

Albion hotel

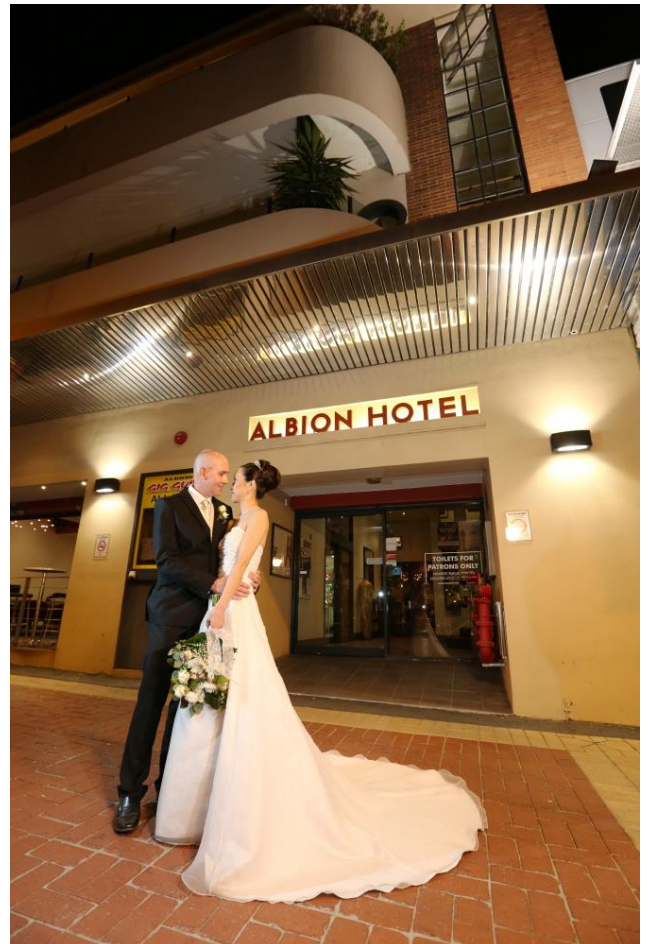
Congratulations on your engagement!

We are delighted that you are considering the Albion Hotel for your reception.

The Albion offers the Long Room as part of an exclusive use arrangement for up to (approximately) 200 guests for cocktail style and for up to (approximately) 120 guests for a sit down style function. Our functions chef and management team have fashioned two exclusive packages, each of which can be tailored to suit and reflect your own tastes, preferences and budget.

Our packages include private use of The Long Room and Balconies. Most importantly you will enjoy the professional service of your own dedicated team, with nothing overlooked. Book your date and relax with the comfort of knowing we have organized an unforgettable package just for you.

Lisa Sawyer - Functions Manager
Email: functions@albionalbury.com.au



The Long Room

The Long Room is located on the second floor of the Albion Hotel, enjoying views of Albury-Wodonga. A maximum of 120 people can be catered for a formal sit down meal. Functions larger than this can be catered for as a Cocktail style setting up to 200 people.

Lunch Wedding

Maximum capacity: 120 people

Three menu options are available and you may choose from canapés, entrée, main course and dessert.

Lunch 1: Two courses at \$42.50 per head

Lunch 2: Three courses at \$55.00 per head

Lunch 3: Four courses at \$67.50 per head

Hours: 12 Noon - 5pm

Non Refundable Deposit: \$220.00 is payable to secure your date

Please note that for all Lunch weddings, a minimum total spend of \$1,500.00 applies.

Evening Wedding

Maximum capacity: 120

Three menu options are available and you may choose from canapés, entrée, main course and dessert

Dinner 1: 2 courses at \$42.50 per head

Dinner 2: 3 courses at \$55.00 per head

Dinner 3: 4 courses at \$67.50 per head

Hours: 6pm - 12.00pm

Non Refundable Deposit: \$220.00

Please note that for all Evening weddings, a minimum total spend of \$2,500.00 applies.



ROOM SET-UP

LINEN

Linen is provided and tables are set with white napkins, full cutlery and glassware according to your menu requirements. Of course, we will need a detailed floor plan outlining where tables are to be placed and with how many guests on each table, at least 4 weeks prior to the event. The location of guests with certain requirements (e.g. vegetarian or gluten free guests) should be included on this plan. A template plan can be obtained from Lisa.

CENTREPIECES, FLOWERS, PLACE CARDS AND PERSONAL GIFTS

Centre pieces, flowers, place cards and personal gifts are the responsibility of the individual client and unfortunately no responsibility will be taken for the storage of these extra items prior or post event. Tables are normally in place by 10am the morning of your Lunch Function and 5.30pm the afternoon of your evening function.

