



Events

BOTANICAL HOTEL



Botanical Hotel is one of Melbourne's iconic venues, located in the heart of South Yarra opposite the Royal Botanic Gardens and minutes from the CBD

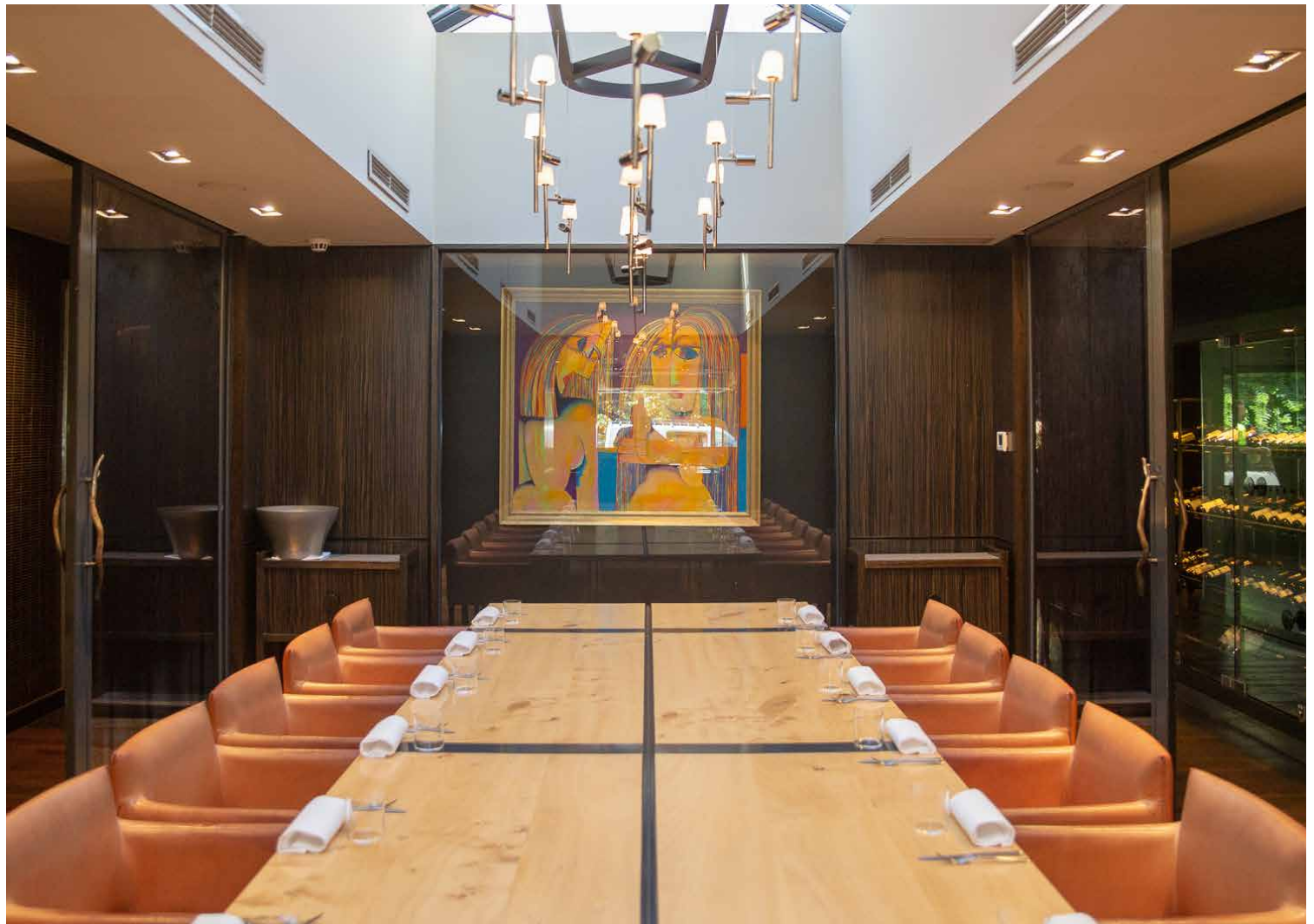
Botanical Hotel is an institution in Melbourne's hospitality scene, delivering a high standard of food and beverage. With a choice of five key spaces for private events including;

Alfresco, Archer, Brasserie, the Lounge and our Private Dining Room, we offer a premium setting for any occasion.

Each of these spaces can accommodate all styles of events including private cocktail parties, product or media launches, sit down dinners and corporate events. Our close proximity to the Royal Botanic Gardens makes Botanical Hotel the perfect venue for wedding receptions.

Our team of hospitality professionals are on hand to manage every detail of your event no matter how large or intimate, and look forward to working with you to ensure your event is memorable.

BOTANICAL HOTEL 🌿

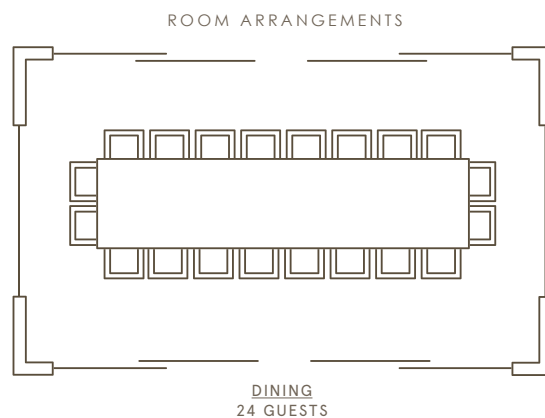


PRIVATE DINING ROOM

Our Private Dining room offers an exclusive and intimate experience for up to 24 guests, complemented by etched glass and a conservative-style roof line.

Surrounding the Private Dining Room is our wine wall, which showcases rare and premium wines from around the globe. Create a dining experience to remember with our sophisticated food and beverage menu to suit any occasion.

