

**THE BROOK**

FUNCTIONS & EVENTS



From intimate gatherings to grand celebrations, we've got the perfect space for every occasion. At The Brook, we specialize in creating memorable events tailored to your needs. Whether it's a birthday, engagement, corporate function, or wedding, our versatile spaces and expert team ensure your vision comes to life effortlessly.

# FUNCTION ROOM

- **120 seated / 200 cocktail**
- **Audio / Visual**
- **Music Access**
- **Private Area**
- **Smoking Area**
- **Dance Floor**
- **Private Bar**
- **Stage**

A versatile space with an abundance of natural light, perfect for any occasion.

Minimum spend applies:  
Monday – Thursday: \$1,500  
Friday- Sunday: \$2,500

Includes all listed above plus welcome signage and table linen.



# COFFEE ROOM

- **25 Seated**
- **35 Cocktail**
- **Semi Private**

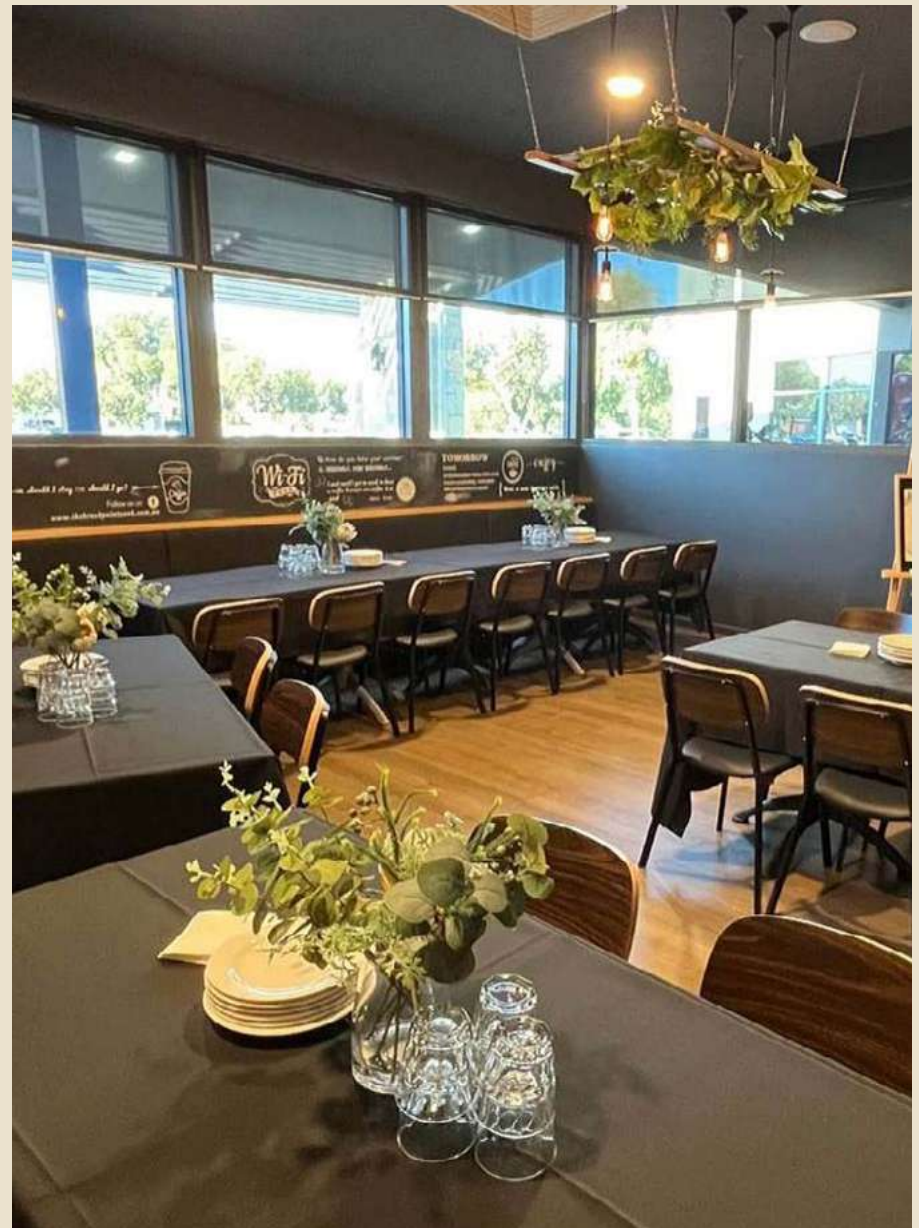
Perfect for intimate gatherings and smaller celebrations.

Room Hire:

Monday – Thursday: \$150

Friday – Sunday: \$200

Includes all listed above plus welcome signage and





# SPORTS BAR

- **30 seated**
- **50 Cocktail**
- **Semi Private area**

Hire fee \$300 for up to 4hrs. Includes all listed above plus welcome signage and table linen.

*\*all functions must conclude by 12am*



# CORPORATE PACKAGES

## *Corporate packages available*

Adaptable spaces to suit your needs, capacities from 30-100 guests seated.

- Ongoing bookings available
- Custom seating arrangement
- Complimentary tea and coffee station
- Disabled access
- Private or semi-private option
- Audio visual equipment provided
- Hire fee from \$250 for up to 3 hours



# CANAPES

## Cocktail Function Package *(Platter price per/head)*

Package	Price	Choice
Platinum	26.0	6
Crystal	35.0	9

Dim sims, spring roll & goujons

Gourmet pies

Sausage roll

Mix vegetarian quiches (v)

Vegetarian pasties (v)

Ricotta and spinach pastizzi (v)

Choice of arancini: Bolognese or pumpkin

Beef satay skewers (crystal pack only)

Chicken satay skewers (crystal pack only)

Mini lamb koftas with tzatziki sauce (crystal pack only)

Beef sliders with tomato relish and cheese

Chicken and mushroom fried dumplings with soy sauce

Panko prawns with aioli

Panko calamari rings with aioli

Choice of pizza: Margherita, meat lovers, BBQ chicken, vegetarian

## SOMETHING SWEET

Assorted danish

Scones with cream and jam

Mix fruit platter (crystal pack only)

Petit cakes

## VEGAN PACKAGES

*\$26 per person*

Spring rolls

Pumpkin arancini

Indian samosa

Sweet potato croquettes

## GLUTEN FREE PACKAGES

*\$26 per person*

Pies

Sausage roll

Spring rolls

Arancini with italian tomato

Cake (add \$5) ask our friendly staff





# SET MENU

*\$60 per head 2 Course | \$70 per head 3 Course*

## ENTREE

**Lamb koftas** w mint aioli

**Bolognese arancini** w pesto aioli & balsamic glaze

**Lime grilled prawns** (gf) w rice noodle salad

**Pumpkin arancini** w pesto aioli and balsamic glaze

## MAIN

**Stuffed chicken breast** (gfo) stuffed with mozzarella, spinach & roast capsicum served with creamy garlic sauce, greens, and red pesto mash

**300g porterhouse cooked medium** (gfo) served with creamy green peppercorn mustard sauce, rosemary salt chips and herbed confit tomatoes

**Grilled salmon** (gfo) served with medley roast vegetables topped with lemon & herbs butter

**Pumpkin gnocchi** w mushroom, roasted capsicum and creamy pesto sauce, topped with fetta and rocket

## DESSERT

**Bailey's cheesecake**

**Ferrero cake**

**Tiramisu**





# KIDS PARTIES

12 yrs and under

\$20pp - 5 choices | \$17pp - 4 choices | \$15pp - 3 choices

## MAINS

Calamari rings

Fish bites

Mini beef pies

Chicken nuggets

Potato cakes

Chips

## DESSERT

Fairy bread

Fruit cups

Mini cookies & cream cups



# LITTLE EXTRAS

## PLATTERS

Medium antipasto platter / 90.0

Large antipasto platter / 160.0

Includes a selection of meat, cheese, nuts and crackers

## 7" CAKES / 50.0

Passion & raspberry tart

Mille feuille

Missisipi mud

Mango tango



# TERMS & CONDITIONS

The following terms and conditions apply in respect of the above-listed Function to the exclusion of any other terms and conditions:

## STANDARD BOOKING CONDITIONS

- Room hire may apply.
- Window covering is not permitted and any items that you wish to adhere to windows must be pre approved by the functions coordinator.
- To book 21st Birthday Functions, the hosts are to meet with the functions coordinator to discuss the hotel criteria for such occasions. \$150.00 will be charged per extra security guard required, this amount being non-refundable.
- Blu tac and/or 3M hooks are only to be used on walls.
- Glitter, confetti or table sprinkles are not permitted. A \$100 clean up fee will apply if used.
- Additional charges apply for Public Holidays.

## CONFIRMATION OF BOOKINGS

Any tentative bookings are held for a maximum period of 7 days (or such lesser period of time at the sole discretion of the Venue) after which the booking will automatically be released if this confirmation form together with deposit payment has not been received by the Venue management.

To confirm the Client's booking, the Client is required to pay a deposit of \$300 and return to the Venue a copy of this Agreement signed by the Client. The Venue is bound by this Agreement upon its receipt of the Client's deposit, the Venue's receipt of a copy of this agreement signed by the Client, and the Venue's authorised officer signing this Agreement. Prior to confirming any booking, the Venue reserves the right to obtain a copy of the Client's identification (i.e. passport, driver's licence) upon its request.

## FINAL GUEST NUMBERS

Should the Client wish to have additional guests attend the function in excess of the Approximate Guests ("Additional Guests"), it may request the Venue allow such Additional Guests for the function no later than 14 working days in advance of the day of the function. Client is required to obtain the approval of the Venue for Additional Guests for the function. The Venue will not unreasonably withhold its approval to a request for Additional Guests. Final guest numbers on which all charges will be based must be given 14 days prior to the day of the function. All catering must be paid in full prior to the day of function. If the Client fails to notify the Venue of its final number of guests attending the function within such time period, the final number of guests for the function shall be deemed to equal the Approximate Guests number previously advised by Client plus any Additional Guests approved by the Venue. Prices quoted are based on the Approximate Guests number attending the function. Should the final numbers for the Client's function fall by more than 10% of the Approximate Guests number, the costs quoted in this Agreement may need to be redesigned or a slippage fee may apply, as determined in the Venues' sole discretion. If the Client wishes to discuss the slippage conditions, please don't hesitate to speak to Venue management to go over available options.

## CATERING

The Venue requires confirmation of menus 14 working days prior to the function, including any special dietary requirements of particular guests. Final guest numbers for the function must also be specified within the same time frame. Venue management will consider the final numbers given as the basis for the minimum amount to be invoiced to the client for the function. The Venue is licensed to cater for all food and beverage

consumed by guests on the premises. No food or beverages can be brought onto the premises without the approval of Venue management. At the discretion of the Venue Manager, the Venue may permit cakes of a celebratory nature. A cake cutting fee of \$50 applies to all cakes.

## CANCELLATIONS

All deposits are non-refundable (Unless lockdown occurs).

## DAMAGE

The Client will be responsible for any and all damage or injury to any person or property caused by its accessories, agents and or guests. The Client will be liable for the costs of repairs or replacement (in the sole discretion of the Venue) of any furniture, equipment or landscaping the Venue reasonably deems was damaged by the Client, its accessories, agents and or guests in connection with the function and the Client accepts responsibility for such costs.

## FIRE SAFETY

For the safety of all, fire exits, aisles, doorways including entrances are to be kept clear at all times.

