

MERMAID  
BEACH  
TAVERN

*Event's  
Guide*

MERMAID  
BEACH  
TAVERN

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# Event Spaces



## THE GARDEN ROOM NORTH

Capacity: 60 Standing  
or 40 Seated  
Minimum Spend: \$1000  
Room Hire: \$150

## THE GARDEN ROOM SOUTH

Capacity: 60 Standing  
or 40 Seated  
Minimum Spend: \$1000  
Room Hire: \$150



## THE GRAND GARDEN ROOM:

Combination of both the North and South Garden Rooms  
Capacity: 150 Standing | 80 Seated  
Minimum Spend: \$2000 | Room Hire: \$300

# Functions Menu

## PLATTERS (APPROX 10 PAX)

### Cheese Platter (V) (GFO)

Assorted Australian Cheeses, Grapes,  
Quince Paste, Crackers & Crisp Bread

\$110

### Antipasti Platter (GFO)

Grilled Mediterranean Vegetables, Marinated Olives,  
Grilled Haloumi, Grilled Chorizo, Tzatziki, Pita Bread

\$120

### Vege Sticks & Dips Platter (VG) (GFO)

Carrot, Cucumber, Celery Sticks with Hummus,  
Spicy Capsicum & Tzatziki

\$70

### Fresh Seafood Platter (GFO)

Natural Oysters & Fresh King Prawns  
with Cocktail Sauce

\$150

### Hot Seafood Platter

Prawn Twister, Salt & Pepper Calamari, Crab Claws,  
Fish Goujons with Tartare Sauce

\$130

### Chicken Satay Platter

Grilled Marinated Chicken Skewers with  
Satay Dipping Sauce

\$120

### Seasonal Fruit Platter (VG) (GFO)

Assorted Seasonal Fresh Fruit

\$80

### Slider Platters (20 x Burgers)

Marinated Chicken Breast, Lettuce, Tomato,  
Cheese, Chipotle Mayo

Or

All Beef Patty, American Cheese,  
Pickles, Onion, Burger Sauce

\$120

## BITES \$50

SERVED AS 25 PIECES PER PLATTER

### COLD

Manchego & Caramelized Onion Frittata  
with Aioli (V) (GFO)

Chicken & Lemon Thyme Mayonnaise  
with Toasted Baguette (GFO)

### HOT

Truffle & Porcini Arancini with Aioli (V)

Spring Rolls with Sweet Chilli Sauce (V)

Mushroom Puff Pastry Tart with Truffle Oil & Chive (V)

Vegetable Samosas (V)

Vegetable Dumplings with Black Vinegar  
Dipping Sauce (V)

Prawn Twisters with Sweet Chilli Sauce

Pork Dim Sim with Spiced Soy Sauce

Chilli Con Carne Empanada with Spiced Tomato Sauce

Pork & Fennel Sausage Roll with Tomato Chutney

## BITES \$70

SERVED AS 25 PIECES PER PLATTER

### COLD

Tomato Tartlet with Mascarpone & Basil Pesto (V) (GFO)

Beetroot & Goats Cheese Tart with Pecan Brittle (V) (GFO)

Pumpkin & Ricotta Tart with Hazelnut Crumb (V) (GFO)

Prawn & Avocado Tartlet with Jalapeño (GFO)

Smoked Salmon Blini with Pickled Onion,  
Capers & Sour Cream

Roast Beef Crostini with Chive  
& Pepper Cream Cheese (GFO)

### HOT

Pepper Steak Petite Pies

# Drinks



## **CONSUMPTION BAR TAB:**

Any combination of beer, wine or spirit requested by the events host can be offered on a consumption-based tab. Designated wristbands are supplied to all pre-arranged bar tabs. Minimum Spends apply.

## **CASH BAR:**

Pay as you go service is available. Minimum Spends apply.

# Terms & Conditions

## **AV + EQUIPMENT ADDITIONAL HIRE:**

All Event spaces have access to TV's to display images/slideshows. HDMI and USB Connection is available. Additional services can be offered, enquire with the Events Coordinator.

## **ROOM HIRE & MINIMUM SPENDS:**

Room hire and minimum spends vary depending on the events space. Prices may change due to high/low season and will be discussed with you by the Events Coordinator.

## **BOOKINGS, PAYMENTS & CONFIRMATION:**

Bookings will be considered tentative & held for a maximum of 7 days until the booking form is completed, signed and returned in person/ by email. A \$200 non-refundable deposit and credit card details will be taken to secure the booking.

## **CANCELLATIONS:**

Cancellations that are made 4 weeks in advance will receive a refund of any payments made outside of the \$200 deposit. Cancellations made less than 14 days in advance will be charged 50% of the final food bill. If the group does not present themselves on the confirmed date, without prior written notice of cancellation, 100% of the final invoice will be charged. Cancellations must be made with the Events Coordinator and are only valid upon a reply.

