



FUNCTION PACK



**BOOK YOUR NEXT PARTY  
OR CORPORATE FUNCTION  
WITH US**

90 Swan St, Richmond 3121

T: 03 9428 6674

[theposty.com.au](http://theposty.com.au)



## WELCOME

A converted former Post Office as the name suggests, The Posty is a charming boutique pub specialising in cold beer, a cracking wine list, wood fire pizzas and service with a smile. Located in the heart of Richmond, this architectural gem is positioned right on the street, set amongst a laid back structure providing some much needed respite from the hustle and bustle of Swan St.

Located a mere 500 metres away from Melbourne's Olympic Park precinct and the MCG, Posty is perfectly suited for private functions and events of 60-200 people. The venue can be hired exclusively with access to the beer garden overlooking Richmond's bustling Swan Street, with a range of grazing items and wood fire pizza platters available.

## BEVERAGE OPTIONS

### **Drink On Consumption**

A bar tab can be set up at the beginning of your function with a specified limit. This can be revised as your function progresses and increased if needed.

### **Cash Bar**

With a fully stocked bar and beers on tap, your guests will be able to select from a long list of drinks, which are available for purchase throughout your function.

### **Drinks Package**

We can work with you to create a drinks package for a more controlled offering outside of a bar tab.

# Food Options

## \$25pp

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Wood fired meatballs, pecorino, basil, garlic pizza bread  
Garlic + rosemary pizza bread (v)

Plant plate (v + vg + gf)

Mt Zero olives, smoky eggplant, roasted butternut, artichokes,  
pickled capsicum, garlic pizza bread

Meat plate (gf)

San Daniele prosciutto, calabrese salami, guanciale

Margarita - sugo, mozzarella, basil (v)

Wood roasted brassicas - olive oil, provolone, broccoli, chilli,  
crispy kale (v)

Salami - sugo, mozzarella, calabrese salami, pickled capsicum

Slow roasted lamb - confit garlic, mozzarella, feta, caramelised onion,  
rosemary

## Optional Grazing

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Cheese plate (serves 10)

Pecorino, Taleggio, gorgonzola, pear, quince, lavosh

95

Warm cinamon donuts with nutella

50

## \$35pp

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Wood fired meatballs, pecorino, basil, garlic pizza bread  
Garlic + rosemary pizza bread (v)  
4 cheese arancini, aioli (v)

Plant plate (v + vg + gf)

Smoky eggplant, roasted butternut, artichokes, pickled peppers +  
Mt Zero olives

Meat plate (gf)

San Daniele prosciutto, calabrese salami, guanciale

Margarita - sugo, mozzarella, basil (v)

Wood roasted brassicas - olive oil, provolone, broccoli, chilli,  
crispy kale (v)

Salami - sugo, mozzarella, calabrese salami, pickled capsicum

Slow roasted lamb - confit garlic, mozzarella, feta, caramelised onion,  
rosemary

Meatball - sugo, mozzarella, provolone, basil

Wild rocket, pear + pecorino (v + gf)

Shoestring chips + aioli (v)

\*seasonal changes apply

\*further dietary options available upon request

# Booking Confirmation

## T&C'S

### CONTACT DETAILS

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Occasion: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact no: \_\_\_\_\_

Function details: \_\_\_\_\_

Day/Date of Function: \_\_\_\_\_

Start/Finish time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Agreed function space: \_\_\_\_\_

Confirmed food option: \_\_\_\_\_

Confirmed beverage option: \_\_\_\_\_

Confirmed entertainment: \_\_\_\_\_

### PAYMENT OPTIONS

Card Type (please circle):

Amex    Visa    Mastercard

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

CCV: \_\_\_\_\_

Deposit amount: \_\_\_\_\_

Credit card holder: \_\_\_\_\_

Signature: \_\_\_\_\_

#### OFFICE USE ONLY:

Deposit amount &  
process date:

Final payment amount  
& process date:

**CONFIRMATION OF BOOKINGS:** Due to demand, tentative bookings can only be held for up to 3 days. Once this period has lapsed, the venue reserves the right to release the tentative reservation. To confirm a booking, a minimum deposit is required. This payment should be made within 48 hours of receiving the booking form to secure the date, and can be done using any major credit card, EFTPOS, direct deposit or cash. A compulsory credit card authority is also required to confirm the booking and is held as security.

**PRICES & MINIMUM SPENDS:** All prices quoted are inclusive of GST. Whilst every effort is taken to maintain prices, these are subject to change. Minimum spend requirements apply for all function spaces. Management will advise the minimum spend upon enquiry as these do vary according to the season. This cost will be in line with estimated turnover obtained in regular trade in the proposed function area. Minimum spends are restricted to food and beverage spend only. Any costs outside of this (e.g. additional security, entertainment) are not included in the final calculation. If the minimum spend quoted for the space is not met, the additional charge will become a room hire fee and will be payable on completion of the function.

**FINAL PAYMENT:** All catering, beverage and room set up requirements are requested a minimum of 14 days prior to your function date. Final attendance numbers are required 7 working days prior to the event. Please note that this number will form the basis for final charging. All catering and all costs relating to beverage packages must be paid upon confirmation of final numbers. Once payment has been processed, no refunds will be offered should your numbers decrease, or you experience no shows on the evening. Should payment not be received, the venue reserves the right not to proceed with the function. Drinks on consumption tabs must be paid upon conclusion of the event.

**CANCELLATIONS:** Cancelling a function after the deposit has been paid can only be done by consulting directly with management, and only by the person who paid the initial deposit. Any cancellation made within a period of 4 weeks from the date of the function will forfeit the deposit and any additional payments that may have been made.

**GUEST ENTRY:** Guest entry to functions will only be permitted in accordance with agreed start and finish times. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venue's licensed capacity. Minors are welcome to attend functions only when accompanied by a Legal Guardian, however they must vacate the premise by 10pm (infants are welcome to remain at the parents own risk).

**ROOM ALLOCATION:** Management reserves the right to assign an alternate room where the original

room becomes inappropriate or unavailable due to circumstances beyond the venue's control. Should attendee numbers decrease from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

**FUNCTION CONDUCT:** It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions at all times, including total compliance to all responsible service of alcohol guidelines and standards. When booking a function, it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information, or if a function is booked on forged pretences, the venue reserves the right to cancel the function without notice, and at the expense of the host.

**SECURITY:** Particular functions may require additional security. This will be decided at the discretion of the venue management, and will be charged to the client prior to the event proceeding.

**ADDITIONAL REQUIREMENTS:** Any additional equipment/decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of two weeks prior to the date of the function. Any extra time required for set up or dismantling, prior to or after a function, may incur an extra charge. Please note that the venue must approve any and all equipment or decorations, and reserves the right to disallow any material deemed offensive or dangerous. It is the responsibility of the host to ensure any additional equipment, decorations etc are removed from the venue at the completion of the function.

**DAMAGE:** Please be advised that organisers are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue prior to or after the function. It is recommended that all client goods be removed from the venue immediately after the function.

I confirm that I \_\_\_\_\_ have read and understood the above terms and conditions and agree to comply.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# The Sand Hill Road Family

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36 Swan Street, Richmond  
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101 Flinders Lane, Melbourne  
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508 Flinders St, Melbourne  
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100 Swan Street, Richmond  
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