



*LEVEL 1, of the
THE RED BERET HOTEL*

Madisons

FUNCTION ROOMS

2024 PACKAGE

*BIRTHDAYS / WEDDINGS /
MEETINGS / WORKSHOPS/ EVENTS /
LIFE CELEBRATIONS/
PRESENTATIONS.. EVERYTHING!*

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WELCOME TO MADISONS FUNCTION ROOMS

Are you looking for the perfect space to hold your next event?

No matter what the occasion, Madisons Function Rooms have got you covered!

Our beautifully refurbished upstairs space is the ideal backdrop for all types of celebrations and is versatile enough to cater for meetings, conferences & presentations, big or small.

Our dedicated function team are ideally equipped to make your event a success.

Set upstairs in the Historic Red Beret Hotel, Madisons boasts two beautifully appointed function rooms that can be opened up into one large space or sub divided into two separate rooms or meeting areas. Complete with large screen projectors, media facilities, full bar, barista facilities & catering kitchen.

With clear access from major roads, onsite and street parking of up to 120 spaces, guests and delegates can avoid CBD hassle and congestion, arriving right at the front door of the venue, relaxed and ready for their function or conference. A large sweeping veranda taking in the mountains and surrounding vista completes our center as your venue.



**Scan this QR code to see
photos & download a
digital copy of this
Functions Pack!**



MADISONS FUNCTION ROOMS

ROOM HIRE



Function room hire ranges between \$300.00 - \$500.00.

All functions have a minimum guest requirement of 40 adults & catering spend of \$400.00

What's included?

- Private Bar
- The room fully set to your request with tables, chairs, linen & cocktail tables
- Access to the stage & dancefloor
- Access to our beautiful wrap around balcony which has a designated smoking area
- The rooms are fully airconditioned, wheelchair accessible & child friendly
- Private, airconditioned bathrooms
- Use of our stage lights, projectors & Bluetooth amp system
- No clean up required. We do the hard stuff for you!

Madisons 1 & 2 \$400.00

Both rooms combined into one large, 'L' shaped room.
Suitable for 50-200 guests, depending on the type of event.

Madisons 1 \$350.00

Larger of the 2 rooms, which includes the stage, dancefloor & 2x projector screens.
Suitable for 40 - 60 guests, depending on the type of event.

Madisons 2 \$300.00

Smaller of the 2 rooms, 1x projector, no stage or dancefloor.
Suitable for 40 - 60 guests, depending on the type of event.

Sunday & Public Holiday Rates \$600.00

All Sunday & Public Holiday events (Any room) have a flat rate of \$600.00.

MADISONS FUNCTION ROOMS

Minimum Requirements

All Friday & Saturday night events have a minimum guest requirement of 40 adults.

We also have a minimum catering spend of \$400.00.

If your event has less than 40 adults in attendance, it will be cut back from a 5-hour, to a 3-4-hour duration. This is based on the managers discretion on the night.

Security

Any function rooms booked for the purpose of 18th or 21st birthday parties; bucks/hens parties; and/or otherwise deemed appropriate by hotel management, MUST have security provisions.

The guard will be required to attend the entire duration of the event.

This cost of security will be invoiced to you and must be paid fully no later than 7 days prior to the event.

Friday & Saturday Rate - \$70.00 per hour (\$350.00 for the 5-hour event)

Sunday Rate - \$90.00 per hour (\$450.00 for the 5-hour event)

Public Holiday Rate - \$120.00 per hour (\$600.00 for the 5-hour event)

PERFECT FOR ANY EVENT

ADD ONS

Chair Covers

Chair covers are available in Black & White and are available for hire at the cost of \$4.00 per chair. We also have a wide range of chair band colours available for you to choose from (Included in the cost!)

Cake Cutting

You are welcome to bring your own cake for your celebration. One of our qualified chefs can cut and serve your cake at your event.

Please note:

Cake Cutting & Plating \$5.00 pp

Cake Cutting & Plating, served with fresh cream & strawberries \$8.50 pp

We can also provide you with a cake knife, server, bowls, spoons & napkins free of charge for you to cut your own cake.

Tea & Coffee Station

With a variety of Lipton tea flavours & instant coffee, guests can help themselves to unlimited tea & coffee. Depending on the size of the group, this service is typically between \$100.00-\$200.00.



MADISONS FUNCTION ROOMS

CATERING

Canape Menu

Minimum catering of 40 guests.

These items are served directly to guests by staff walking around the room.

Perfect for cocktail style parties!

