

Madisons

FUNCTION ROOMS

LEVEL 1
RED BERET HOTEL



2026 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

Madisons Function Room 2: \$300.00

Smaller of the 2 rooms, 1x projector, no stage or dancefloor.

This room is ideal for meetings

Theatre style - 50 guests.

Class room style, seated at tables - 40 guests

Madisons Function Room 1: \$350.00

Larger of the 2 rooms, which includes the stage, dancefloor & 2x projector screens

Suitable for 40 - 70 guests, depending on the type of event.

Cocktail style party - 70 guests

Theatre style - 50 guests

Dinner style / seated at tables - 40 guests

Madisons Function Rooms 1 & 2: \$550.00

Both rooms combined into one large large space

Cocktail style party - up to 200 guests.

Theatre style - 150 guests.

Dinner style / seated at tables - 120 guests.

*The balcony has the capacity to seat an additional 40 guests.

Sunday & Public Holiday Room Hire

Additional \$200 Room Hire surcharge applies.

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, table runners & 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 microphone, projectors, Bluetooth amp system & free access to Wifi

You are permitted access to the room prior to the event start time to add your own decorations & personal touches, however:

- You are **not permitted to attach decorations of any sort to the function rooms walls**. Use of adhesives such as stick tape, blue tax, double sided tape, sticky dots, removeable sticky strips etc. is strictly forbidden.
- You are **not permitted to use glitter or confetti of any sort** within the function rooms.
- **Lit candles are forbidden to be used within the function rooms**, with the exception of the candles on a birthday cake.

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.

We will set up a cake table in the function room equipped with a cake knife, plates, spoons & napkins for you to cut & serve your cake. **This is a complimentary service.**

Don't want the hassle of cutting & serving the cake?... our chefs can help!

One of our chefs can cut & plate the cake at your event. This service needs to be arranged 7 days prior to the event.

Cake cut into portions & placed on a large platter for guests to help themselves to: \$80.00

Cake cut & individually plated, served with fresh cream & strawberries \$8.50 pp

Tea & Coffee Station

With a variety of tea flavours, instant coffee & hot chocolate for guests to help themselves to.

Depending on the size of the group, **this service is typically between \$100.00-\$200.00.**

Stage Curtain

The stage has a black curtain back drop, with additional gold sequin panels. (as shown in the below picture)

The gold panels are optional, they can be taken down if not required.

We have a white stage curtain available, made of silk and tulle- ideal for weddings and baby showers.

If you want the black curtain fully removed, or would like to swap it over to the white curtain, this comes at a cost of \$100.00 and needs to be arranged 7 days prior to the event.



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 \$20.00 each

7 items per person at \$26.00 each

9 items per person at \$32.00 each

12 items per person at \$39.00 each

Make your selections from the following options:

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

Vegetarian spring rolls w/ a chilli dipping sauce

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 w/ a sweet chilli dipping sauce

Coconut Crumbed Prawns w/ a dipping sauce

Southern style chicken pieces w/ a 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 & 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.

SWEETS PLATTER \$90

Chefs selection of cakes & slices.

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

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.

GF option available @ \$110

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, hot chips & tomato sauce

ASIAN APPETISER PLATTER \$95

Includes but not limited to:

Wontons, samosas, spring rolls, prawn twisters, money bags & hot chips served w/ sweet soy and sweet chilli dipping sauce.

PIZZA PLATTER \$100

2 Pizza slabs, cut up into smaller pieces.

Choose two flavours:

BBQ Chicken / Ham & Pineapple / Supreme /

Meat Lovers / Margarita / Vegetarian / Pepperoni

GF option available @ \$110

GARLIC BREAD PLATTER \$90

Made up with a combination of: Garlic bread, cheesy garlic bread, cheesy bacon garlic bread & cheesy brisket garlic bread.

Yields 54 portions.

DYLAN'S PLATTER \$100

Includes but not limited to:

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

Served w/ dipping sauces.

JBAR PLATTER \$120

Includes but not limited to:

Salt & pepper calamari, mini cheeseburgers, coconut crumbed prawns, battered Mackerel goujons, gourmet spring roll & hot chips. Served w/ 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 & hot chips. Served w/ dipping sauces.

OCEAN BITES PLATTER \$160

Includes but not limited to:

Fresh battered fish goujons, S&P calamari, prawn twisters, prawn gyoza's, coconut crumbed prawns & hot chips. Served w/ 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 or delayed once the party has started.

We do not provide "all you can eat" buffets, however, there is usually always enough food for guests to have seconds if the wish.

Carvery Buffet \$45pp

What's included:

Bread Rolls & Butter
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
Pumpkin & Fetta Salad

Meat (Choose 2)

Roast Chicken
Roast Beef
Roast Pork
Corned Beef
Grilled Fish

Sides (Choose 2)

Roast Vegetables
Steamed Vegetables
Steamed basmati rice
Sauteed mixed vegetables

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
Pumpkin & Fetta Salad

Desserts:

Option ONE:

Petit Fours: chefs selection of small bite-sized sweet appetisers, tarts & slices.

OR

Option TWO:

Choose 2 of the following:

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 - 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

Vanilla Panacotta

Topped with a mixed berry compot

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. Tabs 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 have an additional \$200 room hire surcharge applied.

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.

TERMS & CONDITIONS

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...

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. The posting or affixing of any material to the walls, ceiling, doors, furniture or other plant and equipment within the Hotel is strictly prohibited. Any decorations that are attached or adhered to the function room walls will be removed by staff before the function starts.

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, double sided tape, sticky dots, velcro strips or blue tack are permitted to be hung or mounted on walls. We do not allow the use of glitter or confetti.

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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