



# *Skyways Hotel*

September 2011

With three great functions rooms only 15 minutes from the city why not call today to arrange an appointment to view our facilities and discuss your very special occasion.

The Team at Skyways Hotel are dedicated to providing exceptional, personalised service to the planning and execution of your social or corporate event.

Should you require any further information, please feel free to contact me.  
I look forward to hearing from you soon!

All prices set out in this brochure are subject to change & items can be removed or replaced without prior notice.

Please note Terms & Conditions on page 9.

**Functions Manager**  
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# Venue Information

## Room Hire

◆ **Banquet Room** (special event & public holiday's room hire as listed below)  
**\$300 up to 100 pax, \$350 100-150 pax, \$400 150+ pax** (excluded from below dates)

“Rates for room hire on **all public holidays, special events & not limited to the following days**, New Years Eve, New Years Day, Australia Day Eve, Australia Day, Good Friday Eve, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, Anzac Day Eve, Anzac Day, Queens Birthday Eve, Queens Birthday, Melbourne Cup Eve, and Melbourne Cup Day”. **\$450-100pax, \$500 101-150pax, \$550 151+pax.**

With a bar, dance floor and stage the Banquet Room is perfect for Weddings, Christmas Parties or Corporate Events. Linen Tablecloths, candelabras and iced water are included in the price. **Full room Hire charge is required to secure the booking.**

◆ **The Tavern Bar**      **Free \* Conditions Apply**

\*\$300 Deposit to secure room. Refunded on minimum bar sales of \$1000 (\$450 on special event dates as listed above & not limited to, refundable on minimum bars sales of \$1250 on special event dates)

Additional Items eg; Table cloths, candelabras, chair covers charged on application.

A great room for intimate cocktail functions with a relaxed bar atmosphere.

◆ **The Boardroom**      **\$150** (all special events, public holidays & not limited to as set above \$250)

A private setting, this room is ideal for corporate meetings or product launches.

## Capacity

The rooms offer the following settings:

### **Banquet Room:**

- ◆ Theatre Style: 250 guests
- ◆ Sit down: 150 guests
- ◆ Cocktail 300 guests

### **The Tavern Bar:**

- ◆ Cocktail: 40 – 100 guests

### **The Boardroom:**

- ◆ Boardroom: 16 guests
- ◆ Theatre Style: 25 guests

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## Equipment:

The following equipment is available for your function upon request at no charge unless Stated Also, we can organise the hire of any additional equipment needed

- ◆ TV/Video/DVD
- ◆ Microphone and stand
- ◆ Lectern
- ◆ Whiteboard
- ◆ Screen
- ◆ Overhead projector
- ◆ Data Projector - \$50 Day or Part

There of

- ◆ Hire of Chair covers @ \$3.50 each plus GST orders of less than 20 incurs an additional courier fee POA- available in many colours.
- ◆ Table cloths & candelabras (other than banquet room) charged on application
- ◆ Table runners \$5 each table
- ◆ Table Frill POA (starting at \$20 per table)

### **Accommodation:**

Our accommodation, complete with a complimentary continental breakfast is available to you and your guests at 10% off the normal rates. Excluding Special Events & Public holidays as listed in room hire fee & including Grand prix & Football finals weekends & not limited to, when regular rates & conditions will apply.

### **Venue Facilities:**

We are conveniently located in close proximity from the Tullamarine Freeway, Western Ring Road and Calder Freeway, 7 minutes from Melbourne International Airport and 15 minutes from Melbourne's CBD.

- ◆ Bistro, seating up to 300 guests
- ◆ Drive Thru Bottle shop
- ◆ Live Entertainment every Friday and Saturday nights
- ◆ Main bar with billiard tables and interactive games
- ◆ Ample car parking
- ◆ TAB facilities

### **Liquor:**

We hold an on premise licence and have an extensive wine list to choose from. You can arrange a bar tab, or your guests may purchase their own beverages.

### **Cake:**

You are more than welcome to bring your own cake. The cake will be served for you as a dessert with cream & sauce base at a charge per cake of \$25 up to 50 - \$35 up to 80 - \$45 up to 100 - \$55 up to 150 - \$65 up to 200 or part there of. Over 200 \$70

Or you are welcome to cut your own cake, plates & cutlery will be provided free of charge.

