

BALLCOURT HOTEL

Function Pack

Birthdays
Engagements
Wedding Receptions
Christenings
Wakes
Corporate Meetings
Special Events

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Welcome!

Thank you for choosing The Ballcourt Hotel for your next event! Here at the Ballcourt we specialise in customised functions catering from birthdays to business luncheons, sporting events & even weddings. From 20-150 guests we can cater for you!

We have a variety of areas available for all times throughout the week for large scale parties, business meetings or a small scale intimate dining experience. Please arrange a time to visit our Venue to view the spaces and discuss your requirements.

WHY CHOOSE THE BALLCOURT HOTEL?

- ★ Spacious Private Function Room with its own bar.
- ★ Background music system – just plug in your iPod
- ★ Your own wait and bar staff for the evening and security to ensure the safety and privacy of your event.
- ★ Large TV with USB port for all your photo & video display needs.
- ★ Venue account, allowing you to gradually pay off your function leading up to the event.
- ★ Pre-event venue access allowing you privacy to set up.
- ★ Fully catered, leaving you free to enjoy your event.
- ★ No clean up! Once the party is over we take care of the clean up.

Private Function Room



JACKSON BAR

With hints of nostalgia this space is perfect for birthdays engagements, anniversaries, christenings and other celebrations. Adapting to stand up cocktail functions or sit down dinners depending on your needs.

Completely exclusive with a private entrance, private bar, iPod, USB & Bluetooth facilities, 2 plasma screens, 8 beers & ciders on tap, open fire place, heating & air conditioning, private bathroom facilities and dedicated staff.

*A portion of the adjoining courtyard can also be sectioned off for guest use if required.

MINIMUM SPENDS

Fri-Sat	\$1,200
Sun-Thu	\$600

ROOM CAPACITY

Cocktail/StandUp	100-120 Guests
Sit Down	Up to 85 Guests

FUNCTION TIMING

The BallCourt Hotel is flexible with start times where feasible. Minimum spends are based on a 5hr function period. Min spends may increase for functions longer than 5hrs.

The Jackson Bar area offers a Midnight finish, with a possible 1am finish time available by negotiation with the Venue Managers on the night of your event. An additional fee may be payable.



Wine Bar

CELLARDOOR WINE BAR

Boasting in excess of 200 wines and over 170 craft beers & ciders, the Cellardoor Wine Bar provides a unique setting for your next function. This popular space can cater for groups of up to 150 as a cocktail function, however, is not able to be booked in its entirety.

Bi-fold windows opening to the street are perfect for those balmy Summer Nights, with 12 beers & cider on tap and 2 Plasma screens.

Access to front street dining area and also the Beer Garden at the rear give great flexibility. Our Beer Garden has both under cover space and open air space covered by our majestic Elm Tree, with heaters for winter and fans in Summer (for more details on booking the Beer Garden exclusively for a Private Function see our Outdoor options page).

We have Live Music most Sundays so please check with our Functions team to see how this may work with your function.



MINIMUM SPENDS

Booths & Benches	\$600
Upper Table Area	\$2,500
Lower Table Area	\$1,500
Whole Wine Bar	from \$4,500

ROOM CAPACITY

Booths & Bench seat area
(40 people)
Upper table area (inc. Booths)
(100 people)
Lower table area
(50 people)



Private Dining/Billiard Room



THE DINING/BILLIARD ROOM

Our dining room space is used for more intimate functions.

Ideal for smaller family gatherings, birthdays, meetings or other special events.

Presentation capabilities with a 55inch LCD Smart TV screen and Bluetooth audio.

The room also comes with a billiard table which can be part of your event or alternatively has a hard cover so can be utilised as a table for food platters etc..

The outdoor open air courtyard adjoins the dining room which a portion can also be booked as part of your function.

MINIMUM SPENDS

Fri-Sat	\$400
Sun-Thu	Negotiable

ROOM CAPACITY

Cocktail/StandUp	25 Guests
Sit Down	20 Guests

ADDITIONAL COURTYARD CAPACITY

Cocktail/StandUp	100-150 Guests
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(Please refer to our outdoor spaces page for further details).



The Great Outdoors

THE COURTYARDS

Boasting the best outdoor spaces around, The Courtyard flows out from our Sports bar to an undercover area and features TAB screens, EBT, LCD screens and heating & fans, perfect for a casual gathering. Weather permitting the service window opens for direct access to the courtyard for food & drinks.

The adjoining open air space complete with shade sales & heating makes for great intimate atmosphere.

This area adjoins the Private Dining/ Billiard Room and may be sectioned off for private functions by arrangement.

The Courtyards connect to the Sports Bar, Jackson Bar and Dining/ Billiard Room.

CAPACITY

100 People

The Courtyards close at 11pm.



