

THE POST OFFICE HOTEL
EVENTS

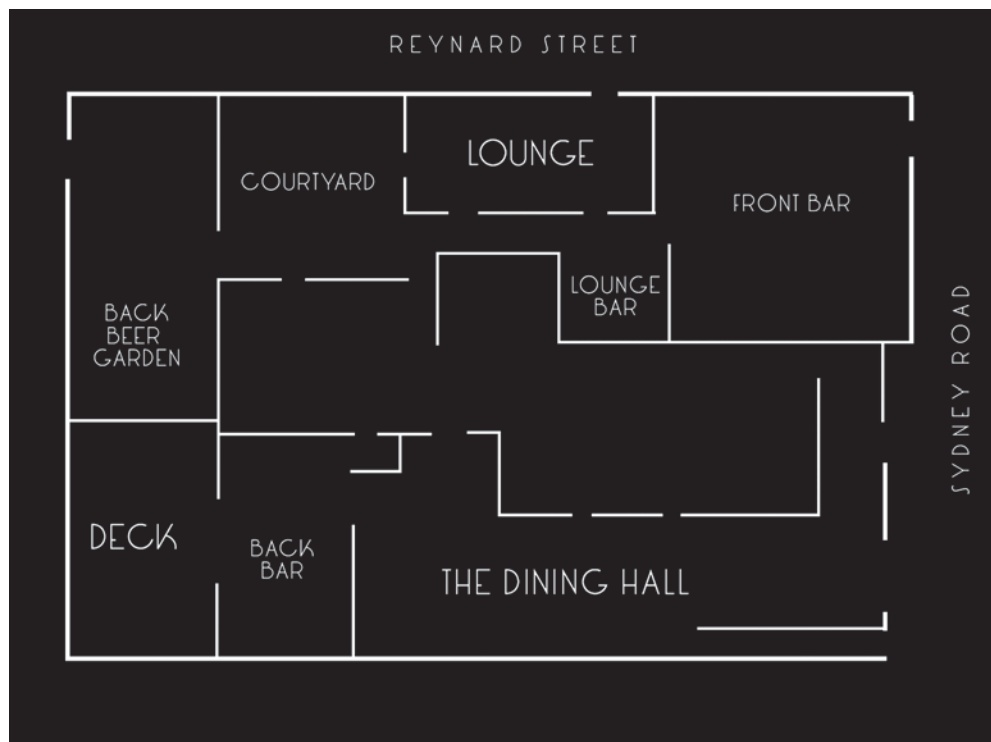


At The Post Office Hotel we cater for a wide variety
of functions in our several event spaces...

Hold a small intimate dinner with your friends,
plan a big family lunch,
celebrate your engagement with cocktails & canapés,
or host a lavish share-style banquet for any occasion.

For weddings, why not exchange vows on our leafy Deck before
moving into the Dining Hall for a spectacular seated reception.

Get in touch with the events team.
03 9386 5300 or
bookings@thepostofficehotel.com.au



THE LOUNGE BAR

The Lounge Bar is an intimate private dining room with an open fireplace, exposed brickwork, chandelier & a beautiful lead-light window.

To enhance the feeling of intimacy, The Lounge Bar is partially separated from the public with a black velvet curtain & is serviced by a private access point to the bar.



We don't charge a hire fee, instead for each space there's a minimum spend that must be met.

To confirm your date, we'll take 10% of the minimum spend to act as a deposit. The remaining amount is then paid 2 weeks prior to your event.

Please note : Surcharges apply during peak season.



CAPACITY

16 guests on a single table
20 guests over two tables
25 guests for standing events

MINIMUM SPEND

Weekdays \$500
Weekend lunch \$800
Friday & Saturday dinner \$1000

THE LOUNGE

The Lounge is a beautiful room full of original features; exposed brick walls, chandeliers & grand chesterfield couches are complimented by warm wooden floors. It also features large bi-fold doors looking out onto the leafy courtyard.

The Lounge is the ideal event space for a seated lunch or dinner of 20-50 guests, or standing events of up to 80.