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## **Cocktail Party Options**

**Finger Food Menu - \$75.00 Per Platter That Caters For up to 10 People**  
**Choice of all items w' minimum order of 3 platters**

### **Hot Platter:**

- ◆ Spicy Potato Wedges served with sour cream
- ◆ Mini Spring Rolls with Soy
- ◆ Cocktail Party Pie & Sausage Rolls

◆ Samosas

- ◆ Fried Won Tons (vegetarian)
- ◆ Battered Fish with Tartare Sauce
- ◆ Meat Balls served w' onion sauce  
(Vegetarian Options Available)

If items unavailable at time, replacements of similar item will be provided

Finger Food Menu - \$90.00 Per Platter That Caters For up to 10 People  
Choice of any 6 items w' minimum order of 3 platters

**Cold :**

- ◆ Mixed Sushi with Wasabi
- ◆ Smoked Salmon and Avocado Pin Wheels
  - ◆ Cajun Chicken with Mango Salsa
- ◆ Smoked Turkey & Cranberry Tortilla Rolls
  - ◆ Fresh Oysters with Cocktail sauce
- ◆ Dolmas with Yogurt & cucumber sauce (vegetarian)
  - ◆ Chicken and Avocado Tortilla roll
  - ◆ Other Vegetarian Options Available

**Hot:**

- ◆ Mini Spangakopitta (vegetarian)
  - ◆ Assorted Mini Quiche
  - ◆ Aranchini Balls (vegetarian)
- ◆ Battered Fish with Tartare Sauce
- ◆ Chicken Satay Sticks with Peanut Sauce

If items unavailable at time, replacements of similar item will be provided

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**Specialty Platters for up to 10 pax**

**Gourmet Cocktail Pies & Rolls** Creamy Leek & Chicken, Moroccan Lamb, King Island Beef, Spinach & Ricotta Rolls & Frittata Bites, mixed platters **\$90**

**Calamari Platters** Hand crumbed, fried & served with lemon & tartare sauce **\$90**

**Garlic Bread Platters** Bite sizes pieces, great starters **\$65.00**

**Fresh Fruit Platter** \$55 each

**Tasty Cheese & Fruit Platter**- \$70 each

**Imported Style Cheeses & Fruit Platters**- from \$90 each

**Assorted Sandwiches Platter**-\$60 each

**Antipasto Platter** -\$90 each

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# Banquet Menu

## Soup:

- ◆ Minestrone (vegetarian)
- ◆ Chicken and Sweet corn
- ◆ Potato and Pumpkin (vegetarian)
- ◆ Potato & Leek (vegetarian)
- ◆ Basil and Spiced Tomato (vegetarian)

## Entrée: (vegetarian option available on request)

- ◆ Traditional Smoked Salmon with Horseradish
- ◆ Roast Vegetable stack with Capsicum Couli (vegetarian)
- ◆ Smoked Chicken parcel, roasted vegetables w' white wine & cream sauce
- ◆ Chicken Satay Sticks with peanut sauce served on Jasmine Rice

## Mains: (vegetarian option available on request)

- ◆ Pan-fried Pesto crusted Fish of the Day & vegetables
- ◆ American Pork Ribs, served with 2 dipping sauces & vegetables
- ◆ Involtini Chicken filled with semi dried tomato and spinach and served with creamy basil and capsicum sauce & vegetables
- ◆ Beef lasagne served with a garden salad and potatoes
- ◆ Chicken breast topped w' creamy bacon, mushroom sauce & vegetables
- ◆ Chicken breast cooked in a Champagne Sauce & vegetables

## Dessert:

- ◆ Baked Cheesecake with Berry compote
- ◆ Orange Flourless cake with fruit coulis
- ◆ Fresh strawberries & creamy rum sauce
- ◆ Home Made Apple strudel with ice cream and cream anglais

### Menu options choice of 2 items per category 50/50 split:

Main Meal only	-\$28.00
Soup and Main	-\$31.50
Entrée and Main	-\$38.50
Main and Dessert	-\$35.00
Any three courses	-\$45.00

### Any single menu choice of one item only per category

Main Meal only	-\$26.00
Soup and Main	-\$29.50
Entrée and Main	-\$36.50

Main and Dessert	-\$33.00
Any three courses	-\$43.00

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## **Deluxe Banquet Menu 3 Course**

Choice of any two from each group - \$52.00 per guest.  
Served 50/50

**Entrée:**

- Smoked Salmon Tian with Spanish onion and Horseradish cream
- Mixed Sushi with Wasabi and pickled ginger
- Seafood Mille Tuille topped with avocado and hollandaise sauce
- Seafood chowder
- Thai style chilli beef salad served with rice vermicelli and fried shallots
- Spinach, ricotta and roasted red capsicum tart

**Mains:**

- Veal Scallopini on mashed potato and creamy mushroom sauce
- Braised Lamb shanks with sweet potato and pumpkin mash with roasted vegetables
- Oven baked pesto crusted Fish Fillet
- Char Grilled Atlantic salmon topped w' green asparagus & dill cream sauce
- Char grilled chicken on polenta with exotic mushroom and bacon sauce
- Herb Crusted Lamb Rack on cous cous and minted jus
- Chicken Wellington on Potato mash and Choron Sauce

**Dessert:**

- Le Petite Pavlova with a berry coulis
- Bread and butter cake with crème anglais
- French white chocolate mud cake with melted chocolate ganache
- Sticky date Cake with a warm butterscotch sauce

**Cake Cutting:**

You are more than welcome to bring your own cake. The cake can be served for you as a dessert at a charge of  
**\$25 up to 50 - \$35 up to 80 - \$45 up to 100 - \$55 up to 150 - \$65 up to 200 \$70 200+**  
 or part there of. Cake served as a dessert w' cream & base sauce.

