



FUNCTION PACK 2021

90 Swan St, Richmond 3121

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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 Street.

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

DRINKS 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 need be.

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.

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FOOD OPTIONS

\$30PP

Shared starters, Choice of 4 Pizzas

\$40PP

Shared Starters, Choice of 4 Pizzas
Shoestring Fries, Rocket + Pear Salad
Caramel Brownie, Passionfruit Ganache

STARTERS

Mount Zero Olives ^(vg+gf)

Slow Roasted Pork Meatballs, Pesto, Green Olives
+ Grilled Ciabatta

Garlic + Rosemary Pizza Bread ^(v)

Zucchini + Polenta Chips, Aioli ^(v+gf)

ANTIPASTO --- San Danielle Prosciutto, Calabrese Salami, Smoky Eggplant, Pickled Capsicum, Taleggio, Gorgonzola + Grissini

CHOOSE 4 PIZZAS TO SHARE

RED BASE

MARGHERITA — Fior Di Latte, Basil ^(v)

SMOKED HAM — Roasted Pineapple, Rosemary

SALAMI — Calabrese Salami, Pickled Capsicum

SMOKY EGGPLANT — Baby Roma, Pesto, Rocket ^(v)

PRAWN — Baby Roma, Pangrattato, Chilli, Dill

MEAT LOVER — Provolone, Meatballs, Champagne Ham, Calabrese Salami

WHITE BASE

FOUR CHEESE — Mozzarella, Provolone, Gorgonzola, Pecorino ^(v)

THE POSTY — Ricotta, Asparagus, Artichoke, Spinach ^(v)

ROAST CHICKEN — Potato, Sour Cream, Chives

CAPRICCIOSA — Champagne Ham, Roasted Mushrooms, Artichoke,
Green Olive Verde

PROSCIUTTO — Gorgonzola, Pear, Rocket

SLOW ROASTED LAMB — Garlic, Green Olives, Pesto, Rocket

(vg) vegan (v) vegetarian (gf) gluten free
seasonal changes apply

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BOOKING CONFIRMATION

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:

Minimum spend:

PAYMENT OPTIONS

Card Type (please circle):

Amex Visa Mastercard

Card Number:

Expiry Date:

CCV:

Deposit amount:

Credit card holder:

Signature:

Today's date:

OFFICE USE ONLY:

Deposit amount & process date:

Final payment amount & process date:

I confirm that I: _____

have read and understood the above terms and conditions and agree to comply.

Date: _____

Signed: _____

CONFIRMATION OF BOOKINGS:

Due to demand, tentative bookings can only be held for up to 7 days. Once this period has lapsed, the hold is automatically released if no confirmation is made. To confirm a booking, a minimum deposit is required. This payment should be made within 48 hours of booking to secure the date, and can be done using any major credit card, EFTPOS / Bank transfer 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. 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 spends quoted for the room 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 fourteen (14) days prior to your function date. Final numbers are required seven (7) working days prior to the event. Please note that this number will form the basis for final charging. Once payment has been processed, no refunds will be offered should your numbers decrease, or experience no shows on the evening. All catering and all cost relating to beverage packages must be paid upon confirmation of final numbers. Should payments 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. 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 2 weeks from the date of the function will forfeit the deposit.

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.

SECURITY:

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.



FUNCTION CONDUCT:

It is required that the organiser will conduct the function in an orderly manner. All normal venue policies, procedures and legal responsibilities always apply to all persons attending functions, 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.

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 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.

CANCELLATIONS:

Cancellations of functions must be submitted in writing via email to our functions team. Any cancellation made within a period of 60 days prior to the date of the function will forfeit the deposit and any additional payments that have been made. If notice of cancellation is more than 60 days of the date a full refund of all moneys paid will be made.

COVID POSTPONEMENT OR CANCELLATIONS:

Government restrictions will potentially impact venue capacities and limit our capabilities, we will endeavour to work with all clients. Any government update outside our control (i.e. closure of venue or changes to times / capacities) will result in a full refund of deposit. If the cancellation or postponement is notified 60 days or more prior to the date of the function, the full deposit shall be refunded. If the cancellation or postponement is notified less than 60 days but more than 14 days prior to the function, deposit can be transferred to a new date at the same venue. If cancellation is notified less than 14 days prior to the function, food costs will be charged, and any balance of deposit can be transferred to a new date at the same venue.

THE SAND HILL ROAD FAMILY

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