

# FUNCTIONS & EVENTS

## KENT

-HOTEL-





## A Unique Venue in Carlton North

Situated in the heart of Carlton North on Rathdowne St, The Kent Hotel offers a unique and inviting atmosphere surrounded by lush greenery. At the Kent Hotel, we offer two distinctive options for your events, catering to various types of functions, accessibility needs, and personal preferences.

### UPSTAIRS

Upstairs provides an exclusive and private atmosphere with the entire floor dedicated solely to your event. This elegant space boasts a private sound system for music, two screens for presentations, private toilets, and an exclusive bar offering a narrower selection.

Enjoy a shared sit-down meal tailored to your preferences and access to a courtyard with a smoking area. Please note that accessibility is limited to stairs only.

### DOWNSTAIRS

Downstairs serves as an excellent alternative if Upstairs is booked or for smaller groups and guests with mobility concerns.

It offers a semi-private setting with a full bar shared with other patrons. Opt for a shared sit-down meal or choose canapés or à la carte options.

Please be aware that speeches or bringing your music is not possible in this space. You are, however, welcome to move outside to our beer garden for a pleasant outdoor experience.

**WANT TO MAKE A BOOKING?**

[info@kenthotel.com.au](mailto:info@kenthotel.com.au)





## UPSTAIRS

Upstairs from the restaurant is our relaxed dining area overlooking the park. KENT UPSTAIRS balances art deco with modern tones to create a familiar and welcoming space.

The interior boasts an abundance of natural light throughout the day and in the evening transforms into a moody wine bar and dining space, with a warm light that bounces off textures of marble and wood.

We can accommodate up to 50 guests for a seated event and 100 guests for a cocktail-style occasion. Select from our various menus for lunch, dinner, or cocktail parties.

The space lends itself well to corporate presentations, long lunches as well as special celebrations and milestones.

KENT UPSTAIRS is available for exclusive use any day of the week. Street parking is plentiful.

**Minimum spend of \$2500 is required**

On weekdays the minimum spend can be negotiated

**\$400 deposit (included in minimum spend)**

**\$50 room hire fee**

40 - 60 guests seated/up to 110 standing (includes courtyard use)

Please keep in mind that this space is accessible via stairs only (no lift)

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## DOWNSTAIRS

If you would prefer your event to be on the ground floor, there's no need to worry. We have fantastic dining areas available downstairs: **BACK** on Curtain Street near the kitchen and **FRONT** at the corner of Rathdowne Street and Curtain Street, near the bar.

Both the **BACK** and **FRONT** provide excellent dining experiences with dedicated table service. We can reserve it exclusively for your use, but a minimum spend will be required. However, suppose you anticipate not meeting the minimum spending requirement. We can still accommodate your group by booking tables in a semi-private area and providing a shared or a la carte menu.

**Minimum spend of  
\$2000 for the exclusive use of the BACK or the FRONT**  
On weekdays the minimum spend can be negotiated

**EXCLUSIVE USE:** shared menu, canapes  
\$400 deposit  
\$50 room hire fee

**NOT EXCLUSIVE USE:** \$150 deposit, no room hire fee

40 - 60 guests seated at the **BACK**  
(Shared menu)  
up to 70-80 at the **FRONT**  
(canapes menu)

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## SHARED TABLE - UPSTAIRS

### SHARED STARTERS

(options: *all 4 starters / any 2 starters and antipasto / all 4 and antipasto +\$8pp*)

Calamari on herb salad, mint, parsley, chilli and lemon aioli (gf)

Garlic pizza (gfo, vg, vo)

Arancini of the day (vgo)

Croquette of the day

### SHARED MAINS

Steak of the day

Market fish

Pasta of the day - choice of meat or veg

Rustic potato gnocchi, basil pesto, extra virgin olive oil, Parmigiano

Reggiano (vg, vo)

### SIDES

Chips, vinegar salt and garlic aioli (vg, vo, gf)

Mixed leaves, cucumber, tomato, onion, house dressing (v/vg/gf)

### Individual alternating desserts from:

Ricotta doughnuts (vg)

Cannoli of the day (vg)

Tiramisu (vg)

Cakeage \$50

2 courses \$70pp | 3 courses \$80pp

Kids under 12 can order on the day from the kids menu

This is a sample menu. Menu items and pricing are subject to change

Dietary requirements and children are catered for on request.