5 items per person at \$20 a head

7 items per person at \$26 a head

12 items per person at \$39 a head

Battered onion rings (v)

Mushrooms filled with ricotta, eggs & herbs topped with parmesan cheese *(v)

Salt and Pepper Calamari pieces with aioli dipping sauce

Bruschetta bites- basil pesto marinated tomato on a crisp bread with
balsamic dressing (v) (vg)

Duck & Plum spring rolls with plum vinegar dip

Battered Mackerel goujons with house made tartare sauce

Rogan josh lamb spoons with lemon yoghurt *

Mini Cheeseburgers

Pork riblets, cooked slowly in a Smokey BBQ sauce. (* GF available on request)

Prawn Twisters in a garlic butter sauce

Southern style chicken pieces served, served with aioli style sauce

Arancini balls served with garlic Aioli (v)

Spicy butter chicken spoons with fresh coriander *

Platters

Perfect for any type of function or event.
We will have platter tables set with plates, napkins and serving utensils ready for guests to help themselves!

Fruit Platter \$95

Platter caters for 10 people
A variety of seasonal fresh fruits containing a selection of melons, berries & citrus fruits
Prepared fresh daily

Sweets Platter \$90

Chefs selection of cakes & slices
Made up of items such as: Scones, slices, cakes, profiteroles, danishes & muffins

Sandwich Platters – 1.5 sandwiches (6 points) per person \$90

Platter caters for 10 people
Variety of freshly in-house made sandwiches, vegetarian available

Cheese Platter \$100

Platter caters for 10 people
Local blue, brie & vintage cheddar cheeses, served with assorted crackers & strawberries

Trio of Dips & Turkish Bread \$80

This platter can also be Gluten Free and Vegan on request, but will increase to \$90
Platter caters for 10 people
Chefs selection of three house made dips with crispy Turkish bread & Crackers

Pizza Platter \$100

This Platter is available Gluten Free, but does increase to \$105
Platter Caters for 10 people
2 gourmet pizza slabs cut up into smaller pieces
Choose 2 flavours: BBQ Chicken, Ham & Pineapple, Supreme, Meat Lovers, Margarita, Vegetarian

Dylan's Platter \$100

Platter caters for 10 people
Includes but not limited to:
Party Pies, Sausage Rolls, Prawn Twisters, Mini Spring rolls, mini samosas & Dim Sims

JBAR Platter \$120

Platter caters to 10 people Includes but not limited to:
Gourmet Spring Rolls, Battered mackerel goujons, Salt & Pepper Calamari, prawn twisters & Mini Cheeseburgers

Antipasto Platter \$110

Chefs Selections of:
An assortment of Mediterranean style appetisers, served with Turkish breads
Includes cured meats, olives, cheeses and marinated vegetables

Asian Appetiser Platter \$95

Platter caters for 10 people
Includes but not limited to:
Wontons, samosas, spring rolls, prawn twisters & money bags
Served with sweet soy & sweet chili dipping sauces and hot chips

Meat lovers Platter \$160

Platter caters to 10 people
Includes but not limited to:
Southern fried chicken pieces, sticky chicken wings, beef meat balls, BBQ pork ribs & char-grilled chorizo
Served with dipping sauces and hot chips

Ocean Bite Platter \$160

Platter caters to 10 people
Includes but not limited to:
Fresh battered fish goujons, salt & pepper calamari, crumbed prawns, prawn gyozas, spicy crumbed prawns & hot chips. Served with sweet chilli sauce, aioli & fresh lemon wedges

Kids Platter \$95

Platter caters for 10 people
Includes but not limited to:
Party Pies, Cheerios, Nuggets, Fish bites & Chips

Buffets

Buffets are great for any event - Ideal for a fully seated events

Carvery Buffet \$45pp

What's included...
Bread Rolls & Butter
Roast Vegetables
Selection of Condiments
Tea & Coffee Station for guests to help themselves to

Now you choose from the following!

Salads (Choose 2)

Caesar Salad
Greek Style Salad with feta & olives
Pasta Salad (Creamy or pesto based)
Potato Salad

Steamed Vegetables OR Steamed Rice

Meat (Choose 2)

Roast Chicken
Roast Beef
Roast Pork
Corned Beef
Grilled Fish
Seafood Paella

Dessert (Choose 2)

House made Apple Crumble with custard
Chocolate Brownies with fresh cream
Custard filled Profiteroles dipped in chocolate
Individual Pavlovas with fresh cream & Fruit Salad
Cheesecake

Executive Buffet \$60pp

What's included...

Grilled 200g Rump Steak
Grilled Chicken with sundried tomatoes in a seeded mustard sauce
Roast Lamb
Rice
Cauliflower-Cheese bake
Sauteed Mixed Greens
Bread rolls & Butter
Selection of Condiments
Desserts: Chef's Selection of mini petite hours, cakes & tarts
Tea & Coffee

Salads (Choose 2)

Caesar Salad
Greek Style salad with feta & olives
Potato Salad (With or without egg and/or bacon)

ADD ONS

Cold Prawns & Oysters - Extra \$10 per adult
3rd Meat included - Extra \$8 per adult
Hot Chips & Chicken Nuggets - Extra \$3 per person

CHILDREN'S PRICES

0-4 Eat Free
5-12 \$20pp
13+ Full Price

ALL BUFFETS

Buffets are strictly based on a minimum catering of 40 adults.
Buffets are served for 1.5 hours, the latest time a buffet dinner can commence is 7pm.