If music is your priority, for a small set up fee of \$50, you can either pipe your own music/playlist through our sound system or bring in your own band/DJ. *Conditions apply.*



CAPACITY

50 seated
80 for standing events

MINIMUM SPEND

Mon - Thurs lunch \$1000
Mon - Thurs dinner \$1500
Fri, Sat & Sun lunch \$2500
Fri & Sat dinner \$3000
Sunday dinner \$2000



DECK & BACK BAR

Our undercover Deck is a leafy, heated outdoor space at the rear of the Dining Hall. Surrounded by flower beds, potted plants & hanging vintage pendant lights, the Deck & Back Bar is an impressive space to host a variety of events.

Included in every Deck booking is the Back Bar, this provides exclusive access to your very own private bar to service your event.

The large glass bi-fold doors can be pushed back to turn the Back Bar & Deck into one large alfresco space.



CAPACITY

50 seated
120 standing

MINIMUM SPEND

Mon - Thurs lunch \$2000
Mon - Thurs dinner \$2500
Fri, Sat, Sun lunch \$3000
Fri - Sat dinner \$4000
Sunday dinner \$3000



THE DINING HALL

The Dining Hall is a spectacular light-filled, warehouse style event space with cathedral ceilings, exposed beams & vintage pendant lights.

Exclusive access to the Deck & Back Bar comes included in every Dining Hall booking.

The Deck is also the perfect location for a relaxed, garden style wedding ceremony. With private access via the rear entrance for your walk down the aisle, the Deck can seat up to 30 guests in a church-style arrangement with the remaining guests to stand. After congratulations, the bridal party can leave to take photographs whilst your guests continue to mingle on the Deck.

There's a fully equipped DJ booth & dance floor with ample space for a live band. You can bring your own playlist or DJ or you can book one of ours.
Terms & conditions apply.

The Dining Hall is an impressive space for both seated or cocktail style receptions. Whether you choose to dine from our Feasting Banquet or one of our theatrical Spit Packages, your guests are sure to leave satisfied.

MINIMUM SPEND

Full Day Events or Weddings

Friday \$12,000

Saturday \$15,000

Mon - Thurs & Sunday \$10,000*

Lunch Event

Sat & Sun \$6000

Mon - Fri \$5000,

Dinner Event

Friday & Saturday \$10,000

Mon - Thurs & Sunday* \$6000

CEREMONY ONSITE FEE

\$500 Flat rate

CAPACITY

50 - 120 seated, 250 standing

* Please speak to our events team
for seated events over 120 guests.



*The Post Office Hotel closes at 10pm on Sunday evenings



A large, black silhouette of a fork on the left and a knife on the right, flanking the word "MENUS" in a bold, black, serif font.

We change our menus seasonally -
please contact us to confirm the choices
applicable for your event

FEASTING BANQUET

This menu is designed to share & is available to all private functions

\$55 p.p 2 Course Menu \$69 p.p 3 Course Menu

SHARED ENTRÉE

House antipasto & charcuterie, pickles & breads

OR

A selection of three canapes from our Grazing menu, served standing

SHARED MAINS - CHOOSE THREE

Roasted beef rib cap

Roast pork belly

Slow roasted lamb shoulder

Herb roasted chicken

Whole salt-baked market fish

Seasonal vegetarian or vegan main

CHOOSE THREE SEASONAL SIDES, FOR EXAMPLE

Crispy kipler potatoes

Brassica Slaw

Fennel, citrus, dill, cucumber & yoghurt

Tomato salad, buttermilk, nigella seed & basil

DESSERT - CHOOSE FROM:

Up to 2 desserts from our seasonal menu

OR

Cheeseboard : A selection of cheeses served to the table with muscatels, quince paste & house crisps

SPIT PACKAGES

Menu available to private functions on The Deck or Dining Hall only

Catering for up to 120 guests, spit roasts not only look & smell great,

but are a fantastic way to feed your guests.

Slow roasted spits make a spectacular backdrop to any event.