## **FINAL PAYMENT:**

Mermaid Beach Tavern will accept cash, credit card or EFTPOS payment methods. No personal cheques will be accepted. A credit card will need to be provided on booking form for all events. Final bill is due to be paid in full 3 days prior to event. This card may be charged if any costs are outstanding at completion of event. Credit/debit cards may incur a surcharge upon payment.

## **FOOD SELECTION & FINAL NUMBERS:**

All events are required to give final numbers and food selections no later than 10 days prior to the event. No outside catering is permitted at Mermaid Beach Tavern. All food must be supplied by the Tavern, with the exception of a cake (see cakeage section).

## **LENGTH OF FUNCTIONS:**

All events at Mermaid Beach Tavern have a maximum of 5 hours. If you require an extended event time, additional room hire and staffing fees of \$50 per hour will apply. Extension past 12am is not permitted, and all events must be in conjunction with the Tavern/Bistro trading hours.

## **DAMAGE:**

The event host will be accountable for any damage or loss which is caused to the premises by any guest at your function.

## **ENTERTAINMENT:**

The events spaces at Mermaid Beach Tavern are not compatible with private music or entertainment. Please discuss any entertainment options with the Events Coordinator prior to booking. All entertainment options must be approved by the Events Coordinator in writing prior to the event.

## **CAKEAGE:**

The event host is welcome to provide their own cake. We will store it and take every care, however we can accept no responsibility to any damage that may occur. We will provide all events with a cake knife, napkins, plates and cutlery, inclusive of room hire fees. If the host wishes to have the cake cut and served with ice cream by venue staff, a cost of \$3 per person will apply.

## **DECORATIONS:**

Decorations and theming of events are at the Event Coordinators discretion. When decorating, no hooks, screws or tape are permitted in any event space. We do not allow glitter, tinsel or confetti. Please note that any decorations left at the conclusion of an event will be disposed of. No smoke devices at any times.

# Terms & Conditions

## **DRESS REGULATIONS:**

Hosts and guests must comply with Mermaid Beach Tavern's dress regulations. Minimum requirements are smart casual wear.

## **PRICES:**

Prices listed in this Events Guide are subject to change, based on seasonal availability and high/low season.

## **MINORS:**

Minors are only permitted on premise until 10pm and they must be accompanied by a parent/and or legal guardian and in the immediate presence of that guardian at all times. Guardians do not include another family member such as brother, sister, or cousin. Any guest found supplying alcohol to a minor will be referred directly to the police and fined.

## **SECURITY GUARDS:**

Some events will require the hire of a security guard and costs will incur. This is at the discretion of the Events Coordinator.

## **16TH & 18TH BIRTHDAY:**

Mermaid Beach Tavern does not accept 16th or 18th birthday parties.

## **21ST BIRTHDAY:**

All 21st birthdays require one security guard for the duration of the event. Yard glasses or large glasses of any kind are not permitted.

## **STAFFING:**

Event room hire includes base levels of staff. Additional staff can be provided for a cost of \$35 per hour (minimum of 3 hours).

## **AV EQUIPMENT:**

HDMI cord is included in the event room hire fee. We advise that you test all AV equipment with the venue prior to the start of your event to avoid any technical difficulties. Damage or loss of equipment will incur replacement fees.

## **CLAUSE:**

When booking an event at Mermaid Beach Tavern it is the host's responsibility to give accurate details in relation to the type of event and its guests. If a guest falsifies information or a function is booked on false pretences, Mermaid Beach Tavern reserves the right to cancel that event without notice and at the expense of the host.

## **RESPONSIBLE SERVICE OF ALCOHOL:**

Mermaid Beach Tavern is committed to the responsible service of alcohol at all times. Mermaid Beach Tavern and its Licensee assumes responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove any patron that management feels are in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on premises. If a person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person maybe subject to a fine for 'failure to quit a licenced premise'.

Any persons involved in criminal activity such as violence, sale of use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation. No compensation will be afforded to any member of the function or its host if the member of the function is refused entry, refused service or removed from the premises.



# Booking Sheet

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## CONTACT DETAILS

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT DETAILS

Event Area: \_\_\_\_\_

Start and Finish Times: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Menu Chosen: \_\_\_\_\_

Food Service Time: \_\_\_\_\_

AV Equipment: \_\_\_\_\_

Bar Tab: \_\_\_\_\_

Other Details: \_\_\_\_\_

## CREDIT CARD DETAILS

Cardholder: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Card Signature: \_\_\_\_\_

This credit card is used to guarantee your event booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

## TERMS AND CONDITIONS

I have read and understood the terms and conditions and understand that this is a legally binding contract. I also understand that the venue reserves the right to refuse entry without exception.

I understand the responsibility the venue and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### OFFICE USE ONLY

☐

ROOM  
HIRE

☐

FOOD  
MINIMUM

☐

BAR  
MINIMUM

☐

EXTRA  
STAFF

☐

SECURITY

☐

AV  
HIRE

☐

EXTRAS

☐

DEPOSIT

☐

MANAGER