Plated Meals

Plated service includes bread roll, tea & coffee
Alternate plate service available at two choices only
Pre Dinner executive canapes available at \$8pp (chef's selection)

SINGLE COURSE \$42
TWO COURSE \$52
THREE COURSE \$65

Entre Selection

House made selections of soup

Vegetable Minestrone or Creamy butternut pumpkin, tomato & Basil (v) *

Bruschetta (v)

Tomato, red onion, bocconcini and basil, served on ciabatta bread with a balsamic glaze

Prawn Cocktail

Fresh prawns with avocado, cos lettuce, fresh lemon & house-made cocktail sauce

Salt & Pepper Calamari Salad

Lightly coated calamari served with a mango summer salad and lemon

Stuffed Mushroom (v) *

Field Mushroom stuffed with fresh herbs, ricotta & parmesian

Arancini

Truffle arancini balls with tomato relish & aioli (v)

Chicken Salad *

Marinated chicken served on a rocket salad with red onions, cherry tomatoes, avocado & feta cheese

Main Selection

Wrapped Chicken Breast *

Prosciutto and sage wrapped chicken breast stuffed with sundried tomatoes, fetta & baby spinach, served with roasted potatoes, broccolini and a creamy mustard sauce

Pork Belly *

Twice cooked Pork Belly served with Asian salad and a soy chilli ginger dressing

Slow cooked Lamb *

With cous-cous, minted yoghurt & Mediterranean vegetables

Grilled Scotch Fillet Steak *

Grilled scotch fillet steak, served with smashed kipfler potatoes, roasted cherry tomatoes, asparagus and a béarnaise sauce

Seared Salmon*

Seared salmon with kipfler potatoes, spinach, cherry tomatoes and citrus hollandaise

Vegetable Stack (v) *

Mediterranean Roasted vegetables layered with grilled haloumi & a balsamic glaze (v)*

Dessert Selection

Apple Crumble

Warm apple crumble served with double cream

Chocolate Brownie

Warm and decadent chocolate brownie served with double cream

Pavlova*

Individual pavlovas with fresh seasonal fruit salad and double cream

Lemon Tart

Lemon & Lime tarts with berry compot, served with double cream

ALL PLATED SERVICES

Plated meals are strictly based on a minimum catering of 40 adults.

BAR

BAR TAB

Amount & in/exclusions to be nominated by Client.

FULL CASH BAR FACILITIES

Guests to purchase their own beverages.

BEVERAGE PACKAGES

PRE-DINNER DRINKS

Served for 0.5hrs \$10pp

Consisting of: Tap Beers, house red & white wines,
sparkling, soft drinks & juices.

SOFTDRINK & JUICE PACKAGE

3-hour package \$12pp

HOUSE BEVERAGE PACKAGES

3-hour package - \$50.00pp

4-hour package - \$55.00pp

5-hour package - \$60.00pp

Consisting of: Tap Beers (excl. ginger beer), house red & white wines,
sparkling, softdrink & juices

HOUSE & BASIC SPIRIT PACKAGES

3-hour package - \$70.00pp

4-hour package - \$80.00pp

5-hour package - \$90.00pp

Consisting of: Tap Beers, house red & white wines, sparkling, basic house
spirits (Smirnoff Vodka, Bundaberg Rum, Johnny Walker, Jim Beam,
Gordons Gin, Jack Daniels) Softdrink & Juices



TERMS & CONDITIONS

1/ Tentative Booking. A tentative booking will be held for a period of seven (7) days. In order to secure the booking the deposit and signed terms & conditions must be received by us within the seven (7) day period, failing which the booking will automatically be cancelled.

2/ Attendee Requirement. All function bookings have a minimum requirement of 30 adults in attendance.

If your function does not meet the minimum guest requirement, we have the right to reduce your booking time from a 5-hour duration to a 3-4 hour duration. This will be determined by management at the time of your booking.

3/ Confirmation of Booking. A booking is not confirmed until the deposit is paid and the terms & conditions are received by us per Clause 1. Deposits may be paid by cash, credit card or eft.

4/ Sunday & Public Holiday Events. All Sunday & Public Holiday Events will be charged at a flat rate room hire of minimum \$500.00.

5/ Deposits. All bookings require the room hire to be paid as the deposit. This then secures and confirms your reservation.

