

DEAKIN LAKEHOUSE

www.deakinlakehouse.com.au

SET MENU FUNCTION CHECKLIST 2015 - 2016

(*35 - 80 PERSONS)

FOOD: The cost per head will vary according to the menu you select from the options provided on our menu list. (We will supply you with a copy of this also) You may wish to adapt your menu to include finger food, or to serve your celebratory cake as dessert. Our function coordinator, Simone, can discuss with you how this can be incorporated into your menu.

KIDS CATERING PRICES: Children are welcome provided they are **constantly supervised by a parent or guardian**. Prices & Conditions for catering for children can be provided on request. The total number & ages of children attending must be provided when confirming your guest nos.

DRINKS: available at bar prices, or on a tab. *At no time may guests bring their own alcohol onto the Lakehouse premises or the surrounding area. Alcohol brought onto the premises will be charged to your tab as though purchased at Lakehouse.*

CLEANING/ SERVICE FEE: \$150 applies to all lunch & dinner functions

JUKE BOX HIRE: available at a discounted price of \$180, karaoke \$240

* **MINIMUM AND MAXIMUM** numbers suitable for your function will depend on the type and time of your function, but is generally 35 persons Mon -Thurs, 45 Friday - Sunday. Confirmation of final numbers is required 7 days prior to your function. Please note that you will be required to pay for the numbers confirmed, or the number attending, whichever is the greater.

CELEBRATORY CAKE AS DESSERT: \$3 per head charge for service of client's cake as dessert

CELEBRATORY CAKE IN ADDITION TO DESSERT: \$50 service charge for client's cake service (plated) after dessert. Please note, beautiful Sweet By Nature celebratory cakes are available to purchase through us at a very reasonable cost - please let us know if you would like some options

TABLE SETTINGS: Antique timber table settings w starched white linen serviettes, glassware etc are included. White linen table cloths can be hired at an additional cost of \$7 per table (white linen tablecloths included at no extra charge in all functions booking the Christmas Menu)

A SECURITY DEPOSIT OF \$250 confirms your booking. This will be deducted from your account on completion of the function, unless required to cover the cost of any damages caused by the actions of the client or their guests. Please read the Decorating Tips Sheet carefully to help avoid action that may result in your deposit being withheld. The deposit is non-refundable on cancellation of your booking. Bookings may be transferred to an alternative date up to 4 months prior to your booking, with a \$90 administration fee applied (1 transfer only) A 2% additional fee is incurred for payments made by credit card (other than the \$250 initial deposit). We welcome payments by direct deposit or cash. (Cheques may be accepted by prior arrangement)

SURCHARGE: Due to penalty rates a surcharge of \$4 per person for Public Holidays, & Easter Friday through to Easter Monday inclusive

***IF YOU ARE PLANNING A WEDDING, THEN PLEASE ASK FOR OUR WEDDING OPTIONS,
OUR STAFF WILL BE HAPPY TO ASSIST YOU***