More Great Outdoors

WINE BAR BEER GARDEN

Our Beer Garden, hidden at the rear of the Wine Bar has both under cover space with heaters for winter and fans for summer and open air space covered by our majestic Elm Tree.

The Beer Garden can be booked in its entirety.

MINIMUM SPENDS

Fri-Sat	\$800
Sun-Thu	Negotiable

CAPACITY

70 Guests

(Beer Garden functions must conclude at 11pm.)



More Great Outdoors



OUTDOOR THEATRE

Our unique open air Theatre space, is complete with a combined 110 inches of LCD Vision and full surround sound.

The Big Screen can show anything from your favourite movies to music videos or even sporting events.

Bar facilities can also be provided as part of your booking when combined with the Wine Bar Beer Garden.

MINIMUM SPENDS

Fri-Sat \$1,500

Sun-Thu Negotiable

CAPACITY 150 Guests
(includes Wine Bar Beer Garden)

(Theatre space functions must conclude at 11pm.)



The Den Steakhouse/Cocktail & Whisky Lounge

THE DEN

Our most exclusive area at the Venue. Complete with Cocktail Bar and luxurious booth seating, this space is perfect for more intimate functions and is sure to impress. Cocktail or sit down options provides the ultimate for your event.

MINIMUM SPENDS

Fri-Sat	\$2,500
Sun-Thu	\$1,000

CAPACITY

60 guests



Group Bookings

LARGE DINING BOOKINGS

For groups of more than 10 we suggest making a booking. People can order direct from the menus or a set menu can be arranged to suit your event and budget.

The venue may request a deposit for large group bookings.



Booking Registration:

- Name: _____
- Date of Function: ____ / ____ / ____
- Start Time: _____ Finish Time: _____
- Area Booked : _____
- Contact No: _____
- Address: _____
- Email: _____
- Type of Event: _____
- Number of Guests: _____
- Deposit: (\$200)

We accept EFTPOS, cash or direct bank transfer only

Your booking will be considered tentative until this registration form is returned completed and signed, along with a \$200 bond.

Deposits are non-refundable if the booking is cancelled within 14 days of the event. Please refer to the terms and conditions attached for our cancellation policy and related fees.

Final numbers are required fourteen (14) days prior to the event. Please note that this number will form the basis for any catering requirements.

I have read and agree to the Terms and Conditions of booking a function with The Ball Court Hotel Group.

Signature: _____

Date: _____

MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY TO ANY PATRONS

Credit Card Authorisation:

- Name/Company: _____
- Mobile: _____
- Address: _____
- Date of Function: __ / __ / ____

- **CREDIT CARD DETAILS**

- Cardholder's Name: _____
- Card Type: (Please mark with an x)
 - ☐ VISA
 - ☐ MASTERCARD
 - ☐ AMEX

Card Number: _____

Expiry Date: __ / __

CCV- Credit Card Verification (3/4 Digits) ____

I hereby authorise THE BALLCOURT HOTEL to debit my card with
\$ _____ for payment of the function to be held on __ / __ / __

I acknowledge that should any additional costs be incurred and they are not paid for on the night, they will be debited to my card on the day after the function.

Signature: _____

Date: __ / __ / ____

Please complete and email to: info@ballcourthotel.com.au

Terms & Conditions

CONFIRMATION

- Confirmation of a booking by the client must be made within seven (7) days of the tentative reservation by returning the signed registration form agreeing to these terms and conditions & paying the deposit. If the confirmation is not received, Ballcourt reserves the right to cancel the booking and allocate the venue to another client.

CANCELLATIONS

- If the client cancels the booking within fourteen (14) days of the event, the deposit will be forfeited.

CHANGE OF DATE

- If the client requires the date of the event to be changed, Ballcourt will make all reasonable efforts, subject to availability, to change the event date. If Ballcourt is unable to accommodate the change of date, the event will be treated as a cancellation.

DEPOSIT / ROOM HIRE / MINIMUM SPEND

- To secure your booking a deposit of \$200 is required. This will be held as a bond and will be returned to the host the next business day.
Any damage caused or additional costs incurred by guests is the responsibility of the host and the deposit will not be returned and excess costs will be charged back to the host. We reserve the right to charge any shortfall in minimum spend requirements.

DIETARY REQUIREMENTS

- Should any of your guests have specific dietary requirements, Ballcourt requires seven (7) days notice to accommodate. Please note, our kitchen is not nut-free.

DISPLAYS, SIGNAGE AND ADVERTISING

- Unless approved by the Events Manager prior to the event, no signs, displays, labels, banners or decorations are to be nailed, screwed, taped, stapled or adhered to any surface or part of the venue. Clients are financially responsible for all damage to the venue and its contents and property prior to, during or after the event by the client, guests or contractors engaged by the client. Prior permission is required to use the venue name and/or logo in print and/or audiovisual displays. All artwork must be authorised and approved by Ballcourt prior to publication.

