



Thank you for your enquiry about holding your event here at the Kingston Hotel.

Please find included in this pack our finger food menu, sit down menus options and prices, as well as our terms and conditions and the booking agreement form.

Please read all the information carefully. I recommend that once you have read the information to give me a call and arrange a time to come in and look at the venue whilst discussing your requirements and any further queries you may have.

As part of our commitment to your event, we can cater and arrange it to suit your needs. If you require any additional extras for your event, please advise me so we may discuss further.

Once you have decided to book your function with us, we do require a deposit to confirm your booking. A deposit of \$10.00 per person is required. We will hold a date for you for up to 7 days, at that time if we have not received a confirmation, we will release the date.

You may contact me on either 03 9428 5841 or alternatively you can email me at kingstonhotel@bigpond.com

Once again, we thank you for your enquiry and I look forward to speaking with you soon.

Kind Regards,

Simon Webster
Kingston Hotel
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THE KINGSTON HOTEL

Tucked away in the heart of Richmond, just 5 minutes away from the CBD, the Kingston Hotel with its old style charm and modern features is a hidden treasure and is the perfect spot to getaway from the hustle and bustle of the city. Whether it's for a quiet drink or your wedding, the Kingston Hotel offers a variety of options.

Built in the 1800's, the original features and vibrant history have been maintained with its beautiful paved courtyard and grass beer garden offering a peaceful and quiet setting. After a recent extension, the Kingston Hotel boasts a stunning sunlight filled and air-conditioned restaurant with floor to ceiling windows, which overlooks both outdoor areas.

The Kingston Hotel offers a warm and welcoming experience all year round. Whether you want to sit in front of the cozy fireplace in the winter with a wine, or take a seat out in our beer garden with a beer through summer, it's always the right time to visit.

FUNCTIONS

The Kingston Hotel is the ideal venue for all your social and corporate functions. We can accommodate an intimate gathering of 10 guests or a cocktail style event up to 150 guests. Our friendly and professional staff and team will make your event one to remember. We pride ourselves on tailoring your functions to your suit your specific needs and requirements.

RESTAURANT

The Kingston Restaurant offers you an a la carte dining experience. With the capacity to seat 100 people, this bright sun filled restaurant overlooking the garden is perfect for all occasions. Our Modern Australian cuisine has been created by our chefs to enhance each dining experience. The combination of modern earthy tones, floor to ceiling windows and original decor makes the Kingston Restaurant a relaxed, warm and inviting place to dine.

Open Lunch and Dinner Tuesday through to Saturday and Lunch only Sunday and Monday.

The restaurant is available for private functions of all occasions.

Room hire and or minimum spends may be applicable at certain times. These will be advised when making your inquiry.

ANTE ROOM

The ante room is adjacent from the main bar and is a great room for your informal parties, business meetings or lunch and dinners. Boasting a beautiful original fireplace, this room offers privacy, warmth and is a great area for a bite to eat or that quiet drink.

This room can seat 30 people for a sit down meal or 50 people for a stand up style event.

BEER GARDEN and COURTYARD

The beer garden is an ideal area for those relaxed and casual style events. With the feeling as though you are sitting in your own backyard, this area is grassed and boasts an open area for guests to mingle in. This area can be used exclusively for your event with no hire fee.

The courtyard area is paved with beautiful trees and plants surrounding the area. This also can be used exclusively for your event with no hire fee. Both areas are heated and have umbrellas.

STYLE OF EVENTS

The Kingston Hotel can offer a range of styles for your upcoming event. Whether it is for a business seminar or a themed birthday, please ask us if you are looking for that something different.

- Weddings
- Business Seminars
- Luncheons
- Dinners
- Birthdays
- Engagements
- Breakfasts
- Weekly/Monthly Meetings
- Themed Events
- Product Launches

Please feel free to discuss any ideas you may have with us when inquiring about your event.

SIT DOWN COURSE OPTIONS

2 course	\$45.00 per person
3 course	\$55.00 per person
Canapés (chef's selection) and 3 course	\$60.00 per person
50/50 alternate	\$42.00 per person

Additions

If you are bringing in your own cake the following charges will apply:

Cake charge - \$3.50 per person. We will plate and serve with cream.
\$2.00 per person. Plates and Forks provided.

Sides for tables – \$3.00 per person. Selection of 2 options.

- Chips
- Garden Salad
- Seasonal Vegetables

FINGER FOOD OPTIONS

\$12.00 per person	7 pieces per person from option 1
\$18.00 per person	7 pieces per person from option 2
\$25.00 per person	10 pieces per person from option 2
\$32.00 per person	10 pieces per person from option 2 & 3

For additions you may select items from the option 3 package at a cost of \$4.00 per person.
(Minimum 40 per selection).

