



CROSS KEYS HOTEL

FUNCTIONS & EVENTS

WELCOME TO THE CROSS KEYS

Whether it is a Birthday, Engagement, Christening or Sporting Club Get Together, We treat each Event with the same Level of Care and Consideration.

We Welcome Groups Big and Small, offering Private and Semi-Private Function Spaces, that are never too far away from The Cross Keys' Great Atmosphere!

Perfectly located in Central Essendon, The Cross Keys Hotel is ideal for your next Function. Only one kilometre from the Bell Street Off Ramp onto Pascoe Vale Road and just across the road from Strathmore Train Station, the Cross Keys is more than accessible for everyone!

The Cross Keys can comfortably accommodate all types of Functions, from Semi-Private Groups of 20 Guests to Large Scale Private Events of Up to 150 Guests. Whether you are holding a Birthday, Engagement, Wake, Christening or Christmas Get Together, The Cross Keys is the Venue for you.

This Booklet will provide all the details you need for your next Event at The Cross Keys Hotel.



350 Pascoe Vale Rd
Essendon, VIC 3040

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THE LONG ROOM

Our Long Room can cater for cocktail style events. Being fully private, this space can be altered to your needs as best as we can. With the adjoining balcony and a view of the city skyline in the background, the Long Room is a great option for your next event.

- 50 to 110 people (Cocktail Style)
- Upstairs Private Room and Bar
- Private Dance Floor
- Minimum Spend of \$2,000 for all Functions Friday - Sunday
- Cocktail Furniture and Seating
- Flexible Furniture Arrangements
- Heating and Cooling
- Microphone Available
- TV Screens
- Built in DJ Booth
- Built in Sound System Compatible with Laptop, Tablet or Smart Phone
- Private Balcony



THE LOUNGE

The Lounge is the largest of our function spaces and can cater for cocktail style or corporate events. Being fully private, this space can be altered to your needs as best as we can and features a stage and two private balconies.

- 70 to 150 people (Cocktail Style)
- Upstairs Private Room and Bar
- Private Dance Floor
- Minimum Spend of \$2,400 for all Functions Friday - Sunday
- Cocktail Furniture and Seating
- Flexible Furniture Arrangements
- Heating and Cooling
- Microphone Available
- TV Screen
- Projector
- Built in DJ Booth
- Built in Stage
- Built in Sound System Compatible with Laptop, Tablet or Smart Phone
- Two Private Balconies



THE TERRACE

The Semi Private area of located in our Bistro can cater to seated Lunches, Reunions, Birthdays or Christenings.

- 30 to 60 people (Sit Down)
- Set Menu of 5 items From Our Main Menu
- Personalised Set Menus
- No Minimum Spend
- Semi Private
- Flexible Seating Arrangements
- TV Screen
- Private Fireplace
- Wheelchair Access
- Available for Memorials



CORPORATE EVENTS

Our Corporate Events are Hosted in our Largest Function Room, The Lounge. Seated Conferences and Corporate Cocktail Events Alike are Handled with Ease.

- 10 - 30 for U Shaped Table Seating
- 40 - 80 people for seated Conference
- Room Hire \$500
- Heating and Cooling
- Microphone Available
- Projector Screen and HDMI Connection
- Free Wifi
- Complimentary Tea & Coffee Station

Our Function Space Can Cater to Flexible Furniture Arrangements to Best Suit Your Companies Needs.



COCKTAIL FOOD PACKAGES

FOOD PACKAGES

\$25 Per Person

5 Items from the Standard Menu

\$29 Per Person

5 Items from the Standard & 1 Item from the Premium Menu

\$35 Per Person

6 Items from Standard or Premium and 1 from Deluxe Menu

\$42 Per Person

6 Items from Standard or Premium and 2 from Deluxe Menu



STANDARD MENU

Prawn Gyoza With Sweet Soy Dipping Sauce

Vegetarian Spring Rolls VG

Vietnamese Pork Spring Rolls

Vegetarian Samosa with Minted Yoghurt Sauce VG

Country Style Party Pies

Country Style Sausage Rolls

Mac and Cheese Croquettes VG

Sweet Potato Croquettes VG

Spinach and Ricotta Pastizzi VG

Meatballs served with Housemade Napoli

PREMIUM MENU

Mini Caprese Skewer VG GF

Fried Chicken Tenders with Garlic Aioli and Barbeque Sauce GF

Lemon Salt & Pepper Squid and Fries with Garlic Aioli GF

Assorted Arancini VGO

Peking Duck Spring Rolls

Cheeseburger Spring Rolls with Cross Keys Special Sauce

Smoked Salmon on Cucumbers with Dill Yoghurt GF

DELUXE MENU

Natural Oysters

Homemade Bruschetta VG

Mini Cheeseburger Sliders

Assorted Sushi GF VGO

All Food Prices are Subject to Change that will apply to your function unless pre-paid. Any increase will be advised as soon as possible.