ENTERTAINMENT

- The client may arrange their own entertainment upon attaining prior approval from Ballcourt. Please be aware that some types of performances will not be approved by the venue. Prior written approval must be granted by Ballcourt for all entertainment.
- Ballcourt has discretion to control the volume level of music if it is deemed too loud.
- Should you require assistance with booking your entertainment including bands, vocalists DJ's etc, please discuss this option with our Venue Manager.

FINAL NUMBERS

- A guaranteed minimum number of guests attending the event is required by seven (7) days prior to the date of the event.

FINAL PAYMENT

- Payment in full, is required seven (7) days prior to the date of the event. If you require an invoice please inform us prior to the event. Any miscellaneous charges incurred during the event, or increased numbers are to be settled at the conclusion of your event. In the event there are outstanding monies due post event the credit card will be charged on the following business day without further notice.

FOOD & BEVERAGES

- In accordance with the Health and Safety Act, event organisers and guests are not permitted to supply their own food and /or beverages. Any unapproved food or drink brought to the Venue will be confiscated. A cakeage fee may be payable for serving of cakes, please check with us prior to your event.

GUEST BEHAVIOR

- In the event that any furniture or any other part of the Venue is damaged, the cost of repairs will be at the expense of the person responsible for the function. Should function guests cause any additional expense in any part of the Venue, the function organiser will be deemed responsible for the costs incurred.

PRICES

- Please note that menus and pricing are subject to change without notice however Ballcourt will endeavor to advise of such changes prior to your reservation. Prices are inclusive of GST.

PLATTERS

- We recommend catering for 4 pieces of food per person as a minimum. Platter orders are required 14 days prior to the event no alterations accepted less than 14 days from event. Payment for platters must be made 7 days prior to event.

SMOKING

- Ballcourt follows the Victorian State Government Tobacco Guidelines. Smoking is permitted in designated areas of The Ballcourt as determined by management.

SECURITY

- Management reserves the right to exclude or eject any objectionable persons from the premises. In addition, the management reserves the right to stop any entertainment, game or any other activity which in their opinion is illegal, improper, indecent or unsafe and is likely to be a nuisance.
- If additional security staff are deemed to be required the cost will be to the expense of host.

SERVING OF ALCOHOL

- Responsible Serving of Alcohol – RSA – Ballcourt follows the National Alcohol Beverage Industries Council guidelines on the RSA. Ballcourt staff members are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or to guests in a state of intoxication. Ballcourt policy is to serve guests in a responsible, friendly and professional manner. The right to discontinue the service of alcohol is reserved by Ballcourt. Management reserves the right to refuse service of shots, jugs & pints.

RESPONSIBILITY

- The venue management will take all necessary care, but does not accept responsibility for the damage of or loss of goods, property or merchandise left on the premises prior to, during, or after an event.
- If due to unforeseen circumstances Ballcourt is unable to provide the agreed menu and services, Ballcourt reserves the right to alter the menu/services in consultation with the client. The use of smoke machines, pyrotechnics and candles must be approved by management.
- Should the Fire Brigade respond to an alarm in the venue, the client will be liable for any charges incurred to Ballcourt. Organisers are financially responsible for all damage to Ballcourt fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.
- In the event the venue cannot be made available to the client on the date(s) for which it has been booked by reason of fire, flood, damage, industrial dispute, or any other reason, the management of Ballcourt shall not be liable for any loss, damage or injury whatsoever suffered by the client as a result.

VISUAL AND AUDIO REQUIREMENTS

- We request that any visual and audio needs are discussed with us when booking your function. We strongly suggest that you arrange a test run at the venue prior to the day of your function to ensure there are no technical issues and to avoid disappointment.

INDEMNITY

- The client shall at all times indemnify Ballcourt, it's directors and employees in respect of any liability, claim or proceeding arising in respect of personal injury to or the death of any person, or arising in respect of any loss of use of property in any way relating to the event or relating to the persons attending the event except to the extent of the contribution of any negligent act or omission of Ballcourt.

ACCEPTANCE

- Receiving a copy of this Function Pack and proceeding to book your function is deemed acceptance of our Terms & Conditions.

CONTACT

For any further information please contact;

The Ballcourt Hotel & Jackson Bar

9744 1310

info@ballcourthotel.com.au

Ballcourthotel.com.au

Cellardoor Wine Bar & The Den

9744 2998

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Fax: 9744 2940

The Ball Court Hotel Group

Incorporating:

- Sports Bar
- Jackson Bar
- Cellardoor Wine Bar
- The Den
- Outdoor Theatre
- The Courtyards