6/ Cancellation. Cancellations must be received in writing no later than thirty (30) days prior to the event. Any cancellations made within 4 weeks of the event, will not have the room hire refunded.

7/ Price Changes. All prices include GST. Although every effort is made to maintain prices per original quotes, prices are subject to variation. Should price changes be required you will be notified in writing no less than thirty (30) days prior to the date of your event. A price change does not give grounds for cancellation.

8/ Payment. All events will be invoiced in full fourteen (14) days prior to the event and are due for payment no later than seven (7) days prior to the event. Variations or adjustments during the event are to be paid for on the day via credit card. Credit Card details are to be provided as security.

9/Security. Any function rooms booked for the purposes of: 18th birthday parties; 21st birthday parties; bucks/hens parties; and/or otherwise deemed appropriate by hotel management, MUST have security provisions. The duration of the security guards is at the discretion of hotel management and is based on the nature of the function. This amount will be invoiced to you and must be fully paid no later than (7) days prior to the event.

10/Accounts. Unless agreed in writing by The Red Beret Hotel full payment of events is per Clause 7 above. Where approved by management all accounts are strictly seven (7) day payment terms.

11/ Confirmation of Delegate Numbers. Final attendee numbers are to be provided fourteen (14) days prior to the event. This will be the minimum number charged.

12/ Special Dietary Requirements. Details of special dietary requirements are to be finalised fourteen (14) days prior to the event. Whilst every effort will be made to ensure these meals are provided to the right person, The Red Beret Hotel accepts no responsibility for same.

13/ Food & Beverage. No food or beverages, including snacks, are to be brought into the venue for consumption. This includes fruit and biscuits. No food or beverages will be permitted to be taken away from the function at its conclusion. The Red Beret Hotel is bound by strict Food Control and Workplace Health & Safety.

Continued on next page...

TERMS & CONDITIONS CONT.

14/ RSA & General Conduct. Responsible Service of Alcohol regulations apply to all guests and delegates of events. Shots are given at the discretion of management on shift. The event organiser is responsible for the orderly conduct of their guests and delegates. The Red Beret Hotel reserves the right to refuse service or entry to persons deemed to be unfit.

15/ Damage. The event organiser will be responsible for the cost of any damage caused to the venue whether accidentally or maliciously during their event.

16/ Loss. The Red Beret Hotel does not accept responsibility for any damage, theft or loss of goods left in the premise either prior, during or after the event.

17/ Decorations and/or Notifications. The posting or affixing of any material to the walls, ceiling, doors, furniture or other plant and equipment within the Hotel is strictly prohibited. We also do not allow glitter to be used in the venue.

18/ Smoke Machines. The use of smoke machines within the venue is strictly prohibited. The event organiser will be responsible for the costs of any false alarms should these machines be used.

19/ Smoking. Smoking is not permitted within the Function rooms. There is a designated smoking area/dosser located outside on the far end of the veranda. Alternatively, there is also a designated outdoor smoking area located on the ground floor of the hotel. All smoking must be undertaken in the designated areas only. Any costs associated with smoking within the venue that triggers the fire alarm system will be the responsibility of the event organiser.

20/ Access Times. Access to the function space is restricted to the times agreed per the booking.

21/ Music. The Red Beret Hotel reserves the right to request that event music be kept to a level that does not interfere with the enjoyment of other guests.

22/ Decor. No hooks, sticky tape or blue tack are permitted to be hung or mounted on walls.

23/ Technology. Only authorised persons are permitted to operate and change settings on any technological devices within the function rooms (AMP's, screens, projectors, lights etc.) Any changes made or equipment damaged will come at the cost of the person booking.

24/ Bands & DJ's. The event organiser is responsible for the cost of all food and beverage supplied to the Band, DJ or persons in attendance other than invited and paid guests.

25/ Parking. On site parking is available in the Hotel car park during the hours of 8.00-5.00pm. Outside of these times car parking is shared with the Hotel with limited spaces. For large events guests are requested to park in the vacant area across the railway line on Intake Road.

26/ Event Information Pack. A copy of our Event Information Pack is provided for your reference. Please ensure you acquaint yourself with the contents and advise guests and delegates as applicable.

TERMS & CONDITIONS CONT.

I/We..... have read and acknowledge the terms and conditions, Clauses 1 through to 26 of the Red Beret Hotel as outlined in this document, and accept and agree to adhere to all therein.

Full Name: Event Date:...../...../.....

Signature of person authorised to sign:.....

Mailing Address:

Email contact:

Telephone Contact:.....

Credit Card Authority

I.....(name) agree to my credit card details being held as security and debited in the event of an unpaid amount, variation or damages.

Name on card..... Type of Card.....

Card Number..... Expiry Date/..... Security Code.....

Signature of Cardholder.....

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