SUBSTANTIAL CANAPES \$8 each

Beef Sliders served with Mustard Mayo

Vegetarian Noodle Box v

Teriyaki Salmon served with Bok Choy

Mini Chicken Burrito Bowl

SWEET CANAPES

Nutella Crepe

Chocolate Mousse Shot

Custard Fruit Tart

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FORMAL DINING MENU

Minimum 60 - 110 Adults

Please Note: A 15% surcharge applies on a Sunday

\$92.9 per person - 2 Courses

\$102.9 per person - 3 Courses

\$112.9 per person - 4 Courses

Optional Canapes on arrival available at an additional \$9 per person (3 per person)

Lamb Kofta with Cucumber Dipping Sauce gf

Vegetarian Rice Paper Rolls gf

Panko Crumbed Prawns with Nashi Pear Chutney

Above pricing includes standard tablecloths,
fresh bread rolls and a Tea & Coffee Station
Excludes beverages

Children under 12 charged at 50%

Pricing placed on alternate plate drop

Cakeage \$4 per person

Menu alterations will incur a surcharge



ENTREE

Seared Scallop with corn puree and shaved fennel gf

Five Spice Pork Belly served with apple, walnut and asian slaw gf

Heirloom Tomato with Buffalo Mozzarella, chives and pesto gf v

Grilled Vegetable Stack served with feta and tomato relish v

Moroccan Lamb served with eggplant caviar and jus gf

Quinoa served with root vegetables and a citrus salad v

Creamy Garlic Prawns with toasted bread

Spicy Chicken with mango, coriander and green coral gf

Cured Salmon served with an orange, lemon and rocket salad gf

Beef Strips with rice noodles, herbs and peanuts gf

Lobster Salad served with exotic vegetables, caviar and mayonnaise gf

MAIN

Roasted Chicken Breast served with asparagus spears and basil risotto gf

Beef Fillet served on mashed potato, eschalots and dutch carrots gf

Herbed Crusted Salmon served with sweet potato mash, asparagus spears and cream sauce

Slow Braised Lamb Shank served on potato mash with gremolata

Wild Mushroom Risotto with root vegetables & truffle oil gf v

Pan Fried Gnocchi served with vegetable medallions and tomato broth gf v

Duck Maryland served with red lentils and orange glaze

BBQ Pork Ribs served with roasted root vegetables and apple sauce

DESSERT

Chocolate Tart served with double cream and fruit

Ice Cream Trio

Sticky Date Pudding with caramel glaze

Eton Mess gf

Nutella Crepe served with pistachio and berry compote

Assorted Cheese, crackers and nuts

*Children's Menu available by request

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TERRACE BUFFET MENU

Minimum 60 - 110 adults

Please Note: A 15% surcharge applies on a Sunday

Enjoy your own private buffet with selections to suit your tastes

Buffet Menu One - \$72.9 per person

Buffet Menu Two - \$78.9 per person

Buffet Menu Three - \$87.9 per person

Excludes beverages
Tea & Coffee Station available at \$4 per person
Children under 12 charged at 50%
Cakeage \$4 per person
Tablecloth available at \$15 per piece
Menu alterations will incur a surcharge



BUFFET MENU ONE

Bread Rolls served with
Butter, Jam & Honey

COLD

Caesar Salad
Traditional Greek Salad
Garden Salad
Chickpeas, Capsicum, Tomato & Lemon
Apple, Celery & Walnut Salad
Traditional Coleslaw

HOT

Steamed Basmati Rice
Chicken Cacciatore with Olives
Baked Barramundi with Dill Cream
Spinach & Ricotta Ravioli with Tomato Sauce
Seasonal Steamed Vegetables
Beef Lasagna & Parmesan Cheese

DESSERT

Assorted Sliced Fruits
Mini Chocolate Cake with Fruit Topping
Individual Pavlova

BUFFET MENU TWO

Premium Bread Rolls served with
Butter, Jam & Honey

COLD

Caesar Salad Station
Traditional Greek Salad
Garden Salad
Quinoa, Orange, Mandarin & Raisin Salad
Apple, Celery & Walnut Salad
Traditional Coleslaw

HOT

Steamed Basmati Rice
Butter Chicken with Coriander
Roasted Rainbow Trout with Marinara Sauce
Potato Gnocchi with Leek & Double Cream
Seasonal Steamed Vegetables
Beef Lasagna & Parmesan Cheese