Room size 30m²



BOTANICAL HOTEL 



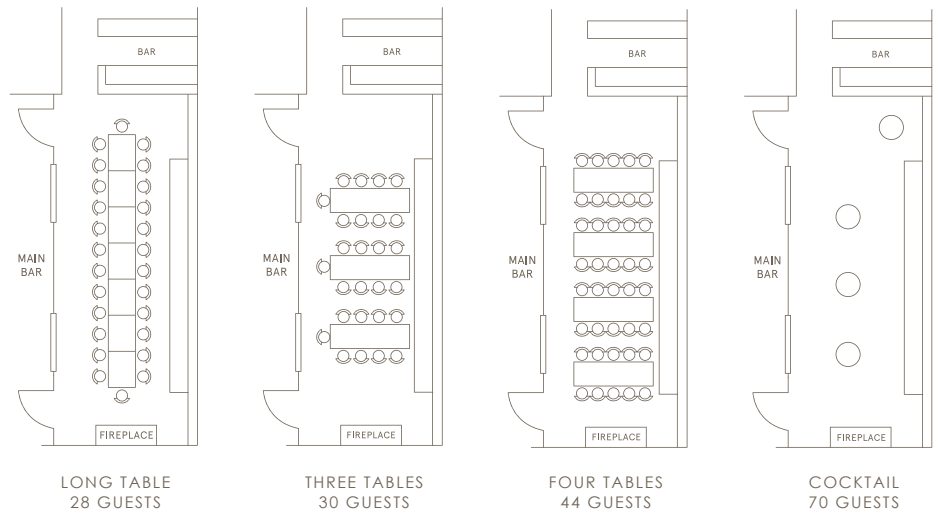
ARCHER ROOM

Named in honour of one of Australia's greatest racehorses, Archer won the first two Melbourne Cups and was once stabled in the building now occupied by Botanical Hotel.

The Archer Room is a bright and spacious area with an Atrium roofline as well as vertical garden, fireplace, private bar and access to the courtyard. It has dedicated AV facilities and is an ideal venue for private dining, cocktail parties and conferences.

Room size 51m²

ROOM ARRANGEMENTS



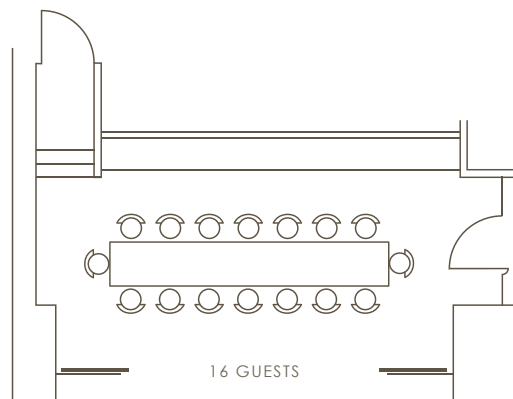
BOTANICAL HOTEL 



ALFRESCO

Overlooking Domain Road and the Royal Botanic Gardens, the Alfresco is a bright and open space, perfect for groups of up to 16 guests seated or 30 guests for a cocktail style event.

Room size 28m²



DOMAIN ROAD – ROYAL BOTANIC GARDENS

BOTANICAL HOTEL 



BRASSERIE

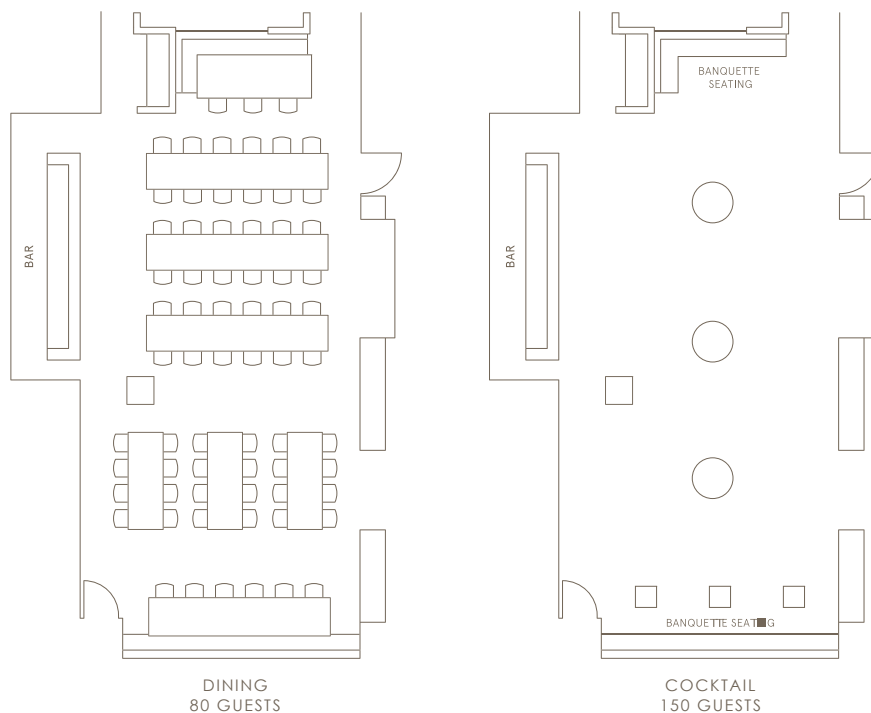
Looking out over Domain Road and across to the historic Royal Botanic Gardens, our Dining Room offers guests a truly memorable dining experience.

The Brasserie is the largest of our private dining spaces, comfortably seating up to 80 guests.

This room offers AV facilities and private bar, making it the perfect space to host a variety of events including weddings, birthday celebrations, product launches or your next corporate event.

Room size 105m²

ROOM ARRANGEMENTS



BOTANICAL HOTEL 



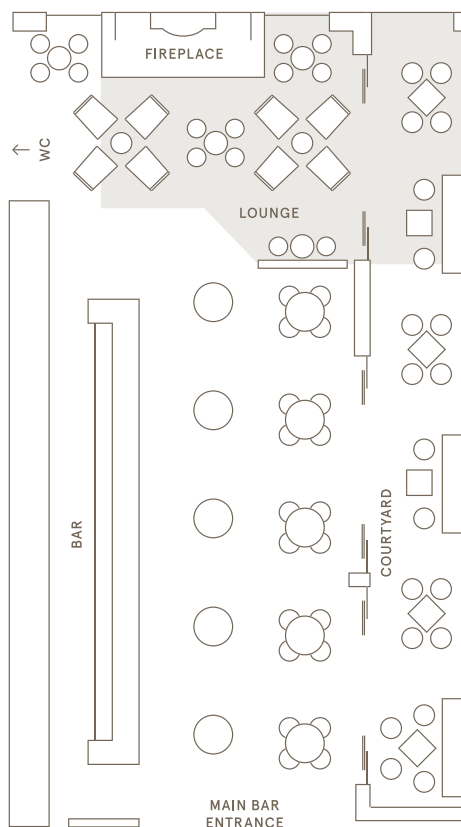
THE LOUNGE

The Lounge, located adjacent to the bar and featuring ample seating, fireplace and access to the heated courtyard can be booked exclusively for informal cocktail style events, accommodating up to 50 guests.

Main Bar 57m²

Lounge 36m²

Courtyard 35m²



LOUNGE
50 GUESTS

BOTANICAL HOTEL 



Menu

BOTANICAL HOTEL 

BREAKFAST

Please note all breakfast events of 40 guests and above will be offered an alternate serve cooked breakfast.

All breakfast menus include guests selection of one espresso coffee or tea and freshly squeezed orange juice.

CONTINENTAL

Served to the table to share
\$28 per person

HOT BREAKFAST

Continental breakfast plus your guests selection of hot item
\$38 per person

COCKTAIL BREAKFAST

Your selection of one shared item, two cold and two hot breakfast canapes
\$35 per person

ADDITIONAL SIDES

Spinach \$4
Tomatoes \$4
Mushrooms \$4
Avocado \$5
Bacon \$6
Smoked salmon platters \$60

BEVERAGE

Bloody Mary \$16
Botanical Mimosa \$12
Peach Bellini \$15
Fresh squeezed grapefruit juice \$7
Botanical green juice \$7
green apple, cucumber, celery, spinach

Unlimited still & sparkling mineral water
\$8pp

(v) Vegetarian
(gf) Gluten free
(ve) Vegan
(*gf) can be prepared gluten free
(*ve) can be prepared vegan

CONTINENTAL

SHARED TO THE TABLE

Granola and stewed Winter fruits v gf
Natural yoghurt and honey v
Burnham Beeches croissants and breakfast pastries v *ve
Banana bread or fruit loaf v

HOT BREAKFAST

SHARED TO THE TABLE

Granola and stewed Winter fruits v gf
Natural yoghurt and honey v
Burnham Beeches croissants and breakfast pastries v *ve
Banana bread or fruit loaf v

GUESTS SELECTION

Please select two

Big breakfast, fried eggs, sourdough, sausage, bacon, roast mushroom, relish *gf

Cured salmon, potato pancake, creme fraiche, herbs gf

Poached eggs, avocado, sourdough, whipped goats curd, linseed, soy, almonds v *gf

COCKTAIL BREAKFAST

SHARED

Please select one

Burnham Beeches croissants, plain and gruyere and ham
Assorted Burnham Beeches pastries *ve
Cinnamon scrolls v

COLD

Please select two

Buckwheat blini, gravlax, creme fraiche gf
Individual granola, fresh berries v gf
Vanilla panna cotta, poached quince v gf
Egg and chive finger sandwiches v

HOT

Please select two

Egg and bacon brioche buns, spiced relish
Sweetcorn fritters, tomato kasoundi v
Mini quiche Lorraine *gf
Banana bread, candied walnuts, marscapone v

DINING

GROUP MENU

2 course | \$70 per person

3 course | \$90 per person

Includes fresh bread and your guests selection of espresso coffee or tea to finish.

All events of 50 guests and above will be offered an alternate serve menu.

Tailored menus from our full a la carte menu are also available. Please ask your Event Manager for details.

Menu is seasonal and subject to change

CANAPÉS ON ARRIVAL

Select from the canapé menu (page 11)

4 canapés | \$16 per person

5 canapés | \$20 per person

FRESHLY SHUCKED OYSTERS

Natural or served with shallot and red wine vinaigrette

Oysters | \$4.50 each or \$48 per doz

ADDITIONAL SIDE DISHES

Please ask your Events Manager for a list of additional seasonal side dishes

SWEET BITE SIZED TREATS

Chef selection \$6pp
two per person

Fresh lemon madeline \$4pp
one per person

Macarons | \$4pp
one per person

(v) Vegetarian

(gf) Gluten free

(ve) Vegan

(*gf) can be prepared gluten free

(*ve) can be prepared vegan

ENTRÉE

Pork terrine, pickled onion, mustard, charred sourdough

Salt and pepper calamari, preserved lemon, capers gf

Gnocchi, sauteed mushrooms, chestnuts,
shaved parmesan v *ve

Optional

Steak tartare, bitter leaves, fried bread

\$4pp supplement

*Grilled Clarence River prawns, prawn coral sauce,
lemon \$6pp supplement*

MAIN

300g grain fed porterhouse on the bone, Rangers Valley NSW,
saladise potato, red wine and shallot

Humpty Doo Barramundi, pearl barley, Jerusalem artichoke,
soft herbs gf

Leek tarte tatin, beurre blanc, candied walnuts,
Comte cheese v

Optional

*250g Little Joe pasture fed scotch fillet, MS6+,
Southern Tasmania \$10pp supplement*

*250g O'Connor pasture fed eye fillet,
Gippsland Victoria \$10pp supplement*

Goldband snapper \$5pp supplement

SIDES TO SHARE

Mixed leaf and radish salad v gf

Shoestring fries v

DESSERT

Bread and butter pudding, stewed Winter fruits,
Earl Grey ice cream

Dark chocolate tart, pistachio, mascarpone

Chef's selection of cheese, preserves, quince and fruit loaf *gf

Optional

*Quince, pear and oat crumble,
liquorice ice cream \$5pp supplement*

*Rare baked cheesecake, cacao,
fromage blanc gf \$5pp supplement*

COCKTAIL

Our stylish cocktail events can be tailored to suit any occasion. Impress your guests with our selection of canapés, range of beverage packages and exclusive wine list.

We'll look after the details while you enjoy the party.

CANAPES

Your selection of hot, cold and dessert canapes to compliment your menu

\$32pp | 8 canapes pp

\$36pp | 9 canapes pp

\$40pp | 10 canapes pp

\$47pp | 12 canapes pp

GRAZING DISHES

Your selection of more substantial hand held dishes

\$9 each

SHARE BOARDS

Designed to compliment your chosen canape package, share boards are ideal for cocktail events

\$150 each

(v) Vegetarian

(gf) Gluten free

(ve) Vegan

(*gf) can be prepared gluten free

(*ve) can be prepared vegan

COLD

Oysters natural, lemon gf \$2pp supplement

Caramelised onion and feta tartlet v

Steak tartare, bitter leaves, bottarga gf

Pork and pistachio terrine, dijon mustard gf

Charred sourdough

tomato and mozzarella v

mushroom, truffle and pecorino v

roast peppers, caper and anchovy

foie gras mousse, wine jelly \$2pp supplement

Smoked tofu, avocado, finger lime v ve

New gravlax, creme fraiche, roe and lavosh gf

\$5pp caviar

Chestnut and pumpkin tart v

Seared tuna, rose apple and ginger \$2pp supplement

HOT

Tempura oyster, jalapeno tartare gf \$3pp supplement

Manchego and sweetcorn croquette v gf

Roasted cauliflower fritter, preserved lemon dressing v gf

Fried calamari, preserved lemon mayo, crispy capers gf

Seared scallops, pumpkin, breadcrumbs

Prawn and sesame toast

Roasted vegetable quiche v

Boneless chicken wings, garlic butter *gf

Wonder Pies braised brisket and red wine pie

Wonder Pies vegan pie ve

Meatballs, tomato sugo, crispy sage gf

Charred lamb cutlets, chimichurri gf \$3pp supplement

GRAZING

Israeli couscous, honey roasted carrots, hazelnuts v ve

Potato gnocchi, brown butter, golden raisins v

Charred beef and leek skewers, beer glaze *gf

Poached chicken, soft herb, baguette

Fish fillet slider, jalapeno tartare, pickled cucumber

Beef burger, gruyere, pickle, tomato relish

COCKTAIL

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DESSERT

Quince crumble

Lemon meringue pie

Ruby chocolate, matcha truffle gf

Chestnut Mont Blanc gf *\$2pp supplement*

Scoops and Smiles gelato Dixie cups gf **ve*

Mini Magnums

White chocolate and yuzu

Violet crumble

Double chocolate

Vanilla

SHARE BOARDS

Charcuterie, cured meat and terrine selection, house pickles, preserves and charred sourdough **gf*

Crudite, red miso, anchovy and gorgonzola **ve*

Chef selection of cheese, quince paste, fruit, preserves and fruit loaf v **gf* **ve*

OYSTER STATION

Selection of premium, freshly shucked oysters, raw and cooked, condiments

(v) Vegetarian

(gf) Gluten free

(ve) Vegan

(*gf) can be prepared gluten free

(*ve) can be prepared vegan

BOTANICAL HOTEL 



BEVERAGE

BOTANICAL HOTEL 

BEVERAGE

BEVERAGE ON CONSUMPTION

Your selection of one sparkling wine, two white wines, two red wines, beer and non alcoholic beverages served for the duration of your event.

Our staff can keep you informed of your account balance as required during your event.

All beverages are subject to availability and require seven days notice prior to your event.

Botanical Hotel does not permit BYO.

MINERAL WATER

Unlimited S.Pellegrino sparkling and Acqua Panna still mineral water for the duration of your event. \$8 per person.

SPARKLING

2016 Friends of Punch Rurale Petillant Naturel <i>Yarra Valley</i>	65
2018 Vinea Marson Prosecco <i>King Valley</i>	58
2012 Clover Hill Cuvee Blanc de Blancs <i>Tasmania</i>	128
NV Levrier Meslier Brut Cuvee <i>Eden Valley</i>	98
NV Billecart-Salmon Brut Reserve <i>Mareuil-Sur-Ay</i>	165
NV Ruinart Blanc de Blancs <i>Epernay</i>	290

WHITE

2018 Paradigm Hill Riesling <i>Mornington Peninsula</i>	81
2018 Best's Great Western Riesling <i>Great Western</i>	60
2018 Powell & Son Riesling <i>Barossa</i>	65
2016 Max. Ferd. Richter Melheumer Sonnenley Riesling Trocken <i>Mosel</i>	90
2018 Moorooduc Estate Devil's Bend Creek Chardonnay <i>Mornington Peninsula</i>	65
2018 Punt Road Chardonnay <i>Yarra Valley</i>	48
2016 Bass Phillip Estate Chardonnay <i>Gippsland</i>	165
2017 William Fevre Petit Chablis Chardonnay <i>Burgundy</i>	75
2018 Nelson Sauvignon Blanc <i>Marlborough</i>	60
2018 Shaw & Smith Sauvignon Blanc <i>Adelaide Hills</i>	68
2018 Shadowfax Little Hampton Pinot Gris <i>Macedon Ranges</i>	57
2018 Punt Road Pinot Gris <i>Yarra Valley</i>	48
2016 Tornatore Etna Bianco Carricante <i>Sicily</i>	80

ROSE

2018 Zilzie BTW Sangiovese Riesling Rose <i>Murray Darling</i>	55
2018 Somos Barbera Rose <i>McLaren Vale</i>	65
2018 Chateau des Bormettes Instinct Particulair Cinsault Grenache Rose <i>Provence</i>	95

BEVERAGE

BEVERAGE ON CONSUMPTION

Your selection of one sparkling wine, two white wines, two red wines, beer and non alcoholic beverages served for the duration of your event.

Our staff can keep you informed of your account balance as required during your event.

All beverages are subject to availability and require seven days notice prior to your event.

Botanical Hotel does not permit BYO.

MINERAL WATER

Unlimited S.Pellegrino sparkling and Acqua Panna still mineral water for the duration of your event. \$8 per person

RED

2018 Airlie Bank Pinot Noir <i>Yarra Valley</i>	47
2016 TarraWarra Estate Pinot Noir <i>Yarra Valley</i>	65
2017 The Wanderer Upper Yarra Pinot Noir <i>Yarra Valley</i>	117
2017 Moondarra Studebaker Pinot Noir <i>Gippsland</i>	75
2015 Geantet-Pansiot Pinot Fin Pinot <i>Burgundy</i>	170
2017 Punt Road Cabernet Sauvignon <i>Yarra Valley</i>	64
2014 Squitchy Lane Cabernet Blend <i>Yarra Valley</i>	72
2014 Dalwhinnie Moonambel Shiraz <i>Pyrenees</i>	110
2015 Balnaves The Blend Cabernet Merlot <i>Coonawarra</i>	47
2017 Best's Great Western Bin No 1 Shiraz <i>Great Western</i>	68
2016 John Duval Plexus Shiraz Grenache Mourvedre <i>Barossa Valley</i>	89
2016 Andi Knauss Stumpfelbach Trollinger <i>Wurtemberg</i>	89
2018 Vinea Marson Sangiovese <i>Heathcote</i>	84

DESSERT

2016 De Bortoli Botrytis Semillon by Florence Broadhurst 375ml <i>Riverina</i>	58
2016 Crawford River Nektar Riesling 375ml <i>Henty</i>	120
2016 Gaudio Bricco Mondalino Malvasia di Casorzo <i>Piemonte</i>	90

TAP BEER

Carlton Draught <i>Abbotsford</i>	5.5
Asahi Super Dry <i>Japan</i>	7.5
Sample Gold Ale <i>Collingwood</i>	6
Balter XPA <i>Curumbin</i>	7
Stone & Wood Pacific Ale <i>Byron Bay</i>	6.5

OTHER

Coca Cola Soft Drinks	4
S.Pellegrino Sparkling Mineral Water 1L	10
Acqua Panna Still Mineral Water 1L	10
Basic Spirits	10

BEVERAGE

STANDARD BEVERAGE PACKAGE

Your selection of one sparkling, two white and two red wines served alongside a selection of two beers and soft drinks

2 hr duration \$40 pp

3 hr duration \$50 pp

4 hr duration \$60 pp

5 hr duration \$70 pp

6 hr duration \$80 pp

All beverages are subject to availability. Your Events Coordinator will advise current selection prior to your event

MINERAL WATER

Unlimited S.Pellegrino sparkling and Acqua Panna still mineral water for the duration of your event \$8 per person

SPARKLING

NV Fork and Spoon Sparkling Cuvee *Murray Darling*

NV Wild One Estate Moscato *Regional Victoria*

WHITE

2016 Earthworks Riesling *Eden Valley*

2018 Punt Road Chardonnay *Yarra Valley*

2016 Twin Islands Sauvignon Blanc *Marlborough*

2016 Redbank The Long Paddock Pinot Grigio *King Valley*

ROSE

2018 Zilzie BTW Sangiovese Riesling Rose *Murray Darling*

RED

2018 Airlie Bank Pinot Noir *Yarra Valley*

2015 Balnaves The Blend Cabernet Blend *Coonawarra*

2016 Redbank The Long Paddock Shiraz *King Valley*

2016 Earthworks Tempranillo *McLaren Vale*

BEER

Carlton Draught *Abbotsford*

Stone & Wood Pacific Ale *Byron Bay*

Prickly Moses Otway Light **375ml** *Barongarook*

NON ALCOHOLIC

Coca Cola Soft Drinks

BEVERAGE

PREMIUM BEVERAGE PACKAGE

Your selection of one sparkling, two white and two red wines served alongside a selection of two beers and soft drinks.

2 hr duration \$50 pp

3 hr duration \$60 pp

4 hr duration \$70 pp

5 hr duration \$80 pp

6 hr duration \$90 pp

All beverages are subject to availability. Your Events Coordinator will advise current selection prior to your event.

MINERAL WATER

Unlimited S.Pellegrino sparkling and Acqua Panna still mineral water for the duration of your event. \$8 per person

SPARKLING

2016 Redbank Ellora Sparkling Cuvee *King Valley*

2016 Primo Estate Secco Prosecco *McLaren Vale*

WHITE

2016 Chaffey Bros Not Your Grandma's Riesling
Eden Valley

2018 Moorooduc Estate Devil's Bend Creek Chardonnay
Mornington Peninsula

2016 Natural Cru Sauvignon Blanc *Heathcote*

2018 Shadowfax Little Hampton Pinot Gris
Macedon Ranges

2016 Yalumba Organic Viognier *Eden Valley*

ROSE

2018 Rockford Alicante Bouchet Grenache
Tintorera Rose *Barossa Valley*

RED

2016 TarraWarra Estate Pinot Noir *Yarra Valley*

2016 Georges Deboeuf Beaujolais Villages
Gamay Pinot Noir *Burgundy*

2017 Punt Road Cabernet Sauvignon *Yarra Valley*

2016 Glaetzer Wallace Shiraz Grenache *Barossa Valley*

2015 Antinori Santa Christina Sangiovese *Tuscany*

2016 Calibre Malbec *Mendoza*

BEER

Stone & Wood Pacific Ale *Byron Bay*

Sample Gold Ale *Collingwood*

Carlton Draught *Abbotsford*

Prickly Moses Otway Light **375ml** *Barongarook*

NON ALCOHOLIC

Coca Cola Soft Drinks

BEVERAGE

SOMMELIER'S BEVERAGE PACKAGE

Your selection of one sparkling, two white and two red wines served alongside a selection of two beers and soft drinks.

2 hr duration \$60 pp
3 hr duration \$70 pp
4 hr duration \$80 pp
5 hr duration \$90 pp
6 hr duration \$100 pp

All beverages are subject to availability. Your Events Coordinator will advise current selection prior to your event.

MINERAL WATER

Unlimited S.Pellegrino sparkling and Acqua Panna still mineral water for the duration of your event. \$8 per person

SPARKLING

2018 Vinea Marson Prosecco *Heathcote*
NV Piper's Brook Sparkling Brut *Piper's River*
NV Hanging Rock Sparkling Brut Rose *Macedon Ranges*

WHITE

2018 Powell & Son Riesling *Barossa*
2016 Max. Ferd. Richter Melheumer Sonnenley Riesling Trocken *Mosel*
2016 Savatere Ferere Cadet Chardonnay *Beechworth*
2017 William Fevre Petit Chablis Chardonnay *Burgundy*
2018 Nelson Sauvignon Blanc *Marlborough*
2016 Tornatore Etna Bianco Carricante *Sicily*

ROSE

2018 Bass Phillip Pinot Noir Rose *Gippsland*
2018 Chateau des Bormettes Instinct Particulaire Cinsault Grenache Rose *Provence*

RED

2017 Moondarra Studebaker Pinot Noir *Gippsland*
2016 Warner Vineyard Shiraz *Beechworth*
2016 John Duval Plexus Shiraz Grenache Mourvedre *Barossa*
2016 Prunotto Occhetti Nebbiolo D'Alba *Piemonte*
2016 Solar Viejo Rioja Reserva Tempranillo Graciano *Castilla*
2016 Cape Mentelle Wallcliffe Merlot Petit Verdot *Margaret River*

BEER

Stone & Wood Pacific Ale *Byron Bay*
Sample Gold Ale *Collingwood*
Carlton Draught *Abbotsford*
Asahi Super Dry *Japan*
Prickly Moses Otway Light **375ml** *Barongarook*

NON ALCOHOLIC

Coca Cola Soft Drinks

COCKTAILS

ON ARRIVAL

Your selection of up to two cocktails to be served on arrival

BOTANICAL COCKTAILS

Created by our talented team of bar tenders

BESPOKE

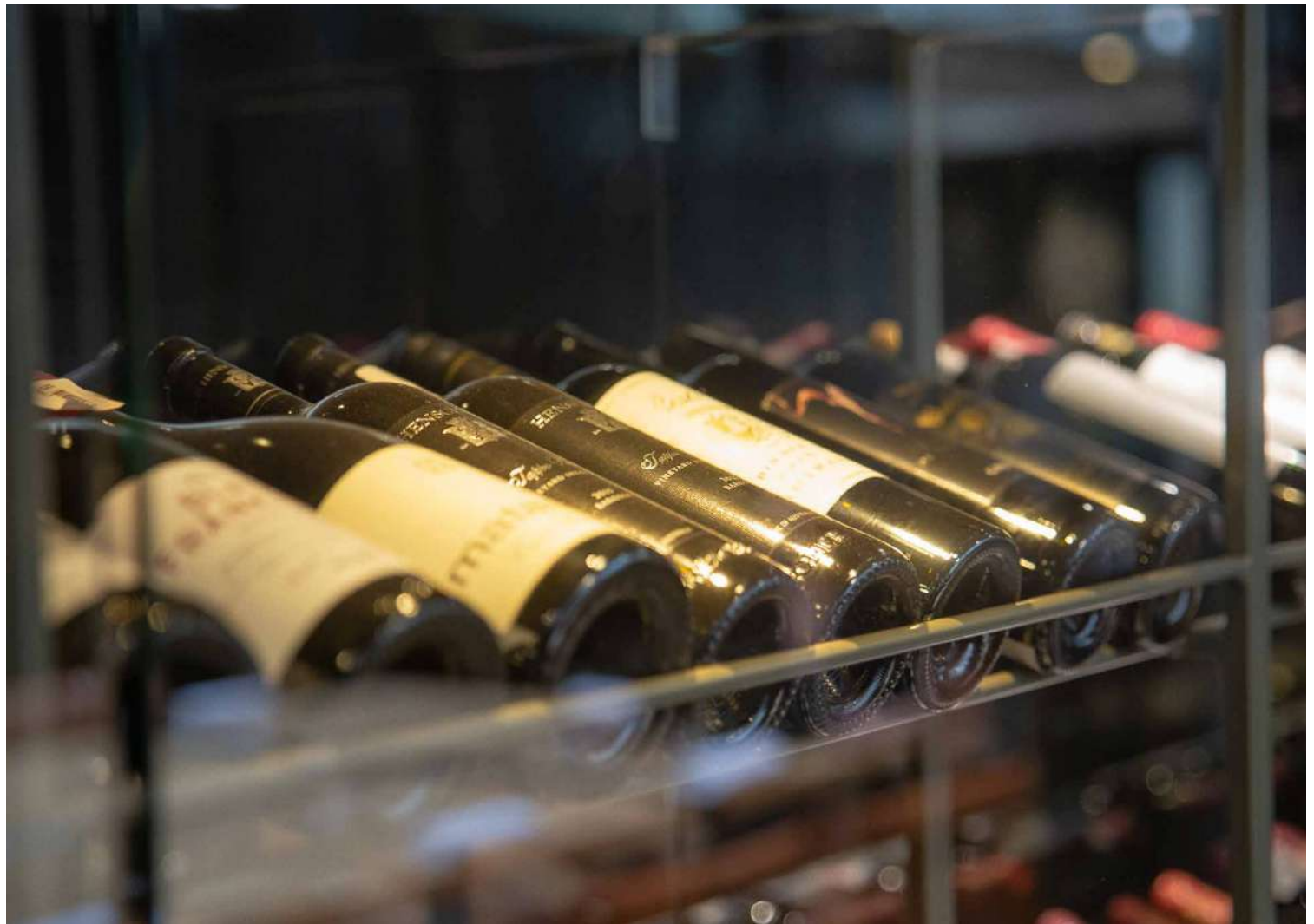
Bespoke cocktails designed to suit the style and theme of your event. Please ask your Events Manager for more information

ON ARRIVAL

Aperol Spritz	15
Aperol, prosecco, soda	
Montenegro Spritz	15
Montenegro, soda, sparkling wine, orange	
Beekeeper	15
Bourbon, honey, bitters, absinthe	
Irish Collins	15
Jameson, lemon, sugar, soda	
Gin Fix	15
Seasonal fruit, gin, lemon, sugar	
Bellini	15
Peach puree, sparkling wine, lemon, sugar	
Daiquiri	15
Rum, lime, sugar	

BOTANICAL COCKTAILS

Daquiri No 4	20
Pampero Blanco rum, lime juice maraschino	
Seasonal Spritz	19
Melbourne Gin Company, seasonal fruit, lemon juice, sugar	
Paloma Spritz	18
Espolon Blanco tequila, fresh ruby grapefruit juice, sparkling wine	
Autumn Collins	20
Laird's Applejack, Amontillado sherry, citrus juice, soda	
Scottish Keeper	22
Pure Scot blended whisky, honey, bitters, Absinthe	
Ruby Fizz	20
Brookies Slow gin, egg white, lemon, sugar, soda	
Yellow Chartreuse Mojito	20
Yellow Chartreuse, lime, mint, crushed ice	
Mortal Lover	21
Rittenhouse Rye whiskey, Cocchi di Torino Vermouth, Amontillado sherry	
Dominicana	19
Coruba Black rum, coffee liqueur, whipped cream	
Espresso Martini	20
Vodka, Kahlua, espresso	



INFORMATION & BOOKING FORM

BOTANICAL HOTEL 

ROOM SIZES

Alfresco	28m ²
Archer	51m ²
Private Dining	30m ²
Main Bar	57m ²
Brasserie	105m ²
Lounge	36m ²
Courtyard	35m ²

PARKING AND PUBLIC TRANSPORT

There is ample street parking available around the Botanic Gardens, Domain Road and Anderson Street. Please note that parking restrictions do apply Monday through Sunday. In addition Pay Stay Parking is available on Birdwood Avenue.

If you wish to take Public Transport you can take the number 58 tram and disembark at stop number 123; Fawkner Park on the corner of Park Street and Domain Road.

AUDIO VISUAL REQUIREMENTS

An additional charge of \$200 for use of any Audio Visual needs is applicable when hosting a private event at Botanical Hotel.

PRIVATE DINING ROOM

Nightlife Music (house music)
55"LED Display mobile trolley, including
HDMI, VGA and USB input
Wireless microphone
4x Martin 4" ceiling speakers

ARCHER ROOM

iPod input
Nightlife Music (house music)
55"LED Display mobile trolley, including
HDMI, VGA and USB inputs
Wireless microphone
2x Martin AQ8 two-way passive
loudspeakers

LOUNGE

Nightlife Music (house music)
55"LED Display mobile trolley, including
HDMI, VGA and USB input
Wireless microphone

BRASSERIE

Nightlife Music (house music)
55"LED Display mobile trolley, including
HDMI, VGA and USB inputs
Wireless microphone

ALFRESCO

Nightlife Music (house music)
55"LED Display mobile trolley, including
HDMI, VGA and USB inputs
Wireless microphone

TERMS & CONDITIONS

Tentative bookings will be held for a period of three (3) days only. At which time the booking will be released if a signed copy of the terms and conditions along with deposit has not been received.

Reservations will only be confirmed on receipt of a signed copy of the terms and conditions, and deposit.

HOURS & DURATION

Please see your Events Coordinator should you wish to book an event outside of the hours listed below. Increased minimum spends may apply.

Breakfast	7am - 10am
Lunch	12pm - 4pm
Dinner	6pm or later

DEPOSIT

	Breakfast	Lunch	Dinner
Private Dining Room	\$200	\$200	\$200
Archer Room	\$200	\$500	\$500
Alfresco	POA	\$200	\$200
Lounge	POA	\$500	\$500
Brasserie	POA	POA	POA

MINIMUM SPENDS

Functions must adhere to the stipulated minimum food and beverage spend. The minimum spend includes any food and beverages consumed or purchased at the event.

JAN – OCT	Breakfast	Lunch	Dinner
Private Dining Room	\$400	\$1,500	\$1,500
Archer Room	\$800	\$2,000	\$2,500
Alfresco	POA	POA	POA
Lounge	POA	\$1,500	\$1,500
Brasserie	POA	POA	POA
NOV — DEC	Breakfast	Lunch	Dinner
Private Dining Room			
Sun - Wed	\$400	\$2,000	\$2,200
Thu - Sat	\$400	\$2,000	\$2,500
Archer Room			
Sun - Wed	\$800	\$2,500	\$3,500
Thu - Sat	\$800	\$2,500	\$4,500
Alfresco	POA	POA	POA
Lounge	POA	\$2,000	\$2,000
Brasserie	POA	POA	POA

CONFIRMATION OF ATTENDANCE

Anticipated guest numbers are required fourteen (14) days prior to your event. Payment will be based on final catering numbers provided three (3) working days prior to event or attendee numbers on the day, whichever is greater.

BYO POLICY

No food or beverage of any kind will be permitted to be brought into Botanical Hotel for consumption, with the exception of celebration cakes.

A service fee of \$5 will be charged per guest for serving of celebration cake.

CATERING REQUIREMENTS

All guests attending the event must be catered for by selecting one of Botanical Hotel's catering packages.

Menu and beverage selections are required fourteen (14) days prior to your event. Should selections not be advised in time, Botanical Hotel will make every endeavour to honour your choices, however some substitutions may be required.

Botanical Hotel reserves the right to substitute menu items of a similar quality without notice, due to, but not limited to, supplier shortages and seasonal change. Botanical Hotel reserves the right to substitute selected beverages with beverages of equal value if the preferred selection is unavailable.

With prior notice, all dietary requirements will be catered for with a modified or separate meal.

Special dietary requirements must be communicated to Botanical Hotel fourteen (14) days prior to the event.

RESPONSIBLE SERVICE OF ALCOHOL

Botanical Hotel adheres to responsible service of alcohol legislation. All staff are trained in the Liquor Licensing Accredited 'RSA – Responsible Service of Alcohol' and by way of law may refuse to serve alcohol to any person who they believe to be intoxicated. Any intoxicated person will be removed from the venue. In accordance with liquor licensing laws of Victoria, minors (under 18) are only permitted on the premises in the direct company of their parent or legal guardian and must not consume alcohol.

ENTERTAINMENT AND AV FACILITIES

It is the organiser's responsibility to ensure that any external AV equipment or devices such as iPod's, DVD's etc are compatible with Botanical Hotel's in house equipment. You may test any of this equipment at a mutually convenient time prior to the event. Approval by management at Botanical Hotel is required should the organiser wish to hire a band, DJ or any other form of entertainment. Sound restrictions apply.

SET UP AND DELIVERY

External audio-visual and production companies are required to make contact with Botanical Hotel event staff seven (7) working days prior to the event.

The event host should ensure event staff are advised of all goods to be delivered and that they are adequately marked with the contact name, date of the event and contact number. All equipment must be removed at the conclusion of the event unless previously arranged with Botanical Hotel event staff.

Confetti, sparklers, rose petals or party poppers are not permitted unless approved by Botanical Hotel management.

DAMAGES AND CLEANING

Organisers are financially responsible for any damage to the building, furniture or property during and immediately following the event, including any costs for repair or replacement at current market price. The organisers of the function are responsible for damage caused by their guests, external contractors or agents prior to, during and after the event.

CANCELLATION POLICY

Refunds are made on a pro-rata basis;

3+ MONTHS

\$300 Administration fee

1-3 MONTHS

Deposit forfeited

LESS THAN 1 MONTH

Deposit forfeited plus cancellation fee equivalent prior to event to 10% of total estimated food and beverage charges (based on final numbers provided).

LESS THAN 2 WEEKS

Deposit forfeited plus cancellation fee equivalent prior to event to 50% of total estimated food, beverage and AV charges (based on final numbers provided).

LESS THAN 1 WEEK

Deposit forfeited plus cancellation fee equivalent prior to event to 75% of total estimated food, beverage and AV charges (based on final numbers provided).

CONTENT OF EVENT

If Botanical Hotel has reason to believe that any event will affect the smooth running of the venue, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability. Some events may require security which will be advised at the time of booking.

CLIENT RESPONSIBILITY

Botanical Hotel will not be held responsible for the loss of or damage to property left on premise prior to, during or after an event. The guest is required to inform all relevant persons involved in the organisation of the event, including colleagues or contactors of Botanical Hotel's Terms and Conditions outlined herein.

PRICE VARIATIONS

Every endeavour is made to maintain our prices as originally quoted to you however, they are subject to change. Should an increase occur, we will notify you immediately.

CREDIT CARD SURCHARGE

All payments made by Visa or Mastercard will incur a 1% surcharge, and payment made by Amex will incur a 1.5% surcharge.

BOOKING FORM

PAYMENT

Payment to be finalised by cash or credit card on the day, at the conclusion of the event or prior to the event taking place.

Total catering charges will be based on final confirmed numbers or actual attendance on the day, whichever is greater.

Event date _____ / _____ / _____
DAY MONTH YEAR

Arrival time _____ Anticipated guest numbers _____

Reserved space _____

Minimum food & beverage spend _____

Occasion _____

Company _____

Contact

Phone _____

Email

By signing this acceptance form, I understand and accept the above listed Terms and Conditions including all deposit and cancellation policies.

Signature _____

Deposit Payment

☐ Cash☐ Direct Deposit☐ Credit Card☐ Visa☐ Mastercard☐ Amex

Please note a 1% surcharge applies to all Visa and Mastercard payments, 1.5% and a 1.5% surcharge applies to all Amex payments

Deposit Due _____

Name on Card _____

Card Number

BANK DETAILS

Commonwealth Bank Australia

Botanical Hotel

BSB 063 010

Account 1387 4339

____ / ____ _____
MONTH YEAR CCV

BOTANICAL HOTEL 

BOTANICAL HOTEL

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 instagram.com/thebotanical