GF - Gluten Free VG - Vegetarian VGO - Vegetarian Option

PLATTERS & SMALL BITES

ADDITIONAL PLATTERS

Prices are Based on Per Standard Platter Unless Otherwise Specified

Steak Fries with Tomato Sauce GF	\$55
Assorted Fruit Platter	\$75
House Made Dips with Turkish Bread	\$85
Assorted House Made Pizzas (4 Pizzas) VGO.....	\$90
Crudités with House Made Dips VG.....	\$90
Country Style Party Pies	\$120
Country Style Sausage Rolls	\$120
Assorted Sandwiches (2 platters) VGO.....	\$120
Sweet Cake Bites (Apple or Mixed Berry)	\$85

SMALL BITES

Prices are Based on Per Item

Mini Cheeseburger Sliders	\$5
Nuggets and Chips Box	\$12
Fried Fish and Chips Box	\$12

GRAZING TABLE

\$450 PER TABLE (FOR 40 PEOPLE)

We Freshly Design and Prepare our Grazing Tables that Reach Over One Meter Long

- Crudités
- Assorted Dips
- Assorted Local Cheeses
- Assorted Cured Meats
- Olives
- Pickled Vegetables
- Sundried Tomatoes
- Fresh Fruits
- Assorted Biscuits



All Platters and Grazing Tables are for the Function Spaces Only

All Food Prices are Subject to Change that will apply to your function unless pre-paid. Any increase will be advised as soon as possible.
GF - Gluten Free VG - Vegetarian VGO - Vegetarian Option

MEMORIAL PACKAGE

We understand how difficult it can be to arrange a wake during this challenging time for you and your family. Allow our experienced function staff to assist you in celebrating your loved one's life.

A Memorial for Your Loved One at the Cross Keys will include:

- Upstairs Private Room and Bar that holds 70 to 150 people (Cocktail Style)
- A Memorial Table on a built in Stage, perfect for floral or photo displays
- All Furniture and Linen
- Flexible Furniture Arrangements
- Projector and In built TV for photo displays
- Cordless Microphone
- Built in Sound System Compatible with Laptop, Tablet or Smart Phone
- Two Private Balconies

We're here to bring families, friends and communities together to say farewell

\$26 Per Person

Caters for some light nibbles for you and your guests

Assorted Fruit Platter VG

Turkish Bread and Dips VGO

Crudites and Dips VGO

Cake Bites (Apple or Mixed Berry)

Assorted Sandwiches VGO



All Food Prices are Subject to Change that will apply to your function unless pre-paid.
Any increase will be advised as soon as possible.
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TERMS & CONDITIONS

BOOKINGS, CONFIRMATION & DEPOSITS

Any tentative bookings received will be held for a period of 7 days. Otherwise, Cross Keys Hotel reserves the right to release your booking. If the booking is to be confirmed within the 7 days, a signed copy of the terms and conditions and deposit is required immediately.

A function booking is deemed as confirmed when a signed copy of the terms and conditions document, together with a deposit of \$500, is received by the Function Manager. Both of these payments can be made in the venue by cash or credit card, or via direct deposit.

BYO & EXTERNAL CATERING POLICY

A 'cakeage' fee of \$200 will be charged for cutting, plating, and serving of any dessert cake.

The Organisers of the event are required to use the Cross Keys Hotel Chef for all catering requirements, and bar facilities for beverage requirements, except for celebratory cakes and/or desserts. No food or beverages of any kind is permitted to be brought into the Venue for consumption by guests, with the exception of celebratory cakes and/or desserts. BYO is not permitted under our liquor licensing. For the bar tab, Cross Keys Hotel accepts Visa, Mastercard, American Express or cash. Other beverage costs must be settled at the time of purchase.

Food service is provided for a total of 2 hours during the function where food catering will cease no later than 9:30pm.

The Bar Service will finish 30 minutes prior to the event finish time, as per the Function Hire Agreement. Final Catering requests including dietary requirements are required at least 14 days prior to your event with final guest numbers to be advised seven days prior.

Special dietary requirements can be met with sufficient notice. While the Cross Keys Hotel takes all precautionary steps to ensure dietary and allergen requirements are met, the Cross Keys Hotel can't guarantee that traces of the allergens will not be present in selected and/or provided food.

RESPONSIBLE SERVICE OF ALCOHOL

The Cross Keys Hotel adheres to responsible service of alcohol legislation. All staff are trained in accordance with the Liquor Licensing Accredited 'RSA – Responsible Service of Alcohol' and by way of law may refuse to serve alcohol to any person who they may believe either under the legal drinking age or to be intoxicated.

