



FUNCTIONS



private functions

Level 1 Inverloch Esplanade Hotel

1 A' Beckett Street,
Inverloch Victoria 3996

t. (03) 5674 1432

w. invyespy.com.au/captainslounge

e. accounts@invyespy.com.au

www.facebook.com/thecaptainslounge

the venue

Welcome to the Captain's Lounge, an intimate and welcoming space to host your function, located on level one of the reputable Inverloch Esplanade Hotel.

Located in the heart of Inverloch, South Gippsland- The Captain's Lounge is easily accessible, offering a lift for disability access or stairs to make your way up to one of Inverloch's most picturesque function spaces, providing indoor and outdoor spaces for any occasion. Our glass sliding doors open out to our large private balcony overlooking the streets of picturesque Inverloch and also share magnificent ocean view glimpses. Inside we have our spectacular water wall, which is the perfect backdrop for any function, featuring atmospheric lighting, a beautiful large bar and a spacious room for your event.

The Captain's Lounge staff are friendly and accommodating, priding ourselves on the finest service. All of our dishes are prepared in-house and made with the freshest produce; our talented chefs create meals with attention to detail and flavour in mind. We understand how important and difficult the food selection can be for your special day; Our clients are presented with a choice of popular yet sophisticated menu options to suit your needs and budget. Dietary requirements can be catered for and a vegetarian menu is available upon request, we also offer a children's menu. Our menu options offer the flexibility for cocktail style events or a more formal seated event, noting we often accommodate for roaming canapes followed by a sit-down dinner. We also provide options for the serving of your celebration cake.

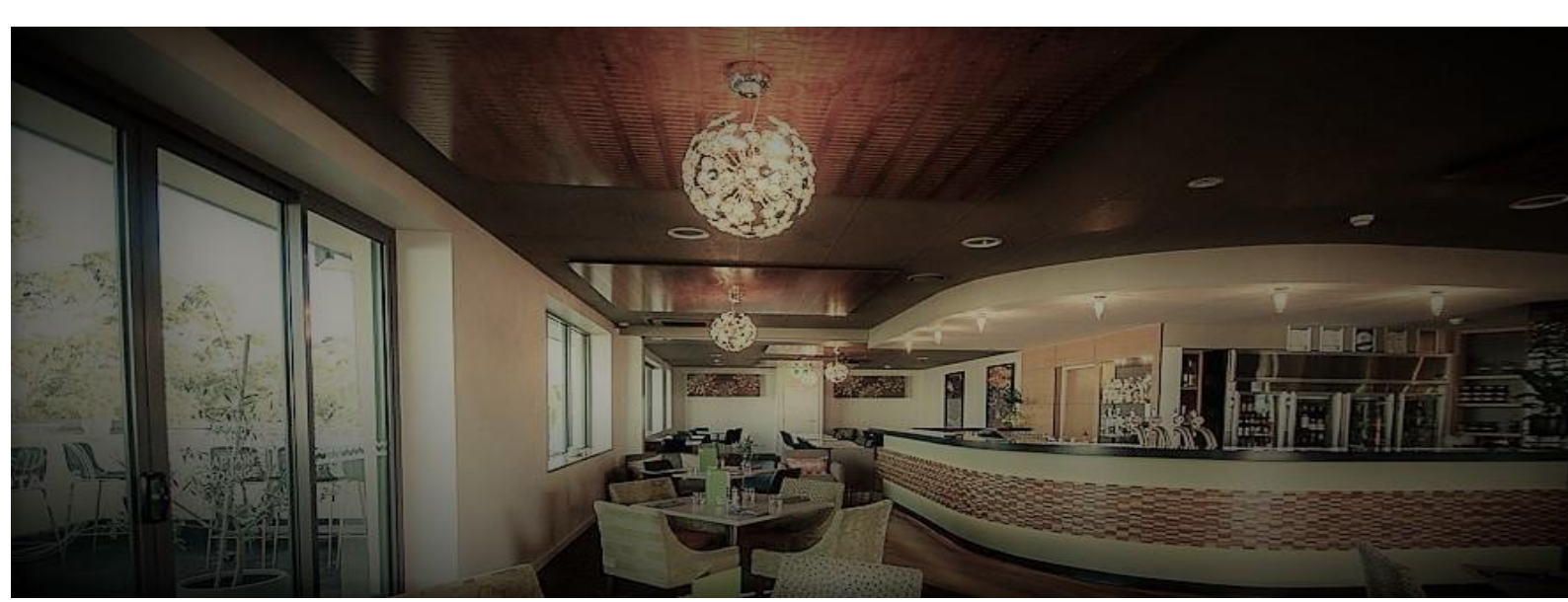
The Captains Lounge has an extensive range of beverages, including local wine, craft beers and tantalising cocktails. We allow you the flexibility to create your own beverage package based on your desired budget and what you like to drink.

