
The Mitre Tavern Steakhouse & Grill

Function Pack



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

- 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 would like to do drinks for your function.(PAYG or TAB)*
- 5. Discuss any other arrangements for your function with the co-ordinator.*
- 6. A deposit is required of \$500 to lock your function in within 24 hours after confirmation. If no payment has been made within this time your function will be cancelled. **Please read and sign agreement with the deposit. Please Note During December deposits are \$750***
- 7. Confirm numbers for your function 48 hours prior*
- 8. Arrive before your function is due to start to communicate any last minute changes to us.*
- 9. **Come and enjoy your event***

The 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 were cut in the bustling dining room! Today the refitted Steakhouse owes all its style in keeping with the original theme of the tavern. Stained glass windows let sunshine enter the old-style cosy environs. Enjoy our Grain-fed MSA grade steak or Black Angus sizzling from the immense chargrill in our comfortable, club like atmosphere.

- Dining for 55 people
- Access to bar
- Open Fire
- Sound System available
- Steakhouse 55 sit-down
- Minimum spend \$5000

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 wireless broadband connection, and AV equipment upon arrangement. The PDR is perfect for small to medium sized business meetings, private lunch's or dinners, presentations.

- Allows complete privacy
- Boardroom table 10 - 20 people
- Smaller sit down function up to 36 people
- Minimum spend \$1500 Monday to Thursday
- Minimum spend \$2000 Friday to Sunday Evenings only
- AV projector and screen available

During the month of December the PDR is not available for hire during lunch service

In the past we have had large functions and some patrons have shown scant respect for The Mitre Tavern 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 Mitre Tavern Hotel in the unlikely event of damage to the Hotel property.

1. Function bookings are required in writing (email or fax is completely acceptable). Any tentative bookings not confirmed within 24 hours and the deposit not paid in full the booking will be released at the discretion of The Mitre Tavern management.
2. **Final numbers must be confirmed at least 48 hours prior to the function. Functions where a per-head charge applies will be charged on the final confirmed or if numbers increase per head.**
3. **Should the guaranteed number of guests decrease considerably from the original quote, The Mitre Tavern reserves the right to charge up to the minimum spend per person**
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 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 management 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. The Mitre Tavern is not licensed for any form of Live Entertainment; any amplified music must be turned off by 11PM.
12. Excessive (as deemed by management) replacement, cleaning and servicing costs are at your (the function organiser's) expense.
13. 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 of The Mitre Tavern 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.

** No Bucks Parties **

Please sign & Date

Name _____ Date _____

*Credit Card Authorisation Form
For Function Deposit*

Company Name

Date of Function

Function Room

Deposit Amount \$

Name:

Deposit paid by Cheque/Cash/Credit Card (circle one only)

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

Card Number:

Name on Card:

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

Expiry date:

Signed:

(On behalf of the Functions attendees')

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 page with the signed Terms & conditions to steakhouse@mitretavern.com.au or 5 Bank Place Melbourne 3000.

Premium Menu

2 Course \$70

3 Course \$80

4 Courses \$95

All functions are served
sourdough cob to share.

Mains are served with a
selection of sauces,
chunky steak fries &
garden salad

*Vegan / Gluten Free

Entrée to share

Seafood tasting plate *Gf

With fresh stuffed calamari tubes, seared scallops,
Oysters natural & Kilpatrick & Thai fish cake

Meat tasting plate *Gf

With kranski sausage, house made sausages, mixed Australian olives,
beef skewers, pork ribs & lamb ribs

Main choice

300gm Gippsland Natural Scotch Fillet. *Gf

Steaks are char-grilled to medium-rare

Crispy Skin Salmon fillet * Gf

Pan seared served with mushroom and spinach risotto

Chicken Breast gf

Filled with butternut pumpkin, roasted pine nuts, and mascarpone cheese
on a bed of sautéed kipfler potato, spinach and roma tomato

Thai Green Curry of vegetables *V /G f

With jasmine rice & roasted coconut

To Finish

Chefs Cheese board

Moss vale Blue, L'Artisan Brie, Ferrier semi hard & Raclette
Served with dried fruits, lavosh & assorted biscuits & Nuts

Dessert Choice

Dark Belgium Chocolate Mousse *Gf

Served with Chantilly cream

Apple & Rhubarb Crumble *Gf

Served with vanilla ice cream

Sticky Date Pudding

Served with Butterscotch sauce



Deluxe Menu

\$105

5 Courses

*All functions are served
sourdough cob to share.*

*Mains are served with a
selection of sauces,
chunky steak fries &
garden salad*

**Gluten Free*

Appetizers

Warmed Australian olives

With house made breads

Entrée to share

Seafood tasting plate *Gf

*With fresh stuffed calamari tubes, seared scallops,
Oysters natural & Kilpatrick & Thai fish cake*

Meat tasting plate *Gf

*With kranski sausage, house made sausages, beef skewers, pork ribs &
lamb ribs*

Main Choice

180gm Fillet Mignon *Gf

Wrapped in bacon topped with mushroom duxell & port jus

200gm Gippsland Natural Eye Fillet. *Gf

Steaks are char-grilled to medium-rare

300gm Gippsland Natural Scotch Fillet *Gf

Steaks are char-grilled to medium-rare

Crispy skin Salmon fillet *Gf

Pan seared Served with mushroom and spinach risotto

Dessert Choice

Apple and Rhubarb Crumble * Gf

Crisp coconut crumble and house made icecream

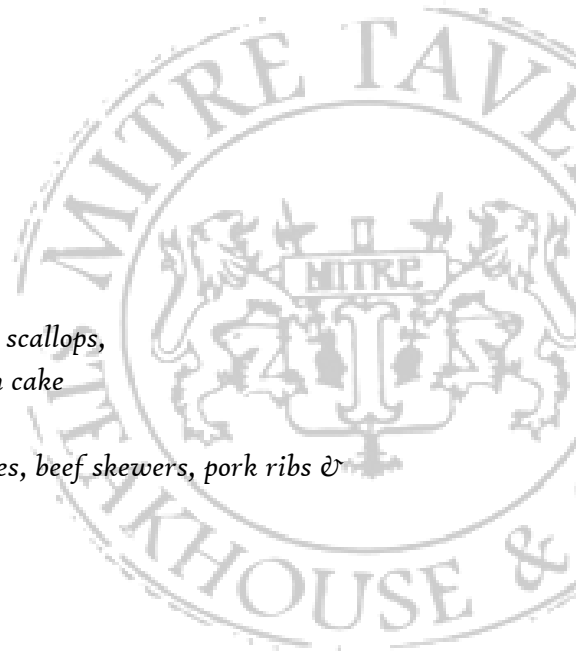
Dark Belgium Chocolate Mousse *Gf

Served with Chantilly cream

To Finish

Chefs Cheese board

*Moss vale Blue, L'Artisan Brie, Ferrier semi hard
Served with dried fruits , lavosh & assorted biscuits & Nuts*



Opening Times

Monday to Fridays

Lunch 12-3

Monday to Sundays

Dinner 5.30- late

Closed Christmas Day

Boxing Day &

New Year's Day