You may wish to allocate a family member or close friend to arrange place cards and centre pieces prior to your function. Please note that no guarantee that the room will be ready the day prior can be made. You may wish to decorate the restaurant room with extras such as lights or pedestal flowers. This is the responsibility of the client and any additional fixtures must be removed by 5.30pm after your Lunch function and by 11.00am on the day following your evening function. Please advise your suppliers of this request.

FLOOR PLAN AND SEATING ARRANGEMENTS

Our staff will assist you in the best possible floor arrangement for your function taking everything, such as entertainment, into consideration. Areas for dancing can be arranged according to the size of your event. Long tables for up to 12 guests are supplied and a floor plan is available after confirmation of your event. Should you prefer round tables, suitable for up to 10 guests these can be arranged for a fee as we have to hire these please see Lisa for a quotation.

PRE-FUNCTION DRINKS AND CANAPÉS

The Albion Hotel is the perfect setting for pre-function drinks and canapés and is available by prior arrangement for your guests.

THE MENU

The menu is a highlight of your reception and is a dining experience to be remembered. A set menu is required for functions. Functions of a larger size are based on a choice of two meals from the menu provided and are served alternately. No orders are taken during service. Vegetarians and any guests with specific dietary requirements can be catered for but this MUST be pre-arranged a minimum of 4 weeks prior to the function.

Please note due to seasonal changes and the availability of produce, menus are subject to change. Generally the menu choices are made 4-6 weeks prior to your wedding date. All prices include GST.

Canapés - Choice of Three from our Finger Foods Menu below

Entree - Choice of Two, alternate drop

- Thai Beef salad with candied peanuts
- BBQ Chilli Prawn Salad
- Chicken, Pear, Parmesan and Rocket salad
- Chilli Salt Calamari with Lime Aioli

Main - choice of two, alternate drop

- Pan-fried salmon served with Spring Onion Mash, Green Beans and Lemon Caper Butter.
- Parmesan crusted Chicken Breast with a roasted Pumpkin, Beetroot and Fetta salad.
- Pork Rib-Eye with Garlic Mashed Potato, Apple and Rocket Salad and a Creamy Mustard Sauce.
- Porterhouse Steak cooked to medium served with a Mushroom Sauce, Potato of the Day and Salad.

Dessert - alternate drop

- Meringues with Fresh Berries, Whipped Cream and Raspberry Puree.
- Salted Caramel Panna Cotta with Hazelnut Praline and Vanilla Ice Cream.

*Due to seasonal variations substitutions may be required



COCKTAIL WEDDING MENU – Per Head \$30.50

Choice of Nine –

- ❖ Italian Bruschetta (v)
- ❖ Chicken Sundried Tomato & Fetta Bruschetta
- ❖ Cheese, Kabana, Dip & Biscuits (**)
- ❖ Smoked Salmon & Avocado Sushi (**)
- ❖ Vege Deluxe Sushi (**) (v)
- ❖ Prawn Cocktail Sushi (**)
- ❖ Salt & Pepper Calamari (**)
- ❖ Garlic & Chilli Prawn Skewers (**)
- ❖ Fish Bites
- ❖ Prawn Cutlets
- ❖ Stuffed Mushrooms (v) (**)
- ❖ Money Bags (v)
- ❖ Cheese Kransky Puff
- ❖ Garlic Chicken Balls
- ❖ Mini Dim Sims (mixed) (v)
- ❖ Battered Onion Rings (v)
- ❖ Potato Side Winders with Salsa (v)
- ❖ Honey Soy Sesame Chicken Skewers (**)
- ❖ Tandoori Chicken Skewers (**)
- ❖ Cracked Pepper & Parmesan Chicken Tenders
- ❖ Spicy Meatballs
- ❖ Lamb Kofta Skewers (*)
- ❖ Garlic, Chive & Cheese Risotto Balls (**) (v)
- ❖ Chorizo, Semi Sundried Tomato & Fetta Risotto Balls
- ❖ Individual Chicken & Camembert Quiche
- ❖ Individual Spinach & Ricotta Quiche (v)
- ❖ Spinach & Feta Triangles (v)
- ❖ Pumpkin & Cheese Pinwheels (v)
- ❖ Salami, Sundried Tomato & Cheese Pinwheels
- ❖ Beef Party Pies
- ❖ Sausage Rolls
- ❖ Chorizo Sausage Rolls
- ❖ Lamb & Rosemary Pies
- ❖ King Island Beef Pies
- ❖ Chicken & Leek Pies
- ❖ Chicken & Asparagus Vol au Vents
- ❖ Mini Meat Lovers Pizzas
- ❖ Mini Supreme Pizzas
- ❖ Mini Vegetarian Pizzas (v)
- ❖ Assorted Profiteroles/Eclairs



