

The Mitre Tavern Function Pack



Thank you for considering the Mitre Tavern for your function. We have a great deal of experience running successful events in our historic venue. We have put this pack together to try and make your experience as simple as possible. We suggest that you plan your event in the following order.

1. Select a date and time.
2. Look at the available rooms and choose one – if you have a suggestion that we have not offered please ask your function co-ordinator and we will do our best to help you.
3. Select a catering package – we can offer a light cocktail style finger-food package, or a more formal dining arrangement. Again our function co-ordinator will be more than happy to assist you with any questions that you may have.
4. Select how you'd like to do drinks for your function.
5. Discuss any other arrangements for your function with the co-ordinator.
6. Pay your deposit to lock your function in.
7. Confirm numbers for your function and pay for any pre-ordered food.
8. Arrive before your function is due to start to communicate any last minute changes to us.
9. **Come and enjoy your event!**

Steakhouse

The upstairs level at the Mitre Tavern now houses a fantastic new eating establishment, the Mitre Steakhouse & Grill. The open area on the first floor of the Mitre was made famous as the House of Lords' Restaurant, flourishing in the late seventies under the patronage of stockbrokers - many a deal was cut in the bustling dining room! Today the refitted Steakhouse owes all its style in keeping with the original theme of the venue. Stained glass windows let sunshine enter the old-style cosy environs. Enjoy our Grain-fed MSA grade steak, Black Angus or even Wagyu sizzling from the immense chargrill in our comfortable, club like atmosphere.

- Dining for 55 people
- Access to bar
- Open fire
- AV projector and screen available
- Sound System available
- Steakhouse 50 sit-down/160 standing
- Minimum spend \$4800



Private Dining Room

The Mitre Tavern also offers a wonderful facility in our Private Dining Room (PDR). The PDR is located on the top floor of the Tavern. The PDR was where the VIP guests of the Mitre used to enjoy a port and possibly a cigar at their leisure - today we offer the PDR as a fully equipped private space, complete with a broadband connection, phone line and AV equipment upon arrangement. The PDR is perfect for small to medium sized business meetings, private lunches or dinners and presentations.

- Cocktail function, up to 50 people
- Allows complete privacy
- Boardroom table - 26 people
- Smaller sit down function up to 36 people
- Minimum spend \$2000



The Steakhouse and PDR

The Steakhouse and PDR are connected and can be used for the one function

- Cocktail function, up to 200 people
- Dining for up to 80
- The entire floor to yourself
- Minimum spend \$6000

Bistro Dining Room

The Bistro of the Mitre Tavern can seat over 50 people at its rustic old-style rough hewn tables. The walls are adorned with murals and hand carved boards, some of them dating back to early last century. Three big-screen plasma televisions and a fantastic sound-system means you can enjoy your favourite sports on Fox Sports 1, 2 & 3 whilst enjoying a Chicken Parma and a pint of lager. This is also where we hold our weekly Trivia competitions – ask your function co-ordinator about having your own trivia night.

- Cocktail function, up to 90 people
- Dining for up to 55 people
- Your own bar and attendant
- Access to beer-garden and smoking area.
- Minimum spend \$1000



Beer Garden

The best known feature of the Mitre Tavern is its expansive Beer Garden. With over 400 square metres open to the sky the Mitre is the largest open air drinking space in the CBD. A seating capacity of 180 and standing room for many more, the Beer Garden can be a great place to gather and a people-watchers paradise.

