

the mill *mill*



# Corporate Functions

The Mill Hotel is fast becoming the Southwest's quintessential venue for any type of event. It's open and versatile layout make it the perfect location - it boasts a range of outdoor and indoor function areas. It caters for anywhere between 30-150 guests and is ideal for corporate and social occasions.

Our new UK trained executive chef has developed an enticing menu, with a wide range of options for cocktail, buffet or sit-down style events.

Our team of dedicated function staff will ensure your every need is met, from your first enquiry to your function's conclusion. We maintain that all aspects of your booking are negotiable, and are more than happy to tailor your function to any specific tastes or needs.

**189 Beaconsfield Street**

**Milperra NSW 2214**

**p. 02 9771 2722 f. 02 9792 2962**

**e: [functions@millhotel.com.au](mailto:functions@millhotel.com.au)**

J D A | H O T E L S

*The Mill offers a variety of different options for your corporate function.  
You can build your own package to suit your conference format, or  
select one of the set packages below!*

# Day Packages

<b><i>\$200 flat rate</i></b>	Room Hire ONLY
<b><i>\$43 per head</i></b>	Room Hire Tea and Coffee Station Lunch (Bistro Pre Order) in an outdoor area
<b><i>\$53 per head</i></b>	Room Hire Tea and Coffee Station Morning Tea OR Afternoon Tea Lunch (Bistro Pre Order) in an outdoor area
<b><i>\$63 per head</i></b>	Room Hire Tea and Coffee Station Morning Tea Lunch (Bistro Pre Order) in an outdoor area Afternoon Tea
<b><i>\$69 per head</i></b>	Room Hire Tea and Coffee Station Morning Tea Lunch (Bistro Pre Order) in an outdoor area Afternoon Tea Continuous Espresso Service
<b><i>\$84 per head</i></b>	Room Hire Tea and Coffee Station Morning Tea BBQ Lunch Buffet in an outdoor area Afternoon Tea Continuous Espresso Service

# Build Your Package

**Build a package that suits you!**

## Basics:

**Room Hire\***  
\$200 flat rate  
8 hour function period

**Tea and Coffee Station**  
\$3 per head

**Espresso Service**  
\$6 per head  
Delivered to your conference

## Breaks:

**Morning Tea**  
\$10 per head  
One Break Option

**Afternoon Tea**  
\$10 per head  
One Break Option

**Additional Platters**  
\$40 per platter

## Lunch:

**Bistro Pre-Order**  
\$20 per head  
Reduced Bistro Menu

**BBQ Lunch Buffet**  
\$35 per head  
Minimum 10pax

**Three Course Set Menu**  
\$45 per head  
Minimum 10pax

*\*Applies to all functions.*

# Equipment Hire

<b>Projector</b>	\$65.00 per day
<b>Projector Screen</b>	Starts at \$45.00 per day
<b>Flip Chart</b>	\$45.00 per day
<b>Flip Chart Pad</b>	\$19.00
<b>Whiteboard</b>	\$35.00 per day
<b>Delivery (ordered within 72 hours)</b>	\$75.00

# Menus

## Breaks:

<b>Healthy Choice</b>	Fresh seasonal fruit platter Assorted fruit yoghurts Muesli Bars Selection of fruit juices
<b>Continental</b>	Criossants Assorted muffins Fruit danish and pastries
<b>Sweet Tooth</b>	Assorted donuts Chocolate mudcake Scones with jam and cream Variety of home made cookies and biscuits
<b>Additional Platters</b>	Fresh seasonal fruit platters Assorted Lolly Bowls Dessert Selection Mezethes Plate Assorted Sandwiches Savoury Selections

## Bistro Pre Order:

### **Chilli Prawn Spaghetti**

Garlic prawns and chilli in a Napolitana sauce

### **Rump Steak**

Served with mash and vegetables. Mushroom, pepper or dianne gravy.

### **Fish and Chips**

Basa fillets, caper mayonnaise and chips

### **Steak Sandwich**

Roasted tomato, caramelised onion, cheese and seeded mustard

### **Chicken Schnitzel**

Served with chips and salad. Mushroom, pepper or dianne gravy.

### **Grilled Chicken and Golden Pumpkin Salad**

Grilled chicken, spinach leaves, pumpkin, fetta, pine nuts in a honey balsamic dressing

# Something Extra?

## Meze Platter

Chorizo, Olives, Assorted Cheeses, Prosciutto, Mediterranean Vegetables, Variety of Dips, Breads and Lavosh  
**\$65.00**

## Cold Cut Sandwiches

Assorted Cold Cut Sandwiches with a variety of spreads, fillings and breads.  
**\$65.00**

## Seafood Platter

**Cold:** Oysters Natural, Fresh King Prawns, Steamed Mussels, Marinated Octopus, Smoked Salmon  
**Hot:** Battered Fish, Salt and Pepper King Prawns, Grilled Calamari, Soft Shell Crab  
**\$90.00**

