



Function Package



90 MACALISTER ST SALE
(03) 51433320
EVENTS@CRIHOTEL.COM.AU

FUNCTIONS AT THE CRITERION

Rich in history and grandeur, this well-known public house re-opened its doors in November 2013 after undergoing immense refurbishment to restore the venue to its former glory.

Resurrected and reinvigorated, the new look Criterion Hotel offers a range of versatile spaces to cater for both corporate or private functions. The venue features multiple bars and spaces over two levels, from the intimate and traditional

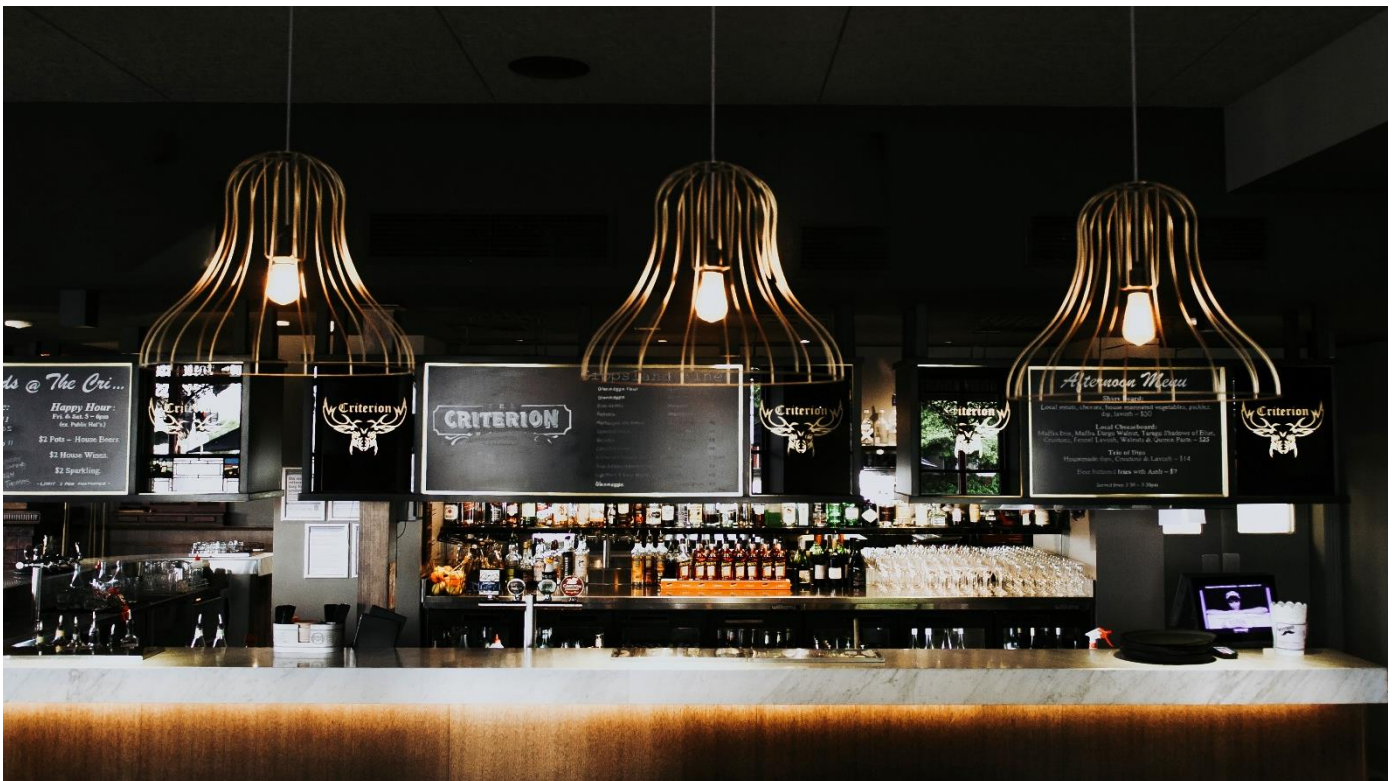
Library room on the ground floor, to the leafy balcony overlooking Sale's central business district.