Or you are welcome to cut your own cake, plates & cutlery will be provided free of charge.

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## **Hot Self Serve Buffet**

**\$37.00** per person

\* With dessert buffet **\$42.50** per person  
(Minimum 40 Adults)

Children up to 12 years old **\$22.00** per child

**Buffet open for 1.5 hours.**

Freshly baked bread rolls

A selection of two different types of pasta not including seafood

Vegetarian Spinach & Ricotta Cannelloni

Beef Tortellini & Carbonara Sauce

Penne Bolognese or Vegetarian Napoli

### **Roasts choice of two**

Roast beef

Roast herbed leg of lamb

Roasted Chicken pieces

Roasted Pork w' crackling

Breast of turkey

Chefs' selection of Vegetables and Roasted Potatoes, pumpkin & sauces

### **Selection of 2 salads**

Tossed Garden Salad

Potato Salad, Tomato & red onion salad

Coleslaw, Bean mix salad or

Pasta Salad

- Dessert Buffet, 2 varieties of desserts Cheese Cake, chocolate mud cake & carrot cake other choices available (optional, price as listed)
- **Desserts served after mains for one hour...**

### **Additional options:**

**Fresh Fruit Platter** \$55 each

**Tasty Cheese & Fruit Platter-** \$70 each

**Imported Style Cheeses & Fruit Platters-** from \$90 each

**Assorted Sandwiches Platter-**\$60 each

Antipasto Platters -\$90 each

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## Conference Catering Options

### Coffee and tea:

Coffee and tea with a selection of biscuits:	\$3.50 per person
Coffee and tea with a selection of cakes and Danishes	\$8.50 per person

### A Light Lunch:

All platters based on an average for 10 pax

Assorted Sandwiches- 4 points each	\$60.00
Tasty Cheese and Fruit Platter	\$70.00
Imported Style Cheeses & Fruit Platter from	\$90.00
Open Danish Style Sandwiches	\$70.00
Fresh Fruit Platter	\$55.00

### Hot Selections:

A selection of hot main meals available, simply ask our function coordinator for more information.

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# Menu

## Breakfast

### **Continental Buffet Breakfast**

On request  
Minimum 20 pax  
Minimum charge \$10pp

### **Hot English buffet breakfast**

\$20.00 per person  
Self Serve  
**Minimum 30 pax**  
Tea, coffee & orange juice.  
Mini muffins & mini croissants.

\* Breakfast sausage, grilled bacon, grilled tomato or grilled mushrooms  
and 2 fried eggs.

\* Hot Breakfast Add \$5.00 per person for table service.

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# Terms and Conditions

## Cancellation:

Cancellation of function with less than 1-month notice will result in **forfeiting your total room hire deposit**. Cancellations within 14 days will also forfeit **50% of total food costs**.

Bookings made less than one month has a 48 hour cancellation period before above terms apply.

## Confirmation:

Number of guests and menu is to be confirmed fourteen (14) days before the function date.

## Deposit:

Is required at time of booking to secure the date requested.

**Banquet Room & Tavern Bar** as listed on Venue Information

**Conference Room** as listed on venue information

## Payment of Accounts:

**Full payment** of room hire is due at time of booking by cash or credit card.

**All food** & catering requirements to be **paid a minimum (14)** fourteen days prior to the function date. All liquor consumption must be settled with full payment at the completion of the function. A credit card will be required at commencement of function.

**We do not accept cheques** unless two weeks clearance can be provided.

**Full Payment** of food will secure prices listed; otherwise they may be subject to change without prior notice.

## Prices:

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As a minimum standard of health & safety a function cannot go ahead unless a person is nominated for the responsibilities listed below.

### Responsible Service of Alcohol.

Australian Leisure and Hospitality Group Limited (ALH) is committed to conduct all aspects of alcohol service in a professional and responsible manner, comply with all applicable laws and adhere to endorsed Liquor Service Codes of Practice.

Skyways Hotel practices Responsible Service of Alcohol & has the right to refuse any persons alcohol & be asked to leave the premises immediately as listed on the Liquor Licensing Posters.

We require that a nominated person from the booked function be available as the Responsible person that we contact in the event that a guest has breached any liquor licensing laws & assist us in either refusing further service of alcohol or the removal from the premises.

Nominated Person:.....

Contact Number.....

This person will be required to be contacted by the hotel prior the function to communicate their responsibilities on the nominated night of the function.

I ..... Acknowledge that I will be the person Responsible on the function listed & will be available until the conclusion of the function to assist in any manner required as per agreed. Including the removal of any guest that may be asked to leave the premises. I also understand that if a patron is asked to leave & refuses Management have the right to cancel the function immediately & remove all guests & all monies paid for room hire & food will be forfeited by 100% of the cost. Any outstanding liquor & beverage tab will be charged to the nominated credit card that is held by the venue.

Name.....

Signed ..... Date.....