## Dessert Platter

Fresh Profiteroles, Chocolate Dipped Strawberries, Decadent Chocolate Brownie, Passionfruit Cheesecake. Served with cream  
**\$70.00**

## Cheese and Fruit Platter

Assorted Australian Cheeses with Seasonal Fresh Fruit and Nuts  
**\$35.00**

## Chocolate Dipped Strawberries

A variety of fresh strawberries dipped in milk, white and dark chocolate.  
**\$65.00**

# BBQ Buffet Menu

- ★150g Scotch Fillet
- ★Tandoori Chicken Skewers
- ★Chargrilled Vegetable Kebabs
- ★Gourmet Sausages
- ★Jacket Potatoes and Sour Cream

## Served With:

- ★Caeser Salad – cos lettuce, bacon, croutons with a creamy dressing and parmesan
- ★Tossed Green Salad – seasonal leaves, spanish onion, cherry tomato, avocado and balsamic dressing
- ★French Bread and Butter
- ★Assorted Condiments
- ★Seasonal Fruit Platter

# Three Course Set Menu

## ENTREES

Spinach and Ricotta Angalotte  
with tomato, pesto and parmesan crisp

Marinated Beef and Fetta Cheese  
Carpaccio style thinly sliced tomato, drizzled with truffle oil

Risotto  
wild mushroom, artichoke hearts, truffle oil with shaved padano

Pumpkin and Sage Flan  
short crust pastry, haloumi cheese with fresh herbs

Classic Chicken Caesar Salad  
with young cos, grilled fillet, bacon, croutons in a light dressing.

## DESSERTS

Pavlova  
Individual serve with seasonal fruit, berry coulis and double cream

Passionfruit Pannacotta  
Served with pistachio biscotti and double cream

Warm Sticky Date Pudding  
Served with rich caramel sauce and vanilla bean ice cream

Mini Cheese and Cherry Strudel  
With vanilla bean sauce

Australian Cheese Plate  
Selection of 3 cheeses with muscatels and walnut bread

## MAINS

Beef Sirloin  
With potato rosti and steamed bok choy. Served with a red wine jus.

Supreme of Chicken  
Roasted with cauliflower frittata, honey, carrots in pan juices

Oven Roasted Lamb Rump  
On pesto mash and eggplant caviar

Fillet of Atlantic Salmon  
On spinach linguini, snow peas tossed in a white wine sauce

Pan Fried Snapper Fillet  
On crushed potatoes, runner beans and capsicum coulis

\*\*Menus subject to change without notice

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# Corporate Booking Sheet

Name of Function:
Date of Function:

## Contact Details

Contact Name
Company Name
Address (Line 1)
Address (Line 2)
Contact Number:
Email Address:

## Credit Card Details

Cardholder
Card Type
Card Number
Expiry
Card Signature

Full payment will be charged to this credit card upon departure, unless otherwise specified(see below).  
This credit card is used to secure your function booking, and as security should any damage occur during your function. You will be notified prior to any charges being processed.

## Payment and Invoicing Requests

Payment Type	<input type="checkbox"/> Credit Card Provided <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> OTHER (Please specify) _____
Payment to be made:	<input type="checkbox"/> Upon arrival <input type="checkbox"/> Upon departure <input type="checkbox"/> OTHER (Please specify) _____
Invoice Name:	
Invoice Forwarded to:	
Comments:	

OFFICE USE ONLY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROOM HIRE	DEPOSIT	EXTRA STAFF	MANAGER



# Corporate Booking Sheet

## Function Details

<b>Start and Finish Times</b>	
<b>Room Access Time</b>	
<b>Number of Guests</b>	
<b>Representative on Date</b>	
<b>Room Set Up</b>	<input type="checkbox"/> U SHAPE <input type="checkbox"/> CABARET <input type="checkbox"/> THEATRE <input type="checkbox"/> OTHER (Please specify) _____
<b>Package Chosen</b>	<input type="checkbox"/> BUILD YOUR OWN <input type="checkbox"/> \$_____ per head SET PACKAGE
<b>AV Equipment</b>	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> Flipchart
<b>Bar Tab</b>	<input type="checkbox"/> Bistro <input type="checkbox"/> Bar/Beverage

## Set Packages

<b>Package Type</b>	<input type="checkbox"/> \$200 FLAT RATE <input type="checkbox"/> \$43 PER HEAD <input type="checkbox"/> \$53 PER HEAD <input type="checkbox"/> \$ 63 PER HEAD <input type="checkbox"/> \$69 PER HEAD <input type="checkbox"/> \$79 PER HEAD
<b>Morning Tea</b>	<i>Service Time:</i> __:__am <input type="checkbox"/> Healthy Choice <input type="checkbox"/> Continental <input type="checkbox"/> Sweet Tooth
<b>Lunch</b>	<i>Service Time:</i> __:__pm <input type="checkbox"/> Bistro Pre Order <input type="checkbox"/> BBQ Buffet <input type="checkbox"/> 3 Course Set Menu
<b>Afternoon Tea</b>	<i>Service Time:</i> __:__pm <input type="checkbox"/> Healthy Choice <input type="checkbox"/> Continental <input type="checkbox"/> Sweet Tooth
<b>Extras?</b>	

