



Madisons

Function Rooms

Located level 1, of the
The Red Beret Hotel

Function & Events Room Hire

Birthdays / Weddings / Meetings
Workshops / Events
Engagements / Life Celebrations
EVERYTHING!



P: 4055 1249 Ext. 3, E: CAROLYN@THEREDBERET.COM.AU
WWW.THEREDBERET.COM.AU

Madison's

Looking for the perfect space to hold your next event?

No matter what the occasion, Madison's Function Rooms have got you covered. Our beautifully refurbished upstairs space is the ideal backdrop for all types of Celebrations, and is versatile enough to cater for meetings and conferences, big or small. Whether you are planning a simple board meeting or a strategic planning session, our dedicated function team are ideally equipped to make your meeting a success.

Set upstairs in the Historic Red Beret Hotel, Madison's boasts two beautifully appointed function rooms that can be opened up into one large space or sub divided into two separate rooms or meeting areas. We also have our modern Board Room that can seat up to 14 people. Complete with large screen projectors, media facilities, full bar, barista facilities and catering kitchen.

With clear access from major roads , onsite and street parking of up to 120 spaces, guests and delegates can avoid CBD hassle and congestion, arriving right at the front door of the venue, relaxed and ready for their function or conference. A large sweeping veranda taking in the mountains and surrounding vista completes our center as your preferred venue.



Madison's

Room Hire

Madisons Function Rooms: both rooms combined into the one large room. with the capacity to host up to 200 guests. (depending on the type of function) is \$400.00 for a 5 hour event.

Madisons 1, the larger of the two rooms, which also includes the Stage & Dancefloor. With an internal seating capacity of approximately 60, or cocktail style up to 75 \$350.00 for a 5 hour event.

Madisons 2, with an internal seating capacity of approximately 60. \$300.00 for a 5 hour event.

Boardroom, with seating for up to 14 people. Half day use- \$75, Full day use \$120. Tea & Coffee facilities, Wifi, web cam, flat screen TV on wall & airconditioned.

The room hire is inclusive of the use of projector screens, microphone, media facilities, linen and napkins, staffing and general cleaning.

Chair covers are available in Black and White and are available for use at the cost of \$4 per chair cover.

Cake Cutting

You are welcome to bring your own cake for your celebration.

Please note:

Cake Cutting & Plating: \$5.00 per person

Cake Cutting & Plating, served with Fresh Cream & Strawberries: \$8.50 per person

We can also provide you with a cake knife, server, spoons, napkins and bowls free of charge for you to cut your own cake.

Tea & Coffee Station set in the room for guests to help themselves to:

With a variety of Lipton tea flavours and instant coffee, guests can help themselves to unlimited tea & coffee. Depending on the size of the group, this service is typically between \$100—\$200.

Minimum Requirements

All Friday night & Saturday night events have a minimum guest requirement of 30 adults, we also have a minimum catering spend of \$300.

If your event has less than 30 adults in attendance, your event will be cut back from a 5 hour duration. down to a 3-4 hour duration. This is based on the managers discretion on the night.

Security

Any function rooms booked for the purposes of: 18th birthday parties; 21st birthday parties; bucks/hens parties; and/or otherwise deemed appropriate by hotel management, MUST have security provisions.

The guard will be required to attend the entire duration of the event.

A security guard is charged at \$50 per hour. This amount will be invoiced to you and must be fully paid no later than (7) days prior to the event.

Madison's

Conference & Events Canapé Menu

Executive Canapés

Minimum catering of 30 guests.

These items are served direct to guests by staff walking around the room.
Perfect for Cocktail style parties.

5 items per person at \$18 per person
7 items per person at \$24 per person
12 items per person at \$37 per person

Battered onion rings (v)
Mushrooms filled with ricotta, eggs & herbs topped with parmesan cheese *(v)
Salt and Pepper Calamari pieces with aioli dipping sauce
Bruschetta bites- basil pesto marinated tomato on a crisp bread with balsamic dressing (v) (vg)
Duck & Plum spring rolls with plum vinegar dip
Battered Mackerel goujons with house made tartare sauce
Rogan josh lamb spoons with lemon yoghurt *
Mini Cheeseburgers
Pork riblets, cooked slowly in a Smokey BBQ sauce. (* GF available on request)
Prawn Twisters in a garlic butter sauce
Southern style chicken pieces served, served with aioli style sauce
Arancini balls served with garlic Aioli (v)
Spicy butter chicken spoons with fresh coriander *

High Tea

Minimum catering based on 30 adults.

Prices are per person and include:
A continuous Tea & Coffee station with coffee & a selection of Sir Thomas Lipton tea bags.
Food served on tiered stands to each table, mints and chilled water.

3 items per person \$25
4 items per person \$30
5 items per person \$35
6 items per person \$40
7 items per person \$45

Assorted petite fours (v)
Finger sandwiches (v available on request)
Savory Quiches (v available on request)
Scones with jam & cream (v)
Arancini Balls (v)(GF* available on request)
Assorted danishes (v)
Mini ham & cheese croissants
Bruschetta bites (v)

**denotes gluten free option
(v) denotes vegetarian option
(vg) denotes vegan option*

Platters

Fruit Platter \$90

Platter caters for 10 people

A variety of seasonal fresh fruits containing a selection of melons, berries & citrus fruits
Prepared fresh daily

Sweets Platter \$90

Chefs selection of cakes & slices

Made up of items such as: Scones, slices, cakes, profiteroles, danishes & muffins.

Sandwich Platters – 1.5 sandwiches (6 points) per person \$90

Platter caters for 10 people

Variety of freshly in-house made sandwiches, vegetarian available.

Cheese Platter \$90

Platter caters for 10 people

Local blue, brie & vintage cheddar cheeses, served with assorted crackers & strawberries

Trio of Dips & Turkish Bread \$80

This platter can also be Gluten Free and Vegan on request, but will increase to \$90

Platter caters for 10 people

Chefs selection of three house made dips with crispy Turkish bread & Crackers

Pizza Platter \$95

This Platter is available Gluten Free, but does increase to \$100

Platter Caters for 10 people

2 gourmet pizza slabs cut up into smaller pieces.

Choose 2 flavours: BBQ Chicken, Ham & Pineapple, Supreme, Meat Lovers, Margarita, Vegetarian

Dylan's Platter \$100

Platter caters for 10 people

Includes but not limited to:

Party Pies, Sausage Rolls, Prawn Twisters, Mini Spring rolls, mini samosas & Dim Sims.

JBAR Platter \$120

Platter caters to 10 people

Includes but not limited to:

Gourmet Spring Rolls, Battered mackerel goujons, Salt & Pepper Calamari, prawn twisters
& Mini Cheeseburgers.

Antipasto Platter \$110

Chefs Selections of:

An assortment of Mediterranean style appetisers, served with Turkish breads.

Includes cured meats, olives, cheeses and marinated vegetables.

Asian Appetiser Platter \$90

Platter caters for 10 people

Includes but not limited to:

Wontons, samosas, spring rolls, prawn twisters & money bags.

Served with sweet soy & sweet chili dipping sauces and hot chips.

Meat lovers Platter \$160

Platter caters to 10 people

Includes but not limited to:

Southern fried chicken pieces, sticky chicken wings, beef meat balls, BBQ pork ribs & char-grilled chorizo.

Served with dipping sauces and hot chips.

Ocean Bite Platter \$160

Platter caters to 10 people

Includes but not limited to:

Fresh battered fish goujons, salt & pepper calamari, crumbed prawns, prawn gyozas, spicy crumbed prawns & hot chips. Served with sweet chilli sauce, aioli & fresh lemon wedges.

Buffets

Carvery Buffet

\$45 pp

Choice of two meats:

Roast Chicken, Roast Beef, Roast Pork, Corned beef, Grilled Fish or Seafood Paella

Choice of two salads:

Caesar Salad
Pasta Salad (Creamy or Pesto based)
Greek style Garden Salad with feta & olives
Potato Salad

Roasted Vegetables
Steamed Vegetables **OR** Steamed Rice
Bread Rolls & Butter
Selection of condiments

Choice of two Desserts:

House made Apple Crumble with custard
Chocolate Brownies with fresh cream
Custard filled Profiteroles dipped in chocolate
Individual Pavlovas with fresh Cream & Fruit Salad
Cheesecake