The Captain's Lounge is available seven days a week for private functions. We work closely with you to build the function of your dreams, from minor details to decorations and menu we offer a number of options and combinations to ensure that our clients have an enjoyable stress-free night and ultimately, the function that they have envisioned.



venue details

Venue	The venue is located on Level 1 at the Invy Espy hotel. It is a bright, open plan space based around the bar. Comprising of large outdoor balcony overlooking the streets of Inverloch and glimpses of the Inlet beach.
Venue Capacity Room Hire	
Captain's Bar & Balcony	40 – 60 \$600* Minimum function spend \$3000
Entire Venue	80 – 200 \$800 Minimum function spend \$4500
	All function deposits are used as your room hire charge and are a non-refundable cost which covers all appointments with your function coordinator, cleaning costs, any printing costs (such as menus and signage), basic decorations and general staffing costs.
Entrance	Enter via the Invy Espy entrance on A' Beckett street, follow the light-filled stairs to one level; there is also a lift.
A/V	Cordless microphone, projector screen (2), HDMI, music system with surround sound, WIFI, iPod compatibility
Floor Plan	A tailored floor plan will be created to reflect final function layout
Decorations	<p>Captain's Lounge has been specially designed to need minimal additional decoration however you are more than welcome to bring any items, along with flora to personalise your function. Our function coordinator is here to liaise with you throughout the organisational process offering suggestions regarding theming, décor and styling.</p> <p>We can also assist with local suppliers for music/DJ's, musicians, photographers, cakes, florists and more upon request</p>





cocktail functions

canape selections

cold canapes

Medium rare roasted beef crostini with buffalo cheese & microgreens

Belle tomato, fresh basil & bocconcini on tasting spoon GF, V

Vegetable Asian-style rice paper roll GF, DF, V

Smoked salmon, horseradish & dill crepes

Assorted Sushi GF, V, DF

warm canapes

Espy fried chicken

Beetroot & ricotta arancini balls V

Vegetable frittata GF V

House-made sausage rolls with tomato relish

Moroccan lamb kofta with tzatziki GF

grazing boxes

Espy fried chicken, beer battered chips & bianca dressing

Beef slider, salad, cheese & tomato relish

Lemon pepper calamari, lemon & aioli & beer battered chips

grazing boards / table

We freshly design and prepare our grazing boards using assorted dips, local cheeses, charcuterie, dried & fresh fruits.

They can be made to cater for all dietary requirements upon request.

| \$7.50 per head

platters

Assorted sandwiches | 40 pieces | \$50

House made dips & crackers | \$40

Antipasto selection | \$60

Local cheeses with crackers and quince paste | \$65

Seasonal fruit | \$50

Assorted sushi | 40 pieces | \$70

Petit fours | 40 pieces | \$80

canape packages

5 canapes & 1 grazing box | \$30 per head

5 canapes & 2 grazing boxes | \$38 per head

grazing boxes | \$10 per head



GF-Gluten Free V-Vegetarian DF-Dairy Free



seated functions

seated packages

\$50 per guest | 2 courses

\$60 per guest | 3 courses

Selection of two options from each course to be served alternatively to your guests.