DESSERT

Assorted Sliced Fruits
Mini Chocolate Cake with Fruit Topping
Tiramisu
Individual Pavlova

BUFFET MENU THREE

Premium Bread Rolls served with
Butter, Jam & Honey

COLD

Caesar Salad
Traditional Greek Salad
Thinly Sliced Double Smoked Ham
Smoked Salmon with Capers
Marinated Olives
Hummus & Tzatziki Dips
Beetroot, Spanish Onion & Chive Salad
Quinoa, Orange, Mandarin & Raisin Salad
Risoni, Toasted Vegetables & Pesto Salad

HOT

Peas, Cashew Rice & Fried Shallots
Grilled Chicken Thigh with Mediterranean Sauce
Roasted Rainbow Trout with Marinara Sauce
Potato Gnocchi with Leek & Double Cream
Baked Potato, Carrot & Pumpkin
Beef Bourguignon with Gremolata

DESSERT

Assorted Sliced Fruits
Mini Chocolate Cake with Fruit Topping
Individual Pavlova
Tiramisu
Creme Brulee



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TERMS & CONDITIONS

TENTATIVE BOOKINGS

Tentative bookings are not taken under any circumstances.

BOOKING CONFIRMATIONS/DEPOSITS

Each function at the Highlands Hotel is confirmed only when a Terms & Conditions page is signed, and deposit has been paid. The final account is payable seven days before the date of the function. We accept payment via cash and credit card only. The Highlands Hotel does not accept payment via Diners Club or bank transfer. The Highlands Hotel only accepts payment via cheque if previously arranged and approved by management.

Deposits Payable

Terrace Function: \$500

Atrium Function: \$250

CANCELLATION POLICY/REFUNDS

In the event that the hirer cancels a function, the following refund policy will apply:

- Cancellation occurs more than four weeks prior; **no charge will be made.**
- Cancellation occurs less than four weeks but more than two weeks before the function date; **50% of the deposit will be charged**
- Cancellation occurs less than two weeks prior to the function date, **no refund will be given.**

DAMAGE OR LOSS OF PROPERTY

It is the client's and the guest's responsibility to care for their goods and equipment. The Highlands Hotel will not be responsible for lost or damaged items before, during or after the function.

Any damage to the building, furniture or property during the event and immediately following the event will be the responsibility of the hiring parties, including repairs and replacements.

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ENTERTAINMENT & DECORATION

Music devices brought in by the client (iPod, USBs, Computers etc.) must first be tested on a day before the function date with the function coordinator. The Highlands Hotel does not accept responsibility for malfunctions or equipment issues on the day if a test run was not performed.

Decorations are permitted within the function areas; however, no nails, tape or glue is to be used to affix anything to the building or property of the Highlands Hotel. Blu-tac is permitted.

Confetti, rice, table scatters, and candles are not permitted within the Highlands Hotel or the ground (car park, outdoor areas, etc.).

The Highlands Hotel must be notified of any intent to use smoke machines, sparklers, flares, or other special effects equipment. Prior approval is required from the Highlands Hotel management.

ACTS OF GOD

The Highlands Hotel is not liable for any damage, schedule delays or cancellations caused by Acts of God.

RESPONSIBILITY OF GUESTS AND HOTEL MANAGEMENT

The Highlands Hotel practices the Responsible Service of Alcohol. Any intoxicated or unruly person will be asked to leave and will be escorted from the hotel premises.

Noise is asked to be kept to a respectable level so as not to inconvenience or disturb the privacy of our immediate neighbours.

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TERMS & CONDITIONS continued

SECURITY COSTS

Any functions held in the upstairs space with 100 or more guests must pay for a security guard at **\$450** for a four-hour period.

MISCELLANEOUS

No food or beverage is permitted to be brought into the venue by the client or any guest for consumption by the client or their guests unless otherwise approved by management.

The function area must be vacated by all guests at the agreed times made between the hiring parties and the functions coordinator within reason.

The functions coordinator must approve all deliveries to the hotel from outside suppliers. The Highlands Hotel is not liable for any schedule delays or mishaps that may occur before, during, or after the event.

I have read, understood and accepted the above Terms & Conditions.

FUNCTION ROOM HIRER

DATE

MANAGER ON DUTY

DATE

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