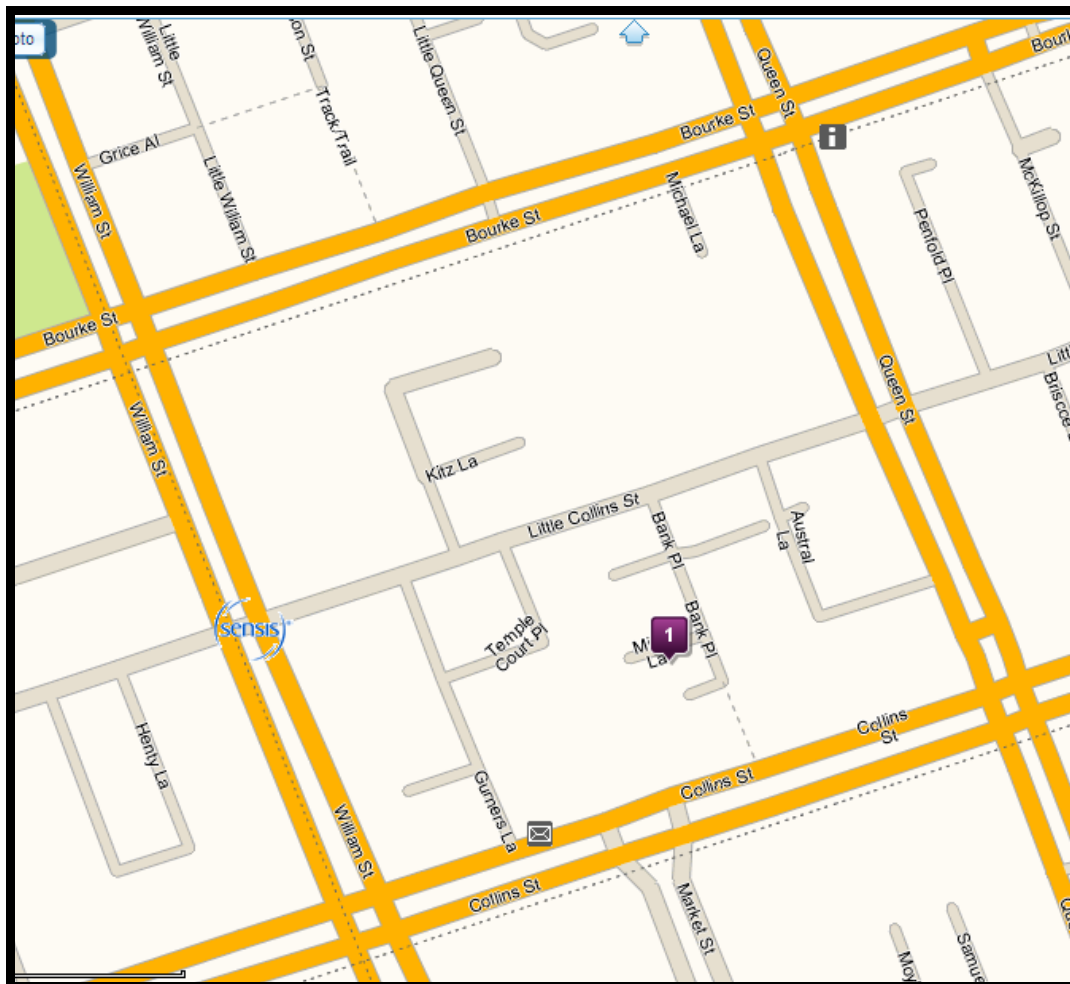
- Cocktail function for up to 400
- Dining for up to 180
- Open air
- Own bar with open fire-place
- Minimum spend \$8000



The whole venue may be hired for a minimum spend of \$12000, for all areas and is available only on weekends and Public holidays. The beer-garden is not available on Fridays.

Minimum spend is based on room hire for 4 hours for your function. Over time limit may incur an additional 25% of minimum spend per hour over the four hour limit.

LOCATION OF THE MITRE TAVERN



Closest parking is at the RACV club just off Little Collins Street.

Catering for Your Function

The Mitre Steakhouse & Grill Function Menu

Entree

- Meat tasting platter** **\$60**
To suit 4-6 people, comprising of skewers, ribs, chevapcicci, sausage and other items from the char-grill, served with dipping sauces.
- Seafood Platter** **\$70**
2 Dozen seasonal oysters, Kilpatrick and Natural, with char-grilled calamari and other seasonal seafood items.
- Vegetarian Option** **\$15 per person**
Fresh bocconcini and sun-ripened tomato salad, served with char-grilled Pana.

Mains

All functions are served with the choice of two of the options below, with equal amounts of each.

- Steak** **from \$29- \$75**
Any steak from our menu, served on a bed of greens cooked medium rare. Cost depends on which steak is chosen.
- Fish** **\$29**
Seasonal fish of the day – please ask when booking.
- Chicken** **\$27**
Stuffed char-grilled chicken breast with seasonal greens.
- Vegetarian Option** **\$25**
Char-grilled Eggplant Parmigiana.

You are more than welcome to have two different steaks or any other combination of two mains, with the addition of any vegetarians.

All mains come with sides of chips and salad or vegies – please choose when organising your function. A selection of our house-made sauces will also be served.

Desserts

House Lemon-curd Tart.

House Chocolate Mousse

Selection of local and imported cheeses

All \$10 a head.

Mitre Tavern Cocktail Food Selection

Combination Platter

Spring Rolls, Wedges and Dim-Sim in equal portions with dipping sauces.

- Minimum 70 pieces per platter \$50

Pizzaettes and Tartlets

Combination of tarts and mini pizzas with a variety of vegetarian toppings.

- Minimum 30 pieces per platter \$60

BBQ Platter

Satay chicken skewers and spicy meat balls.

- Minimum 40 pieces per platter \$60

Pastizzi

Baked pastries of spinach and ricotta.

- Minimum 25 pieces per platter \$40

Party Platter

Mini Sausage rolls and baby Franks with tomato sauce.

- Minimum 50 pieces per platter \$45

Fish & Chips

Battered fish pieces and calamari served with house tartare.

- Minimum 40 pieces per platter \$50

Tempura Prawns

Japanese style battered prawns served with Japanese dipping sauce.

- Minimum 20 pieces per platter \$60

Oysters Natural

- 2 Doz oysters served with lemon and lime wedges. \$60

All Menus and Prices are subject to change seasonally without notice. Platters come out intermittently for the duration of your Function while the kitchen is open.

