



JUNCTION TABARET



Function Information





Fancy a Function at the Junction?

Thankyou for your interest in hosting a function at the Junction. I hope that the following information will be helpful to you in planning your next event.

Our newly renovated facilities allow us to offer you a sleek, modern venue to hold your next special event. The stunning new Marble Bar runs alongside a stylish bistro area which can be converted to suit your individual needs. No matter what you've got planned, here at the Junction we will do our best to cater to your every need, ensuring your event runs smoothly.

If you would like any further information, or to come and view the Junction for yourself, please don't hesitate to call us on (03) 9370 0411. We look forward to hearing from you.

Kind regards,

Jill Honan

Functions Co-Ordinator

The Team at the Junction Tabaret





General Function Information

Room Hire

- Room Hire is \$350, which includes one security guard, and is for a standard 5-hour function. (You will also have access to the venue for an additional 2 hours prior to your function.)
- We also require that you pay an additional \$200 bond to ensure against any damage that could be incurred to the venue. This is refunded upon inspection of the venue after the function. An alternative to paying the \$200 bond is to leave your credit card with the venue. This is returned to you upon inspection of the venue after the function.

Security

- Security is required for all functions.

Minimum Numbers

- A 60-person minimum applies on all Friday & Saturday evenings, and all throughout the month of December.

Catering

- The Junction Tabaret's bistro will take care of all of your catering needs. Finger food or full meals can be arranged.

Bar Selection

- You can choose to supply;
 - Beer, wine & soft drink
 - Beer, wine, basic spirits & soft drink
 - Set amount of money to be spent over bar

Room Decoration

- Balloons and table decorations are acceptable. (This is at your own cost, or we can arrange it for an all-inclusive price.)

Music

- Music is at your discretion. You are required to organise and cover all costs for music. The volume of the music will be at management discretion.





The Venue

The Marble Bar, Bistro & Lounge can be converted to suit your style of function. The bistro seats approximately 35-40 people, but can be extended to seat approximately 60, by transforming the Lounge area. If your event is standing room only, the space accommodates 100 people comfortably.





Catering – Bar

The Junction Tabaret gives you the choice of 3 different Bar catering options for your function.

- 1.) The most popular choice adopted is to nominate a set amount of money to be spent at the bar. Once this limit has been met, you can offer your guests further drinks at their own cost, or you may opt to place an additional amount of money over the bar to be spent.

- 2.) You may select Beer, Wine and Soft Drink to be served, with basic spirits to be paid for by your guests

- 3.) You may select an “Open Bar” option.





Catering - Food

1.) Finger Food selections \$18.00 per head, or \$60.00 per Platter.

- Sandwiches (fillings....Chicken, Mayo, Walnuts, Cheese & chutney----Cornbeef creamed Horseradish—Roast with hot mustard---Cucumber, Cream cheese—Egg, Parsley & Mayo-----Cheese and Tomato—Salmon & Cream Cheese) Choose five from above.
- Dips with Pita Bread (Cold)
- Mini Dim Sims (Hot)
- Mini Spring Rolls (Hot)
- Wedges with Sour Cream (Hot)
- Party Pies (Hot)
- Sausage Rolls (Hot)
- Spicy Meatballs (Hot)
- Canapes-Tuna, Salmon, Mushroom caviar & Asparagus, [cold]
- Mini Quiches (Hot)
- Mini Pizzas (Hot)
- Mini Samosas (Hot)
- Won Tons—curry potato, chicken coriander, Prawn.(Hot)
- Chicken Tenders- (lemon flavoured) (Hot)
- Cujons (fish) (Hot)
- Mini Quiches. (Hot)
- Puffs- (vegetarian, meat, & chicken) (Hot)
- Antipasto Platter- (grilled veg & olives, cold meat, dolmades And cold meats) (Cold)
- Sushi.(Cold)
- Fruit Platter.(Cold)
- Cheese Platter.(Cold)

Instead of paying per person for your finger food, you may decide to have a set amount per platter on offer. Platters incur a cost of \$60.00 each, and food options for the platters are to be chosen at a date closer to your function with a minimum spend of \$600.00.





1. Terms and conditions are not negotiable. All of the following must be adhered to.

2. The client has access to the venue **3 hours** before the commencement of the event: This includes bands, event organisers and suppliers. There will be a charge of \$75 an hour for earlier access. Junction Tabaret must be notified at least **24 hours prior** to the event regarding times of arrival, equipment, and areas that need to be accessed.

3. **Minimum Numbers:** A **60 person minimum** applies on all Friday & Saturday evenings, and all throughout the month of December.

4. **Confirmation of a booking** must be made in writing by the client within 7 days of the original reservation, using the attached registration form and accompanied by a deposit of \$350. Any tentative bookings made, will automatically lapse after the 7 day period.

5. **Notice of cancellation:** We require notice in writing if you wish to cancel or postpone an event. The deposit will be refunded less 50%, if and when the original date has been re-booked.

6. **Final numbers & payment in full**, for the confirmed number of guests, is required 7 days prior to the event (please keep this in mind when requesting RSVP's). We do not offer an account facility. Major credit cards or cash accepted.

7. **We do not allow** confetti, glitter, poppers, streamers or rice to be used on the premises, please ensure that your guests are notified of this. Should you wish to bring in candles or candelabra we will charge a \$110 cleaning bond, which will be refunded if additional cleaning is unnecessary.

8 Junction Tabaret does not accept responsibility for the **damage or loss of goods** left on the premises prior to, during or after a function.

9. The client is financially responsible for any damage sustained to property prior to, during or after the function by the client's guests or by outside contractors engaged by the client. Goods left will only be held for one week from function date

10. The management reserves **the right to exclude any** persons from the premises.

11. **Security:** Is required for all functions

12. **Prices:** All prices listed include GST. Please be aware that all prices are subject to change.

13. Failure to pay within the above terms may be considered default, and may be subject to an interest charge of 5% per month. The client may be liable for any legal fees and / or any collection fees for the amount in default.





Registration Form

(Page One)

Date of Event: _____

Contact Details

Name: _____

Company/Organisation: _____

ABN Number: _____

Address: _____

Postcode: _____

Phone

Business Hours: _____

After Hours: _____

Fax: _____

Email Address: _____

Style of Event:

Please nominate the style of your event. Eg. Morning Tea/Dinner/Cocktail Party/Wedding etc

Number of Guests: _____

Will your guests be standing or seated? _____

Food Selection (Please circle)

Option 1

Option 2

Option 3

Option 4

Bar Selection (Please circle)

Option 1

Option 2

Option 3

Registration Form Continued Over Page.



Registration Form

(Page Two)

To confirm your booking please complete this form and return together with a deposit of \$350. We accept VISA, Bankcard & MasterCard.

Card Number:

[][][][] [][][][] [][][][] [][][][]

Expiry Date:

[][]/[][]

Card Type: _____

Send to: Junction Tabaret
740 Mount Alexander Road
Moonee Ponds, 3039

Phone: 03 9370 0411

Fax: 03 9326 0247

Email: tabaret@junctiontabaret.com.au

Your booking will be considered tentative until the Registration form and payment are received.

We do not offer an account facility. Final numbers and payment in full is required 7 days prior to the event.

I have read and agreed to the terms and conditions of the hiring of the Marble Bar at the Junction Tabaret.

Signed: _____

Date: ___/___/_____