Entrée can be substituted for canape selection.

Includes fresh bread rolls. Dietary requirements catered for upon request.

entrée

Chicken & bacon terrine, tamarillo chutney & roquette **GF DF**

Pan fried scallops, compressed apple, dill oil & charred bread **DF**

Medley of wild mushrooms, Israeli couscous in a filo basket **V**

Root vegetable salad, quinoa, poached pear & salsa Verde **DF V**

main

300g aged sirloin, roasted rosemary & garlic potatoes, jus & greens **GF, DF**

Barramundi fillet, crispy kale, broccolini & orange, ginger & soy glaze **GF, DF**

Slow cooked lamb rump, sweet potato puree, buttered leeks, broccolini **GF**

Braised pork belly, sautéed cabbage, bacon, onion & garlic sauce, beans **GF**

Confit duck leg, poached pear, dark cherry & plum sauce, baby carrots **GF**

Free range chicken breast, burnt onion puree, jus, baby carrots & greens **GF**

Portobello mushroom, sauvignon blanc & baby spinach risotto with blue cheese & walnut gremolata **V**



dessert

Berry yoghurt mousseline with dark chocolate brownie

Belgium dark chocolate tart, date & pistachio crust **GF**

Banana, cinnamon crème Brule with ginger nut biscuit **GF**

Passionfruit parfait with honeycomb & mango compote **GF**

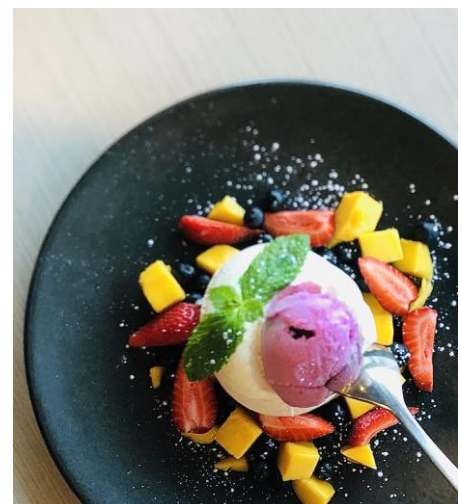
Classic bread & butter pudding with cream anglaise & crispy textures

sides for the table

Fries | \$10

Seasonal vegetables | \$10

Garden salad | \$9





optional menu additions

2 course children's menu (under 12 years) | \$15

Grilled chicken tenderloins, garden salad and chips

Crumbed fish, garden salad and chips

Linguine bolognese with traditional Napoli sauce and shaved parmesan

&

Ice-cream sundae with chocolate sauce

cake

Cut, served on platters with cream | \$30

Cut, bagged (client to supply bags) | \$60

Cut, individually plated, raspberry coulis & cream | \$3.50 per head



beverage accounts

Beverage selections can be made during consultations with you Function Co-ordinator. You may choose to set up a bar account with a nominated amount, alternatively we also welcome functions that allow guests to pay on consumption.

A hot beverage station may be added to your beverage package upon request | \$30.

Individual espresso coffee and selection of fine teas paid on consumption and made by staff | \$4.00



TERMS & CONDITIONS

Bookings and deposits/Room hire charge:

All wedding and cocktail function deposits are used as your room hire charge and it is a non-refundable cost

Tentative bookings are only held for 5 days and are then released without notice. Bookings are not confirmed until your payment and booking form have been received. A booking form is available in this package.

Payments:

Deposit payments must be made to the Esplanade Hotel via cash, cheque, VISA, MasterCard or EFTPOS. The Esplanade Hotel requires the balance of the account to be settled upon conclusion of your function. All functions invoiced will require payment to be settled within 7 days of the function concluding (weddings excluded). However, this must be arranged with the Hotel prior to your function date. Please note that we do not accept AMEX or Diners Cards.