Our friendly, professional team understands that every event is unique and will work with you to create a seamless celebration from beginning to end.

To discuss your event, please contact our Functions Manager.

0351433320

events@crihotel.com.au



OVERVIEW OF SPACES



The Library

\$100

Capacity

Seated 40 (minimum 20 people)

The Drawing Room

\$200

Capacity

Seated 50 / Standing 80
(minimum 35 people)

The Balcony Room

\$200

Capacity

Seated 50 / Standing 100
(minimum 35 people)

The Macalister Room

\$200

Capacity

Seated 70 / Standing 100
(minimum 35 people)

First Floor

\$400

Combined Balcony Room &
Macalister Room

Capacity

Seated 140 / Standing 200
(minimum 60 people)

THE LIBRARY



The most intimate of our function facilities, the Library room is located on the ground floor and is ideal as a private dining space or small meeting area. With heritage features such as original 1850s fireplace, the space is equipped with LCD TVs that are both HDMI / USB compatible.

\$100 room hire

Capacity
Seated 40 (minimum 20 people)

THE DRAWING ROOM



Adjacent to our Main Bar / Library, the Drawing Room offers excellent flexibility as a function space. Located on the ground floor of the hotel, it features a beautiful exposed brick fireplace, private bar facilities and LCD TV's with HDMI / USB compatibility. The Drawing Room is adaptable to many requirements and event styles, including private dining, canape functions, corporate events and conferences.

\$200 room hire

Capacity
Seated 50 / Standing 80
(minimum 35 people)

THE BALCONY ROOM



Located on the 1st floor, the Balcony Room provides a beautiful setting for any occasion and can be accessed via the grand staircase or lift. It is an ideal space for private dining, canape functions, small conferences or meetings. With an abundance of natural light, it also features a private bar and direct balcony access.

\$200 room hire

Capacity
Seated 50 / Standing 100
(minimum 35 people)

THE MACALISTER ROOM



The Macalister Room is a large and elegant room that offers excellent flexibility in setup options. Located on the 1st floor, the room offers access to the sprawling balcony overlooking Macalister St. Featuring lift access, built-in AV facilities and a private bar, the Macalister Room is the ideal space for events of up to 100 people.

\$200 room hire

Capacity
Seated 70 / Standing 100
(minimum 35 people)

FIRST FLOOR



For larger scale functions, the Balcony Room and Macalister Rooms can be combined to offer a generous open plan space for up to 200 guests. The space can be set up with dancefloor and private bar facilities.

\$400 room hire

Capacity
Seated 140 / Standing 200
(minimum 60 people)

BEVERAGE OPTIONS

BEVERAGES ON CONSUMPTION

A bar tab can be set up at the beginning of your function with a specified limit. This can be revised as your function progresses and increased if need be.

CASH BAR With a fully stocked bar and beers on tap, your guests will be able to select from a long list of drinks, which are available for purchase throughout your function.

BEVERAGE PACKAGES

Our drinks packages can be designed for those who wish to have a more controlled offering outside of a bar tab. These packages include both a basic or premium option. Prices listed are per person, and all guests in attendance must be provided for.

Beverage Packages Pricing

Tailored Beverage Package

\$20 first hour per person

\$15 every hour after per person

On consumption

P.O.A



DINING OPTIONS



CANAPE

Those opting for canape style events, the hotel offers 3 different packages.

- Standard Package (6 pieces p/p) \$25 p/p
- Premium Package (8 pieces p/p) \$32 p/p
- Cocktail Package (12 pieces p/p) \$55 p/p

Please refer to sample menus overleaf.

SIT DOWN LUNCH AND DINNER

20-40 guests

Bookings of 20-40 people for both lunch and dinner will be provided with a reduced item menu to select from. Pricing as per menu items. Please refer to sample menus overleaf.