The Mitre Tavern Bistro

At the Mitre Tavern we strive to create a warm, friendly environment in the heart of the city, where in winter you can enjoy a just poured lager in front of our fireplace – or in the summer months stand outside and sip on a cooling cocktail, and all year round enjoy the great counter-meals – **for a current bistro menu, please go to our website, www.mitre Tavern.com.au**. Please note, that the bistro menu is not available in the Steakhouse.

Drinks for your Function at the Mitre Tavern

We offer two options at the Mitre for drink service.

- Guests pay as they go for their drinks – guests go to the bar and order their own drinks, to be paid at the time or on a credit card secured bar-tab.
- Bar tab – the function organiser puts a set amount of money on the bar in the form of either cash or a credit card. The host may at any point decide to extend the tab or change the choice of drinks available on it. Guests drink on this tab until it reaches its limit or the time limit for the function is reached. The function organiser can determine what drinks are available on the tab – the tab must be settled at the end of the function.

Trivia at the Mitre Tavern

Looking for a fun night to entertain your clients or staff, or you want to organise something different for your next social club function at work? Then a Mitre Tavern Trivia Night run by Scott Kennedy of Soundstorm Entertainment is the answer. We can tailor make your Trivia Night to include questions about your company or even incorporate a theme. Speak to your function organiser about costs.

Opening Hours at the Mitre Tavern

Monday to Friday 11AM - 11PM

Saturday 12PM – 9PM

The Mitre is closed most public holidays, but can be opened by prior arrangement.
Last drinks will be called 15 minutes prior to closing time.

Mitre Tavern Function Agreement

In the past we have had large functions and some patrons have shown scant respect for Hotel property and patrons. As we do not charge for the hire of the function room we therefore request a signed understanding of acceptable behaviour, and a credit card deposit to cover the Hotel in the unlikely event of damage to Hotel property.

1. Function bookings are required in writing (email or fax is completely acceptable). Any tentative bookings not confirmed within 7 days of the booking being made may be released at the discretion of The Mitre Tavern management.
2. Final numbers must be confirmed at least three working days prior to the function. Food selected for the function must also be paid for at this time. Functions where a per-head charge applies will be made on this number or head-count on the night, whichever is greater.
3. Should the guaranteed number of guests decrease considerably from the original quote, The Mitre Tavern reserves the right to levy additional venue hire charges to meet minimum spend requirements.
4. All prices shown are inclusive of GST, are current at the time of printing, and may change at the Hotel's discretion.
5. You will need to provide a valid credit card so that a \$200 deposit may be deducted – this will occur at the booking of your function, and will be deducted from the total of your bill at the end of your event provided the Hotel has no reason to cover costs of the function elsewhere. Company Cheque and Cash are of course also acceptable.
6. Food served after 10pm will incur a \$50 per hour surcharge
7. Menu items may change due to seasonality.
8. It is a condition of our license that we enforce Responsible Service of Alcohol at all times whilst your function guests are present on the premises. We request that one member of your function remains unaffected by alcohol at all times, so they can liaise with your party, staff and management if a problem arises.
9. We expect that there will be no unruly behaviour as observed by the Manager/Supervisor on duty.
10. We reserve the right to refuse entry and service to anyone at all times during your function.
11. Management reserves the right to hire security for your function at your cost – cost will be no more than \$35 an hour per security for a minimum of 3 hours – we pass this cost straight to you. Please note you will be informed prior to the commencement of your function if this is to occur.
12. The Mitre Tavern is not licensed for any form of Live Entertainment, any amplified music must be turned off by 11PM.
13. Excessive (as deemed by management) replacement, cleaning and servicing costs are at your (the function organiser's) expense.
14. This agreement in no way limits the rights of the Hotel's Insurance Company to recover costs from any function member if they deem it appropriate. This may include but are not limited to:
 - Damage to any Hotel or Customer, or Customer's Property.
 - Extra cleaning of Hotel, fittings and furniture.
 - Damage or cleaning of AV equipment.

I agree to abide by all of the above conditions and will reimburse the "Mitre Tavern" for any costs that may arise from the function attendees' behaviour. This is to be initially subtracted from the deposit on my credit card. If the amount is greater than this sum, I agree to pay the Mitre Tavern or the Hotel's Insurance agent the full amount with 14 days of the function.

Signed:
(On behalf of the Functions attendees')

Name: _____ Date: _____

Deposit paid by Cheque/Cash/Credit Card (select one)

Credit Card type MC, Visa, Diners, American Express (select one)

Card Number: _____ Name on Card: _____

CCV (last three numbers on the back of your card): _____ Expiry date: _____

**We look forward to meeting with you and assisting you in whatever way possible to
make your function the best we can.**

**Please send a copy of this last page, completed with your \$200 deposit to: Fax 9670
5645, email function@mitretavern.com.au or 5 Bank Place Melbourne 3000.**