Responsibility:

You will be asked to sign our declaration (See attached) stating that you accept full responsibility in the event of any damages or excessive cleaning fees resulting from actions by you or your guests. This will be held until the conclusion of your function and destroyed provided that there are no damages caused.

Final Numbers:

We require confirmation of final numbers no less than 14 business days prior to the date of your function. Your function date is not included in this 14-day period. Any dietary requirements that you or your guests may have need to be relayed so we can ensure they are catered for on the day. Your actual number of guests on the day will be used to calculate the balance of your account. Should the number of actual guests fall below your confirmation; the confirmed figure will be used to calculate your account.

Catering for children:

We will endeavour to cater for children where possible but please keep in mind our liquor license requirements with minors on premises.

Children under 6 years will be catered for upon request.

Children 6 to 12 years will be charged \$15 per head and a kid's menu will be offered to this age group.

Children 13 and over will be charged at adult prices.

Children with special needs can be catered for. Please talk to your Function Coordinator about these options.

Additional meals:

Meals must be provided for all bands in accordance with the Victorian legislation. They will be charged as per your menu selections or alternatively can be purchased in our Bistro. We will need notice of this in advance.

Consumption of outside food and beverage:

No food or beverage of any kind will be permitted to be bought into the venue by the client or any other person attending the function unless by prior arrangement with the Esplanade Hotel. Takeaway options for conferences/work meetings are not available.

Menu & price variation:

Every endeavour is made to maintain our menu and prices as originally quoted however this package is subject to change without notice.

Cakes:

We are happy for you to provide your own celebration cake for your function. As the person supplying the cake you will assume responsibility for the safe handling of the cake, and you will need to advise us if you would like it refrigerated, frozen or left at room temperature. Your cake will need to be clearly labelled with function name and date when it is delivered to The Captains Lounge. Please read our cake cutting options and let your Function Coordinator know how you would like your cake cut and served.

Public Holidays:

If your desired function date falls on a public holiday, a 10% surcharge will be added to all per head prices and venue fees.

Licensing requirements:

The Captain's Lounge is licensed until 12:30am with guests vacating the premises by 1:00am. The outside balcony area is licensed until 11pm. Liquor cannot be consumed on the balcony after this time however it will be open to accommodate smokers etc. Under the Liquor Control Act and Liquor Licensing Act, we cannot serve alcohol to those under 18 years of age. ID may be required for some of your guests. It is an offence for us to serve intoxicated patrons. The Esplanade Hotel staff practise responsible service of alcohol and reserve the right to remove quarrelsome or intoxicated persons from the premises. Under no circumstances can guests consume their own alcohol. A security charge may be applicable to your function.

Minors on premises (Under 18 years):

Minors are considered any person under the age of 18 (this includes infants and children). We understand that children are a special part of any function however, we have strict licensing regulations that we must follow. Your Function Coordinator will discuss this in more detail with you.

Cancellations or Postponements:

The Esplanade Hotel requires cancellations or postponements to be given in writing via fax or email. Cancellations or postponements will incur the following charges; *within 30-14 days prior to function – 50% of deposit will be charged Less than 14 days prior to function - loss of deposit*. The Esplanade Hotel will endeavour to transfer your function and any monies to another date nominated by you.

Entertainment:

Your Function Coordinator can help you source entertainment for your function. Alternatively, you are welcome to supply your own however a sound check must be completed prior to your function starting. We recommend you ask of your entertainment to set up their equipment prior to your function to avoid interruption. Evening functions require entertainment to conclude by 12:30am.

Signage:

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

Function Times:

Breakfast functions commence from 8.30am however we can arrange a time to suit your schedule. Evening functions are to conclude by 12.30am and guests to have vacated the premises by 1am. Your Function Coordinator will outline these times in your booking confirmation letter.

