

THE HATTER & THE HARE FUNCTIONS



**INFORMATION
PACKET**



CELEBRATE AT THE HATTER & THE HARE



Like an oasis in the desert, The Hatter & the Hare sits in the midst of the Bayswater industrial area providing a dining experience seemingly plucked out of Lewis Carroll's imagination. Taking inspiration from the story of Alice's Adventures in Wonderland, this 400-sqm space which wittingly blends contemporary with industrial, could be your next venue for your private or public event.

Be it an intimate gathering with family & friends, or a work lunch with colleagues, or even an affair that's open to the public, we can host it for you and make it a day to remember. Have your function indoors or make use of our courtyard surrounded by our floral, herb and fruit wall garden. However you envision it, we will work with you every step of the way to make your event a successful one.

FUNCTION PACKAGES

BUFFET SETUP

\$70PP

- 7 Savoury Canape Items (hot & cold)
- 1 Grazing Station
- 1 Dessert Table with 7 petit four cake variety (not including celebration cake)
- 1 Drinks Station (non-alcoholic) with bartender
- One glass of complimentary champagne will be served per guest,
- BYO

\$60PP

- 6 Savoury Canape Items (hot & cold)
- 1 Grazing Station
- 1 Dessert Table with 6 petit four cake variety (not including celebration cake)
- 1 Drinks Station (non-alcoholic) with bartender
- One glass of complimentary champagne will be served per guest,
- BYO

\$50PP

- 5 Savoury Canape Items (hot & cold)
- 1 Grazing Station
- 1 Dessert Table with 5 petit four cake variety (not including celebration cake)
- 1 Drinks Station (non-alcoholic) with bartender
- One glass of complimentary champagne will be served per guest,
- BYO



MINIMUM BOOKING REQUIREMENT

We are able to accommodate buffet functions starting from 25pax up to 150pax. Minimum spend will depend on the styling & the timing of the function.

FUNCTION HOURS (STANDARD)

Two-hour venue use included on any of the following time slots:

- 2pm - 4pm
- 3pm - 5pm
- 4pm - 6pm

Additional \$500/extra hour required.

EXCLUSIVE VENUE HIRE

The venue is available to hire for exclusive use during trading hours. This is dependent on the styling and setup requirements and the season the event will be held. Discuss your options with our Functions Manager.

CHILDREN

Children 12 years and under will be charged \$30/head for any of the buffet packages. Younger children who do not need catering will not be charged.

OUR HEAD CHEF AND HEAD PASTRY CHEFS CHANGE THE MENU SEASONALLY TO ENSURE THE BEST QUALITY OF PRODUCTS ARE USED

SIT-DOWN, SET COURSE MENU SETUP

THREE-COURSE MENU \$125PP

- Choice of 1 entrée & 2 mains (alternate drop)
- Dessert Platter to share featuring THATH Signature Character Cakes (Alice, Cheshire, Hatter, Hare, King's Hat, Queen)
- Drinks station (non-alcoholic) with bartender
- One complimentary glass of champagne per guest
- BYO

THREE-COURSE MENU \$120PP

- Choice of 1 entrée & 2 mains
- Dessert Platter to share featuring THATH Signature Character Cakes (Alice, Cheshire, Hatter, Hare, King's Hat, Queen)
- Drinks station (non-alcoholic) with bartender
- One complimentary glass of champagne per guest
- BYO

TWO-COURSE MENU \$90PP

- Choice of 1 entrée & 1 main
- Dessert Platter to share featuring THATH Signature Character Cakes (Alice, Cheshire, Hatter, Hare, King's Hat, Queen)
- Drinks station (non-alcoholic) with bartender
- One complimentary glass of champagne per guest
- BYO

MINIMUM BOOKING REQUIREMENT

We are able to accommodate sit-down functions starting from 25pax up to 120pax. Minimum spend will depend on the styling & the timing of the function.

FUNCTION HOURS (STANDARD)

Two-hour venue use included on any of the following time slots:

- 2pm - 4pm
- 3pm - 5pm
- 4pm - 6pm

Additional \$500/extra hour required.

FUNCTION PACKAGES



EXCLUSIVE VENUE HIRE

The venue is available to hire for exclusive use during trading hours. This is dependent on the styling and setup requirements and the season the event will be held. Discuss your options with our Functions Manager.

CHILDREN

Children 12 years and under will be charged \$50/head for any of the set course menu packages. Younger children who do not need catering will not be charged.

**OUR HEAD CHEF AND HEAD PASTRY CHEFS CHANGE THE MENU SEASONALLY
TO ENSURE THE BEST QUALITY OF PRODUCTS ARE USED**

ADD-ON STYLING & SERVICES

WEDDING CEREMONY

FROM \$500

INCLUSIONS:

- Styled Wedding Arch with Floral Arrangement
- Styled Bridal Aisle with Floral Arrangement

BACKDROP, TABLE CLOTHS, STATIONARY & OTHER PROPS

FROM \$400

BALLOON INSTALLATION

FROM \$300

FLORAL ACCENTS (TABLES)

FROM \$300

CELEBRATION CAKE

FROM \$130



WE HAVE A DEDICATED KITCHEN FACILITY AND A TEAM OF ABLE PASTRY CHEFS WHO MAKE ALL OUR PASTRIES & CAKES.

WE CAN MAKE THE CELEBRATION CAKE YOU WANT FOR. YOUR EVENT. OUR CAKE ORDER FORM WILL GUIDE YOU THROUGH THE DESIGN AND FLAVOUR OF THE CAKE FIT FOR YOUR OCCASION.

WE ARE ALSO HAPPY TO PORTION YOUR CAKE AND SERVE TO YOUR GUESTS AND BAG THEM TO TAKE HOME. CAKE SLICING AND SERVING ARE FREE OF CHARGE.

A CAKEAGE FEE OF \$4/PP WILL BE CHARGED IF YOU CHOOSE TO BRING YOUR OWN CAKES

SETTING EXPECTATIONS

RESPONSIBILITY OF GUESTS AND CONDUCT

The person who has signed this booking agreement is responsible for the behavior of all their guests. The person will be liable for the cost of any damage incurred at the venue during the function. The Hatter & The Hare reserves the right to immediately conclude the function in the case of alcohol or illicit substance abuse by guests.

DEPOSITS & PAYMENTS

All quotes and dates are subject to availability until secured with a 20% deposit. No event is confirmed until the 20% deposit has been received. The remaining payment will be invoiced 7 days prior to the function date, unless other arrangements have been agreed upon between both parties and secured in writing.

Regardless of payment method, we require to hold either a Visa or MasterCard on file. We require this for any additional charges incurred during the function. A staff member will have you print/sign the additional item docket and submit the signed docket to head office to process the payment on the credit card you have selected to leave on file.

We accept payment from MasterCard and Visa (1.5% credit card surcharge applies) or Direct Transfer to the bank details located on the invoice.

CONFIRMATION OF FUNCTION DETAILS

Final guest counts, menus and dietary requirements must be finalised 7 days prior to the function along with the remaining invoiced payment. If final guest counts decrease after confirmation, you will be charged at the confirmed headcount.

CANCELLATION POLICY

Deposits on functions are non-refundable.

If cancelling before the 7-day confirmation of function, we will keep the deposit and you will incur no other fees. If cancelling after you have confirmed all function details, you will be invoiced/charged the remaining balance due.

Any other changes to menu or dietary requirements within the 7 day period before your function may incur a surcharge.

DIETARY REQUIREMENTS + ALLERGENS

Please discuss with us in advance if you have guests who have special dietary requirements.

We can prepare items that are free of allergens such as gluten, wheat, dairy, eggs, nuts etc, however our kitchens are not allergen-free so food served on the day may contain traces of such allergens. The Hatter & The Hare will not accept any liability with adverse reactions to such allergens. Please inform any guest who is concerned/have a serious food allergy to bring their own food.

THE HATTER & THE HARE

1/21 SCORESBY RD, BAYSWATER VIC 3153 | T: (03) 9720 5230 | E: FUNCTIONS@HHCAFE.COM.AU | W: WWW.HHCAFE.COM.AU

TYPE OF FUNCTION	

_____ # ADULTS	_____ # CHILDREN
FUNCTION PACKAGE	
<input type="checkbox"/> BUFFET SETUP	<input type="radio"/> \$70PP <input type="radio"/> \$60PP <input type="radio"/> \$50PP
<input type="checkbox"/> SIT DOWN, SET COURSE MENU SETUP	<input type="radio"/> TWO-COURSE MENU \$90PP <input type="radio"/> THREE-COURSE MENU \$120PP <input type="radio"/> THREE-COURSE MENU \$125PP
ADD-ONS:	
<input type="checkbox"/> WEDDING CEREMONY	<input type="checkbox"/> BALLOON INSTALLATION
<input type="checkbox"/> BACKDROP, TABLE CLOTH, STATIONARY, PROPS	<input type="checkbox"/> CELEBRATION CAKE <input type="checkbox"/> FLORAL ACCENTS

ACKNOWLEDGEMENT

Payment of any fees and charges for The Hatter & The Hare services shall be deemed to be an acknowledgement and acceptance of these conditions. A copy of these Terms & Conditions is available from The Hatter & The Hare at any time.

By signing this contract you acknowledge and accept the Terms & Conditions as set out.

NAME (PLEASE PRINT)

DATE OF FUNCTION

BUSINESS NAME
(AS APPLICABLE)

AUTHORISED POSITION
(IF BUSINESS)

SIGNATURE

DATE SIGNED

COMPLETE THIS FORM & EMAIL A SCANNED OR PHOTOGRAPHED COPY TO:
FUNCTIONS@HHCAFE.COM.AU