## LIQUOR LICENSING REQUIREMENT

The Venue and function area is fully licensed so no alcohol is permitted to be brought onto the premises. Venue management reserves the right to exclude or remove any objectionable person/persons from a function in accordance with the Liquor Control Act of Victoria. Venue management reserves the right to refuse admission to any or all other areas of the venue in accordance with Liquor Control Act of Victoria. Offensive behavior will not be tolerated at any time during a function at the Venue. The Venue is committed to the responsible serving of alcohol to provide a safe and friendly environment for our guests and staff and abide by our legal obligations under the Liquor Control Reform Act 1998. The Venue management reserves the right to close down the function if the behaviour of guests becomes unacceptable. Guests who are considered to be intoxicated will not be served any alcohol and will be required to leave the Venue. Staff will offer to call a taxi for any guests requesting this service. Should the function be closed down and/or guests be required to leave the Venue, the Client shall not be entitled to any refund of monies paid, nor shall the Client be released from nor entitled to any reduction to, the fees and charges payable by Client to the Venue under the terms of this Agreement.

## COMMENCEMENT/VACATION OF FUNCTION AREA /ROOMS

The Client agrees to commence the function at the scheduled time and to have guests, invitees and other persons vacate the designated area at the contracted time. Please make allowances when booking to include set-up and breakdown times of all function areas, as a surcharge may apply to extend the booking.

## RISK IN PROPERTY

The Venue will not accept responsibility for damage or loss of the Client's, its accessories, agents and or guests property left prior to, during or after a function. Goods left after a function without prior agreed arrangements with Venue management will be at Clients' own risk. The balance payment for the function (including for all food catering for the final number of guests) is required 14 days prior to the date of the function. Any beverage accounts, the cost of additional food ordered or any other additional charges in connection with the function ("Additional Charges") must be settled by the conclusion of the function by cash, EFTPOS, credit cards (AMEX, Visa and Mastercard). Upon the request of the Venue, Client shall provide the Venue with a credit card and the Client irrevocably gives authority for Venue to charge such credit card for any Additional Charges incurred.

## EXTERNAL SUPPLIERS

Access times for external suppliers (for items such as flowers, decorations, balloons, additional linen, photo booths, photographers, entertainers, AV equipment etc.) will be at the discretion of management. The Brook Point Cook will not accept responsibility for any injuries sustained to any person as a result of equipment installed by the client or the

client's service providers.

## SECURITY DEPOSIT/BOND

The Venue reserves the right to charge the Client a Security Deposit of up to \$500 as security against the Client's liabilities to the Venue under this Agreement. The Venue will inform the Client if a Security Deposit is required. If a Security Deposit is paid to the Venue, it will be refunded to the Client on the day after the function should the Client have no outstanding liabilities owing to the Venue under this Agreement.

## ADDITIONAL OBLIGATIONS

Client agrees to conduct the function in an orderly manner and in full compliance with all applicable laws governing the State of Victoria. At the completion of the function, Client will remove all their belongings placed within the Venue. All persons under the age of 18 years, must vacate the premises, The Brook Point Cook before 10pm.

## SMOKING

Smoking is not permitted within the venue. Outdoor smoking facilities are available.

## TERMS OF PAYMENT

Payment can be made by cash, bank cheque, EFTPOS, credit cards (AMEX, Visa and Mastercard).

## ACCEPTANCE

I (Client) accept the terms and conditions as set out above:

Client Signature / Client Authorised Officer Signature:\_\_\_\_\_

Client name:\_\_\_\_\_

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

Accepted by the Venue:

Venue Authorised Officer Signature:\_\_\_\_\_

Venue Authorised Officer Name:\_\_\_\_\_

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



# CONTACT US...

Terms and conditions applicable for all functions.

Book an appointment with our  
function manager today:

**P** (03) 9394 6444

**E** [brookreception@mrc.net.au](mailto:brookreception@mrc.net.au)

**W** [thebrookpointcook.com.au](http://thebrookpointcook.com.au)

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**Facebook** [thebrookpointcook](https://www.facebook.com/thebrookpointcook)

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