We offer whole lambs & pigs with a selection of sides.

HOUSE SIDES, FOR EXAMPLE

Crispy potatoes

POH slaw

Garden salad

Breads & house sauces

PREMIUM SIDES

A selection of three side dishes from our seasonal menu

Bread & house sauces

Add \$5 per person

Let us know how many people you'd like to cater for & we'll quote you a price.

Entrée or dessert available for an additional cost.

Packages available from \$36 per person, including House Sides

PUB CLASSICS

Set Menu

Menu available to private functions in The Lounge & Lounge Bar only

\$35 p.p 2 Course Menu \$45 p.p 3 Course Menu

SHARED ENTRÉE

Chef's selection of seasonal shared entree dishes

GUESTS CHOICE OF MAIN

POH Chicken parma, mixed leaf salad & chips

Beer battered market fish fillets, tartare, mixed leaf & chips

Coburger - 200g beef patty, cheese, pickle, onion, mustard, lettuce, POH sauce & chips

Veggie Burger - Falafel patty, soured onion, yoghurt sauce, chips

300g Hanger steak (served med-rare) with chips & house gravy

DESSERT served 50/50

Chef's selection of seasonal desserts served 50/50

Our menus are seasonal & subject to change

GRAZING MENU

Pick the items you like to create your own menu. Each guest is served one of every item you pick. We recommend 3-4 canapes for a pre-dinner appetizer, 5-8 items including sliders & hand bowls for an ample amount of food.

GRAZING TABLES

Perfect for arrival nibbles, your guests can help themselves to a selection of antipasto & charcuterie ahead of the canapé service.

\$5 per head

Chef's selection of antipasto & charcuterie with house pickles & bread.

Add \$5 per head

A selection of 3 cheeses with quince paste, muscatels, fresh seasonal fruit & crisp bread.

Add \$5 per head

A selection of 2 seasonal dips with crisp bread.

CANAPÉS

\$4.50 each

Corn & jalapeno croquette, lime aioli V

Leek & cheddar croquette, smoked apple aioli V

Chicken tostado, salsa GF

Vegetable tostada, salsa, queso fresco V GF

\$5 each

House-made sausage rolls, chutney

Fried chicken, chipotle mayo

Grilled prawns, chermoula GF

Beef tartare, potato crisp GF

Carrot tartare, potato crisp V / VG

SLIDERS & BAOS

\$6.50 each

Cheeseburger : Beef, cheese, pickle, ketchup

Baos : Chicken, pork, or tofu (V) with asian slaw

HAND BOWLS

\$8 each

Risotto : pea, broadbean, grana padano V

Clam spaghetti

PIZZA SLICES

\$4 each

Groups of 60+ : max 2 types of pizza

Groups under 60 : max 4 types of pizza

Margherita : fior di latte, oregano, basil, sgo, extra virgin olive oil V

Hot salami, 'Ndjua, buffalo mozzarella, sugo, basil

San Daniele prosciutto, gorgonzola, dried fig, sugo

Anchovies, fresh buffalo mozzarella, olives, rocket, sugo

Mortadella, smoked scamorza, cherry tomato, pistachio dust

Roasted eggplant, peppers, garlic, fior di latte, basil, extra virgin olive oil V

Rosemary potato, pancetta, mushrooms, smoked scamorza,
extra virgin olive oil V

SWEET CANAPÉS

We work in collaboration with Little Bertha, a boutique Melbourne cake maker with a loyal following & an outstanding reputation. Each petit fours is lovingly handmade with no preservatives & loads of flavour.

DESSERT BOX

\$200

60 pieces

A selection of mouth-watering petit fours. Your guests will find it hard to stop at one!

Each box contains:

Louise Cake

Chocolate & walnut brownie GF

Frangipan & berry tart

Lamington with berry jam

Vanilla & strawberry teacake

KIDS PARTY BOX

\$200

55 pieces

Each box contains:

Lamington with berry jam

Gingerbread man

Seasonal cupcake



A LITTLE SOMETHING EXTRA

Keep the surprises coming by introducing a little something extra throughout the evening.