## SHARED TABLE - DOWNSTAIRS

This menu is designed to be served 'family-style' - meant to be shared in the center of the table, with a minimum of 10 people required.

For reservations, a deposit of \$150 is required for non-exclusive use of a venue section downstairs, or \$400 for exclusive use. Additionally, a cakeage fee of \$50 will be charged.

### BASE MENU

2 course – \$55pp

3 course – \$65pp

#### STARTERS

Olive and rosemary focaccia (v/vg)

Croquette of the day (vgo)

Arancini of the day (vgo)

#### MAINS

Porterhouse steak with red wine jus  
and sides

Beer-battered fish, green vegetables

Pasta of the day (vg/vo)

#### SIDES

Side salad (v/vg/gf)

Chips, vinegar salt, and garlic aioli  
(gf/vg/vo)

#### DESSERT

individual

Cannoli of the day

### DELUXE MENU

2 course – \$60pp

3 course – \$70pp

#### STARTERS

Croquettes of the day (vgo)

Calamari on tossed herb salad (gf)

Arancini of the day (vgo)

#### MAINS

Grilled 180day grain fed Angus

Porterhouse, red wine jus

Fish of the Day with sides

Pasta of the day (vg)

#### SIDES

Side salad (v/vg/gf)

Chips, vinegar salt, and garlic aioli  
(gf/vg/vo)

#### DESSERT

alternating individual

Cannoli of the Day (vg)

Donuts (vg)

This is a sample menu. Menu items and pricing are subject to change  
Dietary requirements and children are catered for on request.







## BUILD YOUR OWN PACKAGE

Minimum canapes spend: \$30 per person  
(example: 6 hot/cold serves of finger food pp)

Minimum servings order: 30 of one type of canape

### PRICES PER PERSON:

Finger Food (hot/cold/dessert): \$6

Larger Serving: \$11

### EXAMPLE PACKAGE:

Choose 3 hot/cold items (3 x \$6 = \$18)

Add an antipasto or cheese plate (\$8)

Include 1 larger serving (\$11)

Finish with a delightful dessert (\$6)

**YOUR PACKAGE TOTAL: \$43 per person**

## CANAPES UPSTAIRS & DOWNSTAIRS

### FINGER FOOD

#### HOT

Veal sausage rolls, tomato relish

Tempura prawns, lime, sweet chilli

Arancini of the day (vg)

Croquette of the day (vgo)

Roast pumpkin tart (vg)

Goat's curd & caramelized onion tart (vg)

Popcorn chicken (gf)

Mini mushroom pie (vg)

#### COLD

Fresh oysters, lemon (gf)

Spinach & tomato tart (vg)

Sushi mix (gf/vgo/vo)

Mini bagel: smoked salmon, cream cheese  
capers and dill

Mini bruschetta (gfo/vg/vo)

#### DESSERT

Cannoli of the day

Ricotta donut

(V) – VEGAN (VO) - VEGAN OPTION

(VG) – VEGETARIAN

(VGO) – VEGETARIAN OPTION

(GF) - GLUTEN-FREE

(GFO) – GLUTEN-FREE OPTION

### LARGER SERVINGS

Beef slider, cheddar, pickles

Mushroom & halloumi sliders, rocket,  
tomato relish, aioli (vg/gfo)

Fish & chips

Salt 'n' pepper calamari, rocket, radish  
& beet salad, lemon aioli (gf)

### ANTIPASTO PLATE

Shaved cured meats, house preserved  
vegetables and pickled artichokes,  
marinated feta with lavosh and focaccia

### CHEESE PLATE

Selection of Australian & European  
cheeses with crackers (gfo)

### PIZZA

#### FROM THE RESTAURANT MENU

Traditional & vegetarian options  
price as per current pub menu

BYO cake - \$50 cakeage

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We are happy to discuss other canapes options  
or include other pub menu items

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This is a sample menu. Menu items and  
pricing are subject to change  
Dietary requirements and children  
are catered for on request.



## BEVERAGES - UPSTAIRS

### Bar Tab / On Consumption

Wine consumption is charged by the bottle  
Beer, soft drinks, spirits & cocktails are charged by the glass

We suggest to choose from  
our current restaurant wine & drinks list:

- 1 sparkling wine
- 1 rose/pink/orange/natural
- 2 red wines
- 2 white wines
- 3 tap beers & 1 cider or ginger beer

Soft drinks are a standard inclusion.

You can also include:

- House pours  
(vodka, gin, scotch, bourbon, whiskey, tequila, rum)
- Cocktails (2-3 to choose from)
- Bottled/can beer
- non- or low- alcoholic spirits, wine, beer

### Cash Bar\*

Guests pay for their own drinks

\*Cash bar does not contribute to the minimum spend unless  
agreed upon with the Functions Manager\*



# TERMS & CONDITIONS

It is the responsibility of those entering into this contract to inform their guests of the Kent Hotel's terms & conditions. In booking your function at the Kent Hotel, you agree to the following:

## **CONFIRMATION OF BOOKINGS**

Bookings are not considered confirmed until a deposit of \$400 & the signed T&Cs have been received by the venue. Tentative bookings can only be held for up to 5 working days and will be cancelled after this time.

## **CANCELLATIONS**

All cancellations must be made directly to the Functions Manager. For any cancellations within 2 weeks prior to the event, the entire deposit will be forfeited. For any drop in numbers within 24hrs, it is up to the discretion of management as to whether or not you will still be charged for the guests not coming. For cancellations of the whole event within 48hrs, it is at the discretion of management that you will be charged for 50% of the food costs, and potential other costs incurred.

## **PAYMENTS**

Please note that once your numbers are confirmed, that is what you will be charged for. Any reduction in fees will be at the discretion of management. Full payment is required at the conclusion of the event, via cash or credit card, no later.

## **PRICES, DEPOSITS & MINIMUM SPENDS**

All prices quoted are inclusive of GST. These are subject to change. Increased minimum spend requirements apply at certain times of the year (November/December). Management will advise the minimum spend upon enquiry. Any costs outside of this (e.g. additional entertainment) are not included in the final calculation. If the minimum spend is not reached, the difference will be charged to the client accordingly. The deposit contributes to the minimum spend and is taken off the final bill.

## **GUEST ENTRY**

Guest entry to functions will only be permitted in accordance with agreed start & finish times. The venue reserves the right to refuse entry to any patron in accordance with normal responsible service of alcohol procedures. Additional function guests (above and beyond the numbers of guests confirmed) may only be admitted in accordance with the venue's licensed capacity.

## **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.

## **ADDITIONAL REQUIREMENTS**

Any additional equipment/decoration (no confetti/glitter allowed) or props required, other than those supplied by the venue, must be confirmed with the Functions Manager 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. Venue approval is required for any additional equipment or decorations. Management reserves the right to refuse any material deemed offensive or dangerous. It is the responsibility of the host to ensure that all additional equipment/decorations are removed from the venue at the completion of the function.

## **DAMAGE**

Please be advised that organizers are financially responsible for any damage, theft, breakage or vandalism sustained to the function space or venue by guests, invitees or other persons attending the function. Should any extra cleaning be required to return the premise to a satisfactory standard, this will be charged to the client. The venue does not accept responsibility for damage or loss of merchandise left at the venue.

## **OUTDOOR COURTYARD USE**

Use of the courtyard is included in the hire of Kent Upstairs. This is primarily a smoking area, so no food can be served or consumed in this space unless it has been agreed upon prior. There is the option to make this a completely non-smoking space if you wish, in which case smoker's will have to go downstairs to Rathdowne St.

## **FUNCTION CONDUCT**

It is required the organizer of the function will conduct the event in an orderly manner. All normal venue policies, procedures and legal responsibilities apply to any and all persons attending functions, at all times, 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.

I confirm that I (please print name)

\_\_\_\_\_

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

Sign & Date:

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