## Build Your Own

<b>Basics</b>	<input checked="" type="checkbox"/> ROOM HIRE <input type="checkbox"/> TEA AND COFFEE STATION <input type="checkbox"/> ESPRESSO SERVICE
<b>Morning Tea? Y/N</b>	<i>Service Time:</i> __:__am <input type="checkbox"/> Healthy Choice <input type="checkbox"/> Continental <input type="checkbox"/> Sweet Tooth
<b>Lunch? Y/N</b>	<i>Service Time:</i> __:__pm <input type="checkbox"/> Bistro Pre Order <input type="checkbox"/> BBQ Buffet <input type="checkbox"/> 3 Course Set Menu
<b>Afternoon Tea? Y/N</b>	<i>Service Time:</i> __:__pm <input type="checkbox"/> Healthy Choice <input type="checkbox"/> Continental <input type="checkbox"/> Sweet Tooth
<b>Extras?</b>	

### OFFICE USE ONLY



ROOM  
HIRE



DEPOSIT



EXTRA  
STAFF



MANAGER

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# Terms and Conditions

Functions at The Mill Hotel carry the following terms and conditions. Please read them carefully and contact the Function Manager at the hotel if you have any questions.

## Bookings, Deposits and Payments

A booking is only confirmed upon receipt of a fully completed and signed Booking Sheet and signed Terms and Conditions.

Credit Card details *must* be provided to secure your booking.

Any tentative booking that is not confirmed within 48 hours will be released at our discretion.

Confirmation of final numbers is required no less than 10 days prior to the function. All food and beverage will be charged on the confirmed number.

Any deductions from the clients credit card will be discussed prior with the client.

Room Hire is variable, and will be discussed with you by the Functions Coordinator. Prices may change depending on high/low season, food requirements and final numbers. Room Hire may increase if minimum spends are not met.

Payment can be made by direct deposit, cheque or credit card (Amex 5%, Diners 5%). Any payment via direct deposit *must* be received prior to the function date. Please note that a surcharge applies to functions that occur on Public Holidays. Please advise the Functions Coordinator if you wish to be invoiced *post-function*.

If you fail to make payment, your credit card may be charged.

## Food and Menus

All food orders must be confirmed with the Functions Coordinator no later than 10 days prior to the function date. This includes the likelihood and number of vegetarian options, special food allergy requests, music, audio and visual requests, decoration requests or birthday cakes.

No food is to leave the premises at close of function. We are bound by law to not provide takeaway function food.

**No outside catering is allowed at The Mill Hotel. All food must be provided by the hotel.**

## Cancellations

If the booking is cancelled within 10 days of the booked date, 50% of the total food bill will be forfeit to The Mill Hotel.

If the group booked does not present themselves on the confirmed date, without prior notification of cancellation, 100% of the total food bill will be deducted from the clients credit card.

Cancellations must be made with the Functions Coordinator and are only valid upon reply.

Credit Card details will not be used to pay for the booking, unless on request of the cardholder.

Any deductions from the clients credit card regarding cancellation fees will be discussed prior with the client.

Client Name	
Signature	
Date	



# Terms and Conditions

## Staffing

If final number require an extra food staff, the hotel will provide one, at a cost of \$35 per hour for a minimum of two hours.

## Underage Guests/Responsible Adults

All minors must be off premise no later than 11pm in the Function Room and 10pm in all other areas of the hotel.

Any guest found supplying alcohol to a minor will be referred to the police and fined.

Any underage guests present at a function must be registered with management prior to the function. The name, age and ID details of the adult responsible for the minor will be recorded. Failure to declare an underage guest may result in closure of your function during the night.

In the event that an identified minor is present at the function, the minor will be asked to leave the premises by security.

Any approved minors present at the function are not permitted in any other areas of the hotel.

The Mill Hotel practices all aspects of Responsible Service of Alcohol. If you are found to be drunk or disorderly, supplying a minor with alcohol or acting in a reckless manner, you will be removed from the premises. *The Mill Hotel reserves the right to discontinue your function at any time should these behaviors continue.*

The room will be inspected prior to and after your function. Any breaches of the above will impose penalties.

## Entertainment/AV Equipment

AV Equipment is available for hire at your request.

IPOD and VGA connections are available.

Damage or loss of AV Equipment will incur replacement fees.

DJ's are available for hire at \$100 per hour.

## Decorating

When decorating, no hooks, screws or tape are to be used anywhere on the premises. We do not allow graffiti of any kind including paint or ink. We do not allow glitter or small tinsel pieces to be used. Candles must not be able to drip wax and table candles must in glass holders. No responsibility is taken for private property. Any damage to the hotel or hotel property will incur repair costs.

Client Name	
Signature	
Date	