SIT DOWN LUNCH AND DINNER

40+ guests

Groups of 40+ will receive a set menu with alternate serving of meals.

2 Courses	\$55
3 Courses	\$70

SAMPLE CANAPE MENU



Standard Package \$25 p/head (6 Items)

Okonomiyaki pancake – crispy pork belly, kewpie & green shallots
Caramelized onion & goats cheese tartelette with pear chutney
Mexican corn croquette with tomatillo salsa
House made pork & fennel sausage rolls with tomato relish
Half shell Hervey Bay scallops with XO butter, pork crackle & Asian herbs
Fish ‘n’ chip cups with house made tartare & lemon

Premium Package \$32 p/head (8 Items)

Includes Standard Package plus additional items as below

Italian Pastrami sliders– brioche, Swiss cheese, caramelised onions, sauerkraut, aioli
Grilled beef tostada with charred capsicum & corn, chipotle crème & fresh lime

Premium Cocktail Package \$55 p/head (11 Items)

Includes Standard & Premium Packages plus additional items as below

House made potato gnocchi with heirloom tomato sugo & Grana Padano
Moroccan lamb kofta– tzatziki & flaked almonds
Sweet canapes– selection of individual house made desserts

* Please note that as our menus change seasonally, the above is an indicative menu only

SAMPLE SET MENU



ENTRÉE CANAPES (4)

Okonomiyaki pancake- crispy pork belly, Kewpie & green shallots
Caramelized onion & goats cheese tartelette with pear chutney
Mexican corn croquette with tomatillo salsa
House made pork & fennel sausage rolls with tomato relish

MAINS Please select two options

GIPPSLAND PORTERHOUSE

Potato galette, pickled heirloom tomatoes, local beans, red wine shallot butter (gf, dfa)

CONFIT CHICKEN MARYLAND

Buckwheat tabbouleh, sumac yoghurt, eggplant relish, fresh herbs (gf, dfa)

SALMON

Roasted local beets, asparagus, citrus quinoa, local greens, hazelnuts & beetroot puree (gf, df)

POTATO GNOCCHI

Tomato, grilled zucchini, olives, fetta & basil (v)

DESSERT INDIVIDUAL TASTE PLATE

French macaron, mini lemon meringue

Coconut & pineapple panna cotta

Nutella & hazelnut cheese cake

Christmas themed desserts available (Nov-Dec Only)

* Please note that as our menus change seasonally, the above is an indicative menu only

ADDITIONAL DETAILS



CAKEAGE

You are welcome to bring a cake to celebrate, please note that this does incur a \$2.00 per person fee to a maximum of \$50. All plates, napkins, cake knife & cutlery are provided.

LINEN HIRE

Linen hire is available at \$15 per piece. Although not a requirement, we encourage hosts to enhance their function with clothed tables.

AV EQUIPMENT

All of our function spaces can offer projectors for a fee of \$50 for setup & usage.

Ground floor rooms (The Library and The Drawing Room) are also equipped with LCD TV's that are USB / HDMI compatible.

Although the Criterion Hotel Sale does endeavour to provide brilliant AV support, we are not professionals and therefore strongly encourage all AV equipment to be tested for compatibility with our systems prior to your event.

For your peace of mind, we do offer professional AV support for audio mixing desks, lighting and visual input support at additional cost.

ACCOMMODATION

Located on the first floor, the Criterion Hotel offers beautiful boutique accommodation. Refurbished in 2017, each room features complimentary wi-fi, LCD smart televisions with Netflix, heating and cooling and mini bar facilities.

Room rates current to March 2018:

9 x Studio Rooms (QB)	\$135 per night
1 x Studio with bath (QB)	\$150 per night
1 x Double Room (QB and KB / QB & Twin)	\$200 per night
3 x Deluxe King (KB / Twin)	\$175 per night
2 x Queen Rooms (QB)	\$175 per night



BREAKFAST

The hotel offers delicious weekday breakfast hampers delivered to your door at 8am.

Priced between \$12-\$25, our breakfast packs feature house made muesli jars with buckwheat maple clusters, house baked croissants and fresh fruit to help start your day the Criterion way.



T & C's

BOOKING DEPOSITS

To confirm a function booking, full payment of room hire fee is required.

PAYMENT DETAILS

Menu selections and payment of your food portion of the account is required 10 days prior to the function date. All functions are required to cater for the total number of people (including children) attending the event. Should a bar tab be provided for your guests, this amount is also to be paid in full prior to the function or a credit card provided to bar staff at the commencement of the function.

ROOM ALLOCATION

While every effort will be made to ensure functions are conducted in the space of the host's choosing, occasionally circumstances will arise that mean an alternate room becomes more appropriate for the requirements of the function. In these rare instances, management reserves the right to assign an alternate room due to circumstances beyond the venue's control. Should attendee numbers deviate from numbers advised at the time of final confirmation, it is at the venue management's discretion to reallocate an event to a more appropriate space.

CANCELLATIONS

Under any circumstance, notice of function cancellation must be made as soon as possible by consulting directly with management. A fee may be applicable upon cancellation, as per the following:

Function cancellation within 10 days of event start- Room hire fee

Function cancellation within 7 days of event start- Room hire fee & 50% of catering.

DECORATIONS

Any additional equipment / decorations or props required, other than those supplied by the venue, must be confirmed with management a minimum of one week prior to the date of the function. Please note that the venue reserves the right to disallow any material deemed offensive, dangerous or damaging to the venue. We politely ask that no glitter, table scatters or confetti are used at any function in the hotel. The venue does not accept responsibility for damage or loss of equipment / decorations left at the venue prior to or after the function. It is the responsibility of the host to ensure all client goods are removed from the venue at the completion of the function and the room is returned to its original state.

GUEST ENTRY

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. Persons under the age of 18 years are allowed to attend the function but must remain under the supervision of their parents or legal guardian at all times. They are not to consume liquor and are not to venture into any other section of the hotel. The Criterion Hotel Sale is a member of the Wellington Liquor Accord & enforce barring. Any person identified on the barring list is not permitted in the hotel under any circumstance.

END TIME

Functions are to draw to a close by 12 midnight. Any decorations, gifts or personal belongings must be removed from the hotel at the conclusion of the function, unless prior arrangements have been made with management.

DAMAGE/GUEST MISCONDUCT

It is the responsibility of the organising host to ensure that all invited guests behave in an acceptable manner. Please be advised that organising hosts are financially responsible for any damage, theft, breakage or vandalism sustained to the function room or venue premises 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. Hotel management reserve the right to end functions early due to intoxication & quarrelsome guests.

I confirm that I _____ have read and understood the above terms and conditions and agree to comply.

SIGNED: _____

DATE: _____

FUNCTION BOOKING FORM

Please complete & return (along with signed T&Cs) to our Events Coordinator, via events@crihotel.com.au no later than 10 days prior to your event.

EVENT DETAILS

Date: _____

Occasion: _____

Number of guests: _____

Function space: _____

Set up time: _____

Event start/finish time: _____

Room layout: _____

CATERING DETAILS

Food option: CANAPE / SIT DOWN _____

Food details/dietary requirements: _____

Food service times: _____

Beverage option: CASH BAR / BAR TAB _____

Beverage details (inclusions, limits, etc): _____

ADDITIONAL DETAILS

Linen required (\$15 per piece)	Y / N	Cake (\$50)	Y / N
Tea/coffee station (\$3.50 pp)	Y / N	Stage/lectern:	Y / N
Microphone:	Y / N	Live music:	Y / N
Data projector (\$50)	Y / N	Dancefloor:	Y / N
Projector input:	HDMI/VGA/Apple		

CONTACT DETAILS

Contact name/Company: _____

Contact phone: _____

Contact email: _____