

# *Madisons*

## FUNCTION ROOMS

LEVEL 1  
RED BERET HOTEL



2025 PACKAGE

BIRTHDAYS / WEDDINGS / MEETINGS  
WORKSHOPS / PRESENTATIONS  
LIFE CELEBRATIONS / EVENTS...  
EVERYTHING!

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# WELCOME TO MADISONS FUNCTION ROOMS

## **Are you looking for the perfect space to hold your next event?**

No matter what the occasion, Madisons 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, conferences & presentations, big or small. Our dedicated function team are ideally equipped to make your event a success.

Set upstairs in the Historic Red Beret Hotel, Madisons 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. Complete with large screen projectors, audio facilities, full bar, barista facilities & 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 venue.

## **Minimum Requirements**

All Friday & Saturday night events have a minimum guest requirement of 40 adults. We also have a minimum catering spend of \$400.00. If your event has less than 40 adults in attendance, it will be cut back from a 5-hour, to a 3-4-hour duration. This is based on the managers discretion on the night.

## **Security**

Any function rooms booked for the purpose of 18th or 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.

This cost of security will be invoiced to you and must be paid fully no later than 7 days prior to the event.

Friday & Saturday Rate - \$85.00 per hour (\$425.00 for the 5-hour event)

Sunday Rate - \$105.00 per hour (\$525.00 for the 5-hour event)

Public Holiday Rate - \$160.00 per hour (\$800.00 for the 5-hour event)

## *MADISONS FUNCTION ROOMS*

# ROOM HIRE



**Function room hire ranges between \$300.00 - \$600.00.**

**All functions have a minimum guest requirement of 40 adults & catering spend of \$400.00**

### **What's included?**

- Private Bar
- The room fully set to your request with tables, chairs, linen & cocktail tables
- Access to the stage & dancefloor
- Access to our beautiful wrap around balcony which has a designated smoking area
- The rooms are fully airconditioned, wheelchair accessible & child friendly
- Private, airconditioned bathrooms
- Use of our stage lights, projectors & Bluetooth amp system
- No clean up required. We do the hard stuff for you!

### **Madisons 1 & 2 \$400.00**

Both rooms combined into one large, 'L' shaped room.  
Suitable for 50-200 guests, depending on the type of event.

### **Madisons 1 \$350.00**

Larger of the 2 rooms, which includes the stage, dancefloor & 2x projector screens.  
Suitable for 40 - 60 guests, depending on the type of event.

### **Madisons 2 \$300.00**

Smaller of the 2 rooms, 1x projector, no stage or dancefloor.  
Suitable for 40 - 60 guests, depending on the type of event.

### **Sunday & Public Holiday Rates \$600.00**

All Sunday & Public Holiday events (Any room) have a flat rate of \$600.00.

# *MADISONS FUNCTION ROOMS*

## ADD ONS

### **Chair Covers**

Chair covers are available in Black & White and are available for hire at the cost of \$4.00 per chair. We also have a wide range of chair band colours available for you to choose from (Included in the cost!)

### **Cake Cutting**

You are welcome to bring your own cake for your celebration. One of our qualified chefs can cut and serve your cake at your event.

Please note:

Cake Cutting & Plating \$5.00 pp

Cake Cutting & Plating, served with fresh cream & strawberries \$8.50 pp

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

### **Tea & Coffee Station**

With a variety of Lipton tea flavours & instant coffee, guests can help themselves to unlimited tea & coffee. Depending on the size of the group, this service is typically between \$100.00-\$200.00.



# MADISONS FUNCTION ROOMS

## CATERING

### CANAPES

**Minimum catering of 40 guests.**

**These items are served directly to guests by staff walking around the room.  
Perfect for cocktail style parties!**

**5 items per person at \$20 a head**

**7 items per person at \$26 a head**

**12 items per person at \$39 a head**

Battered onion rings (v)

Mushrooms filled w/ ricotta, eggs & herbs topped w/ Parmesan cheese (v)

Salt & Pepper Calamari pieces w/ aioli dipping sauce

Bruschetta bites- basil pesto marinated tomato on a crisp bread with balsamic dressing (vg)

Duck & Plum spring rolls w/ plum vinegar dip

Battered Mackerel goujons w/ house made tartare sauce

Rogan josh lamb spoons w/ lemon yogurt \*

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 w/ aioli style dipping sauce

Arancini balls w/ garlic aioli (v)

Spicy butter chicken spoons w/ fresh coriander (gf)

Crumbed Cauliflower Bites w/ a spicy aioli dipping sauce (v)

Chicken Skewers, house made & served w/ dipping sauce (gf on request)

Thai Beef Salad Boats, w/ a traditional Thai dressing (gf on request)



# PLATTERS

Perfect for any type of occasion.

We will have platter tables set with plates, napkins and serving utensils ready for guests to help themselves!

1 Platter typically feeds 10 people.

All Platters need to be ordered & paid for 7 days prior to event.

## **FRUIT PLATTER \$95**

A variety of seasonal fresh fruits containing a selection of melons, berries & citrus fruits. GF

## **SWEETS PLATTER \$90**

Chefs selection of cakes & slices.

Containing items such as scones, slices, cakes, profiteroles, danishes & muffins.

## **SCONE PLATTER \$90**

Freshly bakes scones, cut in half & served w/ jam & fresh whipped cream.

Yields 24 portions.

## **CROISSANT PLATTER \$90**

Toasted croissants, cut in half & served w/ a combination of Ham & Cheese and Cheese & Tomato fillings. Yields 24 portions.

## **SANDWICH PLATTER \$95**

A variety of fresh, in-house made sandwiches. Platter consists of 4 different sandwich options inclusive of vegetarian. Yields 60 portions.

## **CHEESE PLATTER \$100**

Local blue, brie & vintage cheddar cheeses, served w/ assorted crackers & strawberries.

## **TRIO OF DIPS PLATTER \$80**

Chefs selection of 3 house made dips w/ crispy Turkish bread & crackers.

GF option available @ \$90

## **ANTIPASTO PLATTER \$100**

Chefs selection of Mediterranean style appetisers, served w/ Turkish breads, cured meats, olives, cheeses & marinated vegetables.

## **KIDS PLATTER \$100**

Includes but not limited to:

Party pies, cheerios, chicken dino nuggets & battered fish bites.

Served w/ hot chips & dipping sauce.

## **PIZZA PLATTER \$100**

2 gourmet Pizza slabs, cut up into smaller pieces. Choose two flavours:

BBQ Chicken / Ham & Pineapple / Supreme / Meat Lovers / Margarita / Vegetarian

GF option available @ 105

## **DYLAN'S PLATTER \$100**

Includes but not limited to:

Party pies, party sausage rolls, prawn twisters, mini spring rolls, mini samosas & dim sims.

Served w/ chips & dipping sauces.

## **JBAR PLATTER \$120**

Includes but not limited to:

Salt & pepper calamari, mini cheeseburgers, prawn twisters, battered Mackerel goujons & gourmet spring rolls.

Served w/ chips & dipping sauces.

## **ASIAN APPETISER PLATTER \$95**

Includes but not limited to:

Wontons, samosas, spring rolls, prawn twisters & money bags. Served w/ chips and sweet soy & sweet chilli dipping sauces.

## **MEAT LOVERS PLATTER \$160**

Includes but not limited to:

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

Served w/ hot chips & dipping sauces.

## **OCEAN BITES PLATTER \$160**

Includes but not limited to:

Fresh battered fish goujons, salt & pepper calamari, crumbed prawns, prawn gyoza's & spicy crumbed prawns.

Served w/ chips, garlic aioli & fresh lemon.

# MADISONS FUNCTION ROOMS

## BUFFETS

Buffets are great for any event - Ideal for a fully seated events

### ALL BUFFETS

Buffets are strictly based on a minimum catering of 40 adults, which is a minimum spend of: \$1800. (40 x \$45)

Buffets are served for a maximum time of 1.5 hours & the latest time a buffet dinner can start is 7pm.

Serving time can not be pushed back on the day.

#### Carvery Buffet \$45pp

##### What's included:

Bread Rolls & Butter  
Roast Vegetables  
Steamed Vegetables **OR** Steamed Rice  
Selection of Condiments  
Tea & Coffee Station

##### Now you choose from the following!...

##### Salads (Choose 2)

Caesar Salad  
Greek Style Salad with feta & olives  
Pasta Salad  
Potato Salad

##### Meat (Choose 2)

Roast Chicken  
Roast Beef  
Roast Pork  
Corned Beef  
Grilled Fish  
Seafood Paella

##### Dessert (Choose 2)

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 \$60pp

##### What's included:

Bread Rolls & Butter  
Selection of condiments  
Tea & Coffee Station

200g Grilled Rump Steaks  
Chicken w/ sun-dried tomatoes in a seeded mustard sauce  
Slow Roasted Lamb  
Steamed Rice  
Cauliflower-Cheese bake  
Sauteed Mixed Greens

##### Now you choose from the following!...

##### Salads (Choose 2)

Caesar Salad  
Greek Style salad w/ feta & olives  
Potato Salad  
Pasta Salad

##### Desserts:

Chef's Selection of mini petite hours, cakes & tarts

##### **OR**

##### (Choose 2)

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

## ADD ONS

Cold Prawns & Oysters - Extra \$10 per adult  
3rd Meat included - Extra \$8 per adult  
Hot Chips & Chicken Nuggets - Extra \$3 per person

## CHILDREN'S PRICES

0-4 Eat Free  
5-12 \$20pp  
13+ Full Price

# MADISONS FUNCTION ROOMS

## PLATED MEALS

**SINGLE COURSE \$42 / TWO COURSE \$52 / THREE COURSE \$65**

Minimum group size of 40 adults required.  
Plated service includes bread roll, tea & coffee.  
Alternate plate service available at two choices only

### ENTREES

#### 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 w/ a balsamic glaze

#### Prawn Cocktail

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

#### Salt & Pepper Calamari Salad

Lightly coated calamari served w/ a mango summer salad & lemon

#### Stuffed Mushroom (v) \*

Field Mushroom stuffed w/ fresh herbs, ricotta & parmesian

#### Arancini

Truffle arancini balls w/ tomato relish & aioli (v)

#### Chicken Salad \*

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

### MAINS

#### Wrapped Chicken Breast \*

Prosciutto & sage wrapped chicken breast stuffed w/ sun-dried tomatoes, feta & baby spinach, served w/ roasted potatoes, broccolini and a creamy mustard sauce

#### Pork Belly \*

Twice cooked Pork Belly served w/ Asian salad & a soy chilli ginger dressing

#### Slow Cooked Lamb \*

W/ cous-cous, minted yoghurt & Mediterranean vegetables

#### Grilled Scotch Fillet Steak \*

Grilled scotch fillet steak, w/ smashed kipfler potatoes, roasted cherry tomatoes, asparagus & a béarnaise sauce

#### Seared Salmon\*

Seared salmon w/ kipfler potatoes, spinach, cherry tomatoes & citrus hollandaise

#### Vegetable Stack (v) \*

Mediterranean roasted vegetables layered w/ grilled haloumi & a balsamic glaze (v)\*

### DESSERTS

#### Apple Crumble

Warm apple crumble served w/ double cream

#### Chocolate Brownie

Warm & decadent chocolate brownie served w/ double cream

#### Pavlova\*

Individual pavlovas w/ fresh seasonal fruit salad & double cream

#### Lemon Tart

Lemon & Lime tarts w/ berry compot, served w/ double cream

# *MADISONS FUNCTION ROOMS*

## BAR

### BAR TAB

You are welcome to set up a bar tab for your event. You nominate the amount & decide on what is included & what is excluded. Can either be paid in advance or paid on the night. If you choose to pay on the night, you will be asked to hand over a copy of your drivers license as security.

### CASH BAR

Guests to purchase their own beverages. Cash & EFTPOS available

## BEVERAGE PACKAGES

Beverage packages need to be arranged and paid for in full 48 hours prior to your event.  
100% of the adults attending the event will be included for the beverage package.

### HOUSE BEVERAGE PACKAGES

3-hour package - \$50.00pp

4-hour package - \$55.00pp

5-hour package - \$60.00pp

Consisting of:

Tap Beers (excl. ginger beer), house red & white wines, sparkling, softdrink & juices

### HOUSE & BASIC SPIRIT BEVERAGE PACKAGES

3-hour package - \$70.00pp

4-hour package - \$80.00pp

5-hour package - \$90.00pp

Consisting of: Tap Beers, house red & white wines, sparkling, basic house spirits (Smirnoff Vodka, Bundaberg Rum, Johnny Walker, Jim Beam, Gordons Gin, Jack Daniels) Softdrink & Juices



# *MADISONS FUNCTION ROOMS*

## TERMS & CONDITIONS

**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/ Attendee Requirement.** All function bookings have a minimum requirement of 40 adults in attendance.

If your function does not meet the minimum guest requirement, we have the right to reduce your booking time from a 5-hour duration to a 3-4 hour duration. This will be determined by management at the time of your booking.

**3/ 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.

**4/ Sunday & Public Holiday Events.** All Sunday & Public Holiday Events will be charged at a flat rate room hire of minimum \$600.00.

**5/ Deposits.** All bookings require the room hire to be paid as the deposit. This then secures and confirms your reservation.

**6/ 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.

**7/ 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.

**8/ 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.

**9/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.

**10/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.

**11/ 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.

**12/ 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.

**13/ 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.

Continued on next page...

# TERMS & CONDITIONS CONT.

**14/ RSA & General Conduct.** Responsible Service of Alcohol regulations apply to all guests and delegates of events. Shots are given at the discretion of management on shift. 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.

**15/ Damage.** The event organiser will be responsible for the cost of any damage caused to the venue whether accidentally or maliciously during their event.

**16/ 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.

**17/ 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.

**18/ 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.

**19/ 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.

**20/ Access Times.** Access to the function space is restricted to the times agreed per the booking.

**21/ 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.

**22/ Decor.** No hooks, sticky tape or blue tack are permitted to be hung or mounted on walls.

**23/ Technology.** Only authorised persons are permitted to operate and change settings on any technological devices within the function rooms (AMP's, screens, projectors, lights etc. ) Any changes made or equipment damaged will come at the cost of the person booking.

**24/ 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.

**25/ 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.

**26/ 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.



# TERMS & CONDITIONS CONT.

I/We..... have read and acknowledge the terms and conditions, Clauses 1 through to 26 of the Red Beret Hotel as outlined in this document, and accept and agree to adhere to all therein.

Full Name: .....Event Date:...../...../.....

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.....

Signature of Cardholder.....

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