Executive Buffet

\$60 pp

Grilled 200g Rump Steak
Grilled Chicken with sundried tomatoes in a seeded mustard sauce
Roast Lamb
Choice of **two salads:**
-Caesar Salad
-Pasta salad with pesto, red onion and cherry tomatoes
-Greek style Garden Salad with feta & olives
- Potato Salad (With or without Egg and/or Bacon)
Rice
Cauliflower-Cheese bake
Sautéed Mixed Greens
Bread Rolls & Butter
Selection of condiments

Desserts: Chef's selection of mini petite fours, cakes and tarts.
Tea & Coffee

ALL BUFFETS:

Tea & Coffee is included, a table will be set up in the room for guests to help themselves to.
Buffets are strictly based on a minimum catering of 30 adults.
Buffets are served for 1.5 hours, the latest time a buffet dinner can commence is 7pm.

Add On's

- Cold Prawns & Oysters, extra \$10 per adult.
- 3rd meat included, extra \$8 per adult.
- Hot chips & Chicken nuggets, extra \$3 per person.

BUFFET: Children's Prices:

Aged 0-4 years eat free & 5-12 years \$20 each, 13+ full price

PLATED MEALS

Menu Options

Single Course \$42

Two Course \$52

Three Course \$65

Minimum catering 30 Adults

Plated service includes bread roll, tea & coffee

Alternate plate service available at two choices only

Pre dinner executive canapés available at \$8 per person (chef's selection)

Entrée Selection

House made selections of soup

Vegetable Minestrone or Creamy butternut pumpkin, tomato & Basil (v) *

Bruschetta (v)

Tomato, red onion, bocconcini and basil, served on ciabatta bread with a balsamic glaze

Prawn Cocktail

Fresh prawns with avocado, cos lettuce, fresh lemon & house-made cocktail sauce

Salt & Pepper Calamari Salad

Lightly coated calamari served with a mango summer salad and lemon

Stuffed Mushroom (v) *

Field Mushroom stuffed with fresh herbs, ricotta & parmesian

Arancini

Truffle arancini balls with tomato relish & aioli (v)

Chicken Salad *

Marinated chicken served on a rocket salad with red onions, cherry tomatoes, avocado & feta cheese

Main Course Selections

Wrapped Chicken Breast *

Prosciutto and sage wrapped chicken breast stuffed with sundried tomatoes, fetta & baby spinach, served with roasted potatoes, broccolini and a creamy mustard sauce

Pork Belly *

Twice cooked Pork Belly served with Asian salad and a soy chilli ginger dressing

Slow cooked Lamb *

With cous-cous, minted yoghurt & Mediterranean vegetables

Grilled Scotch Fillet Steak *

Grilled scotch fillet steak, served with smashed kipfler potatoes, roasted cherry tomatoes, asparagus and a béarnaise sauce

Seared Salmon*

Seared salmon with kipfler potatoes, spinach, cherry tomatoes and citrus hollandaise

Vegetable Stack (v) *

Mediterranean Roasted vegetables layered with grilled haloumi & a balsamic glaze (v)*