Delivery & Access:

Please call us to arrange a suitable time for both parties. A minimum of 24 hours notice is required. Please remember to clearly mark your name on anything you bring for your function.

Car Parking:

There is car parking available on Beaton Place which is located behind the Hotel.

the captain's lounge

1 A'Beckett St, Inverloch, Vic 3996
t: (03) 5674 1432
e: accounts@invyespy.com.au
w: www.invyespy.com.au/captainslounge
f: facebook.com/thecaptainslounge
ABN: 68 717 834 275

CONFIRMATION FORM

Thank you for choosing The Captain's Lounge to host your upcoming function. Please check the following information is correct, and sign where indicated. Please return confirmation form with your deposit/room hire charge to the Captain's Lounge via email; captains@invyespy.com.au or, drop into the Hotel in person.

PERSONAL DETAILS

Name:	
Address:	Postcode:
Company (If Applicable):	
Contact Numbers: (Home):	(Mobile):
Email:	
<input type="checkbox"/> Please tick if you would like us to email you about upcoming events at The Captains Lounge	

FUNCTION DETAILS

Date:	Time:	
Occasion:		
Guest Arrival Time:	Guest Numbers:	Children:
<i>Please remember final number of guests is required 14 days prior to your function. This will form the basis of final charging.</i>		
Venue Area (Full room, Bar/Balcony, Cookies nook):		
Bar Account (Please circle) Yes/No	Desired amount you wish to spend: \$	
Catering (Please circle) Seated/Cocktail style	Dietary Requirements?	
Special Instructions:		

FUNCTION DEPOSIT

Method of Payment (Please circle relevant): CASH CREDIT CARD CHEQUE

Please note your booking is considered tentative until this confirmation form is completed, signed and returned along with you deposit. Deposits are non-refundable unless stated otherwise. Please refer to these conditions outlined in the terms and conditions.

CREDIT CARD AUTHORISATION

- ☐ (PLEASE TICK) destroyed provided that no damage is caused and that I have settled my final account.

Name:	Type:
Card Number:	Expiry Date: / CVV: _ _ _
<i>We accept Visa, Bankcard & MasterCard. Please note we do not accept AMEX or Diners Cards.</i>	

DECLARATION

- ☐ I/We have read and understand the Terms and Conditions relating to The Esplanade Hotel's function room policy. I understand that the Esplanade Hotel does not accept any responsibility for the damage to, or loss of any clients' property throughout the duration of the function. I am willing to provide my credit card details to the Hotel and I accept financial responsibility for any damages to the venues fixtures and fittings, property and equipment which includes pilferage of the venues property that may occur throughout the duration of the function.
- ☐ I have read, understood and agree to the Terms & Conditions attached regarding The Captain's Lounge and The Esplanade Hotel
- ☐ I Hereby authorise The Esplanade Hotel to deduct the amount of \$_____ from the credit card detailed below for the purposes of my Function Deposit/ Room Hire/ Beverage/ Catering/ Security/ Other Charges (Please circle relevant). I authorise The Esplanade Hotel to hold my credit card information for security purposes in the event of any damages or excessive cleaning fees caused by myself or my guests. I understand this will be held until the conclusion of my function and if necessary debited in the event of not paying on the day/night for damages.
- ☐ I am paying my Function Deposit/ Room Hire/ Beverage/ Catering/Security/ Other Charges (Please circle relevant) by Cash/ Cheque (Please circle). I hereby authorise The Esplanade Hotel to hold my credit card information for security purposes in the event of any damages or excessive cleaning fees caused by myself or my guests. I understand this will be held until the conclusion of my function and if necessary debited in the event of not paying on the day/night for damages.
- ☐ I understand all details from my credit card will be destroyed provided that no damage is caused and that I have settled my final account

SIGNED BY CLIENT

Signature:
Name:
Date:

SIGNED BY THE CAPTAINS LOUNGE

Signature:
Name:
Date: