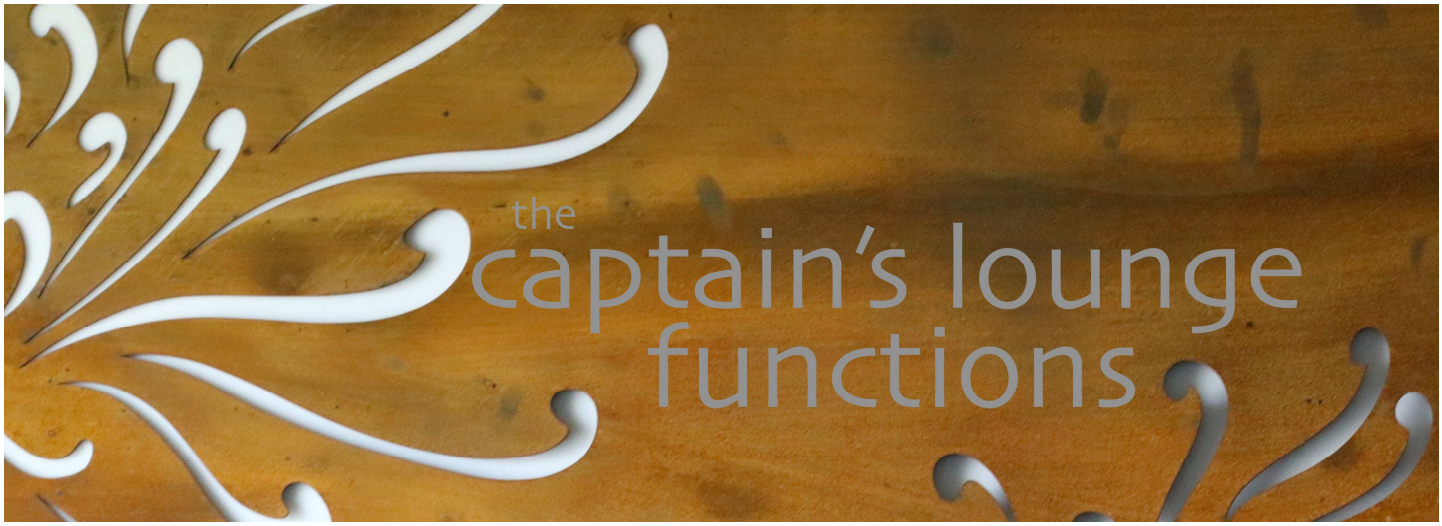


Level 1 of the Inverloch Esplanade Hotel
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Like us on Facebook "**www.facebook.com/thecaptainslounge**

the venue

If you're looking for an intimate and welcoming space to hold your Special event, whether it be for your Birthdays, Meetings, Luncheons, Conferences, Corporate Functions, Engagements, Cocktail parties, Fundraisers, Sporting Club Events, or something else, then look no further than The Captain's Lounge, situated 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 our lift for disability access or the 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 private external balcony which overlooks the streets of the sunny township of Inverloch and also shares 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 any event.

The Captain's Lounge is primarily a restaurant; our staff are friendly and accommodating, offering the finest A La' Carte service. With all our dishes prepared in-house and made with the freshest produce; our talented chefs create meals with attention to detail and flavour in mind. As a function space, we are available seven days a week for private functions. The Captain's Lounge boasts 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.

At The Esplanade and The Captain's Lounge, we pride ourselves on commitment to service and style. Your function coordinator Ari Same is on hand to help make planning your occasion easy. We are here for you from the start to the finish and will endeavour to cater for your every need so that on the day of your function, you can let our professional staff take care of everything whilst you relax with your guests and enjoy the experience.

function spaces

The Captain's Lounge is the perfect venue to hold your next function in. We can offer you multiple spaces to choose from including the choice of our full function room and balcony, or the choice to divide the room and have the use of our "Cookies Nook"- ideal for smaller functions. We can cater for up to 80 guests seated or up to 200 guests for your cocktail style event, offering a truly unique setting for any fabulous occasion.

When you hold your function in The Captain's Lounge you will have use of the following items;

- White linen table cloths
- White linen napkins
- Use of our vases or centrepieces
- Tea light candles
- Helium Balloons
- Personalised menus and Seating Display
- Cordless Microphone
- Projector Screen
- Use of our Music System/iPod connection with surround sound
- Printing and Copying charges (Menu's and Signage, Seating Plans etc)
- Security Guards (Where required- Amplified music etc.)
- Complete Setup and Pack down of your event so you don't have to do a thing and can relax on your special day
- Bar, Waitress and Kitchen staff
- Unlimited consultations with your Function Coordinator.

styling & decorating

The Captain's Lounge is a beautiful space that needs minimal dressing up to make a large impact for your function or event. Your function coordinator is here for you from start to finish, assisting you with suggestions/recommendations in regards to your theme, decorations and styling to ultimately create the look you envisioned for your event.

If you would like to dress your event to impress, you're absolutely welcome to bring your own decorations for your Function Coordinator to use for your special event. Many other items such as flowers and other decorations of your choice can be provided by one of our preferred suppliers. We also have some decorations you may want to use of ours, so please ask our Function Coordinator for more information about decorations and our preferred suppliers so we can bring your ideas to life.

music

We understand music is a very important factor when planning your event. Whether you are after a Dj, a Band, or an acoustic musician we can offer you contact details for entertainment that we highly recommend to play at your event. Or if you are after something more simple, we can provide our own background music to play softly while your guests mingle. Alternatively you have the option of iPod usage and can provide us with your playlist* to play for you during your event.

*Your playlist must be on a device with iPod compatibility.

We are happy to provide you with the relevant contacts for dj's, musicians, photographers, event stylists, furniture and staging hire, florists, bakers and anything else on request.

venue fees

captain's lounge full room

For your choice of our full room and balcony, or divide the room and use our front room and balcony for smaller functions.

Seated room booking fee

$500 50 Guests seated (min)
80 Guests seated

cookie's nook

Once The Captain's Lounge is divided in half, our back half of the room becomes "Cookies Nook" The perfect space for smaller functions.

Seated room booking fee

$250.00 20 Guests Seated (min)
40 Guests Seated (max)

deposit

Your room booking fee will act as your deposit to confirm your booking and hold your date. These charges are non-refundable and are deducted from your final invoice. Please return your confirmation form with your deposit. For Terms and Conditions please see back of this package.

captain's lounge full room

For your choice of our full room and balcony, or divide the room and use our front room and balcony for smaller functions.

Cocktail room hire fee

$500 60 Guests (min)
200 Guests (max)

cookie's nook

Once The Captain's Lounge is divided in half, our back half of the room becomes "Cookies Nook" The perfect space for smaller functions.

Cocktail room hire fee

$250.00 30 Guests (min)
60 Guests (max)

deposit

Your room hire fee will act as your deposit to confirm your booking and hold your date. These charges are non-refundable. . Please return your confirmation form with your deposit.
For Terms and Conditions please see back of this package.

function menus & catering options

At the Esplanade, we know how important and also difficult the food selection can be for your special day.

Our Head Chef has created some delicious canapes options, entrees and main choices that will impress and suit most palates. Our produce is fresh and all our dishes are hand sculpted and produced in-house. Dietary requirements can be catered for and a Vegetarian menu is available upon request. We offer our clients a choice of fantastic and sophisticated menu options to suit your needs and budget.

Our options, detailed on in the following pages, offer the flexibility to have a cocktail style event or a more formal seated event. You may also choose to have a combination style event where you start with canapes on the balcony followed by a seated main meal. Children are also catered for where required and we also provide options for the serving of your celebration cake.

Our Beverage options are also detailed in the following pages. Your Function Coordinator can assist you in tailoring a beverage list for your function. Depending on the style of your event you make like to include a specific tab amount over the bar after which drinks are purchased individually by guests. Alternatively, we are also happy to run functions where guests are required to pay individually on consumption.

Our expert Chefs and Function Staff are here for you to ensure that your menu selections and entire event are impressive, and a day to remember.

canapé packages

As detailed below, we have a number of different canapé package options available. Canape selections are made from the lists following based on which package you chose for your function.

$20 per head	6 canapes
$30 per head	6 canapes & 1 grazing dish per person
$38 per head	6 Canapes & 2 grazing dish per person

hot items

Moroccan lamb kofta with baba ganoush [GF][LF]
House made sausage rolls with tomato relish
Pizza Bites- Vegetarian or meat option [GF]
Pumpkin, pine nut and rocket Arancini balls [V]
Potato, leek and cheddar croquettes [V]
Grilled harissa prawns [GF]
Chicken Tandoori skewers

cold items

Cherry tomato and baby bocconcini skewers with pesto [GF] [V]
Natural freshly shucked oysters with lemon [GF]
Roma tomato, basil and black olive brushetta [V]
Rare beef crouton with cauliflower and truffle puree
Smoked salmon crepe with crème fraiche and dill
Assorted sushi rolls [GF]

grazing dishes

The Grazing dish Selections are best described as small main meals that are served in individual packaging for your guests to consume easily while mingling at your cocktail event.

Beer battered flake and chips, with lemon and tartare
Thai style prawn and vermicelli salad [GF][LF]
Tagliatelle pasta with seasonal vegetables and tomato [V]
Spiced fried calamari with sweet chilli mayo [GF]
Chicken, wild mushroom and white wine risotto [GF][can be V]
Red capsicum, chorizo and rocket risotto [GF]
Mini Pizza – Vegetarian & Chorizo options [some V]

[LF] Lactose Free [GF] Gluten Free [V] Vegetarian

platters

Our platter menu is designed as additions to your canapé menu if desired. Platters are charged as individual items as shown below.

Assorted ribbon sandwiches Platter (40 pieces)	$60 each
Crackers with assorted dips and garnishes Platter	$40 each
Antipasto Selection Platter	$60 each
Seasonal fruit Platter (Price subject to change depending on season)	$50 each
Local Cheese Platter with crackers and quince paste	$65 each
Sushi Platter	$70 each

celebration cakes

You are welcome to provide your own celebration cake, however the following cake fee charges will apply. We can also provide contact details for bakers whom we highly recommend- Please don't hesitate to ask your Function Coordinator.

Cut and served on platters for your guests to enjoy $30
Great for cocktail style events

Cut and individually plated $3.50 per person
Served with cream and raspberry coulis

Cut and bagged $60
Offers convenience for your guests, allowing them to take their cake home.
Client to provide bags

children's menu

These 2 Course Children's Packages are available for children **12 years of age and under**. Please choose one option from each course below. $15 per child.

Main Meals
Grilled chicken tenderloins with fries and green salad
Crumbed fish with fries and garden salad
Linguine bolognaise, with traditional tomato sauce and shaved parmesan

Dessert
Ice Cream sundae chocolate sauce

seated packages

standard seated menu

2 Course $55 per person
3 Course $65 per person

Please choose two options from each course to be served alternatively to your guests
Includes fresh bread rolls, vegetarian available upon request

entree

Smoked Salmon, julienne of vegetables and dill sauce [GF]
Thai Beef Salad with fresh chilli and micro coriander [GF]
Ham hock and Cheddar Croquettes with roast capsicum aioli

main

Fillet of Tasmanian Salmon served with citrus and pickled fennel salad [GF]
Chicken breast filled with Persian fetta, tomato and spinach with baby vegetables and rosemary jus [GF]
300 gm Gippsland sirloin *(Served Medium)* with potato gratin and seasonal vegetables [GF]

dessert

Vanilla Bean Panna Cotta [GF]
Eaton Mess with crème fraiche and mango coulis [GF]
Mississippi Mud Cake, raspberry sorbet and chocolate sauce

Add some sides for the table

We recommend sides shared with 1-3 guests per serving.

Bowl of fries $10
Seasonal vegetables $10
Garden salad $9

[LF] Lactose Free [GF] Gluten Free [V] Vegetarian

silver seated menu

2 Course $65 per person
3 Course $75 per person

Please choose two options from each course to be served alternatively to your guests
Includes fresh bread rolls, vegetarian available upon request

entree

Soft Shell Crab, Vietnamese salad, fresh chilli [GF]
Yellow fin Tuna Sashimi, torched avocado, traditional condiments [GF]
Lamb and Pine nut Cigars, confit garlic yoghurt

main

Fish of the day with citrus, pickled fennel salad [GF]
Confit Duck Leg, roast kipfler potatoes, sautéed kale, caramelised pear, jus gras [GF]
Cabernet Braised Beef Cheek, cauliflower puree, heirloom carrots, Pedro Ximenez [GF]

dessert

Tartufo, cherry ripe pieces, tuile cone [GF]
Banana Bread and Chocolate Pudding, chocolate sauce, pure cream
Vanilla Poached Pear, zesty ricotta, plum paste, truffled organic honey, pistachio [GF]

Add some sides for the table

We recommend sides shared with 1-3 guests per serving.

Bowl of fries $10
Seasonal vegetables $10
Garden salad $9

[LF] Lactose Free [GF] Gluten Free [V] Vegetarian

beverage options

bar accounts

We pride ourselves on giving our clients and their guests choice and variety, whatever your budget. We give you the flexibility to create your own beverage package. Simply set up a Bar Account with your nominated amount you would like to spend, consisting of your desired beverages. For more information on what you can include on your account please see your Function Coordinator.

We also welcome functions that require guests to pay on consumption.

tea & coffee

Individual Espresso coffee, and a selection of fine teas, on consumption made by staff
$4.00 each

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 which covers the use of linen table cloths, linen napkins, sashes and runners, cleaning costs, all appointments with your function coordinator, any printing costs (such as menus and signage), basic decorations and general staffing costs.

All other seated functions are charged a refundable deposit (Calculated at $30 per person) to secure your booking. This charge will be refunded from your final account on the day of your function. 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 kids 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 charges

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 go those under 18 years if 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.

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1 A'Beckett St, Inverloch, Vic 3996
Ph: (03) 5674 1432 Fax: (03) 5674 2206
Email: functions@invyespy.com.au
Web: www.invyespy.com.au
Facebook: 'InvyEspy'
ABN: 37 294 735 77

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 fax; (03) 5674 2206, email; functions@invyespy.com.au or, drop into the Hotel in person.

PERSONAL DETAILS

Name:

Address: Postcode:

Company (If Applicable):

Contact Numbers: (Home) : (Mobile):

Email:

- o *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:

Please remember final number of guests is required 14 days prior to your function. This will form the basis of final charging.

Venue Area (Full room, Front only, Back only):

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

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

Name: Type:

Card Number: Expiry Date: / CVV: __ __ __

We accept Visa, Bankcard & MasterCard. Please note we do not accept AMEX or Diners Cards.

DECLARATION

- o 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.
- o I have read, understood and agree to the Terms & Conditions attached regarding The Captain's Lounge and The Esplanade Hotel
- o 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.
- o 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.
- o 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:

o