Dessert Selection

Apple Crumble

Warm apple crumble served with double cream

Chocolate Brownie

Warm and decadent chocolate brownie served with double cream

Pavlova*

Individual pavlovas with fresh seasonal fruit salad and double cream

Lemon Tart

Lemon & Lime tarts with berry compot, served with double cream

** denotes gluten free options*

(v) denotes vegetarian options

Madison's

Terms & Conditions – Please read carefully

1. **Tentative Booking.** A tentative booking will be held for a period of seven (7) days. In order to secure the booking the deposit and signed terms & conditions must be received by us within the seven (7) day period, failing which the booking will automatically be cancelled.
2. **Confirmation of Booking.** A booking is not confirmed until the deposit is paid and the terms & conditions are received by us per Clause 1. Deposits may be paid by cash, credit card or eft.
3. **Sunday & Public Holiday Events.** A surcharge of 30% will apply to some or part of the cost of any bookings held on a Sunday or Public Holiday. **at the venues sole discretion.*
4. **Deposits.** All bookings require the room hire to be paid as the deposit. This then secures and confirms your reservation.
5. **Cancellation.** Cancellations must be received in writing no later than thirty (30) days prior to the event. Any cancellations made within 4 weeks of the event, will not have the room hire refunded.
6. **Price Changes.** All prices include GST. Although every effort is made to maintain prices per original quotes, prices are subject to variation. Should price changes be required you will be notified in writing no less than thirty (30) days prior to the date of your event. A price change does not give grounds for cancellation.
7. **Payment.** All events will be invoiced in full fourteen (14) days prior to the event and are due for payment no later than seven (7) days prior to the event. Variations or adjustments during the event are to be paid for on the day via credit card. Credit Card details are to be provided as security.
8. **Security.** Any function rooms booked for the purposes of: 18th birthday parties; 21st birthday parties; bucks/hens parties; and/or otherwise deemed appropriate by hotel management, MUST have security provisions. The duration of the security guards is at the discretion of hotel management and is based on the nature of the function. This amount will be invoiced to you and must be fully paid no later than (7) days prior to the event.
9. **Accounts.** Unless agreed in writing by The Red Beret Hotel full payment of events is per Clause 7 above. Where approved by management all accounts are strictly seven (7) day payment terms.
10. **Confirmation of Delegate Numbers.** Final attendee numbers are to be provided fourteen (14) days prior to the event. This will be the minimum number charged.
11. **Special Dietary Requirements.** Details of special dietary requirements are to be finalised fourteen (14) days prior to the event. Whilst every effort will be made to ensure these meals are provided to the right person, The Red Beret Hotel accepts no responsibility for same.
12. **Food & Beverage.** No food or beverages, including snacks, are to be brought into the venue for consumption. This includes fruit and biscuits. No food or beverages will be permitted to be taken away from the function at its conclusion. The Red Beret Hotel is bound by strict Food Control and Workplace Health & Safety.

Terms and Conditioned continued....

13. **RSA & General Conduct.** Responsible Service of Alcohol regulations apply to all guests and delegates of events. The event organiser is responsible for the orderly conduct of their guests and delegates. The Red Beret Hotel reserves the right to refuse service or entry to persons deemed to be unfit.
14. **Damage.** The event organiser will be responsible for the cost of any damage caused to the venue whether accidentally or maliciously during their event.
15. **Loss.** The Red Beret Hotel does not accept responsibility for any damage, theft or loss of goods left in the premise either prior, during or after the event.
16. **Decorations and/or Notifications.** The posting or affixing of any material to the walls, ceiling, doors, furniture or other plant and equipment within the Hotel is strictly prohibited. We also do not allow glitter to be used in the venue.
17. **Smoke Machines.** The use of smoke machines within the venue is strictly prohibited. The event organiser will be responsible for the costs of any false alarms should these machines be used.
18. **Smoking.** Smoking is not permitted within the Function rooms. There is a designated smoking area/dosser located outside on the far end of the veranda. Alternatively, there is also a designated outdoor smoking area located on the ground floor of the hotel. All smoking must be undertaken in the designated areas only. Any costs associated with smoking within the venue that triggers the fire alarm system will be the responsibility of the event organiser.
19. **Access Times.** Access to the function space is restricted to the times agreed per the booking.
20. **Music.** The Red Beret Hotel reserves the right to request that event music be kept to a level that does not interfere with the enjoyment of other guests.
21. **Bands & DJ's.** The event organiser is responsible for the cost of all food and beverage supplied to the Band, DJ or persons in attendance other than invited and paid guests.
22. **Parking.** On site parking is available in the Hotel car park during the hours of 8.00-5.00pm. Outside of these times car parking is shared with the Hotel with limited spaces. For large events guests are requested to park in the vacant area across the railway line on Intake Road.
23. **Event Information Pack.** A copy of our Event Information Pack is provided for your reference. Please ensure you acquaint yourself with the contents and advise guests and delegates as applicable.

Madison's

I/We..... have read and acknowledge the terms and conditions, Clauses 1 through to 23 of the Red Beret Hotel as outlined in this document, and accept and agree to adhere to all therein.

Event Name Signage:..... Event

Date:...../...../.....

Event Organiser

Name:.....

Signature of person authorised to

sign:.....

Mailing Address:

.....

Email contact:

Telephone Contact:.....

Credit Card Authority

I.....(name) agree to my credit card details being held

as security and debited in the event of an unpaid amount, variation or damages.

Name on card..... Type of

Card.....

Card Number..... Expiry Date/..... Security

Code.....