In accordance with Liquor Licensing laws of Victoria, minors are only permitted on the premises in the direct company of their parent or legal guardian and may be asked to leave the venue at the discretion of management. At no time is a minor permitted to consume alcohol on the premises. All minors under the age of 18 years old must be accompanied at all times by a Parent or Guardian

As a Venue Rule there are no shots or double shots served at any time.

CONFIRMATION OF ATTENDANCE

Final numbers are required no later than 14 days prior to the event. The organisers of the function are responsible for the conduct of any visitor/guest either invited or otherwise during the hire period and ensure the attendance at the event does not exceed the maximum capacity of the facility or guest numbers provided to the Cross Keys Hotel.

TERMS & CONDITIONS

ROOM HIRE AND MINIMUM SPEND

No Functions are held on Public Holidays. As a Venue Rule the Cross Keys Hotel does not host 18th Birthdays in the Cocktail Rooms.

Room Hire fee is charged at \$500 and is paid as a Deposit to confirm the Booking, along with the Host signing the Cross Keys Hotel Terms and Conditions. The Room Hire fee of \$500 is not inclusive in the minimum spend, it is an additional fee. Room hire will only be waived in exceptional circumstances and must be approved by the functions manager

Room Hire applies for a 5 Hour period for all day events. Night Events are held from 7PM until 1AM, and Security will be included free of charge from the Venue.

Minimum Spends apply to all Functions held from Friday – Sunday, which is required to be met under all circumstances, unless there has been an arrangement agreed upon by the functions manager
The minimum spend includes drinks and food.
The full minimum spend will be applied to the account owing if the minimum spend is not met.

At least 75% of the minimum spend must be paid to the venue no less than 14 days prior to the event. The remainder will be charged on the day/night of the event.

The Bar Tab for a function must be paid by cash or with credit card and settled on the day of the function without exception.

The minimum spends for each room are as follows:
The Long Room – Minimum Spend of \$2,000
The Lounge Room – Minimum Spend of \$2,400

CANCELLATIONS OR POSTPONEMENTS

The Cross Keys Hotel requires cancellations or postponements to be given in writing via email. Cancellations or postponements will incur the following charges:

- More than 32 days prior to your event – full refund of monies paid;
- Within 15–31 days prior to your event – 50% of deposit (Room Hire) retained and Minimum Spend or Catering refunded if paid;
- Within 8–14 days notice – full deposit and 50% of Minimum Spend or Catering retained
- Less than seven days notice – full deposit and Minimum Spend or Catering paid retained

In the event of unexpected circumstances, The Cross Keys Hotel will endeavour to transfer your function and any monies to another date nominated by you.

CATERING REQUIREMENTS

Menu selections will be required 14 days prior to your event unless otherwise specified by the Functions Manager. Should selections not be advised at this point your menu selection cannot be guaranteed.

If an item becomes unavailable, we may substitute menu items of similar quality. Every endeavour will be made to maintain selections, in situations where this is not possible, we will notify you immediately.

SIGNAGE AND/OR DECORATIONS

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface of the venue.

Free standing decorations may be brought in during the day of the event, and timing must be communicated and confirmed with the Functions Manager

TERMS & CONDITIONS

PROPERTY, DAMAGE, LOSS & CLEANING

Whilst the staff will take every care with the security and protection of your personal belongings, we are unable to accept responsibility for damage or loss of property before, during or after the function. Organisers are financially responsible for any damage to the building, furniture, or property during and immediately following the function. This includes any costs for repair or replacement at current market price. The organisers of the function are solely responsible for damage caused by their guests, outside contractors or agents prior to, during and after their event.

The organisers of the function must ensure that there is no smoking or vaping inside the facility at any time. There are dedicated outside balconies and areas where smoking is allowed for guests.

DELIVERY & ACCESS

Please call or email to arrange a suitable time for both parties for any deliveries of decorations, cakes or other items prior to your event. A minimum of 24 hours' notice is required.

Please remember to clearly mark your name on anything you bring for your function including cakes.

PARKING & PUBLIC TRANSPORT

There is parking located at the back of the Cross Keys Hotel which can be accessed via Woodland Street. No parking restrictions apply anywhere in the vicinity.

If you wish to use public transport Strathmore Train Station is located directly across the road from the Cross Keys Hotel.

Thank you for choosing to host your event at the Cross Keys Hotel ('the venue'). We trust you will have an enjoyable experience.

If there is anything we can assist you with please do not hesitate to contact us during our business hours on 9379 7477 or via email functions@crosskeyshotelessendon.com.au

Please sign below in acceptance of these terms and conditions

Printed Name of Event Organiser

Signature of Event Organiser

Date