OYSTER STATION

\$150

4 dozen oysters (additional dozens \$40 each)

Served with seasonal dressings

POPCORN STATION

\$200

Serves up to 100 guests

Fill the space with the aroma of freshly popped popcorn from our vintage inspired popcorn cart.

Includes bags, scoop & staff member for 1 hour.

CANDY BAR

\$300

Serves approximately 100 guests

Our old school candy bar is packed full of all your childhood favourites.

From fizzy coke bottles to chocolate freckles, your guests will feel like a kid again as they pack their own goodie bag to munch on the way home.

MIN ICE CREAMS

From \$3.50 each

Our selection of popsicles & cones are made in collaboration with award-winning Ricketts Point ice creams. Their reputation to create, inspire & respond with unique recipes will ensure your event is tailored to suit your taste.

Full price on application. Minimum orders may apply.



CHEESE

Set up a cheese station offering a selection of local & international cheese wheels, including soft white, blue & hard varieties. Each station is served with crisp-bread, quince paste, muscatels & fresh seasonal fruit.

CHEESE STATION ONE:

HOUSE SELECTION

\$430

1.5kg Enterprize Brie. Victoria

1.5kg Milawa Blue. Victoria

900g West Country Farmhouse Cheddar. England

CHEESE STATION TWO:

PREMIUM SELECTION

\$500

1kg Brique D'affinois. France

1.4kg Cashel Blue. Ireland

1kg Quicker Extra Mature

Clothbound Farmhouse Cheddar. England

DRINKS

ON CONSUMPTION

Set up a bar tab with a specified limit. We'll stay in touch with you as your event progresses, giving you the option to increase your budget if necessary.

BEVERAGE PACKAGES

Our beverage packages are great value for larger events & perfect for weddings.

BASIC PACKAGE

Unlimited consumption, charged per head

3 hours \$45 / 4 hours \$55 / 5 hours \$65

House Sparkling, House Red, House Chardonnay OR Sauvignon Blanc

+ 4 taps & 1 light beer stubby

Taps : Coburg Lager, Pentridge Pale Ale, Furphy Refreshing Ale, Little Apple Cider

PREMIUM PACKAGE

Unlimited consumption charged per head

3 hours \$55 / 4 hours \$65 / 5 hours \$75

1 Sparkling, 2 Reds, 2 Whites + 5 taps & 1 light beer stubby

Choose 1 Sparkling : Ruggeri 'Argeo' Prosecco / Airlie Bank Sparkling

Choose 2 Whites : The Dagger / Mt Vernon Sauvignon Blanc /

Bellvale Chardonnay / Fallen Giants Riesling

Choose 2 Reds : Airlie Bank Pinot Noir / La Sorelle Shiraz / Beal & Co Merlot /

Higher Plane Cabernet Blend

Taps : Coburg Lager, Pentridge Pale Ale, Furphy Refreshing Ale, 2 Brother's Little Apple Cider + 1 rotating tap (please ask your event co-ordinator when booking)

BESPOKE PACKAGE

Choose any wine or beer from our list & we'll quote you a custom package price - or discuss your tastes with our bar manager & he'll design a bespoke menu for you.

**Lounge functions are served beer & cider in stubbies, rather than from the tap.*

MINI COCKTAILS

\$6 per cocktail

Mini cocktails are a fun way to welcome your guests.

Almost any cocktail can be adapted to serve in our cheerful mini milk bottles. Some house favourites include a classic Aperol Spritz, Mojito or a fruit-packed Pimms Cup. We also offer a selection of delicious alcohol-free mocktails if you'd prefer a lighter option.



EXTRAS

Linen table cloth : \$5 each

Cordless Microphone : \$100 each

OH&S Ladder Hire \$100

Installation of decorations, AV equipment & extras can be quoted by request

BYO CAKE

Your cake will be cut & served on platters to your guests.

\$30 Functions / \$50 Weddings / \$100 BYO Dessert Buffet