(Vegetarian (V) and Gluten Free (*) Can be altered to Gluten Free (**) options)

FUNCTION CO-ORDINATION

At the Albion we aim to provide a high level of service and attention to detail when planning your very special event. Our focus and expertise is in the area of food and beverages. Where possible we are happy to make recommendations for other important aspects of your day such as florists, celebrants and entertainment. Just ask Lisa for our recommended contact list.

RUN SHEET

Approximately two weeks prior to your wedding the Functions Manager will put together with you a run sheet for your event. This will include the specific times that all meals will be served to your guests. Please note that no speeches are able to take place prior to entrée or main courses as this may compromise the standard of the meal your guests receive.

BEVERAGE REQUIREMENTS AND BAR TAB

Beverages are charged on consumption for the duration of the function to a limit set by you. When your limit is approaching, your nominated contact will be notified and may set a new limit on the bar. We have a selection of wines which are found to be suitable for larger functions and you may specify what will and will not be offered through the bar.

You will be asked to choose your wine from the current wine list approximately 4 weeks prior to your wedding. Availability and vintage may vary depending on your choice. A basic bar set up is one sparkling, two red wines, two white wines and two beers. Sparkling water, light beer, soft drinks and juice are available for all functions.

WEDDING CAKE

The Wedding Cake is an important and traditional part of any wedding. It may be served as an accompaniment or as take home gifts. Please note a serving charge of \$3.00 per person cut and served with Fresh Whipped Cream & Berry Coulis. This covers the cutting and serving of the cake along with tea and coffee. Cake bags are the responsibility of the client. If you wish to cut the cake as gifts, please advise Lisa, regarding the storage/keeping of the top tier etc. prior to the day.

CHILDREN

Children over 15 years are charged at the same rate as adults. Alternatively children's meals are available if requested in advance. The cost is \$20.00 per child and includes a children's main course followed by ice cream. Highchairs are available by pre-arrangement. Please ensure that any children attending the function are suitably supervised.

NOMINATED CONTACT

Our experienced staff will work closely with you to plan your very special day. To ensure consistency and to avoid any confusion we request that no more than 2 people be nominated as contact.

On the day of your wedding we ask that one person be nominated other than the bride or groom, with whom we may confer with during the event, such as the best man or MC. This relieves the married couple of minor operational concerns.

TERMS AND CONDITIONS

GRATUITIES

Gratuities are not included in any charge and are at your discretion.

BYO

The Albion Hotel is a strictly licensed property. Clients are not permitted to supply their own food or beverages under any circumstances.

RESPONSIBILITY

The Albion Hotel takes no responsibility for lost or missing items. All breakages either at the function or in rooms are the client's responsibility and must be paid for accordingly. For non-exclusive weddings, any rate compensation for independent guests arising from unreasonable behaviour or noise from the wedding party is ultimately the financial responsibility of the bride and groom.

QUOTES AND PRICING

Quotes are valid for 7 days from the date of the quotation unless otherwise specified. All prices are based on current costs and are subject to change without notice to meet increases as they arise. Function rooms can be tentatively held for a period of 7 days with the Function Manager's written approval.

BOOKINGS AND CONFIRMATION

The non-refundable deposit is required to secure your wedding date. A written confirmation of booking will be sent following payment.

DEPOSIT DETAILS

Deposits can be made by cash, credit card (Visa, MasterCard or AMEX), direct deposit or cheque. You can phone through credit card details for payment to the Albion Hotel on 02 6021 3377.

CANCELLATIONS

In the unfortunate event that a confirmed function must be cancelled, you will forgo the security deposit. If a function is cancelled with less than 7 days notice, no refunds will be given. The management reserves the right to cancel any function at their discretion.

FINAL NUMBERS

Final numbers are required by management by 5.00pm 4 weeks prior to your event. This will be the minimum number of people charged. Any cancellations after this time cannot be refunded.

FINAL PAYMENT

Final payment of all anticipated charges is required 2 weeks prior to your function. Any further additional charges (e.g. additional beverages over and above the total minimum spend) will be payable by 12 Noon the day following your function.

ADDITIONAL NOTES

Please note all property inspections and wedding enquiries are by prior appointment to ensure that a representative is available to assist with your questions. Management reserves the right to make changes to the above conditions without notice.