COCKTAIL STYLE FINGERFOOD

(Option 1)

Marinated chicken drumettes
House made sausage rolls with tomato sauce
Vegetarian spring rolls with sweet chilli sauce
Crispy dums with soy sauce
Fish goujons with tartare sauce
Vegetable samosa with soy sauce

(Option 2)

Grilled asparagus wrapped in prosciutto
Zucchini and Basil mini frittata
Goat cheese & roast capsicum mini tart
Marinated chicken skewers with basil mayonnaise
Roast vegetable, basil & ricotta mini tart
Egg & bacon mini tart
Rice paper rolls – vegetarian/duck/pork
Seafood/vegetarian Californian rolls
Pumpkin and parmesan rice balls
Marinated beef skewer with satay sauce
Turkish bread with dips
Potato and mozzarella croquettes
Chicken liver pate toast
Grilled eggplant rolls with pesto
Spinach & feta parcels
Lamb kofta balls with tzatziki
Salt & pepper calamari with lime mayonnaise
Prosciutto and rockmelon
Crumbed chicken pieces with sweet chili sauce

(Option 3)

Oysters – natural or kilpatrick
Savory crepe with smoked salmon, sour cream and dill
Smoked eel on potato pancakes with pickled beetroot
Peking duck pancakes with hoisin sauce
Lamb cutlets with yoghurt and mint dipping sauce
Grilled prawns with saffron mayonnaise
Tuna sashimi with sesame seeds and wasabi
Grilled scallops wrapped in prosciutto with salsa verde

Platters

Antipasto – selection of marinated vegetables, cheeses & cured meats

Toasted Turkish bread with dips eg. Smoked eggplant, goat cheese, beetroot, hommus

Gourmet sandwiches: Roast Beef & chutney
\$5.00 per person Chicken & seeded mustard
Minimum order of 30 Smoked salmon, cream cheese & dill
 Turkey & cranberry
 Roast pumpkin, sundried tomato & spinach

Cheese Platters – A selection of local & imported cheeses with fresh & dried fruits & crackers

Fruit platters – A selection of seasonal fruits

Excluding the sandwiches, all the above platters are priced at \$50.00 each and cater for approximately 10 people.

BEVERAGE OPTIONS

BAR TAB AND PAY AS YOU GO (PAYG)

This is for organizers that would like to put an amount of money on the bar for their guests to utilize. We do not offer a per head price with beverage packages, simply all drinks are charged on a consumption basis. Once the amount has been spent, organizers can either add an extra amount on the bar or guests can then commence paying for their drinks as they go.

If organizers are wishing for the guests to pay for their beverages for the entire duration of the event they can select that option.

SIT DOWN MENU OPTIONS

PLEASE NOTE THAT THERE IS A MINIMUM OF 15 PEOPLE FOR A SET MENU

Entree

Saganaki with olive and parsley salad

Duck & apple spring rolls with chilli plum sauce

Tea smoked salmon with apple & celeriac

Main

Duck and pork cassoulet with fresh borlotti beans, rosemary & breadcrumbs

Pan fried fillet of snapper with herb potato puree, candied lemon & anchovy butter

Eye fillet of beef with gruyere cheese soufflé, wilted spinach & port jus

Dessert

Chocolate tart with cherry compote and double cream

Passionfruit and white chocolate semifreddo with passionfruit shortbread

Apple and rhubarb crumble with vanilla ice cream

Vegetarian options available on request

TERMS AND CONDITIONS

All tentative bookings are kept for 14 days from enquiry date; if after which time a deposit has not been received the date will be released. Once the deposit has been received the function or event will be deemed confirmed. We require a \$10.00 per person deposit to confirm the booking.

All numbers are required to be confirmed and finalized 48hrs (two working days) prior to the function date. Numbers that are confirmed at that time will be the minimum amount charged at the end of your function.

CANCELLATIONS TERMS

Once the deposit is paid any cancellation should be 14 days prior to the date to of the function. Any cancellations 7 days or less prior to your function, the client shall forfeit the entire deposit.

ENTERTAINMENT

The Kingston Hotel does not allow bands or DJ's due to licensing restrictions. We will allow acoustic or background instrumental entertainment. Guests can bring in their own CD's or I pods to use and run through our sound system.

AUDIO VISUAL

Any audiovisual requirements can be arranged and all hire prices are on application.

DECORATIONS

For all decorations, flower arrangements or other requirements, please discuss when organizing your function for prices and options.

PROPERTY

While all care is taken, we cannot accept any responsibility for damaged or lost personal belongings left on the premises prior to, during or after your function.

BOOKING AGREEMENT FORM

Thank you for choosing The Kingston Hotel for your function. I have pleasure in confirming the following details based on your specific requirements.

Name: _____

Address: _____

Contact number: _____

Email: _____

Type of Function: _____

Date of Function: _____

Time: _____

Area of Venue: _____

Number of guests: _____

Deposit paid in the amount of \$ _____ paid Yes No (please circle)

Date deposit is paid on: _____

I have read all information received and hereby agree to all terms and conditions of the Kingston Hotel:

Customer Signature: _____

Date: _____

Representative of the Kingston: _____

Date: _____

The balance of the account is to be paid at the conclusion of your function by cash, credit card or EFT.